

Journal for Cognitive Historiography

Guidelines for Contributors, February 2013

Please follow these guidelines when you first submit your article for consideration by the journal editors and when you prepare the final version of your article following acceptance for publication.

General Points

The Journal for Cognitive Historiography considers original submissions from both established scholars and research students. Articles should be written for a general scholarly audience. All articles are peer/blind reviewed. Each issue consists of 128-144 pages and includes articles, research reports, short reports and commentaries and book reviews. The journal is published in print and online, and online publication of an article generally precedes print.

The editor will not consider manuscripts that are under consideration by other publishers or that have been previously published. It is assumed that once submitted to JCH articles will not be sent to other publishers until a decision about inclusion has been reached..

Subject Matter

Cognitive Historiography is a burgeoning field at the center of cross-disciplinary research. Cognition describes the various workings of brain/mind; cognitive historiography explores the ways those workings may have shaped historical remains and historiographical constructions.

JCH seeks to publish the widest possible diversity of critical inquiry into the relationship between cognition and “pre-history,” archaeology and history. It welcomes contributions covering all periods and topics of historical and archaeological study, and raising methodological or theoretical questions. Cognitive approaches may include but are not limited to those found in the disciplines of cognitive psychology,

anthropology, sociology and neuroscience, as well as evolutionary theorizing. Because of the interdisciplinary aims of the journal, authors should not assume that readers share their own, specialized, disciplinary background. Specialized jargon should be eliminated or explained when first used.

Articles

Articles are to be a maximum of 6,000 words in length, should be accompanied by a bibliography and may be accompanied by notes (see below). Bibliography does not count towards limit, however, the notes do.

Research Reports should be a maximum of 4,000 words. Short Reports should be a maximum of 2,500 words.

Commentaries, Addenda and Book Reviews

Always check with the Book Review Editor before submitting a review in case the book you are interested in reviewing has already been assigned. Book reviews are to be 400– 1,400 words in length and reviewers should refrain from the use of notes and references as much as possible.

Language of Publication

The language of publication is English. The language of submission should be English.

Review Process

All submissions are evaluated through a double-blind review process, and may include review both by editorial board members and external reviewers. The Managing Editor will make every effort to have all submissions evaluated in a timely manner. You will be able to track the

progress of your submission through this system when you log in as an author.

Articles may be accepted or refused, or authors may be asked to make changes and then resubmit. The possibility of an author rebuttal exists.

Permissions

Authors are expected to clear copyright for any copyrighted material that you use or quote, including artwork. Please refer to our separate PDF (Permission Guidelines for Authors) which is available on this website.

Online submissions

Please submit your article through our website. If this is impossible, please contact the Editorial office for assistance.

Online submission is a five-stage process.

Once you have begun the process, you will be prompted to supply various types of information (metadata), as well as your article. These include: a 150 word abstract (book reviews do not require abstracts); three to five keywords; a short biographical statement; contact details; and appropriate Library of Congress subject classification codes, among other things . This metadata is important because it facilitates the indexing of your article once it is published, leading to more citations and greater readership.

You will be asked to upload your article. Your submission should be in Microsoft Word. If using another word processor, convert the final file into Rich Text Format (RTF). Manuscripts should be formatted using one and a half line spacing, printed and numbered consecutively throughout.

PDFs are not acceptable for submission of articles; but you can upload a PDF through the system as a supplementary file following submission of the Word file if you wish to bring to the attention of the Editor any particular features that will be required at the layout stage or to clarify font usage. It is advisable to upload a supplementary PDF file if your submission includes characters outside the usual Western character set. There is a separate step in the process for this, or to upload any other supplementary material such as (a) research instruments (b) data sets (c) sources that would otherwise be unavailable to readers or (d) audio/video material. If you intend these to become an official part of your final article, please indicate in a note to the Editor(s). Some material may be suitable only for the electronic version of the journal.

Ensuring a Blind Peer Review

All articles are peer-reviewed. To ensure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word 'author' for your own personal details and for the actual title of the work cited.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.

Journal Style Guidelines

It is essential that the following guidelines are observed. We may ask you to revise your article if it is not supplied in house style.

1. Manuscripts should be formatted using one and a half (1.5) spacing and pages numbered consecutively throughout. Margins of approximately one and a half inches or 39mm should be used.
2. Quoted matter, if more than four lines, should normally be indented, without quotation marks.
3. Quotations of up to four lines should form part of the text, and should be indicated by double quotation marks. single quotation marks should be used only for quotations within quotations.
4. In general, foreign words and phrases should be italicized, both in main text and footnotes. Greek and Hebrew should be transliterated, and a translation supplied.
5. -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc.).
6. Contributors from North America may use North American spelling and punctuation.
7. Headings: Please mark-up heading levels 1.1, 1.2, 1.2.1 etc. These will be removed later, but are helpful to the typesetter to assign heading styles.
8. The *Journal of Cognitive Historiography* employs *The Chicago Manual of Style, 16th Edition*. Works should be cited in the text by the author/date system: that is, give the author's surname and year of publication. If the citation refers to a direct quote, page numbers should be specified, e.g. (Jones 1998, 64).

