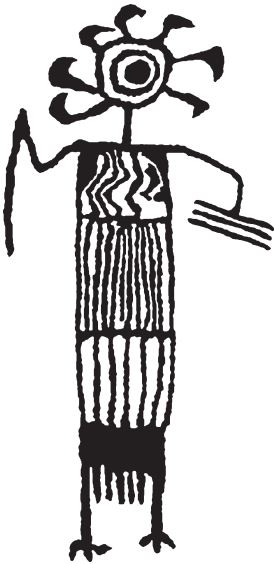


American Indian Rock Art Style Guide

American Rock Art Research Association

May 2009



American Indian Rock Art (AIRA) is a yearly publication of the American Rock Art Research Association (ARARA). Original papers addressing rock art research, current theories, and reports may be submitted. The majority of the published papers are from, but not limited to, the annual ARARA Conference. Submitted papers are subjected to a review process by the current editing team and at least one reviewer with knowledge of the central topic. Papers will be returned with review comments for revision prior to acceptance. One month will be allowed for revisions. If the time is not adequate for revisions the paper may be resubmitted late for consideration in the next years volume.

The Publications Committee strives to maintain a high degree of professionalism in ARARA's publications. To this end, the committee requires that all authors use the following guidelines. When a style point has not been addressed or in cases of dispute or disagreement, style questions will be resolved by referring to the most recent *American Antiquity* style guide and the *Chicago Manual of Style*, in that order. The following ARARA style guide should be sufficient for most cases. If required, the current *American Antiquity* style guide is available at:

<http://www.saa.org/Portals/0/SAA/Publications/StyleGuide/styleguide.pdf>

If a submitted manuscript does not meet ARARA's stated guidelines, the volume editing team will require the author to make necessary changes before the paper will be considered for publication. Each submitted manuscript must satisfy basic requirements for completeness in order for the manuscript to be accepted. A checklist is provided along with these guidelines to assist authors in submitting manuscripts in proper form. Fill out the checklist before submitting your manuscript, using it as a guide to insure that all steps have been followed.

Draft Manuscripts:

Prepare your manuscript according to the guidelines below, and be careful to adhere to deadline dates as provided in your Letter to Authors. In addition to the electronic files, submit one (1) clean hard copy of the paper (double spaced), including an abstract and Tables, Captions, and References Cited for review by the Editor and assigned Reviewer(s). The hard copy is used to confirm text emphasis, diacritical marks, and foreign or esoteric words and phrases for which formatting may be lost in file translation. Be sure to include digital files, printouts, and/or photocopies of illustrations with your Draft Manuscript so reviewers can fully understand your presentation. In addition, please send an Abstract and brief biographical information on the author(s). If you wish, original illustrations and photographs may be sent with your draft manuscript for high-quality scanning.

Final Manuscripts:

Submit your final edited and revised manuscript to the ARARA Publications Chair by the deadline specified in your authors' instructions. Be sure your final manuscript is prepared according to the Guidelines below. A complete set of final illustrations, photographs, and tables must be submitted with your final manuscript if you did not send them earlier for scanning.

Manuscript Preparation:

Manuscripts should be between 2500 words and 5000 words in length exclusive of acknowledgments, tables, figures, and references cited. Longer manuscripts may be accepted, but we reserve the right to edit these to meet publication restrictions. Submit an electronic copy of your paper on a CD or USB flash drive or by e-mail to the Publications Chair. Include Figure Captions, Tables, and References Cited in separate files. As noted above, Draft Manuscripts must include one hard copy of the paper plus digital files, printouts, or photocopies of illustrations, and Final Manuscripts must include all final illustrations if they were not sent previously for scanning.

Prepare your manuscript as plain unformatted text with a simple tab at the beginning of each paragraph. You must not use “automatic formatting” or “styles” in your text. Submit all text files in a standard word processing format: .doc (Microsoft Word), .wpd (WordPerfect), or .rtf (rich text format). Please avoid the new .docx format.

Include all “serial commas,” defined as the comma preceding “and” in a list of objects: “. . . dogs, cats, horses, and cows,” **not** “dogs, cats, horses and cows.”

In U.S. English, **all primary quotation marks are double quotation marks.** Use single quotation marks only for quotations within quotations.

