

## **Guidelines for the *Journal of Skyscape Archaeology***

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.

### **Notes for Contributors**

The *Journal of Skyscape Archaeology (JSA)* is concerned with the role and importance of the sky in the interpretation of the material record. Currently, elements of this study can be found separately in the disciplines of archaeoastronomy, archaeology, cultural astronomy, anthropology and history. *JSA* brings them together under the aegis of a new academic journal in order to promote cross-fertilisation towards an understanding of the cosmologies of the societies who constructed and used the rich archaeological heritage we study today. Consequently, *JSA* encourages articles that consider the relationship between material culture, the sky and society, from a wide range of disciplines. By bringing together current worldwide research, regardless of period or culture, *JSA* provides a shared interdisciplinary forum for *skyscape archaeology*.

*JSA* is an international peer-reviewed journal which publishes a variety of articles. These include *Theory & Methods Articles* dealing with methodological and theoretical aspects of the discipline and which should generally run to about 5,000 words in length; regular *Research Articles* which are research question or case-study driven and can run up to 10,000 words in length; *Forums* are composed of a series of short 1,5-2,000 word responses to a previously circulated issue for debate (of similar length); and *Reprints* of key papers in the discipline's history with new commentaries of up to 4,000 words by modern authorities. *Book* and *Conference Reviews* of 1-2,000 words in length will also be published and potential reviewers should contact the Editors prior to submitting a review. The Editors are open to ideas for *Forums*, *Reprints*, *Book* and *Conference Reviews*.

### **Guidelines for Submission**

The journal is published simultaneously in print and online. The journal is published as two annual issues in June and December. Each journal will consist of about 130 to 160 pages.

#### *Articles*

Articles may vary in length (see above), but submissions should not normally exceed 10,000 words in length, including notes and list of references. All articles must also be accompanied by a full list of references to works cited in the text (see below).

#### *Reviews*

The Editors normally approach book and conference reviewers, but unsolicited reviews will also be considered. Reviews should be between 1,000 and 2,000 words,

although occasionally review articles of 3,000 words or longer will be considered. Reviewers may review one or more books or conferences, and may also focus on multiple works of a single author, works in a series, or publications around particular topics. Reviews may also be joint-authored, and may be commissioned and accepted by the Editors without outside review. Please submit a proposal for such an extended review essay through the online system in the normal way.

#### *Language of Publication*

Although the language of the journal is English, the Editors welcome papers written in other languages for evaluation if we are able to locate members of the editorial board or other independent reviewers who are able to review them. If papers submitted in languages other than English are accepted in principle for publication, authors will need to arrange for their own translation of the manuscript, which will then be subject to final editing and approval by the Editors. If you do wish to submit a paper for evaluation in a language other than English, please write to the Editors to discuss this in advance of submission.

#### *Permissions*

You will need to clear copyright for any copyrighted material that you use or quote, including artwork. Please refer to separate PDF (Permission Guidelines for Authors) on the Equinox website for details regarding minimum technical standards for artwork. Under no circumstances will the Publisher undertake to redraw or enhance material or to clear permissions.

#### *Policy Regarding Previously Published Material and Translations*

The journal accepts only original articles that have not been previously published. The Editors will not consider articles that are under consideration by other publishers. It is assumed that once you have submitted an article to *JSA* it will not be sent to other publishers until the Editors have made a decision regarding its inclusion.

Previously published material will only be considered for the *Reprints* section, accompanied by a modern commentary or update by the author or a different scholar. The Editors will consider translations of articles previously published in other languages, if they consider that their publication in English will considerably advance the study of the subject.

#### *Review of Submissions*

The journal operates a strictly double blind peer review process in which the reviewer's name is withheld from the author and the author's name from the reviewer. The reviewer may at their own discretion opt to reveal their name to the author in their review, but our standard policy practice is for both identities to remain concealed. Each manuscript is reviewed by at least two referees, at least one of whom will generally be a member of the Editorial Board. The Editors will make every effort to have all submissions evaluated in a timely manner.

### *Agreement to Publish*

It is a condition of publication that authors vest copyright in their articles, including abstracts, in Equinox Publishing Ltd. This enables the publisher to ensure full copyright protection and to disseminate the article, and the journal, to the widest possible readership in print and electronic formats as appropriate. Authors may use the article elsewhere in print but only after publication in the Journal, provided that acknowledgment is given to the Journal as the original source of publication, and that Equinox is notified in advance so that its records show that use of the article is properly authorised. Once an article has been accepted for publication, the author must complete the 'Journal Contributor's Publishing Agreement' form downloadable from <https://journals.equinoxpub.com/JSA/about/submissions>. Please read the conditions, sign the form and return it to the Publisher. Any other re-use of the material must be cleared in advance with the Publisher.

