

Style Guide to Assist Authors in Preparing a Submission to JAACA

Version 1.0, dated 6 July 2025

Preamble: About the Journal

The *Journal of the Australian Association of Consulting Archaeologists Inc.* was launched in 2013 and relaunched in 2025. The current aims of the journal are:

1. To provide a professional outlet for the publication of consulting-related research that might otherwise languish in the grey literature and that may not have an obvious home in other academic journal outlets;
2. To provide a friendly publishing and supportive reviewing environment for consultants, especially Early Career Consultants (ECCs);
3. To improve the writing skills of AACAI members more broadly; and,
4. To better educate the general public about heritage and why they should care about its protection.

Contributions are accepted in the following sections:

- Peer reviewed **journal articles** (generally 1,000–8,000 words, including references);
- **Short reports** (generally up to 3,000 words) which might be minimally edited versions of Executive Summaries from consulting reports, or Plain English Reports or methodological advice. These items will be lightly edited for grammar and tone to ensure consistency with the JAACA Style Guide. These items might be revised from their original format (i.e. in the consulting report from which they derive) by the consultant to ensure proponents and, where relevant, the Indigenous community, are happy with what is proposed to be made publicly available;
- **Opinion pieces** – these might be solicited, or unsolicited, and should be on topical, current matters relevant to heritage. These would be similar in some ways to articles offered to *'The Conversation'*, i.e. short, sharp, pithy and relevant, written for a general audience as well as consultants. To ascertain whether a topic might be suitable, potential authors should contact the Editor-in-Chief;
- **Posters** – that have been prepared for other forums, but for which the authors would like wider distribution; and,
- **Extended thesis abstracts** – particularly those that relate to heritage management and consulting archaeology. Ideally recent graduates would work with a member of the Editorial Team to produce an extended abstract (which might also include figures) summarising research reported in their submitted thesis, without the daunting task of preparing a full journal article.

In 2025 JAACA has adopted a small editorial team, bringing together individuals with wide experience in both consulting and publishing, with broad networks across historical and Indigenous archaeology, and geographical spread:

- Lynley Wallis (Editor-in-Chief), Wallis Heritage Consulting;
- Jacqueline Matthews, Niche Environment and Heritage;
- Heather Burke, Flinders University; and,
- Darran Jordan, AECOM.

The Editorial Team has responsibility for:

- Soliciting manuscripts in all categories and liaising with authors;
- Editing manuscripts (including soliciting reviewers for full research papers);
- Running Professional Development (PD) workshops for ECCs; and,
- Reporting to the AACAI NEC.

Queries, such as whether your proposed article is appropriate for JAACA, or any other content concerns may be sent to the Editor-in-Chief at jaaca.editor1@gmail.com

The Editors of JAACA reserve the right to change these guidelines at any time.
Please check the JAACA website for the latest version.

1. Preparing and submitting your manuscript

These guidelines should be used when preparing your manuscript. If you have any submission or formatting queries that are not otherwise addressed in these guidelines, please contact the Editor-in-Chief at jaaca.editor1@gmail.com

1.1 General manuscript submissions

Please submit your manuscript as a Microsoft Word document.

Please title your submission using the Harvard system of in-text citation for author name(s), the words “JAACA initial submission” and the date of submission, with no punctuation. For example,

- SMITH JAACA initial submission 1 April 2025.docx
- SMITH and JONES JAACA initial submission 1 April 2025.docx
- SMITH et al JAACA initial submission 1 April 2025.docx

In the first instance, all tables and figures should be collated in a single PDF document, separate to the Word document. In the PDF, tables and figures should be labelled as they occur in the manuscript, with the full table or figure caption included under each item. The PDF document should be labelled in the following manner:

- SMITH JAACA initial FIGURES AND TABLES 1 April 2025.pdf
- SMITH and JONES JAACA initial FIGURES AND TABLES 1 April 2025.pdf
- SMITH et al JAACA initial FIGURES AND TABLES 1 April 2025.pdf

Figures in this initial PDF document do not need to be of the highest resolution, but should be sufficiently high resolution to allow clear viewing without pixelation. High resolution versions of figures in a suitable image format will need to be provided for final publication once a manuscript has been accepted (see Section 2).

1.2 Poster submissions

For submissions to the Poster section of JAACA, please submit your poster as a medium-resolution (about 5 to 12 MB), full colour PDF. It should be titled:

- SMITH JAACA initial POSTER submission 1 April 2025.pdf
- SMITH and JONES JAACA initial POSTER submission 1 April 2025.pdf
- SMITH et al JAACA initial POSTER submission 1 April 2025.pdf

Posters can be prepared using any software (e.g. Word, Powerpoint, InDesign, Illustrator, Canva etc.), so long as they are submitted to the journal in PDF format.

