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We accept original articles on all aspects of archaeology and anthropology within Victoria, Australia and the Pacific rim region. *The Artefact* is usually published as a single volume each year.

**Contributions**

Manuscripts of major research papers should be from 3000 to 8000 words. Longer articles will be considered on the basis of merit. In addition to major papers, the submission of short research reports (500-1500 words), book reviews (500-1000 words), and other miscellanea are invited. We also accept proposals from authors wishing to publish peer reviewed conference proceedings as well as monographs or special volumes.

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Please provide the content of your paper in the following order and according to the format described here:

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The content of the paper should be outlined by three to five keywords that will fit on one line placed above the title in alphabetical order (e.g. lithic implements – microwear – patination – western Victoria).

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The manuscript must include an abstract of no more than 200 words, summarising the main themes and purpose of the article.

### **Formatting and layout**

Please use only headings and sub-headings (maximum 3 levels of headings). Italicised words should be formatted as such, and each page should be numbered. Captions are required for all illustrative material, as described below.

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Please use:

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Spelling and punctuation in this journal follow the *Style manual for authors, editors and printers* of Australian government publications and the *Macquarie Dictionary*.

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- quotes of more than one line should be one font size smaller than body text, and indented within the paragraph in which the quote appears
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### **Acknowledgements**

Must precede the reference list, and be less than 200 words.

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Note: when multiple separate authors are cited, list in alphabetical order, as shown above. Personal communications are to be cited within the text as (Surname, pers. comm., date).

## Reference List

### Papers or articles from journals or magazines

Smith, M.A. 1986. 'The antiquity of seed grinding in arid Australia'. *Archaeology in Oceania* 21:29-39.

Tindale, N.B. and Hackett. C.J. 1933. 'Preliminary report on field work among the Aborigines of the north-west of South Australia, May 31<sup>st</sup> to July 30<sup>th</sup>, 1933'. *Oceania* 4(1):101-105.

Note: Titles of articles in sentence case (only first letter of first word capitalised); journal title in title case (first letter of every word capitalized) and italicised. Volume is not spelled out or abbreviated as vol., the volume number simply follows the journal title. There should be no spaces between volume number, colon and page numbers.

### Books, monographs or conference proceedings

Meehan, B. 1982. *Shell Bed to Shell Midden*. Australian Institute of Aboriginal Studies, Canberra.

Williams, E. 1988. *Complex Hunter-Gatherers: A Late Holocene Example from Temperate Australia*. British Archaeological Reports, International Series 423, Oxford.

Note: Titles of books or monographs in title case (first letter of every word capitalised) and italicised. Any stand-alone volume is a book or monograph and the title should be italicised, not the series.

### Unpublished material and websites

Richards, T. and Jordan, J. 1996. Archaeological Investigations at Cape Bridgewater, Victoria: Management Recommendations and Preliminary Excavation Report. Unpublished report on file, Aboriginal Affairs Victoria, Melbourne.

Carter, R. 2003. Indigenous Community Archaeology: Present and Future. Paper presented at 'Archaeology in the Indigenous Community', Australian Archaeological Association Annual Conference, December 2003, Jindabyne, NSW.

Archaeological and Anthropological Society of Victoria. 2016. 'Home'. Viewed 18 March 2016, <http://aasv.org.au/the-artefact/>

Note: Titles of any unpublished material (theses, reports, conference papers, material on the internet, notes, manuscripts, etc.) should be in title case. No italics to be used in reference. Theses, reports or other material should be described as unpublished in the reference.

## Edited books, monographs or conference proceedings

Smith, M.A. 1988. 'Central Australian seed grinding implements and Pleistocene grindstones'. In B. Meehan and R. Jones. (eds), *Archaeology with Ethnography*, pp. 94-108. Australian National University, Canberra.

Note: Titles of articles, chapters, editorials, etc, from edited books, should be in sentence case (only first letter of first word capitalised). Page numbers follow title of book. Name of publisher is followed by location.

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