### *Online Submissions*

Submissions of *Theory & Method Articles* and *Research Articles* conforming to the word lengths above and formatted according to the instructions for authors, are welcome. Topics/subjects for *Forums* and suggestions for *Reprints* should be sent to the Editors in a brief email for discussion. Similarly, ideas for web only or supplementary web content should also be sent for initial discussion to the Editors.

In the case of *Theory & Method Articles* and *Research Articles*, we normally accept only online submissions. If you are unable to do so electronically through the Equinox site, contact the Editors.

Online submission is a five-stage process and you may submit articles or reviews but in the case of reviews, please check in advance with the Editors to ensure that the book/conference you want to review has not already been assigned.

Electronic versions should be uploaded to the journal website.

This may be done by going to the 'For Authors' page at the journal's home page: <http://www.equinoxjournals.com/JSA/about/submissions>, and logging on, or if a new contributor, by registering and following the prompts. Once registered, click on NEW SUBMISSION, and answer the online check-list and copyright questions. The process then leads to Step 2, which allows you to upload your submission, followed by Step 3, where you will be asked to fill out the metadata form, which includes an abstract of 100-150 words, (Reviews do not require abstracts) and three to six keywords, a short biographical statement of up to 75 words, 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. Additional materials (such as figures) may be uploaded at Step 4. You may also upload 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 the journal, please indicate in a note to the

Editors. Some material may be suitable only for the electronic version of the journal, such as four-colour artwork.

When you have completed the submission process, the Journal Editors will receive a notification of your submission and you will receive confirmation that the review process has started.

#### *Ensuring a Blind Peer Review*

All articles are blind peer-reviewed, being evaluated by referees, who may be members of the Editorial Board or external referees. To insure 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. Acknowledgments should be added as part of the Metadata and not included in the main body of your submission as they may contain information that would jeopardise anonymity.

#### *Decision about Publication*

The Editors will communicate with you by e-mail regarding the progress of your submission and you will be able to log on to the submission site to check progress yourself. The decision period is generally between eight and twelve weeks. The Editors' evaluation may include recommendations for revision, which the author should carry out to the Editors' satisfaction before the article can be accepted. You will be able to track the progress of your submission through our online submission system when you log in as an author.

#### *Proofs, Offprints and Copyright*

Proofs will normally be sent to authors as PDF files. Authors should correct and return them electronically within one week. They should advise the Editors in advance if they will be unable to do this. Only typographic corrections, and responses to specific questions raised by the Editors, can normally be accepted at this stage.

Authors will receive final versions of their articles by e-mail as PDF files. These may be available up to two weeks before publication. In addition, authors receive one

copy of the print issue in which their article appears. The authors may also purchase additional copies of the issue at a 35% discount and may also order other Equinox titles at this discount. The Publisher does not provide printed offprints.

### *Publishable Copy*

All articles and reviews accepted for publication must conform to the following style rules and be submitted according to the following instructions.

Articles are to be submitted via electronic means in Word format. For articles containing diacritics, you should upload an original submission file in Word and a PDF as a supplementary file (in a two stage process). We do not accept other programmes since diacritics written in other programs may not be received correctly by the Editors and are more likely to be corrupted during the production process.

### *General Style Rules*

1. Manuscripts should be formatted using single spacing with pages numbered consecutively throughout.
2. Manuscripts should be prefaced by a Title, a short abstract of 50–150 words and a list of keywords.
3. No more than 2 levels of headings should be used, and in the manuscript the primary and secondary headings should be prefaced by <1> and <2> respectively. Section numbering is to be avoided.
4. Quoted matter, if more than three lines, should normally be indented, without quotation marks.
5. Quotations of up to three 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.
6. In general, foreign words and phrases, both in main text and endnotes should be provided in translation, followed by the transliterated foreign word in square brackets and italicised (i.e. house [*bayt*]). Where foreign words are used without translation they should be italicised in the first instance and then in normal script thereafter (e.g. *parapegma* first, followed by *parapegma*).
7. References within the submission should follow the Chicago Manual of Style using the author- date system (<http://www.chicagomanualofstyle.org>). Sources should be cited in the text within parentheses, by the author's last (family) name, and the publication date of the work cited with no intervening punctuation. In addition, a page number or other locator may be added, following a comma. Where several sources are cited within these parentheses, these must be separated by a semi-colon.

8. Footnotes and endnotes should be avoided and their contents included in the main text.

9. All sources referred to in the text and footnotes must be compiled by the author in a list of references in which the year of publication appears immediately after the author's name. All entries must be in alphabetical order. For successive entries by the same author(s), translator(s), editor(s), or compiler(s), the entries are arranged chronologically by year of publication in ascending order.

Titles should be capitalised headline-style unless they are in a foreign language (see CMS 8.157, 11.3); titles of larger works such as books and journals are italicised; and titles of smaller works such as journal articles are presented in Roman and enclosed in quotation marks. Noun forms such as editor, translator, volume, and edition are abbreviated, but verb forms such as edited by and translated by are spelled out.

