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
5. Reprinted book  
Hale, Horatio E., editor  

6. Multivolume set  
Thwaites, Reuben G., editor  

7. Titled volume in a series  
Wray, Charles F., Martha L. Sempowski, and Lorraine P. Saunders  

8. Article in an edited book  
Wade, Mason  

9. Article in a journal  
Murray, Jean E.  

10. Article in edited volume in a series  
Noble, William C.  

11. Presented paper  
Ceci, Lynn  
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.

14. Unpublished manuscript
Wray, Charles F.

15. Web pages and electronic documents
Sharp, John