

## Instructions to Contributors for 2022

### *International Journal of Historical Archaeology*

The *International Journal of Historical Archaeology* (published by Springer) was created by Professor Charles E. Orser, Jr. in 1996 to fill a need in publishing global historical archaeology. The intent of the journal is to publish original, fully professional research papers in any field of historical archaeology from any place in the world. The temporal focus of the journal is generally the post-1500 CE world to the present, but authors can submit works dealing with the union of archaeological and historical sources of information (as well as other sources) from earlier eras provided the manuscripts make theoretical or methodological contributions applicable to post-1500 CE archaeology. All manuscripts are evaluated by external scholars and the Editor-in-Chief.

Authors wishing to submit a manuscript should adhere to the following requirements listed below.

**Your submission to the IJHA indicates that you have read and understand these instructions. Manuscripts not following these requirements may be returned without consideration.**

1. Manuscripts, in **American English and spelling**, should be submitted **electronically** to:  
  
[www.editorialmanager.com/ijha/](http://www.editorialmanager.com/ijha/)
2. Submission is a representation that the manuscript has not been published previously and is not currently under consideration for publication elsewhere. A statement transferring copyright from the authors (or their employers, if they hold the copyright) to Springer Science+ Business Media, Inc. will be required. A transfer of copyright is necessary under the U.S. Copyright Law in order for the publisher to carry through the dissemination of research results and reviews as widely and effectively as possible.
3. The *IJHA* does not limit the length of manuscripts, but do not include unnecessary information or irrelevant images simply to lengthen the manuscript. Except in rare cases, we generally do not publish manuscripts shorter than 20 pages long.
4. Order the elements comprising the manuscript as follows: title, author's name(s), complete mailing address, e-mail address, abstract, key words, text, acknowledgments, references, tables, and figure caption list. Note that all acknowledgments (including those for grant and financial support) should appear in one paragraph directly preceding the References.
5. Upon submission, Springer's Editorial Manager will explain the order to upload the individual parts of your manuscript.
6. Provide an **abstract**, ranging from 50 to 100 words. *Abstracts can be submitted in both English and another language if the author desires.*
7. Provide a list of 4-5 **keywords** directly below the abstract. Keywords should express the precise content of the manuscript because they are used for indexing purposes.
8. Type **double-spaced** in 8½ x 11-inch or A4 format using 1-inch margins on all sides. **Do not right justify or embed complex formatting commands. Use 12 point, New Times Roman font.**
9. Indent first line of each paragraph. Do not add extra spaces between paragraphs.

10. All measurements should be provided in metric (25 mm), or if Imperial is used, also include metric: 5 ac (2 ha) or vice versa.
11. Spell out centuries (e.g., “nineteenth century”), and use a hyphen when using the century as an adjective (e.g., “nineteenth-century house”).
12. Use **CE** rather than AD, and **BCE** rather than BC: 1623 CE
13. Use **double quotes** for **ALL** quotations, and **single quotes** only for quotations inside other quotations (e.g., “Smith referred to the feature as ‘remarkable’ because of what it contained.”)
14. Put punctuation inside quotes, as in Number 12 above.
15. Put periods and commas after e.g., i.e.,
16. Use serial **commas after a list of three items in a row** (e.g., “archaeology, biology, and geography”)
17. The in-text citation format is: (Smith 1990:19); (Smith and Johnson 1990:100-105); and (Smith et al. 1990:230-235). **Please follow spacing and punctuation.** All in-text citations of two or more references should be listed **alphabetically** by last name of author, **not chronologically** by year of publication.
18. Any date included in the manuscript should be in the following format: **July 3, 1942.**
19. Heading formats to use are:  
  
First-order: CAPS  
Second-order: lower case with first letter of principal words in CAPS  
Third-order: like second-order but underlined followed by colon and text.  
  