Commas and periods are always inside quotation marks. For all other punctuation, the punctuation mark is outside quotation marks unless the punctuation is part of the original quotation. Reference citations in parentheses are outside quotation marks and the appropriate punctuation comes after the citation, not inside the quotation mark before the citation:

correct: “. . . have a similar context” (Smith and Lee 2001:209).

incorrect” . . . have a similar context.” (Smith and Lee 2001:209)

Type captions separately and mark corresponding illustrations and tables clearly with figure or table number. Put all photographs and drawings (including maps) in one series of “Figures” with a separate series of “Tables” if applicable. Do not use Roman numerals for numbering. Number figures and tables in the order in which they are called out in the text. We prefer that you submit photos loose with numbers on back to match numbered captions. Do not tape or mount photos.

End Notes: If information is important enough to be said, try to work it into the text. If notes are necessary to your presentation, use End Notes only. **Do not use footnotes and do not use “footnote” or “end note” functions in word processing programs.** Mark notes in text (superscript text or parenthesis with “Note 1” etc.) and **type notes as regular text on a separate page** at the end of your manuscript.

Restrict use of headings to main headings and sub-headings only. Third-level headings are discouraged.

DO NOT TYPE ANYTHING IN ALL CAPS (not even the title), and do not format text in any way: use your word processor’s defaults and **DO NOT** enter codes or styles for type size, font, paragraph definitions, paragraph styles, indents, columns, and similar formatting. You **MAY** use italics (preferred) or bold for emphasis in your text, and you **MAY** change margins to indicate long block quotations.

Follow recent AIRA publications for general matters of style. Pay close attention to bibliographic citations in text and place year and page numbers close to author’s name:

“Smith (1985:23-25) says...”

or

“...it was said (Smith 1985:23-25) that...”

For citations in text, use (1985) for reference to an entire source, (1985:23) for a single page, (1985:23-25) for a series of pages, and (1985:23, 27) or (1985:23-25, 29) for discontinuous pages. There is no space after colons (:) but there is a space after commas (,) in citations. For more than one reference by a single author in one year, use 1985a, 1985b, 1985c, etc. Use n.d. if reference is not dated, e.g., Jones (n.d.:23-25) or (Jones n.d.:23-25).

Place personal communications in the text, using full name of the source:

“...according to Joe Smith (personal communication 1985).”

or

“...has been noted (Joe Smith, personal communication 1985).”

Quotations and Permissions:

Direct quotations longer than three lines (approximately 50 words) will be set off as block quotations with indented margins. The author must secure and submit permission to quote “substantial amounts” of copyrighted material. In general, permission from the copyright holder is required for quotations exceeding 50 words and such protection extends to the author or the author’s heirs for quotation of any unpublished material.

Unless the author’s exact words are necessary to make a point, try to paraphrase the original author’s words (with the proper citation) or use quoted phrases in the body of the text. Paraphrase or direct quotation requires a page number in addition to the year for in-text citations.

The author must also secure and submit permission to use previously published graphics. Graphics not the author’s must be acknowledged in the graphic title.

References Cited:

Use “References Cited” as the title for your bibliography. Include *all* references cited and *only* those cited. ***Double-check the accuracy of your references, and then check them again. Since our bibliography style may differ from others, we prefer that you DO NOT use italics or other word styles (underlines, quotes, etc.) in your citations UNLESS words are italicized, underlined, or placed in quotation marks in original Reference titles. Use examples below as models when preparing your References Cited. In preparing References Cited, FOLLOW THE SIMPLE BLOCK FORMAT SHOWN BELOW. DO NOT INDENT THE DATE OR ANY LINES OF TEXT.***

For journals or magazines:

Smith, Joe
1985 Recording Rock Art. *American Antiquity* 27(3):5-10.

>Note: 27(3):5-10 means Vol. 27, No. 3, pp. 5-10; use this abbreviated form in citing journals.

For books:

Jones, Sam
1985 *Petroglyphs of the New World: The Study of Prehistoric Artistic Traditions*. Smith & Jones, Inc., New York.

For books of collected works:

Jones, Sam, and Joe Smith, eds.
1985 *The World of Rock Art*. University of Arizona Press, Tucson.

For a work in a collection:

Williams, Bill
1985 Notes on American Rock Art. In *The World of Rock Art*, edited by Sam Jones and Joe Smith, pp. 15-22. University of Arizona Press, Tucson.