Please leave your PDF document unlocked to allow markups.

1.3 Submitting your manuscript

Your manuscript should be emailed directly to the Editor-in-Chief at jaaca.editor1@gmail.com

As well as your manuscript, your covering email must include the following items:

1. Confirmation in writing that you have the appropriate permissions from the necessary communities

and/or proponents to submit your manuscript and that the work was undertaken in adherence with the legal requirements of the relevant study state/country.

2. Confirmation that the work being presented is in line with the Code of Ethics of the Australian Association of Consulting Archaeologists Inc.

Also, if there are any persons you do NOT wish to be considered as a reviewer for your article, please advise the Editors in your covering email. You may nominate up to three reviewers to exclude from the review process, without needing to provide an explanation as to why you wish to exclude them.

1. Page Layout and General Formatting

If your manuscript is accepted for publication in JAACA, the **final** page layout will be done by the editors, so please restrict formatting to a minimum in your initial manuscript. Some general rules for your initial manuscript submission:

- Do not hyphenate words at the end of a line to improve spacing;
- Do not indent, centre or justify your text;
- Do not insert spacing before or after lines;
- Do not use a double space after a period;
- Do not use headers or footers (except to include a page number in the bottom right corner of each page);
- Do not insert your name in any headers or footers;
- Do not indent paragraphs, but do leave a single blank line between paragraphs (except in the reference list, where a small hanging indent should be used);
- Do not insert page or section breaks between sections of your paper;
- Do not use a hard return at the end of a line other than for a new paragraph;
- Do indicate in the body of the manuscript where figures and tables should be inserted, and include the full figure/table caption at the indicate point of insertion. For example:

<Insert Figure 1 near here>

<Figure 1 Map of the study area.>

OR

<Insert Table 1 near here>

<Table 1 List of radiocarbon dates.>

- Do compile your figures and tables as a separate document, with captions included (see Section 2); and,
- Do use 'page breaks' (rather than a series of 'enters') to start the reference list on a new page (see Section 3.2).

2.1 Margins, spacing and font

- All margins (top, bottom, left and right) should be set to 2 cm.
- Page size should be A4.
- Line spacing should be single (including for acknowledgements, reference list and captions).
- Font point size: 12 pt (including acknowledgements, reference list and captions).
- Preferred font: Times New Roman, Calibri, Arial, Arial Narrow or Helvetica.
- Whatever font you choose, use the same font for the entire manuscript, including tables, words on figures and figure/table captions.
- Insert page numbers in the lower right corner of pages, including on the first page.

2.2 *Preliminary Content*

Your manuscript should start by listing

- Submission type (i.e. journal article, short report, opinion piece, poster or extended thesis abstract).
- Title of the submission.
- Author's name(s). The author for correspondence should be indicated with an asterisk, and their email address provided.
- ORCID numbers for all authors who possess them.
- An explicit statement about any funding associated with the manuscript. For example, "This research was funded by COMPANY X, and AUTHOR B works for CONSULTING COMPANY C". If no funding was provided this should be explicitly stated.
- Journal articles should include a 600-word abstract. The abstract should be a summary of the **entire** paper (including results), not just an introduction to the paper.
- Up to seven keywords.

2.2.1 *Extended Thesis Abstracts*

This section of JAACA provides ECRs and ECCs with an opportunity to publish a longer version of their thesis abstract, with figures and tables as appropriate, without the stress of producing a full manuscript for peer review. Items submitted under this category should include:

- Thesis title.
- Thesis author name and contact email address.
- The Department/School where the thesis was completed.
- The University where the thesis was completed.
- The thesis type — which typically would be one of the following: PhD, MA (research), Coursework Masters, Graduate Diploma thesis, BA(Hons), BArch (Hons), BSc(Hons) or other (please specify).
- Month and year of submission.
- URL for online link to thesis, if available.
- Supervisor name(s).
- The extended abstract itself, which can be 1,000 to 3,000 words in length, and can include up to a total of eight figures and/or tables.
- Acknowledgements – please keep this brief and professional.

2.3 *Headings*

- Do not use more than three heading levels (Level 1: Bold; Level 2: Bold and italics; Level 3: Italics).
- Do not number your headings (unlike this style guide).
- If your title or subtitle includes a colon, do not enter a return after the colon.
- The title should use lower case after the initial capital, and upper case after a colon after the initial capital. For example:
Cultural heritage management in action: Promoting heritage values of water management infrastructure in colonial Queensland
- Only the first word in all headings in the manuscript should be capitalised.