Examples:  
  
First: THE ARCHAEOLOGY OF EIGHTEENTH-CENTURY SPAIN  
Second: The Northern and Central Regions  
Third: Medieval Elements: At the beginning of the eighteenth-century . . . [text]
20. **Note that the *IJHA* does not use footnotes or endnotes.** If something is important enough to be included, then it should be put in the text.
21. Figures (photographs, drawings, diagrams, and charts) are to be numbered in one consecutive series of **Arabic numerals**. Figure captions should appear at the end of the manuscript. All illustrations must be complete and final. Drawings should be of high quality. All artwork should be submitted electronically as separate files (1200 dpi for line art and 300 dpi for half-tones and gray-scale art). **Please note that the *IJHA* does not currently publish the print version in color.** You may wish to submit two versions of each image (one color, one black and white).
22. Ensure that your images match your Figure Captions.
23. Tables should be numbered with **Arabic numerals** and referred to by number in the text. Each table

should be typed on a separate page and submitted as a separate file. Center the title above the table, and place explanatory footnotes (indicated by superscript lowercase letters) below the table.

24. Include call outs for figures and tables in the proper places in the text, thusly:

{Fig. # near here}

{Table # near here}

25. List references alphabetically at the end of the paper in a section entitled References and refer to them in the text by name and year (with year in parentheses). References should include (**in this order**): last names and initials of *all* authors, year published, title of article, name of publication, volume number, and inclusive pages. **Please remember that readers will judge your scholarship partly by the thoroughness and accuracy of your References Cited. If in doubt about the format, please contact the Editor prior to submission. Do not assume your references will be corrected by someone else after the submission of your manuscript.**
26. Include ALL references cited in the text in **alphabetical order**. **Do not** separate published and unpublished sources. **DO NOT RELY ON CITATION APPS!! THE IJHA HAS A UNIQUE REFERENCE FORMAT. YOUR PAPER MAY BE RETURNED FOR CORRECTION.**
27. **The style and punctuation of the references should conform to that used in the journal, illustrated by the following examples:**

*Journal Article*

Youngblood, A. [no comma] and Prangnell, J. (2013). Fences, boats, and teas: engendering patient lives at Peel Island Lazaret. *International Journal of Historical Archaeology* 17: 445-464.

**[do not capitalize first word after colon in the article's title]**

*Book, single author*

Harris, E. C. (2001). *Bermuda Forts: 1612-1957*. Bermuda Maritime Museum Press, Old Royal Naval Dockyard, Bermuda.

*Book, new edition*

Orser, C. E., Jr. (2017). *Historical Archaeology*. 3rd ed. Routledge, London.

*Book, two authors*

Heywood, L. M. and Thornton, J. K. (2007). *Central Africans, Atlantic Creoles, and the Foundation of the Americas, 1585-1660*. Cambridge University Press, Cambridge. **[capitalize nouns]**

*Book, edited*

Hill, J. D. (ed.) (1996). *History, Power, and Identity: Ethnogenesis in the Americas, 1492-1992*. University of Iowa Press, Iowa City. **[capitalize first word after colon for books]**

*Book, translated*

de Jonge, C. H. (1969). *Delft Ceramics*. Hellin, M-C. (trans.), Praeger, New York.

*Historical book or document, republished (used only for old publications, not new editions)*

Marx, K. (1964 [1844]). *Economic and Philosophic Manuscripts of 1844*. Milligan, M. (trans.), International, New York.

*Contribution to a Book or Journal Collection (note capitalization style)*

Wilson, S. M. and Rogers, J. D. (1993). Historical dynamics in the contact era. In Rogers, J. D. and Wilson, S. M. (eds.), *Ethnohistory and Archaeology: Approaches to Postcontact Change in the Americas*. Plenum, New York, pp. 3-15.

*Collection of Articles in One Volume*

Bain, A., (ed.) (2010). Environmental and Economics: Archaeologies of Missions, Colonies, and Plantations. *Historical Archaeology* 44(3): 1-127. **[include page numbers of entire volume]**

*Published Government Documents*

US Department of Commerce, Bureau of the Census. (1922a). *Fourteenth Census of the United States, Taken in the Year 1920: Agriculture*. Government Printing Office, Washington, DC.

