



Advisory Council on Underwater Archaeology ACUA *Underwater Archaeology Proceedings* Manuscript Preparation and Submission Guide

Thank you for your interest in publishing your Society for Historical Archaeology (SHA) conference paper in the *ACUA Underwater Archaeology Proceedings*. We look forward to working with you. Please contact the editors for clarification of these guidelines or assistance in resolving questions of style and format.

The author(s), and not the editor(s), are responsible for the following:

- Content and quality of their papers – this is your work! Please have your symposium chair or a colleague review your finished manuscript prior to submission for general organization and flow, spelling, grammar, accuracy of citations, and adherence to the required style and format.
- Submitting an original signed “ACUA Copyright Form” by post. Papers will not be published without a correctly completed hard-copy form signed by the first listed author.
- Obtaining any required permissions to publish original material (e.g., photographs, drawings, personal communications) that may be protected by copyright law. An “Example Letter to Request Permission for Publication” is provided on the Advisory Council on Underwater Archaeology (ACUA) website.
- Carefully following this guide and the “Society for Historical Archaeology Publications Style Guide” in preparing the manuscript. The editors have a great sense of humor, but limited time. Submissions that do not follow these guidelines may be returned unread to the author(s).

**MANUSCRIPT SUBMISSION DEADLINE:
1 APRIL**

Ethical Guidelines

Research presented in all papers must be consistent with the Ethical Principles of the SHA, adopted June 21, 2003 (<http://www.sha.org/about/ethics.htm>). Submission of a manuscript for consideration constitutes the author’s acknowledgment of, compliance with, and support for the Ethical Principles of the SHA.

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Please download and print the “ACUA Copyright Form” available in PDF format on the ACUA website. All portions of the form must be completed by the first author listed for the paper. The form must be submitted as a signed hard-copy original. **Scanned forms cannot be accepted by email.**

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As early as possible in the process, please print out a hard copy of the copyright form, complete all sections, sign it in **blue ink**, and send the original by post to:

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Columbus, Ohio
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Attention: Kate McIntyre

Manuscript Preparation

The body of the manuscript should be between **2,500 and 5,000 words**, or approximately 10 to 20 double-spaced pages in 12-point Times New Roman font with 1-inch margins. This word limit does not include accompanying sections of the text such as the title, author information, abstract, acknowledgments, references, tables, and figure captions. Papers that exceed this limit may be rejected. Please use the Word Count tool in Microsoft Word to check the length of your text prior to submission. Do not submit a longer paper and ask the editors to shorten it for you.

Authors should refer to Section IV of the “Society for Historical Archaeology Publications Style Guide” (rev. December 2006) for specific information on preparing the different sections of their manuscript. For your convenience, the SHA style guide has been posted to the ACUA website.

Note the following specific modifications of the SHA style guide to be followed for this project:

- The Abstract and Acknowledgments sections are each limited to 100 words.
- To expedite the publication process, no printed hard copies of the manuscript or figures are to be submitted; only electronic submission will be employed. After they have registered their interest in submitting a paper for publication through the ACUA website, authors will be contacted with instructions on how to upload their manuscripts and image files to the ACUA *Underwater Archaeology Proceedings* online workgroup.
- Your manuscript must be saved in Microsoft Word (.doc) or Rich Text (.rtf) format. Use a single file for all sections of your text (but note that figures are to be submitted as separate files). Please use your surname followed by your first initial as the filename (e.g., “carrell-t.doc”). Do not use a generic filename such as “acuapaper.doc”. Image files should be named in a similar manner using your last name, first initial, and the figure number (e.g., “carrel-t-fig1.tif”).
- The first listed author for each paper will have the opportunity to review final proofs of his or her article in PDF format prior to publication. The author(s) will have 72 hours to return any required corrections to the editor(s). Please ensure that your contact information is up-to-date.

General

- Do not format your document to look like the final publication. Avoid embedding any figures or formatting in your document. Do not insert page breaks or page numbers into your manuscript.
- All text should be prepared using 12-point Times New Roman font with 1-inch margins and double line spacing. Align all text to the left margin (do not justify across the page).
- **Use only one space after a period at the end of a sentence.**
- Indent the first line of a paragraph 0.5 inch by setting this value as a default tab stop.
- American spelling will be used rather than British or Canadian, except in direct quotations and titles.