2.4 *Punctuation*

- Use a single (not double) space after a period.
- Use single quotation marks for all quotes (except in the case of block quotations, see Section 2.10).

- Ellipses (used to denote missing words or text in a direct quote) are always preceded and followed by a space ('xxxx ... xxxx').
- Do not italicise 'et al.', 'vice versa', 'in situ', 'per se', 'contra'.
- If using a single word contraction, the rule to follow is that, if the final letter of the contraction is different from the final letter of the full word, then a full stop is required, and if the final letter of the contraction is the same as the final letter of the full word then a full stop is not required (e.g. ed. for editor, eds for editors).
- Aboriginal and Indigenous are always capitalised.
- Always insert a space between a measurement and the unit of measurement, except for temperature and percentages. For example, 16 cm, 5 km, 4 µm, 17% and 16°C. Lower case 'x' may be used in giving dimensions e.g. 90 x 50 cm
- Use 'e.g.' and 'i.e.' and 'etc.'; 'cf.' is acceptable when you are making a comparison, but if you just wish to draw attention to, verify, or justify something, 'see' is preferable.
- Use 'c.' for circa, meaning 'about', with respect to dating or other numerical quantities. This should be rendered as c.1940, c.9.5 ka, etc.
- The formal title of any legislative Act or Ordinance that is cited in a manuscript should be italicised (including the year); a comma should not precede the year, e.g. *Aboriginal Heritage Act 1972* (WA).
- If necessary, the jurisdiction of the legislation should be placed after the date, abbreviated, in parentheses and in Roman type i.e. '... the *Native Title Act 1993* (Cwlth)'.
- It is not necessary to list legislative Acts or Ordinances in the reference list.
- If an entire sentence is within parentheses, the punctuation (i.e. the full stop to denote the end of the sentence) should also be within the parentheses.
- Try and avoid multiple parentheses. (If this is unavoidable [as in certain cases requiring double {and in extreme cases triple} brackets], then follow this example.)
- Scientific (Linnaean names) should always be italicised (e.g. *Triodia pungens*).
- When a genus name is repeated, it can be abbreviated to the first letter (capitalised and with a full stop) on subsequent mentions (e.g. *T. pungens*). Specific names should never appear without a generic name or capital letter of such.
- Common names of plants or animals should only be capitalised if they contain proper names (e.g. red-back spider, Norfolk Island pine, Sturt Desert pea, Bennett's wallaby).
- This also applies to artefact names, e.g. elouera, tula adze, Bondi point, Kimberley point).
- The names of chemicals and their compounds should not be capitalised unless they commence a sentence (e.g. iodine, hydrofluoric acid etc.).

2.5 Terminology

- Try to avoid terms like 'ethnographic' (unless referring to the writings of professional anthropologists), 'ethnohistoric' and 'ethnoarchaeological'. Usually the terms 'historical observations', 'historical records' or 'recent observations' are more appropriate.
- Use Aboriginal and Torres Strait Islander peoples, Aboriginal Australians, Torres Strait Islanders, Indigenous Australians, Torres Strait Islander peoples, Murray Island peoples, Mer Island peoples etc. Do not use Aboriginals or Aborigines.
- Wherever possible, use the clan or language name of the Indigenous group being referred to.

2.6 English usage

- In English, the infinitive form of a verb looks like this: ‘to dig’, ‘to discuss’, etc. A split infinitive is created by placing an adverb or adverbial phrase between the ‘to’ and the verb — for example, to boldly go, to casually walk, to gently push. While this construction is commonly used, it is grammatically problematic and should be avoided.
- ‘However’ should not be used as a conjunction; use ‘but’ or ‘although’ instead.
- ‘Likely’ is not, in Australian English, an adverb; it is an adjective. It should only be used in reference to a noun, not a verb. For example, ‘this is a likely spot to dig’ is correct; ‘this site likely dates to the Pleistocene’ is incorrect. The correct word in the latter instance is ‘probably’.

2.7 Spelling conventions, abbreviations and compound words

- Use British English spelling wherever possible (e.g. ‘ise’ not ‘ize’, ‘colour’ not ‘color’ etc.).
- Using ‘a’ or ‘an’ should be done on the basis of the first sound of the following word. If this is a vowel sound (regardless of whether the first letter is a vowel or not), then ‘an’ should be used (e.g. ‘an elephant’, ‘an hour’, ‘an honour’). If the following word starts with a consonant sound, ‘a’ should be used (e.g. ‘a helicopter’, ‘a hotel’, ‘a union’).
- Avoid contractions such as ‘don’t’ or ‘it’s’.
- The following shortened forms should be used for Australian states and territories in addresses:
NSW VIC QLD WA SA TAS ACT NT
- Use XU for excavation unit and SU for stratigraphic unit, but always spell it out in the first instance. This applies to all such acronyms, including, for example, LGM for Last Glacial Maximum, CSAR for Centre for Stone Artefact Research, and so on.

