

Preparing a Manuscript for Publication

PREPARING DISKS AND FILES

Manuscripts must be submitted in both paper and electronic form. Electronic files must be provided in a modern storage medium, preferably CD, DVD, or flash drive. Each book section (i.e., foreword, acknowledgements, appendices, bibliography) and chapter must be organized into separate electronic folders with corresponding names. For example, create a folder for Chapter 1 and label it “CH01-Author last name.” Each section and chapter folder must contain the corresponding text file, images, captions, bibliography, and other applicable material.

File names should use a system that is consistent throughout. For example, if the file holds the first chapter, call it Chapter 1, Chapter 01, or CH01. File names for tables and figures must refer to their chapter number as outlined in our Preparing Illustrations guidelines. For example, the first figure and table in Chapter 2 would be labeled Figure 2.1 and Table 2.1, respectively.

Text files should be provided in a standard format (.doc, .rtf) readable by Microsoft Word on a Mac or PC. Image files should be provided according to the *Preparing Illustrations* guidelines (see the document of that name on the CIOA website for details). All images must be at least 300 dpi to be suitable for print. Tables must be created in Microsoft Excel or another similar program. Tables, figures, and captions must be provided as separate files not embedded in text.

FORMATTING YOUR MANUSCRIPT

Each section of the manuscript (title page, abstract, chapters, lists of figures or tables, etc.) should begin on a new page. Format for each of these sections should follow the guidelines in the *Society of American Archaeology Style Guide* (available online at www.saa.org/publications/styleGuide/styleGuide.pdf). Please consult the *Chicago Manual of Style, 15th Edition*, for formatting guidelines not addressed in the SAA Style Guide. If you require an alternate style for a legitimate reason, please contact press staff immediately at ioapubs@ucla.edu.

Print two copies of the manuscript on 8.5-x-11-inch good-quality paper, preferably on a laser printer. Double space all sections of the manuscript, including abstracts, block quotes in the text, acknowledgments, references cited, notes, figure captions, tables, and table titles. Margins at top, bottom, and sides should be about 1 inch. Use 12-point font, do not hyphenate words at the ends of lines (i.e., turn off word wrap), and do not right justify the text (i.e., leave a ragged right-hand margin).

OTHER SPECIFICATIONS

Before submitting the final manuscript, check the following points:

- » Make sure that the totals in the tables are correct. If frequencies or percentages are reported in the text, make sure that the figures or tables agree. It is surprising how often there are errors at this very basic level.
- » Verify that the figure and table numbers still are correct after the chapter order has been finalized.
- » Provide a glossary of foreign terms with correct spelling and diacritical marks. Also provide a list of Linnaean biological names with correct italics and capitalization.
- » Check citations against the text and vice versa. Every text citation must appear in the bibliography and every bibliographic listing must be cited somewhere in the text. Determine whether any of the “in press” citations have now been published. If you have decided to create a consolidated bibliography (which we do not advise), use the multi-citation by year format (1996a, 1996b, and so on) and check the citations in all chapters to make sure the correct letter (a, b) is appended.
- » Supply consolidated lists of figures and tables for all chapters. Be certain that the figure is called out correctly in the text with the chapter number and the figure number (for example, Figure 3.2; Figure 6.10).
- » Supply a consolidated list of contributors with their mailing address and e-mail address.
- » Inform your contributors of the need to obtain permission to use illustrations that have been previously published. Be careful that copyrighted material is not submitted without permission.
- » Communicate to all volume contributors that each person must sign an Assignment of Copyright agreement in accordance to UC Policy.
- » Do a final check against our Manuscript Checklist (visit www.ioa.ucla.edu/publications/for-authors to download the form) and enclose it with the manuscript material upon submission.