Nautical Terminology

- Ship names are italicized, but naval abbreviations such as HMS and USS are not italicized: *Royal George*; HMS *Orpheus*; USS *Monitor*; the battleship *Washington* (BB-47).
- Names of classes of ships are italicized: *Iowa*-class battle cruisers; Rule's *Caledonia*-class of 120-gun ship.
- In "the *Maple Leaf's* keel," for clarity, put the "'s" in italics. Although not strictly correct, this prevents the "'s" from disappearing when printed.
- When a ship's name is included in a book title, it should be in *italics* and underlined. When included in an article or chapter title, it is only italicized. Notice how the ship's name below is treated differently in the article and in the book title:
A Symbol of the People: Assessing the Significance of USS *Monitor* [article]
In *Ironclad Intruder: USS Monitor* [book]
- Do not refer to a ship using "she" or "her." Use the impersonal pronoun.
- Associated words should be hyphenated to clarify associations: gaff-rigged; flush-decked.
- If you anglicize the name of a ship type, no italics are necessary. However, if you use foreign spelling, the ship type must be in italics throughout the text: hulk but *hulc*; galleon but *galeón*; caravel but *caravela*; always *não* (Portuguese) or *nao* (Spanish).
- Other problematic nautical expressions are listed below by preferred format:
 - ships-of-the-line;
 - men-of-war;
 - first rate; second rate (not First Rate or 1st Rate);
 - 20-gun; 100-gun ships (but you can also say "the frigate has 20 guns");
 - two-decker, three-decker;
 - forecastle (not fo'c'sle);
 - treenail (not trunnel);
 - 5-inch, 16-inch guns (do not abbreviate "inch");
 - 32-pounder; 45-caliber;
 - do not abbreviate "knots."

References

- See pp. 22-38 of the SHA style guide for information on citing sources and listing them in the References section.
- Include only sources specifically cited in the text in the References section. Conversely, please verify that all works cited in the text are included in the References section.
- Footnotes and end notes are not permitted.
- Cite personal communications in the text, and do not include them in the References section.
- Cite Classical sources in full in the text (e.g., Xenophon, *Hellenica* VI 2; Thucydides III 115.4), and do not include them in the References section.
- When referencing archival documents, please use extra care in preparing your citations. Refer to resources such as the *Chicago Manual of Style* for additional guidance on problematic entries.
- Spell out the state of publication (e.g., "New York," not "N.Y." or "NY").

Tables

- Each paper is limited to a total of **four** tables.
- Tables must be embedded in the text file. Only typed columnar text is a table; if the material is a graph or is embedded in an image file, it is considered a figure (see below).
- Before including a table, consider whether it is truly required. Short, informal descriptive lists are better included in the running text: "The rim border on ceramic platters consists of three zones of designs (from top to bottom): (1) vertical lines, with thick dashes at the rim; (2) a wide line placed parallel to the rim; and (3) a band of Style G panels." Parentheses surround embedded numbers.

- Each table should have a short caption.
- Cite every table in the text: Glass comprised 34% (Table 1); ...as indicated in Table 1.
- Consider the physical size of the publication (8-1/2 × 11 inches) in preparing tables. Oversize or excessively long tables may be rejected. Avoid using more than 10 columns.
- Unlike the rest of the manuscript, tables should use single line spacing.
- See pp. 10-11 of the SHA style guide for additional information regarding table specifications.

Figures

- Each paper is limited to a total of **four** figures.
- After registering, authors will receive instructions on uploading images as individual files to the ACUA *Underwater Archaeology Proceedings* online workgroup.
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- The letter of permission must contain the following: a description of the item being used; signature and title of the person granting permission; title of the article in which the image will be used; and title of the publication (*ACUA Underwater Archaeology Proceedings*). Once a letter of permission has been received, it should be submitted to the same address as the “ACUA Copyright Form” (see above). Retain a copy for your records.
- Images must be submitted as TIFF (.tif) without file compression or JPEG (.jpg) files. Do not submit bitmaps (.bmp).
- Images should be submitted in color mode or grayscale mode with 300 pixels/inch (dpi) resolution. Black and white line art (e.g., maps, artifact drawings) should be provided in grayscale mode.
- The ideal image size is approximately 8 inches (20 cm) by 5 inches (13 cm) or 2400 pixels by 1500 pixels. Given that the proportions of each image will vary, these values provide only a guide. Please contact the editor(s) for advice if needed.
- The proceedings will be available for purchase by download as a PDF document or as a print-on-demand book. Since images in the PDF version can be reproduced in color, the submission of color images is encouraged when the original image is in color. However, note that all images will be reproduced in grayscale in printed copies of the proceedings.
- Images should be clear and free of obvious blemishes, especially if they have been scanned. The editor(s) may require improvement of poor quality images.
- Consider what information each figure is to convey and crop it accordingly. Provide cropped close-ups to more clearly present detail.
- All figures must be specifically referred to in the text. When mentioning figures in the text, capitalize and spell out “Figure” whether cited within running text: “as illustrated in Figure 2”; or parenthetically: (Figure 1), (Figures 1a-c, 2, 3). Do not abbreviate as “Fig.”.
- Do not use redundant terms such as “see” or “e.g.” when citing figures in the text.
- All line art, such as artifact drawings and maps, must have a graphic scale. Due to the likelihood of image resizing, numeric scales (e.g., 1:10) are not to be used. Include scales and north arrows in the figure, not in the caption. North arrows must indicate north and be as simple as possible, with the N placed above the point of the arrow. Specify whether true or magnetic north is indicated.
- Ensure that lettering embedded in figures will be legible when reproduced at the publication scale. Small lettering and complex detail in figures will not reproduce clearly. Use sans-serif font, such as Arial. Do not use typed or freehand lettering.
- Do not embed captions within the image; they should be included as a section of your manuscript file. Avoid excessively long captions by incorporating discussion of the figures into the text.
- Do not use neat lines, borders, or boxes around or within maps and artwork. A simple box can be used around map legends or other insets.