Use the following spelling and capitalisation conventions (and remember always to start a sentence with a capital):

ad hoc	cellblock	co-workers
age estimate	Central Australia	co-writing
age-range	central Queensland	creekbed
anon.	chronostratigraphic	creekline
artefact	city-states	cross-cultural
artwork	cliff-line	cross-cut
	co-associated	cross-institutional
backfill	codominant	cross-section
back issue	co-edited	cut-mark
baler shell	co-existence	
baseline	collocate	drill-hole
beach-ridge	colonisation	database
bedload	commonplace	dataset
block fall	contra	deflesh
book-length	co-operation	desktop
bookshelf	co-ordinate(s)	dilly-bag
broad-brush	co-ordinator	dingos
broad-scale	cost-effective	drip-line
	counter-intuitive	downsize
	Country (as in Traditional Owners)	dune field

earthenware	ground-water	multiskilled
edge-ground		multivocal
edge-rounding	half-day	multiwave
Elders	half-life	
en masse	halfway	Native Mounted Police
	hammerstone	Native Title
federal government	handaxe	near-shore
Federation (when talking about the Federation of Australian states)	handcrafted	nineteenth century
fenceline	handheld	non-cultural
fencepost	handmade	non-existent
field notes	hand stencil(s)	non-human
field-processing	handwritten	non-linear
field-school	heat treated	non-secular
fieldtrip	High Water Mark	no-one
fieldwork	high-ranked	northwest etc.
film-maker	high tide	
fine-grained	hillslope	offshore
finer-grained	Holocene	off-site
fish-curing	human-environment	ongoing
fishtrap	hunter-gatherer	online
fish hook		on-site
flatware	Ice Age	on-the-ground
flint-knapper	Indigenous	on to
flint-knapping	in-class	open access
flowchart	in-depth	open source
focused	infilled	over-predation
focuses	inshore	over-ran
focusing	in situ	
foothill(s)	interbedded	palaeoclimate
footslope	interclass interdisciplinary interface	palaeoecological
fore dune	intergroup	palaeoenvironment
free-of-charge	interisland	palaeoflood
free-text	internet	palaeointensity
freshwater	inter-related	pan-continental
full-text	inter-relationship	paperbark
full-time	inter-regional	passer-by
	multichamber	peer-reviewed
goldfield(s)	multicomponent	per se
gold miner	multiculturalism	photomicrograph
gold mining	multidimensional	place-specific
gold-rush	multidisciplinary	Pleistocene
grindstone	multifaceted	policy-makers
ground-penetrating radar	multifunctional	post-colonial
ground-edge	multilayered	post-cranial
ground-stone	multilingual	post-dates
ground-truth	multipronged	post-dating
	multipurpose	post-depositional
		post-doctoral

post-glacial	rethink	spear point
postgraduate	re-use	specialised
post-hole	revegetate	state government
post-humously	reworked	steep-edged
post-Lapita	rewritten	step-by-step
post-modern	rock art	stick-nest
post-processual		stone line
preconceptions	rock fall rock holes rockshelter	stone tool
pre-colonial	roof fall	stone walls
pre-contact	run-off	stoneware
pre-dating	run-up	stone working
pre-deceased		streambed
predetermined	saltwater	subadult
pre-existing	sand dune	subassemblages
pre-extinction	sand hill	subcommittee
pre-heated	sand plain	subculture
pre-modern	sand sheet	subdiscipline
	scanning electron microscope	subfield
present-day		subgroup
	scriptwriter	subheading
pre-settlement	sea-level	subhorizontal
pre-treatment pro-active program	seawater	subrounded
	seed-grinding	subsample
Quaternary	self-conscious	subset
	self-doubt	subtheme
rainwater	self-reflexive	subtidal
ready-made	self-taught	subtotal
re-analyse	semi-arid	subtropical
re-assessment	semi-deciduous	sugar-cane
recognise	semi-permanent	
redesign	semi-rural	tableware
redraw	semi-sedentary	targeted
redressing	set-up	teaset
re-establish	shoreline	teaware
re-evaluate	short-term	terra incognita
re-excavate	signaled	terra nullius
reflaked	sizeable	test-pit
reheat	slope-wash	text-book
rehouse	small-scale	thought-provoking
re-interpret	so-called	three-dimensional
re-organise	socio-economic	three-fold
reread	socio-cultural	timeframe
rereview	socio-linguistic	time span
resharpen	socio-political	time-tested
resupply	software	tool-kit
restructure	sought after	tool-making
	southwest etc.	tool-use
	spatio-temporal	tool stone