US Department of Commerce, Bureau of the Census. (1922b). *Fourteenth Census of the United States, Taken in the Year 1920: Population*. Government Printing Office, Washington, DC.

US Department of Commerce and Labor, Bureau of the Census. (1913). *Thirteenth Census of the United States, Taken in the Year 1910: Agriculture*. Government Printing Office, Washington, DC.

[in the case of two or more articles/books by the same author, repeat the name in each citation]

*Legal Cases*

*If online:*

Cherokee Nation v. Georgia. (1831). Supreme Court of the United States. 30US (5 Pet.) 1. 8 L.Ed. 25. <address>, month and year accessed.

*If published:*

Cherokee Nation v. Georgia. (1979 [1831]). In Getches, D. H., Rosenfelt, D. M., and Wilkinson, C. F. (eds.), *Cases and Materials on Federal Indian Law*. West, St. Paul, pp. 161-166.

*Newspaper*

Author. (Year date). Title, if present. Publication name, p. (page number, if present); include place of publication if not obvious in title. Place paper is archived.

**[author unknown]**

*Victoria Daily Times*. (1892). Advertisement for Old Dr. Gordon's Pearls of Health, Victoria, British Colombia, p. 12. <address>, month and year accessed.

Green, M. H. (1953). James Edward Calhoun Marker to be Put at Savannah River. *Greenville Index-Journal*. March 25. Abbeville County Historical Society, Abbeville, SC.

[if document is not online, give archive name and location; use the same format for maps]

[do not include "The" in newspaper titles]

#### *Unpublished document*

Identifier [title, addressee, etc.] (Year date). Manuscript name or number, day of document. Repository name, repository location.

Commission to Capt. Philip Bell. (1631). Records of the Providence Island Company, February 7. National Archives, Kew, UK.

**[Do not separate primary sources from other references.]**

#### *Personal communications*

Personal communications should be cited in the text as: (G. Smith, pers. comm. 2020). Do not include them in the References.

28. **Do not include footnotes or endnotes.** Insert such information in a parenthetical statement in the text or in the acknowledgments depending upon content.
29. **Skeletal Remains:** The IJHA follows the guidelines of the Society for American Archaeology and does not publish photographs of skeletal remains. If such an image is central to the manuscript, then we require authors to submit drawings rather than photographs.
30. If your manuscript is accepted, you will receive page proofs from the press before final publication. **The Editor will check the proof after you have done so and make whatever changes you may have missed. THIS IS YOUR ONLY OPPORTUNITY TO MAKE CORRECTIONS!**
31. Your manuscript will be published both online (first) and in print (later).
32. **If you do not follow these guidelines, your manuscript may be returned and publication delayed.**

For specific questions, feel free to contact the editor directly at: [ceorser@asu.edu](mailto:ceorser@asu.edu)

#### **NOTE:**

If you are not a native-English speaker or require assistance with copy editing, at your expense, we recommend you contact someone who can help you ensure that your manuscript meets the requirements and professional quality demanded by the IJHA. **THE IJHA WILL NOT REWRITE YOUR PAPER FOR YOU!**

## **Commentaries**

The IJHA has a history of occasionally publishing commentaries and we wish to continue this practice. Commentaries are article-length position papers focused on specific, timely topics of concern to the practice of international historical archaeology. The goal of a commentary is strictly to further the cause of historical archaeology through reasoned discourse and thoughtful discussion. Commentaries must be well-reasoned and not contain ad hominem attacks or unfounded allegations. Please contact the editor with your idea before you submit.

## **Book Reviews and Review Articles**

The IJHA is also interested in receiving carefully reasoned, measured reviews of books and review articles. If you are interested in submitting a review of a recently published book or several recently published books, notify the editor beforehand to ensure that the topic is suitable to the journal.