10. Where words can end with either -ise or -ize, the former spelling is preferred (e.g. recognise, emphasise, organise, exercise, analyse).

11. Preferred spelling should follow the Oxford English Dictionary. Contributors may opt to use American or UK English standards of spelling but must indicate this at the time of their submission.

12. Authors of articles and book reviews will be emailed a proof as a pdf file, and will normally be expected to return these within ten working days of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors.

13. Illustrations, tables, maps and figures must be numbered consecutively and include captions which identify the source of any image or data. Figure should be spelled out in full in the text not abbreviated to Fig. Authors are responsible for obtaining and paying for all copyright and reproduction charges.

14. Dates should be presented plain, without any thousands separator. For example 3500 BC and 1776 AD are acceptable, but 3,500 BC and 1,776 AD are not.

15. For further reference or details not covered in this Guide, please refer to *The Chicago Manual of Style*, 16th edition.

### *Gender and Language*

Where a gender-inclusive alternative is possible, it is to be preferred (e.g. "humanity" rather than "man" when referring to both genders). When personal pronouns are used both genders should generally be included. The use of plural forms is recommended.

### *Capitalisation*

Use lower case for personal pronouns of divine persons other than at the beginning of sentences: he, his, etc. In the case of book titles, significant caps are recommended. Sentence style capitalisation must be used for titles in Arabic and German.

Capitalise astronomical terms such as the names of celestial bodies, for example, galaxies, constellations, asterisms, stars, planets and their satellites as well as asteroids. Thus sun should be Sun, moon should be Moon and so on. The phases of New Moon and Full Moon should also be capitalised. All horizon events/alignment targets (such as solstices, equinoxes, lunar standstills, crossovers and stellar phasing events) should not be capitalised. Do not capitalise the definite article when capitalising one of the above, so “the Pleiades” but not “The Pleiades”.

Cardinal directions should not be capitalised when given in full (for example “east” not “East”) but should be capitalised when in an abbreviation (for example Longitude 107° E)

#### *Abbreviations*

Do not abbreviate journal titles.

BC and AD should be unpunctuated and should not be set in small capitals.

Note the following abbreviations:

ed. (editor)

eds (editors)

trans. (translator)

rev. (reviser)

2nd ed. (second edition)

repr. (reprint)

vol./vols. (volume)

c. (circa)

*et al.* (*et alia*) use italics

For more details regarding forms of abbreviation please refer to the Chicago Manual of Style, Chapter 10.

#### *Verbal Style and Spelling*

1. Square brackets should be used within parentheses, to indicate the major text inserted into a quotation by the author (e.g. [sic]), and should also be used to contain the citation of an original, transliterated term translated. In this case, the foreign word should not be italicised.

2. Numerals are written out in full when they are ten or below, when they begin a sentence and when they are an even hundred, thousand, million, etc. But sometimes it is better to have consistency rather than follow this rule. Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc. In

a sequence of numbers, the numbers should be given in full separated by an en-dash, hence 107–109 (not 107–09), and should not be preceded by p. or pp.

3. Possessives. For possessives of proper names ending in a (pronounced) s add an inverted comma e.g. Ruggles' Introduction, Jones' views.

4. Ellipses: all quotations are in the nature of things an extract from a longer text, so ellipses should not be used simply to indicate that in the original text there are preceding and following words.

5. Use: focused, focusing etc (not focussed, focussing); firstly, secondly, or first, second; judgment; analyse.

6. "E.g." and "i.e." are only permissible in the body of the text if they introduce a list or are within parentheses. For preference, "for example" or "that is" or equivalent should be used. Likewise, please avoid "etc." unless it is in a footnote. Please do not use op. cit., idem and avoid ibid. Avoid "f." and "ff."

#### *Captions*

Provide on a separate page following the References a list of captions for all figures (i.e. all artwork, including photographs, drawings and graphs) and for all tables.

#### *Figures*

Labelling should be of professional standard and no less than 2 mm high after final reduction.

Include a scale when objects, sections, etc. are illustrated, and both a scale and a north arrow on all maps; all scales, symbols and keys should be included as part of the figure itself, rather than placed in the caption. Every figure must have a brief caption, correspondingly numbered, which will be printed beneath the figure: do not include the caption on the actual figure. Cite all illustrations as Figures (not plate, map, plan, illustration, etc.). Indicate in the text where each Figure (or Table) should appear, by writing on a separate line 'Insert Figure xx about here' at the appropriate point.

Figures and Tables should be numbered in the order of their first appearance in the text.