9. For dates, please use BCE (before common era) and CE (common era). Note that you need not use 'CE' if this is understood in the text.

10. Full dates should be given in the order of day, month, year, without punctuation. Examples: 5 March 2003

Sir Laurens Jan van der Post was born in the Orange Free State of South Africa on 13 December 1906 and died shortly after his ninetieth birthday in London.

11. Where a gender-inclusive alternative is possible, it is preferred (e.g., 'humanity' rather than 'man'). When personal pronouns are used, alternating genders or using both is preferred.

12. Every work quoted from or mentioned in the text must be included in the references section. The references section should be located immediately after the body of the article. Please double-check to be certain that all dates given in parenthetical citations and in the references section are identical.

13. Bibliographic references should conform to the following order: author surname and first name, title, place of publication, name of publisher, date of publication.

(See http://www.chicagomanualofstyle.org/tools_citationguide.html). Please ensure that the bibliographical references are consistent.

14. Reference and bibliographical lists should always be arranged in alphabetical order by author. Where there are two or more works by the same author in the same year, they should be distinguished as 1997a, 1997b, etc. Works should be listed from earliest to most recent date of publication.

Figures and Artwork

Please ensure that any artwork submitted follows these guidelines and that all permissions have been cleared if necessary. All figures must be supplied separately from the manuscript, in an appropriate digital format. Each figure will be reproduced exactly as you have created it. We will scale down the artwork, if necessary, to fit the page dimensions. Artwork which is wider than the width of the text column in the printed page will in most cases be scaled to 114mm. This will reduce the size of any text in the artwork and you should take this into account when creating it.

There are two main kinds of digital artwork used in publications: vector and bitmap. This section provides advice as to when each format is most appropriate and guidance as to what to do and what to avoid when preparing your artwork.

Do not use color in artwork. All artwork must be supplied in grey-scale and you must make sure that any tints used (eg., in graphs or bar charts) are sufficiently distinct. Do not use tints below 20% or above 80% and ensure that any tints used differ by at least 20%.

Do not embed any artwork in the Word files containing the manuscript or supply artwork in Word format. Any such artwork will be lost in the conversion process. Each figure must be supplied as a separate file in PDF, ai (Illustrator), eps (Encapsulated Postscript), Tiff, or Jpeg format. Jpeg should be used only for photographs and should be compressed with a „High Quality“ setting. Never use jpeg format for figures containing lines and/or text.

Each artwork file should be named according to its figure number. Where a piece of unnumbered artwork is needed, name the file using roman numerals (e.g. Figure v) and use this number when showing where the figure is to appear in the manuscript (see below).

All photographs should be supplied at a resolution which will allow reproduction at 300 dpi at the final size.

Do not use “screen grabs” to create artwork except for illustrations of what a screen looks like (eg in research on E-Religion”). The resolution

of a screen shot is typically 72 dpi and is too low for normal reproduction in print.

Where possible avoid bitmap format for figures containing text or lines. Where such a figure must be submitted in bitmap format (e.g. because it has been scanned from another work), it should be supplied at at least 600 dpi in TIFF format.

Never use drop shadow effects on artwork.

Figures:

1. Each figure is supplied as a separate file named after the figure number.
2. Figure artwork is supplied in greyscale.
3. Artwork files do NOT contain captions or any extraneous text (e.g. page numbers).
4. Line artwork is, wherever possible, supplied in vector format.
5. Any bitmap formats (e.g. bmp, jpeg, tiff) are supplied at at least 300 dpi resolution.
6. Any artwork created in MS Word or Powerpoint has been converted to PDF, with fonts embedded.
7. The place of each figure in the ms is shown by a line in the format: [Figure X-Y near here] where X is the chapter number and Y the figure number.
8. Figure captions are included in the ms after this line.

Tables

1. All tables are left in place in the ms.
2. Table captions are inserted before the table. 3. Tables do not contain tints in cells.

REFERENCES

We encourage authors to conform to the The University of Chicago Manual of Style, 16th edition for specifics in regard to referencing and bibliographic style (in text, notes, and works cited).

Please see:

http://www.chicagomanualofstyle.org/tools_citationguide.html

The Journal of Cognitive Historiography employs the “author/date” system of reference.