

Quick Instructions for Authors

Journal of Maritime Archaeology

Authors wishing to submit a manuscript should adhere to the following requirements listed below. Your submission to JMAR indicates that you have read and understand these instructions. Manuscripts not following these requirements may be returned without consideration.

Manuscript Submission

- Submission of a manuscript implies that the work described has not been published before and that it is not under consideration for publication anywhere else.
- Order the elements comprising the manuscript as follows: title, author information, abstract, keywords, text, statements and declarations (acknowledgements, author contributions, compliance with ethical standards, competing interests, funding etc) references, and table and figure caption lists.

Online Submission

- Manuscripts should be submitted electronically following the hyperlink "[Submit manuscript](#)".

Cover Letter

- Provide a cover letter outlining your research. The cover letter should briefly discuss the context and importance of the submitted work and why it is appropriate for the journal.

Suggesting / Excluding Reviewers

- Authors must suggest 3–5 suitable reviewers and may request the exclusion of certain individuals when they submit their manuscripts in the cover letter.
- Provide an institutional email address for each suggested reviewer. Also include their affiliation, expertise in relation to the content of the manuscript, and if the author/s know or work with the recommended reviewers.

Title Page

Abstract

- Provide an abstract of 150 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords

- Provide a list of 4–6 keywords directly below the abstract. Keywords should express the precise content of the manuscript because they are used for indexing purposes.

Text

Text Formatting

- Use a normal, plain font (e.g., 10-point Times Roman) for text.

Headings

- All major words are capitalized in article titles and headings. Heading formats to use are:
First-order: **Size 14 Bold**
Second-order: **Size 12 Bold**
Third-order: Size 12

Abbreviations

- Abbreviations should be defined at first mention, with the abbreviation in parentheses, and used consistently thereafter.

- Do not use periods after unit abbreviations (exception: "in." for inch) or in acronyms (e.g., ACUA).

Footnotes

- Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. Always use footnotes instead of endnotes.

Length

- JMAR 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 25 pages long.

Usage and Spelling

- Articles can be written in either British English or American English, **however the chosen usage must be consistent.**

Punctuation

- In British English there is no comma immediately following "i.e." or "e.g.". In American English, commas always precede and follow "i.e.," and "e.g.,".
- In British English the series comma is rarely used but may occasionally be used to avoid ambiguity. In American English use a series comma before the conjunction in a series of three or more words, phrases, or clauses.

Quotations

- In British English, single quotation marks can be used instead of double quotation marks. A period appears before ending quotation marks if it is part of the original quotation (i.e., if quoting a complete sentence) and after if it is not.
- In American English: Use single quotation marks only within double quotation marks, e.g., "Smith referred to the feature as 'remarkable' because of what it contained." Put closing quotation marks after (to the right of) periods and commas, before colons and semicolons, and before or after exclamation or question marks, depending on whether the mark is or is not part of the quoted material.

Ship Names

- Italicize names of ships (e.g., *RV Challenger*).

Numbers

- In text with non-unit quantities, use words for numbers one to ten and numerals for numbers 11 and over. Always express numbers as words at the beginning of a sentence. Use first to tenth, then 11th, 12th, 13th (not 13th).

Measurements

- The use of SI (metric) units is preferred. Non-SI units are acceptable where historically appropriate, e.g., "ft".

Chronological References

- Centuries are always spelled out and lowercase (e.g., the eighteenth century). Use a hyphen when using the century as an adjective (e.g., nineteenth-century house).
- Any date included in the manuscript should be in the following format: 3 January 1977 (use numerals for the day of the month and the year but use letters for the month).
- Write the time divisions AD (anno Domini), BC (before Christ), and BP (before present) in capitals.

References

Citation

- The in-text citation format is: (Miller 1998, p. 43); (Smith and Jones 1997, pp. 45–67); and (Miller et al. 1999, Fig. 4). Follow all spacing and punctuation. The citations of several references mentioned at one position do not have to be listed in alphabetical order.

Reference List

- JMAR HAS A UNIQUE REFERENCE FORMAT. YOUR PAPER MAY BE RETURNED FOR CORRECTION.
- List references alphabetically at the end of the paper in a section entitled References. Only include works that are cited in the text and that have been published or accepted for publication in the list of references.
- Restrict personal communications to a parenthetical comment in the text, e.g., the name of the person supplying the information, the year of the communication, a title (optional), and a phrase such as "personal communication" or "unpublished". E.g., (Polly Toynbee, 2019, personal communication).
- The style and punctuation of the references should conform to that used in the journal, illustrated by the following examples:

Journal article

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol* 105:73–738

Journal article with issue number

Saunders DS (1976) The biological clock of insects. *Sci Am* 234(2):114–121

Journal article by DOI (with page numbers)

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med* 78:74–80. <https://doi.org/10.1007/s001090000086>

Journal article by DOI (before issued with page numbers)

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med*. <https://doi.org/10.1007/s001090000086>

Book

South J, Blass B (2001) *The future of modern genomics*. Blackwell, London

Book chapter

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York, pp 230–257

Edited book

Smith J, Brown B (eds) (2001) *The demise of modern genomics*. Blackwell, London

In press

Major M et al (2007) Recent developments. In: Jones W (ed) *Surgery today*. Springer, Dordrecht (in press)

Online document

Cartwright J (2007) Big stars have weather too. IOP Publishing PhysicsWeb. <http://physicsweb.org/articles/news/11/6/16/1>. Accessed 26 June 2007

Online database

Healthwise Knowledgebase (1998) *US Pharmacopeia*, Rockville. <http://www.healthwise.org>. Accessed 21 Sept 1998

Dissertation

Trent JW (1975) *Experimental acute renal failure*. Dissertation, University of California

Tables

- Tables should be numbered with Arabic numerals and should always be cited in text in consecutive order.
- For each table, supply a table caption (title) explaining the components of the table. Footnotes to tables should be indicated by superscript lower-case letters and included beneath the table body.

Artwork and Illustration Guidelines

Figure Numbering

- Figures should be numbered using Arabic numerals and should always be cited in text in numerical order.

Figure Captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term **Fig.** in bold type, followed by the figure number, also in bold type. No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption. E.g.:

Fig. 1 Location of Marsa Matruh and other locations mentioned in the text

Skeletal Remains

- JMAR 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.

After Acceptance

- Upon acceptance, your article will be exported to Production to undergo typesetting. Once typesetting is complete, you will receive a link asking you to confirm your affiliation, choose the publishing model for your article as well as arrange rights and payment of any associated publication cost. Once you have completed this, your article will be processed and you will receive the proofs.

Color Illustrations

- Color figures will always be published in color in the online version. In print, however, they will appear in black and white. You may wish to submit two versions of each image (one color, one black and white).

Proof Reading

- 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!**

Online First

- The article will be published online after receipt of the corrected proofs. This is the official first publication citable with the DOI. After release of the printed version, the paper can also be cited by issue and page numbers.

Editing Services

- 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 JMAR. **JMAR WILL NOT REWRITE YOUR PAPER FOR YOU!**

If you do not follow these guidelines, your manuscript may be returned and publication delayed.