#### *Electronic illustrations*

Electronic illustrations should initially be submitted in a low-resolution format as either .jpg or .pdf (the latter as a single file). For publication, they must be high-resolution (i.e. 300 dpi for grey tones or photos and 600 dpi for line-drawings at a maximum width of 149 mm) and submitted in .tif or .eps format. Note that the high-resolution (large-size) files should not be e-mailed to us but must be uploaded to a website (specific instructions will follow once your manuscript is accepted for publication). Please note that all artwork must be submitted in digital format; any

author experiencing difficulties in submitting digital artwork should contact the editors.

### *Tables*

Tables should be used sparingly. When designing tables, bear in mind their size relative to the dimensions of *JSA*'s standard page size (189 x 245 mm). Complex or lengthy tables are best submitted as high-resolution images (see guidelines for illustrations above); otherwise, present all tables in 1.5-spaced type on a separate word document, complete with table numbers and captions.

### *Equations*

Equations should be created using Microsoft Word's equation editor (LaTeX code or image files will not be accepted). They must be numbered consecutively as E1, E2, E3, etc. Their number should appear on the same line as the equation, but on the right-hand side, inside round brackets. A label is also allowed, inside round brackets, on the same line but on the right hand side. The equation itself should be centred.

### *Online Supplementary Material*

The journal publishes online-only supplementary material which can take the form of text, figures, tables, etc. which are not material to the main argument of the paper, but can be beneficial to readers of *JSA*. Examples include: extended tables of measurements; further, or more detailed, analysis; and further figures and/or photographs. This material should follow the journal's guidelines set out above and below. Supplementary figures should be numbered SF1, SF2, etc. Supplementary tables should be numbered ST1, ST2, etc. Supplementary Equations should be numbered SE1, SE2, etc.

### *Referencing style*

The journal follows the Chicago Manual of Style conventions for the author-date system. Please note articles from periodicals or titles of book chapters are printed within double quotation marks. Book and journal titles are in italics. All inclusive page numbers are separated by an en-dash. Full publication data should be used in the list of references. The following provide examples:

#### Journal article:

In-text

(Hayden and Villeneuve 2011, 345)

References

Hayden, B. and S. Villeneuve, 2011. "Astronomy in the Upper Palaeolithic?". *Cambridge Archaeological Journal* 21(3): 331-355.

#### Authored Book:

In-text

(Campion 2012, 97)

## References

Campion, N., 2012. *Astrology and Cosmology in the World's Religions*. New York and London: New York University Press.

## Edited Volume:

In-text

(Silva and Campion 2015)

## References

Silva, F. and N. Campion (eds), 2015. *Skyscapes: The Role and Importance of the Sky in Archaeology*. Oxford: Oxbow Books.

Chapter/article in an edited volume:

In-text

(Ruggles and Saunders 1993, 13)

## References

Ruggles, C.L.N. and N.J. Saunders, 1993. "The Study of Cultural Astronomy". In *Astronomies and Cultures*, edited by C.L.N. Ruggles and N.J. Saunders, 1-31. Niwot: University Press of Colorado.

Classical texts (including translations):

In-text

(Pliny *Natural History* XVI.xcv.250)

## References

Pliny, 1960. *Natural History*, Vol. IV: Libri XII-XVI, trans. H. Rackham. London: W. Heinemann and Cambridge, Massachusetts: Harvard University Press.

Images:

In-text

(Claessens c. 1536-1613)

## References

Claessens, Anthonie c. 1536-1613 (a). "Christ as Salvator Mundi". [online] Accessed December 2016. [http://images.arcadja.com/claeissens\\_anthonie-christ\\_as\\_salvator\\_mundi\\_in\\_a\\_painted~OM542300~10001\\_20061101\\_14308\\_84.jpg](http://images.arcadja.com/claeissens_anthonie-christ_as_salvator_mundi_in_a_painted~OM542300~10001_20061101_14308_84.jpg)

Images, where the artist is unknown:

In-text

("Salvator Mundi - Christus mit der Weltkugel" 1537-1545)

## References

“Salvator Mundi - Christus mit der Weltkugel”, 1537-1545. [online] Accessed December 2016.

[http://www.dhm.de/datenbank/dhm.php?seite=5&fld\\_0=K1000720](http://www.dhm.de/datenbank/dhm.php?seite=5&fld_0=K1000720)

Online (websites/news articles/books/papers/apps):

In-text

(Kosowsky 2012)

References

Kosowsky, M., 2012. *HeyWhatsThat Testbed* [online] Accessed November 2014.

<http://www.heywhatsthat.com/main-0904.html>

For online references without a date use the accession date.

Downloadable Software:

In-text

(Stellarium 2015)

References

Stellarium v.0.13.3. [http://www.stellarium.org/en\\_GB/](http://www.stellarium.org/en_GB/) Accessed August 2015.

For further information on referencing style, please refer to The Chicago Manual of Style, 16th ed (you can access and search the full-text online at: [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)).