Journal of Skyscape Archaeology
Guidelines

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.

The *Journal of Skyscape Archaeology* (*JSA*) is concerned with the relationships between material culture, the sky and society. While elements of this study can be found separately in the fields of archaeoastronomy, ethnoastronomy, cultural astronomy, archaeology, anthropology and history, *JSA* brings them all together under the aegis of skyscape archaeology. This provides a platform to promote cross-fertilisation and share insights into the ontologies and cosmologies of the societies who created and used the rich archaeological heritage we study today.

Ontology, cosmology and ideology have recently taken a central role in the interpretation of the archaeological record - but narratives relating to cognition, belief, ritual, symbolic meaning, power and politics, often run the risk of being speculative and anachronistic. Skyscape archaeology moves beyond the approaches used in the past by ensuring research is infused with much needed theoretical and methodological reflexivity, along with an emphasis on socio-cultural contextualisation and immersion. By reassessing past and present assumptions as well as bringing together cutting-edge research, regardless of period or culture, *JSA* provides a shared cross-disciplinary forum for skyscape archaeology which fosters collaborations, debate and innovation.

JSA is an international peer-reviewed journal which publishes a variety of article types, including:
- *Theory & Method*: articles dealing with methodological and theoretical aspects of the discipline which can run up to 10,000 words in length;
- *Research Articles:* must be research question or case-study driven and can run up to 10,000 words in length;
- *Research Notes*: shorter research pieces of about 3,000 words, showcasing new finds in well-researched and contextualised regions and periods;
- *Commentary:* includes commentaries of up to 4,000 words on key papers in the discipline's history by current authorities;
- *Forum*: these are composed of a series of short 1,5-2,000 word responses to a previously circulated issue for debate (of similar length);
- *Book* and *Conference Reviews* of 1-2,500 words in length will also be published and potential reviewers should contact the Editors prior to submitting a review.

The Editors are open to suggestions for *Forums*, *Reprints*, Commentaries, *Book* and *Conference Reviews.*

Guidelines for Submission

The journal is published in print and online. The journal is published as two annual issues in June and December. Each journal consists 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 references. All articles must 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 2,500 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 submissions 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 provide permissions for any copyrighted material that you use or quote, including artwork. Please refer to the 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.

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 reviewers may at their own discretion opt to reveal their names to the author in their reviews, but our standard policy practice is for both identities to remain concealed. Each manuscript is reviewed by at least two referees; 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 acknowledgement 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. Any other re-use of the material must be cleared in advance with the Publisher. 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 Journal Editor.

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

We normally only accept online submissions. However, if you are unable to do so electronically through the Equinox site, contact the Editors via email.

Electronic submission may be done by going to the "Submissions" page at https://journal.equinoxpub.com/JSA/about/submissions and logging on, or if a new contributor, by registering and following the prompts. Once registered, click on "Make a 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, three to six keywords, contact details and appropriate 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 by referees, who may be members of the Editorial Board or external referees. To ensure the integrity of the blind peer review process 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).

3. Acknowledgements 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 regularly with you by e-mail regarding the progress of your submission. The peer review process includes the Editors' evaluation which may provide recommendations for revision, which the author should carry out to the Editors' satisfaction before the article can be accepted. This process generally takes between eight and twelve weeks but may take longer depending on reviewer's availability.

Proofs, Offprints and Copyright
Closer to publication, 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.

Formatting and Style

All articles and reviews 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. We do not accept other file formats 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 six keywords (except for *Book* and *Conference Reviews*).

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 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. With the exception of the abstract, foreign words and phrases 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 author-date system using the guide provided below. Sources should be cited in the text within parentheses, by the author's last (family) name and the publication year 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 are not allowed: all explanatory wording should be included in the main text.

9. All sources referred to in the text must be compiled by the author in a list titled "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; 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 double 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. For clarity, see the examples provided below.

10. Spelling should follow UK English standards (namely, the Oxford English Dictionary). For example, where words can end with either –ise or –ize, the former spelling is mandatory (e.g. verbs: recognise, emphasise, organise, exercise, analyse; nouns: nationalisation, realisation, organisation).

11. Illustrations, tables, maps and figures must be numbered consecutively and include captions which identify the source of any image or data. Figures should be spelled out in full in the text not abbreviated to Fig.

12. 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. Dates should always be given in the Gregorian calendar format (BC/AD), although they can be accompanied by conversions in other calendars, when appropriate. BCE or CE are not accepted. Uncalibrated radiocarbon dates can be included, but should always be accompanied by the corresponding calibrated ranges.

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, such as "they", 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

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; judgement; 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.". 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 titled "Figure Captions" for all figures (i.e. all artwork, including photographs, drawings and graphs) and for all tables.

For more details on how to write captions please refer to the Chicago Manual of Style, 3.21-3.29

For more details on how to write credit lines and permissions please refer to the Chicago Manual of Style, 3.28-3.36

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.

All artwork must be submitted in digital format; any author experiencing difficulties in submitting digital artwork should contact the editors. Electronic illustrations should initially be submitted in a low-resolution format as either .jpg, .tif, .png, .pdf or any other standard image file format. 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 a high-resolution file format.

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). Present all tables in 1.5-spaced type on a separate word document, complete with table numbers

and captions. For more complex or lengthy tables, contact the Editors directly to discuss your requirements.

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 or source code, 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

The journal uses 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. DOI:
10.1017/S0959774311000400

Digital Object Identifiers (DOIs) are optional but should follow the example above.

In-text
(Bay *et al.* 2017)

References
Bay, R. A., N. Rose, R. Barrett, L. Bernatchez, C. K. Ghalambor, J. R. Lasky, R. B. Brem, S. R. Palumbi, and P. Ralph, 2017. "Predicting Responses to Contemporary

Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189(5): 463-473.

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

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

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. Accessed August 2015 http://www.stellarium.org/en_GB/.

For further information on referencing style, please refer to The Chicago Manual of Style here: www.chicagomanualofstyle.org