

Guidelines for Manuscript Submissions

General

The Bulletin is a journal devoted to the dissemination of scholarly articles relating to the archaeology of New York State and its environs. It is published annually by the New York State Archaeological Association.

Authors wishing to submit an article for publication should send two complete paper copies, including an abstract, text, list of references cited, illustrations, captions, tables, and full return mailing address (both regular mail and email) to the Interim Editor, Martha L. Sempowski, at 7284 Maplewood Avenue, Lima NY 14485. The editors may reject or return an article to the author for revisions, on the basis of either content or style. Upon acceptance, authors will be asked to submit their article in electronic format—either Windows or Macintosh format to msempowski@frontiernet.net. Most current word processing programs can be accommodated. Please read carefully the section on *Figures*, below, for requirements for electronic submission of images. Authors may request peer review of their article, along with the names of several suggested reviewers.

Manuscript Organization

Please organize your manuscript as follows:

- Title, author, institutional or chapter affiliation
- Abstract - a single paragraph of 100 to 150 words
- Text
- Acknowledgements
- References cited
- Tables (with captions)
- Figures (with captions listed on a separate page)

Manuscripts should be written as clearly and succinctly as possible. They should be unjustified and double-spaced, on one side of 8 1/2" x 11" paper. Only one space should follow periods and pages should be numbered in the upper right hand corner. Endnotes are to be used instead of footnotes, but they should be used sparingly.

Headings

Primary headings should be flush left, bolded, and at the same font size as the text, with only the first letter of each word capitalized. Secondary headings should be flush left, unbolded, and at the same font size as the text, with only the first letter of each word capitalized. Tertiary headings should be flush left, in italics, and at the same font size as the text, with only the first letter of each word capitalized.

Measurement Units

In order to avoid errors in translation, measurements may be in either English or metric units, as appropriate to the content of the article; however, for further clarification, one may wish to include

conversions in parentheses. Commonly used units of measurement such as feet, yards, miles, meters, centimeters, kilometers, and hectares are abbreviated as follows (without periods):

inches	in	meters	m
feet	ft	centimeters	cm
yards	yd	kilometers	km
miles	mi	hectares	ha

In-Text Reference Citations

In-text reference citations should follow the simple *American Antiquity* style within parentheses immediately following the material to which the citation refers (for particulars, see *American Antiquity*, Volume 57, number 4, pp. 749-777). Simple citations should include author's last name and year of publication unseparated by a comma, and if appropriate, the page number(s) preceded by a colon (Smith 1978:222) or Smith (1978:222). Citations involving two authors should include both names; those involving three or more authors should use the first author's name followed by et al. (e.g., Brown et al. 1987). Where more than one publication is being referenced, they should be ordered alphabetically within the parentheses and separated by semi-colons (e.g., Barton 1986; Davis 1975; Wilson 1999). Where there are several references for the same author within a set of parentheses, these are separated by commas (e.g., Adams 1975, 1985; Brown 1988).

Quotations

Quotations of five lines or less should be included in the text; double quotation marks are used. The citation should follow the form indicated above for in-text reference citations, but should always include page number(s). Quotes of more than five lines should be inset in a block and double spaced without quotation marks. Citations, including page numbers, should follow in brackets.

Tables

If at all possible tables should be set up in the same word processing format as the text. They should be as simple as possible and include a short descriptive title above the table itself. Tables should be numbered consecutively as they will appear in text. All tables should be referenced in the text.

Figures

All photos and line drawings are designated as figures and numbered consecutively as they are referred to in the text. **Captions should be submitted on a separate page, not as part of the illustration.** A light pencil marking on the back of the photo or drawing should identify the particular illustration. Photos and drawings should be high quality images reproducible at sizes appropriate to the journal. Authors bear the responsibility for obtaining written permission for the reproduction of any materials protected by U.S. copyrights. Film-based photographic prints and original drawings are preferred, but figures may be submitted as digital image files *if they are suitable for publication*. Digital image files which do not meet the following specifications will be

rejected. Photographs should be submitted as rgb or greyscale tiff or pdf files only, 8" x 10" or 5" x 7" at a minimum of 300ppi. Line art should be submitted as bitmap tiff or pdf files at a minimum of 1000ppi. **No other formats, such as jpg, doc, etc. will be accepted.** If the graphic was created in digital form, **submit individual files, not printouts, and do not include the images in a Word document.** Contributors may be required to provide photographic prints or hard copy drawings if digital image files are not useable for publication. Photocopies, laser prints, and inkjet prints are never acceptable. If there are any questions, please contact Gian Carlo Cervone at giancarlo@cervone.net **before** preparing any graphics for publication—**of late graphics submitted have been less and less suitable for publication, so discussion in advance can save a lot of time and reworking.**

