

NOTES FOR CONTRIBUTORS



***The Artefact* is the peer reviewed journal of the Archaeological and Anthropological Society of Victoria, Incorporated**

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. Each author or group of authors will receive a pdf electronic copy of their article. Hard copies are available at cost.

Submitting a paper

Submissions that do not adhere to these Notes for Contributors may be returned to authors for correction before they are accepted. Submissions should be made in Microsoft Word document format only, with separate files for images, tables, etc., see below for further information on formatting. Hard copy submission of manuscripts is not required. Submissions should be sent to arcsocvic@yahoo.com.au.

Review Process

The Editors will acknowledge receipt of manuscripts. An Editor and at least two reviewers will assess the manuscript. We undertake a blind review process: Authors are requested to suggest at least three suitable reviewers for the subject of their manuscript to assist in extending our reviewer pool. Authors are asked not to contact potential reviewers prior to, or during the review process. The suggestion of a specific reviewer to the Editors does not guarantee that reviewer will review the manuscript.

Authors may be asked to undertake revisions to their manuscript. Should substantial revision be necessary the paper may be returned to reviewers prior to acceptance for publication. Once a final draft has been accepted by the Editors, electronic page proofs will be sent to the senior author to be checked. Proof approval and author agreement statements will be sent with the page-proofs and must be acknowledged and returned before publication can proceed. Final acceptance of manuscripts for publication is at the discretion of the editors.

Permissions and approvals

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Preparing a paper

Please provide the content of your paper in the following order and according to the format described here. Manuscripts will no longer be accepted if they are not in the correct format.

Keywords

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).

Author details

The title of the article and the author(s) first and last names, institution or affiliation and primary contact details must be clearly indicated at the top of the first page. Do not insert author details elsewhere (e.g. in headers, footers, or file properties).

Abstract

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.

Please submit your paper with minimal formatting – the final layout will be done by the AASV's layout specialist. Do not provide your manuscript text in columns.

Please use:

- A4 page size
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- only one font style, in a standard sans serif font such as Arial, Calibri or Helvetica
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-identify yourself as the 'author' of the page through file properties (this will assist in our blind review process).

Spelling and punctuation

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

-use minimal capitalisation

-insert only one space after a full stop

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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

-italicise non-English words

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-Aboriginal, Aborigine and Indigenous should always be capitalized; please consult the [Style Manual](#) for current correct advice

-italicise formal titles for Acts, including the year and jurisdiction

-scientific names should always be italicised, e.g. *Tridacna gigas*, and subsequent references may be abbreviated, e.g. *T. gigas*

-measurements should always be provided in metric units

Images, photos, tables and graphs

All images are to be supplied at a resolution of no less than **600DPI**, with printing size upto, but **no greater than 16.51 cm x 24.13 cm**. Photographic images need to be of high quality. Photographic images of rock art obtained by physical enhancement or other interference, are not acceptable. Photographs and images that do not meet the requirements listed here may not be accepted for publication.

-All graphics, such as maps, drawings and photographs are to be referred to as figures

-all figures and tables should be referred to within the text

-images may be in black and white or colour

-please acknowledge all images, plans, maps, and photographs that are not the work of the author as follows:

 'Figure 1: Site x viewed from the West. Photo by J Smith, 2004' or 'Figure 1: Site x viewed from the West. Photo reproduced by kind permission, J Smith, 2004'.

-photos should be submitted as separate JPG or RAW files. Do not embed into Word documents.

-tables and graphs should be submitted as additional Word files using the figure number and partial caption as the file title. For final submission, figures should be submitted as TIFF, JPEG or EPS files,

with resolution not less than 600DPI. We will advise on print size at the time.

-insertion points for all tables and figures should be marked in the manuscript text with their figure number and caption

-all maps and photos must have scale bars in metric units, as relevant

-all maps must indicate north

Supplementary files

We encourage you to provide access to data sets, image files, video, audio and text appendices to enhance reader engagement with your work. Please provide a permanent URL for such material, and refer to the material in your text. Please contact the editors if you have questions about additional materials.

Acknowledgements

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

Bibliographic and Referencing Guidelines for the Artefact

We prefer Harvard style referencing; please see [University of Melbourne Re:cite guide to Harvard style](#) or [RMIT Easycite guide to Harvard style](#). for guidance on both in-text and Reference List use.

Authors should ensure that they have fully and properly cited all works that are not their own. Authors should also take care to cite their own previously published work (self-plagiarism) where necessary.

STYLE NOTES

When writing your paper, consider the following points in keeping your writing clear and easy to read:

- Acronyms: always explain acronyms in full the first time you use them.
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- Person: the use of the second–person pronoun, *you*, over the indefinite third–person singular pronoun, *one*. Do not assume that the pronoun for a third–person singular noun is *him* or *he*. To avoid awkward constructions like *he/she*, revise your sentence.
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