For a book or paper in a series:

Smith, Joe
1985 The Study of Rock Art. *Anthropological Papers of Midlands University* 24.

For a book or paper in a multiple series:

Jones, Sam
1985 Utah Rock Art. *Anthropological Papers of Midlands University* 25, Great Basin Research Series 10.

For theses and dissertations:

Smith, Joe
1975 *An Analysis of Western Rock Art*. Ph.D. Dissertation, San Diego State University.

For unpublished manuscripts:

Jones, Sam

n.d. Notes on Rock Art Research. Unpublished manuscript in the possession of... [or] Unpublished manuscript on file at....

>**Note:** If a manuscript is clearly dated, use the date in citing it.

Special Notes for References Cited: Works translated from another language may have the phrase “Translated by....” inserted following the title. For clarity, the word “Volume” or “Part” may sometimes appear as part of a title, such as:

Rock Art Papers, Volume 1

or

Pictographs and Petroglyphs of the Oregon Country, Part 1

Personal communications:

Do not include personal communications in References Cited. If it is necessary to clearly identify the person cited or specify why he or she is an authority, use the Acknowledgments for this purpose (e.g., “I wish to thank Joe Smith, Director of the Smith Research Foundation, for his comments...”).

In general, pay attention to such things as:

a. Spacing after commas, colons, and periods (no space after colon used between year and page number, single space after *all* other punctuation). Do not use double spaces after periods in your text.

b. For multiple authors, only first author is given with last name first. *Provide first names of all authors when known.* Please note the use of a comma before “and”:

Jones, Sam, Bill Smith, and Mary Brown.

c. Use page numbers only for journal articles, papers in collected works, and other sources which consist of less than an entire number of a volume. If a reference is an entire number of a serial publication, use only the volume and number in citing it in References Cited.

d. For books, give name of publisher or press followed by comma and city of publication. State of publication following city is not necessary unless the city is not well known. City of publication is not necessary for journals. For references such as anthropological paper series, city and publisher generally are not necessary unless obscure; if in doubt, include them.

e. THE MOST FREQUENT PROBLEM WITH SUBMITTED PAPERS IS FAILURE TO FOLLOW THE PLAIN BLOCK TEXT FORMAT FOR REFERENCES CITED. **Please do not use indents, extra carriage returns, tabs, paragraph styles, or other formatting.** Your entries in References Cited should look exactly like the examples given above.

Illustrations:

a. Graphic tables, charts, maps, and drawings **must** be submitted camera-ready, suitable for reduction. If you make your original illustrations large, reduce them to manageable size (8½x11 or smaller) before sending them. Do not send large-size illustrations. **See Guidelines for Preparing Photos and Illustrations** (below) for specific instructions. We also accept line art on computer disk as standard TIFF files at 1200 dpi. Consult the editor for illustrations in any other format.

b. Photographs should be submitted as glossy prints with good contrast, neither too dark nor too light. Black and white prints are preferred, but good quality color prints may be used, and we can accept color slides. We can also accept digital files. You may send scanned digital files or original digital camera images. **See Guidelines for Preparing Photos and Illustrations** (below) for specific instructions.

c. Try to avoid large horizontal-format illustrations that must be placed sideways on the page, but do not hesitate to submit them if necessary for the content of the paper. If any other unusual format seems necessary, consult the Publications Chair or Volume Editor.

d. We decide on final size for all illustrations. Please do not submit line art larger than 8½x11 inches or photos larger than 8x10 without consulting the Publications Chair or Volume Editor first.

e. **Permissions:** if you use photos or illustrations from another source, you must include a *letter or other statement of permission* for use of the illustration.

Copyright:

We will publish the volume as a compilation of submitted papers with copyright for the compilation assigned to ARARA. All authors will be asked to sign a transfer of copyright for *single use of the manuscript submitted for publication*. All other rights to the manuscript and the information it contains, including illustrations, remain with the author(s). This transfer does not affect future use of the same manuscript or of any version of the information contained therein. If the same paper is reprinted in some other publication, authors agree to include a courtesy credit line acknowledging first publication in the AIRA volume.

Tables:

Graphs and graphic tables (such as bar charts or tables containing graphic elements) must be submitted as camera-ready copy like other graphic art. Text tables must be composed in your word processing program. Create your tables with the vertical columnar format in mind—avoid horizontal (“landscape” mode) tables whenever possible. In all cases, send one hard copy of each table with your manuscript hard copy.