References Cited

The list of references cited should include all references cited in the text (except personal communications), and conversely, only references cited in the text should be listed. **Authors bear the responsibility for double-checking the accuracy of each and every citation used.** The list should be alphabetized by the author's last name, then first name and middle initial. Multiple entries by the same author should be in chronological order with the earliest first. Do not use n.d. unless absolutely necessary—if the date is truly unknown. The format for references should follow the *American Antiquity* Style Guide (see *American Antiquity*, Volume 57, number 4, pp. 749-777). Examples of the most commonly needed formats are listed below:

1. Book with single author

Bradley, James W.
1987 *Evolution of the Onondaga Iroquois: Accommodating Change 1500-1655 A.D.* Syracuse University Press, Syracuse, New York.

2. Book with multiple authors

Burt, William H. and Richard P. Grossenheider
1976 *Peterson Field Guides: Mammals*. 3rd ed. Houghton Mifflin, Boston.

3. Edited book (author is editor)

Morris, William (editor)
1978 *The American Heritage Dictionary of the English Language*. Houghton Mifflin, Boston.

4. Translated book

van den Bogaert, Harmen Meyndertz
1988 *A Journey into Mohawk and Oneida Country 1634-35*. Translated and edited by Charles Gehring and William Starna. Syracuse University Press, Syracuse.

5. Reprinted book

Hale, Horatio E., editor
1963 *The Iroquois Book of Rites*. Reprinted with an Introduction by William N. Fenton, University of Toronto Press, Toronto. Originally published 1883, D.G. Brinton, Philadelphia.

6. Multivolume set

Thwaites, Reuben G., editor
1959 *The Jesuit Relations and Allied Documents: Travel and Explorations of the Jesuit Missionaries in New France, 1610-1791*. 73 vols. Reprinted, Pageant, New York. Originally published 1896-1901, Burrows Brothers, Cleveland.

7. Titled volume in a series

Wray, Charles F., Martha L. Sempowski, and Lorraine P. Saunders
1991 *Tram and Cameron: Two Early Contact Era Sites*. Charles F. Wray Series in Seneca Archaeology, Vol. II, edited by Charles F. Hayes III. Research Records No. 21. Rochester Museum & Science Center, Rochester, New York.

8. Article in an edited book

Wade, Mason
1988 French Indian Policies. In *History of Indian-White Relations*, edited by Wilcomb E. Washburn. Handbook of North American Indians, Vol. 4, William G. Sturtevant, general editor, pp. 20-28. Smithsonian Institution, Washington, D.C.

9. Article in a journal

Murray, Jean E.
1938 The Early Fur Trade in New France and New Netherland. *Canadian Historical Review* XIX:367.

10. Article in edited volume in a series

Noble, William C.
1992 Neutral Iroquois Smoking Pipes. In *Proceedings of the 1989 Smoking Pipe Conference*, edited by Charles F. Hayes III, Connie C. Bodner, and Martha L. Sempowski, pp. 41-49. Research Records No. 22. Rochester Museum & Science Center, Rochester, New York.

11. Presented paper

Ceci, Lynn
1985 Shell Bead Evidence from Archaeological Sites in the Seneca Region of New York State. Paper presented at the Annual Conference on Iroquois Research, Rensselaerville, New York.

12. Dissertation or thesis

Drooker, Penelope B.

- 1996 *The View from Madisonville: Continuity and Change in Late Prehistoric Protohistoric Western Fort Ancient Interaction Patterns*. Ph.D. dissertation, State University of New York, Albany. University Microfilms, Ann Arbor, Michigan.

13. Manuscript in press

Brown, William T.

- 2000 Early Days in Livingston County. New Horizons Press. In Press.

14. Unpublished manuscript

Wray, Charles F.

- 1978 Field notes: Fugle Site. MS on file, Rochester Museum & Science Center, Rochester, New York.

15. Web pages and electronic documents

Sharp, John

- 2008 *Washington District of Columbia Biographies: Louis Deblois*. Electronic document, http://genealogytrails.com/washdc/bio_deblois_1.html, accessed July 15, 2009.