

GUIDELINES FOR AUTHORS

SUBMISSIONS

Manuscripts for **ARTICLES** should be sent to the editors:

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Peer-Review Stage: The preferred method for submission of articles for peer-review is electronically, as a pdf file (including all text, tables, and figures).

Acceptance Stage: If the submission is accepted after peer-review, authors should submit the revised text and tables in an MS Word file with figures as separate files. The MS Word file and figures can be sent electronically to the relevant editor.

PLIO-PLEISTOCENE BOUNDARY USAGE

The Pliocene-Pleistocene boundary has recently been redefined by the International Union of Geological Sciences, but there is opposition to that move among researchers who work on late Cenozoic (post-Miocene) topics. For the sake of clarity, we ask authors who use the terms Pleistocene and Pliocene in their submitted manuscripts to state in their introduction or a footnote which of the two current options is in use, citing the relevant reference. The recognition of Neogene and Quaternary is at the discretion of the author (for brevity, the co-identity of Period/System, Epoch/Series, and Age/Stage is understood).

The options are:

(1) to continue using the last major published time scale, in which the base of the Pleistocene is defined by the GSSP of the Calabrian Stage at 1.806 (1.8) Ma [Gradstein, F. M., Ogg, J. G., and Smith, A. G (eds) (2004). *A Geologic Time Scale 2004*. Cambridge: Cambridge University Press].

OR

(2) to use the revised time scale approved by IUGS, in which the base of the Pleistocene is defined by the GSSP of the Gelasian Stage at 2.588 (2.6) Ma [Gibbard, P. L., Head, M. J., Walker, M. J. C., and the Subcommittee on Quaternary Stratigraphy (2010). Formal ratification of the Quaternary System/Period and the Pleistocene Series/Epoch with a base at 2.58 Ma. *Journal of Quaternary Sciences.*, 25, 96–102].

ARTICLE MANUSCRIPT PREPARATION

Papers should be submitted in English, and should be typewritten in double spacing throughout (including references, captions, and footnotes). Tables may be submitted in single-spaced type. The position of tables and figures should be indicated in the text. Footnotes, tables, and figure captions should be typed separately at the end of the manuscript. All pages should be numbered serially. Manuscripts should be submitted in a complete and finished form. The Editors reserve the right to return unacceptable material to authors for revision.

MANUSCRIPT SECTIONS

Submit the parts of the manuscript in the following order:

- Title Page
- Abstract
- Text
- Acknowledgements
- Endnotes
- References (new page)
- Figure captions (new page, captions listed sequentially)
- Figures
- Tables (separate page for each)

▪ **TITLE PAGE**

This page should contain the following information:

Title: concise and informative title

Author(s) and affiliation(s): names, complete mailing addresses, and e-mail addresses for each author

Running Title: a running title of no more than 40 characters suitable for page headings, unless the full title is less than 40 characters

▪ **ABSTRACT**

Abstracts should be intelligible to the general reader. Recommended length is 300–500 words. Please avoid abbreviations and references.

▪ **SECTION HEADINGS**

Please do not exceed three levels of headings. Primary headings should be typed in capitals and centered, secondary headings should be typed in capitals and flush left, and tertiary headings should be typed using initial capital letters on significant words and flush left.

▪ **TABLES**

Tables can be submitted either single or double spaced. Please provide a short and informative title for each table. All other information should be presented at the bottom of the table.

▪ **IN TEXT REFERENCE CITATIONS**

Simple citation with no page numbers specified: (Dibble 1995)

Two authors: (McBrearty and Brooks 2000)

Three or more authors: (Clark et al. 1988)

Citations with pages, figures or tables specified: (Olszewski 2003: 232), (Rosenberg 1988: Figure 1), (Coinman 2005: Table 2)

Please list citations in the text in alphabetical, not chronological, order, e.g., (Clark et al. 1988; Dibble 1995; McBrearty and Brooks 2000). Semicolons are used to separate works by different authors, and commas are used to separate distinct, chronologically ordered works by the same author.

▪ **REFERENCES**

References should be listed alphabetically at the end of the paper. Please use either *American Antiquity* or *Journal of Human Evolution* style for references, but do not mix styles.

▪ **FIGURES/ILLUSTRATIONS**

Authors are responsible for supplying all figures (including photographs, maps, line art) as high-quality digital images in separate files. Images in jpeg or tiff formats are acceptable. All figures should be prepared

remembering that the maximum area for figures in the journal is 7 in by 9 in (17 cm by 22 cm). All figures should be referred to as Figure 1, Figure 2, etc., rather than Fig. 1, Fig. 2, etc. There are no limitations on use of color images as the journal is an on-line publication.

Digital images for color and greyscale photographs should be no less than 300 dpi at final size. Line art should be no less than 600 dpi at final size. Please ensure that all images submitted are finalized, e.g., no clean-up needed of date stamps, dust marks, etc. Please do not submit original slides, prints, etc, as the journal does not undertake scanning of images.

- **CORRECTIONS**

Proofs in pdf format will be provided to the lead author for checking. Corrections that represent substantial alterations from the submitted manuscript will be charged to the author(s).