Figures and Captions:

We cannot accept illustrations or photos larger than 8½ x 11 inches. References for previously published graphics must contain both the year and page from the document copied. Other graphics not the author’s must be acknowledged in the graphic title.

Submit figure and table captions as a separate file along with the electronic file for your paper.

All Figures, Tables, and Captions *must* be submitted as separate files, not integrated into the main text.

Guidelines for Preparing Photos and Illustrations

Photographs:

You may send original photos or slides. We will scan them and return them to you.

Photographs may be rejected if, in the opinion of the editor, they will not reproduce well. In general, you need not specifically identify photographs that are clarified with techniques that mimic standard darkroom procedures in conventional photography (brightness, contrast, dodging, burning, level control, etc.). In addition, we will adjust levels, contrast, and brightness to best suit publication. Enhanced photographs must be noted as such—examples would include extensive manipulation of contrast and levels, false color, color replacement, inverted color, and DStretch enhancement in color images before conversion to black and white.

For photographs, the following guidelines are provided:

- **If you scan photographic prints** you may submit scanned digital files in TIFF (.tif) format at a minimum width of 2000 pixels.

- **For digital camera images:** be aware that digital photos taken with low-end cameras may not have the resolution needed to publish well. If your original images are less than 2000 pixels in width, they may be suitable for publication in small size only. Minimum width is 900 pixels for photos to be published no larger than one-column width. For digital photographs, we prefer **original color digital camera files** with no manipulation. Convert camera RAW images to TIFF (.tif) format. For cameras that save images as JPEG (.jpg) files, original

camera files may be sent in their native JPEG format. **If you re-size or digitally manipulate images in any way, convert files to TIFF format before making any changes.** We prefer to do conversion to black-and-white and digital processing for levels, contrast, etc.

• **Important:** Do *not* send inkjet prints from digital files for use as illustrations. Even “photo quality” prints have a dithering pattern that can make results look “muddy” and unsharp. If you have the digital file, send the file instead.

- For photographic prints, submit glossy finish only—no matte photos.
- High contrast glossy black-and-white photos exhibiting a full range of tones are preferred. Subtle shades of gray, light or dark, will not reproduce well.
- Send original prints only (photocopies okay for draft manuscript).
- Color prints in glossy finish are acceptable if they reproduce well. A photocopy is a rough indicator of how well they will reproduce in black-and-white.
- Do not submit photos larger 8x10 inches. Do not mount the photos. Allow a minimum of ¼ inch on all sides for cropping.
- Color slides may be submitted for scanning.
- Identify your photos: lightly note on the back of each photograph or on transparency mounts or sleeves with your name plus the figure number. Take care not to indent the photograph (hint: write on a label in pencil then transfer to photo). Indicate which side is “top” or up (very important), and indicate which side of a slide is “front”—if not labeled, we will determine orientation of slides by the emulsion side, but some duplicate slides are reversed from normal. Place all numbers and identification on the “front” of the slide.
- If you would like special cropping, or the addition of text or arrows, on the final printed photograph, indicate your wishes on a tracing paper overlay or photocopy.

Grayscale Maps and Illustrations:

In general, we prefer maps and illustrations prepared as line art (see below), but if you have the skills or resources to prepare professional-level grayscale maps and illustrations, you may submit maps and illustrations with gray fills saved as Photoshop PSD files or as flattened TIFF files at a minimum width of 2000 pixels. Please consult the Publications Chair or Volume Editor before submitting grayscale illustrations.

Line Drawings & Maps:

Line drawings and maps may be submitted as original art if smaller than 8½x11, or as high quality PMT photostats (available at blueprint shops). Line art often is improved if prepared in large size and then converted to a PMT in reduced size. For drawings that require scale, use a **linear scale** placed in the illustration. Do not use captions such as “actual size” or “half size” or the old-fashioned system of including a fraction in the illustration, since we may reduce or enlarge your drawing for the final publication. Do not hand-letter illustrations, and do not use “press-on” letters or screens for gray areas. Submit your illustration without lettering or shading and include a separate copy with lettering and shading indicated—we will add them for you.

