

Journal of the Australian Association of Consulting Archaeologists

Publication Guidelines 2014





Publication guidelines for the Journal of the Australian Association of Consulting Archaeologists CAROLINE BIRD & JIM RHOADS

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The Journal of the Australian Association of Consulting Archaeologists (JAACA) publishes articles on topics of interest to its members. The journal aims to encourage communication of results, and exchange of ideas and information about issues of relevance to professional practice in Australia. Articles will be published online on the AACAI website once they have completed the acceptance process, and be made available to members only. At the end of each year, the current volume will be closed off and a PDF will be available to members. General access to issues of the journal will be publicly available within about four months.

Contents

The primary content of the journal is **short reports** up to roughly 4000 words. These may be on any topic likely to be of interest to AACAI members, but may include interesting presentations of surveys, site recording and excavation results, as well as discussions of topics relevant to aspects of methodology, policy, legislation, public engagement, professional development, ethics etc. Contributions with a strong visual element are encouraged. Referencing should be kept to a minimum.

A separate section – **Editorial advice and comments** – will include short invited pieces on various topics relevant to archaeological practice.

Longer articles will also be considered for publication, at the discretion of the editors.

Themed special issues or **supplements** will also be considered. AACAI Members are invited to suggest suitable themes or topics and also to volunteer as guest editors.

Authors wishing to publish in the *Journal of the Australian Association of Consulting Archaeologists* are encouraged to contact the

editors regarding potential articles or ideas for special supplements.

Peer review

Peer review is the formal system whereby research and its written reports are critically examined. These reviews are normally carried out by people who are knowledgeable about archaeological research and generally familiar with the subject matter of a particular study, but are not directly involved in the project.

The aim of *JAACA* is to facilitate publication in order to encourage communication and debate. Contributors can therefore expect their contributions to be published in a timely way provided they meet an acceptable minimum standard, or require only minor editing or amendment.

The purpose of peer review at *JAACA* is to foster high professional standards in the reporting and communication of work carried out by consultant archaeologists. It should also be regarded as a formal mentoring process for junior members of the profession. The peer review process will be managed by the editors, assisted by the editorial

panel. Other AACAI members will also be invited to participate as peer reviewers from time to time.

Every paper submitted will be reviewed by the editors and/or a member of the editorial panel. Papers that only require minor editing or revision will be returned to the author(s) with specific suggestions for amendment and improvement. Once the paper has been amended to the satisfaction of the editors, it will be published online. Papers that would benefit from more substantial revision will be referred to a reviewer, who may be a member of the editorial panel or another AACAI member. The reviewer will be asked to provide constructive criticism and specific advice about how the paper can be brought up to publication standard. The editors, or a member of the editorial panel, will work with the author(s) to implement reviewer recommendations. The editors may seek a second opinion before finally accepting the paper for publication.

Guidelines

Authors should ensure that papers submitted to the editors meet the guidelines for publication. Papers that do not meet the guidelines will not normally be considered further. However, the editors will consult with members seeking advice about preparing their material for publication. The editors may also refer prospective authors to members of the editorial panel for such advice.

Submission. Contributions should be submitted electronically to the editors via mail. Microsoft Word is the preferred format. Authors should refer to the Style Sheet for *Australian Archaeology* for layout, content and referencing guidelines. For general spelling guidance refer to the Macquarie Dictionary.

Tables and Figures. Line drawings and photographs should be referred to as figures and numbered sequentially. They should be supplied in TIFF or JPEG format at a minimum resolution of 300 dpi. Tables should be numbered

sequentially. A caption should be provided for each figure and table. Tables and low resolution versions of figures may be embedded in the text when the paper is first submitted. However, once accepted for publication, the final version must list figures and tables separately at the end of the submission.

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Authors retain copyright over their submissions and will receive full acknowledgement in *JAACA* for their material. By submitting material to *JAACA*, authors grant *JAACA* the right to publish and archive the material in any relevant media format as part of an issue of *JAACA*.

JAACA may use published material to promote both the journal and individual articles.

Opinions expressed in *JAACA* are those of the authors and are not necessarily the view of AACAI.

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With one exception follow the standard Harvard (Author-Date) style as set out in Commonwealth of Australia 2002, *Style Manual for authors, editors and printers*, 6th edition, John Wiley & Sons, Brisbane. The exception concerns page citation. Please use a colon followed by the relevant page numbers, rather than p. or pp.

Reference style

Hard Copy references

Book: single author

Connah G 1988, *Of the hut I builded: the archaeology of Australia's history*, Cambridge University Press, Cambridge.

Book: several authors

Laville H, Rigaud J-P & Sackett J 1980, *Rock shelters of the Perigord: geological stratigraphy and archaeological succession*, Academic Press, New York.

Book: editor

Jennings JD (ed.) 1979, *The prehistory of Polynesia*, ANU Press, Canberra.

Book: several editors

Allen J, Golson J & Jones R (eds) 1977, *Sunda and Sahul: prehistoric studies in Southeast Asia, Melanesia and Australia*, Academic Press, London.

Book: translator and author

Tacitus 1973, *The annals of Imperial Rome*, trans. M Grant, Penguin Books, Ringwood, Victoria.

Book: organisation as author

Conservation Commission of Western Australia 2013, *Report and recommendation of the Environmental Protection Authority: proposed forest management plan 2014-2023*, Government of Western Australia, Perth.

Book: edition other than first

Commonwealth of Australia 2002, *Style manual for authors, editors and printers*, 6th edition, revised by Snooks & Co., John Wiley & Sons Australia, Richmond, Victoria.

Book: chapter or article in edited book

Fullagar R 2006, 'Residues and usewear' in *Archaeology in practice: a student guide to archaeological analyses*, eds J Balme & A Paterson, Blackwell Publishing, Carlton, Victoria, pp. 207-234.

Journal: article:

Schiffer MB 1972, 'Archaeological context and systemic context' *American Antiquity* 37: 156-165.

Journal: different references by the same author in the same year

Gamble C 1991a, 'The social context for European palaeolithic art', *Proceedings of the Prehistoric Society* 57: 3-15.

Gamble C 1991b, 'Raising the curtain on modern human origins', *Antiquity* 66: 412-417.

Electronic references

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Available from: <web address>. [date viewed].

Web documents

Productivity Council 2013, Mineral and energy resource exploitation: draft report, Government of Australia. Available from: <<http://www.pc.gov.au/projects/inquiry/resource-exploration/draft>>. [8 July 2013].

Unpublished Works

Theses

Attenbrow V 1987, 'The upper Mangrove Creek catchment: a study of the quantitative changes in the archaeological record'. PhD thesis, University of Sydney.

Other works: only refer to unpublished documents if they are readily available from a named source.

Palmer K 1979, 'An archaeological survey of T. R. 5585-H stage one', a report prepared for Texasgulf Australia.

Unpublished. Available from Department of Aboriginal Affairs, Perth.

Hook F, Di Lello A, Ash A, Rapley S, & Loo CY 2008, 'Report of an Indigenous archaeological assessment of the Fortescue Metals Group's Cloudbreak to Christmas Creek Rail Extension Stage II (NYI 030), Chichester Range, Pilbara'. Unpublished. Available from Archae-Aus Pty Ltd.

All other types of documents

Refer to the Commonwealth of Australia 2002, *Style Manual for authors, editors and printers*, 6th edition, John Wiley & Sons, Brisbane.