Line art may be submitted as scanned files. For line art, scan at 1200 dpi in bitmap mode (also called “black & white” or “document” depending on your scanner or graphics program). Save files in TIFF (.tif) format, using LZW compression if your graphics program supports it. DO NOT save line art as grayscale or RGB files, and DO NOT save line art as JPEG files.

Line art may be submitted as computer-generated illustrations saved in TIFF format at 1200 dpi. Do not use “hairline” width lines—set minimum line width to 0.5 point. Helvetica is the default font for illustrations and maps. If your illustration or map requires shaded areas, send a plain hard copy indicating areas to be shaded, or follow guidelines for grayscale images given above. Please consult with the Publications Chair or Volume Editor if you must deviate from these guidelines.

Maps should be clear and uncluttered. Use standard USGS symbols whenever possible. Indicate North on the drawing. Normally, this is the top of the page. Please include **general location** maps of sites. Exact locations should not be pinpointed.

Guidelines for Line Drawings:

Although you may send original art no larger than 8½x11, we prefer PMT photostats or scanned image files prepared according to the guidelines given above. Oversize drawings must be prepared as reduced photostats or scanned image files.

For hand-drawn illustrations, the following guidelines are provided:

- A vertically oriented image works best—it permits the easiest layout placement and can be shown in a relatively larger size than landscape images.
- Fill in solid areas carefully—light spots or uneven fills will stand out in print.
- Printing is in black only. In line art, color may be indicated by various symbols or fill patterns (parallel lines, crosshatch, etc.) with a key.
- Do not place borders around any illustration or map. We will place borders where appropriate.
- If shading is required (e.g., sunlight interactions), specify the area to be filled and we will add a continuous tone fill and convert to grayscale. We do not recommend hand-stippling. Do NOT use press-on screen patterns for fills.
- Do not use hand lettering or press-on lettering or numbers. We will add lettering according to a marked copy provided by you.
- Mistakes and ink smears can be covered with white gouache or white acrylic paint. Both are water-base pigments and cover well, although several light coats may be needed to obscure the black.
- Keep drawings clean by covering them with a piece of tracing paper secured on the back with tape. Figure numbers and other identification (author's name, paper title, date) should be written lightly on the back of each illustration in pencil.

Please consult the Publications Chair or Volume Editor for any questions not answered by this Style Guide. If you have suggestions for improving the Style Guide, please send them to the Publications Chair.

American Indian Rock Art
Authors' Checklist

Thank you for your support of ARARA. The following checklist will allow you to prepare your manuscript in a manner acceptable to the Publication Committee. It is essential that authors carefully address each of the items on this checklist to ensure ARARA's ability to efficiently process their papers. Incomplete manuscript submissions will be returned to the author for correction. If you have any questions, please contact the Publication Chair or Volume Editor.

Name(s) of Author(s): _____

Author to be contacted: _____

Address: _____

City: _____ State: _____ ZIP: _____

For non-U.S. Addresses:

City, Country & Postal code: _____

Phone: (____) _____ E-mail _____

Title of Manuscript: _____

Manuscript Text:

- One (1) hard copy—double spaced; all special characters highlighted.
- All quotations double-checked, referenced, and include page number(s).
- Style Guide followed.
- Computer text file .doc, .rtf, or .wpd format.
- Program used: _____

Captions/Tables:

- One (1) hard copy each.
- Separate computer file for captions/tables.
- Double-check each text call-out and figure/table for accuracy.

References Cited:

- Double-check for accuracy—no omissions; those in text & References Cited all match.
- Separate computer file for references.

Line Art Illustrations:

- Originals properly labeled & numbered.
- Clean white backgrounds.
- Text labels & special mark needs indicated in a copy.
- If scanned or computer generated, save as TIFF files at 1200 dpi. NEVER save line art in JPEG format.

Photographs and grayscale illustrations:

- Glossy prints—do not mount.
- If scanned, scan at width of 2000 pixels. Submit by e-mail or on CD or USB key as TIFF files..
- For digital photos, submit original camera files (JPEG OK; convert RAW to TIFF). If edited or re-sized, convert to TIFF before editing.
- Checked for contrast (photocopy test).
- Properly numbered—matched to text Figures, with "top" indicated.

Loose Ends

- Permission obtained for usage of copyrighted material—verification included.
- Brief bio of each author included along with research abstract (may not be used).