trackway	water flow	well-stratified
trade-off	waterhole	well-suited
Traditional Custodians	waterlogged	well-written
Traditional Owners	water-rolled	western (as in a cardinal direction)
twentieth century	water-table	Western (as in Western civilization)
two-dimensional	waterworn	waterwheel
two-fold	wave-inundated	wide-range
	wave-rolled	wide-ranging
under-represented	webpage	wide-scale
unidirectional	website	windblown
unretouched	well-bedded	working class
Upper Burdekin River	wellbeing	workplace
Upper Hunter Valley	well-developed	World War II
use-life	well-documented	worldwide
use-wear	well-established	
	well-illustrated	
voice-over	well-known	
	well-presented	zigzag
washway	well-protected	

2.7.1 Compound Words

The following words are compound words and should always be hyphenated unless specified otherwise above:

-backed	-focused	-making	-tipped
-based	-generated	-most	-wide
-deep	-grained	post-	-working
-directed	-hafted	-rich	newly-
-driven	-high	semi-	well-
-ended	-known	-shaped	
-enhanced	-like	-sized	
-fed	-long	-thick	

2.7.2 Words/phrases to double check in your manuscript before submitting

- data (this is plural; datum is singular)
- different from (not different to)
- evidence for (not evidence of)
- inquiry or enquiry
- similar to
- concerned with (not concerned to)
- Do not use 'within' when you mean 'with' or 'in'

2.7.3 Emphasis and non-English words

- Use emphasis sparingly.
- Emphasised words and non-English words not in common usage, including Aboriginal words, should be printed in italics. Use single inverted commas to indicate meanings (e.g. the Dutch verb *lezen* 'to read').

- Aboriginal language group names should be used as proper nouns (e.g. 'Jawoyn' or 'Jawoyn Country') and not italicised.
- Non-English place names should not be italicised.

2.8 Numbers and numerals

- In the body of your text, use words rather than digits for numbers up to nine. For all numbers from 10 upwards, use digits rather than words, except in the following cases:
 - The sense is intentionally approximate (as in 'several thousand of those ...').
 - The number refers to a large amount of money ('\$55 million'; '\$2.5 billion').
 - The number comes at the start of a sentence. In this case the number must be written in words, ('Thirty-six per cent of these were' not '36 per cent of these were' or '36% of these were').
- An exception to this practice applies to percentages less than 10 where it is also acceptable to use digits. For example, 3 per cent; and ½ of one per cent.
- When the word million or billion occurs in continuous text, spell it out in full. In tables, million may be abbreviated to "m" as in: \$225.7m.
- Use commas in numbers, such as 4,000; 10,000; 100,000; 1,000,000. This includes 14C and other dates generally (see section on Reporting Dates).
- Ranges of numbers should be given either with:
 - an en-dash separating their elements, such as 50–270 km; a range of \$5,000–\$8,000; in the years 2000–2001; or,
 - with words operating as the separators, as in '... ranging between \$5,000 and \$8,000 ...'; OR '... varying from 19.3 to 22.6 per cent ...'.
- Depending on context, fractions can be written either as numbers or as words: i.e. 0.25 or ¼ or one-quarter; 0.75 or ¾ or three-quarters, so long as you are consistent throughout your manuscript
- Note: In Australian English, spelling such fractions in words without the hyphen is a spelling mistake. The same is true of larger numbers when expressed in words: twenty-three, forty-nine, and so on.
- Use non-breaking spaces between a value and the unit of measurement. The only exception to this is for temperatures or percentages, where no space is used between the value and the unit of measurement.

2.9 Footnotes

- We discourage the use of footnotes except where genuinely required to avoid breaking the narrative flow.
- Do not use footnotes for referencing, or for information that either should be included in the text, or that could otherwise be left out of the paper. Use footnotes only for essential corollary points that cannot otherwise be made in the text (and refer to previous point above).
- If you do have to use a footnote, ensure you use the 'Insert Footnote' option in the Word 'References' tab, rather than manually inserting a superscript number.

2.10 Quotations

- Quotations shorter than three lines should be incorporated into the main text and signaled by single quotation marks.
- Quotations of four lines or longer (c.30 words) are referred to as 'block quotations' and should be indented by 1 cm from both the left and right margins; no quotation marks are used in this case. A blank line should be left before and after the block quote. The font size used for a block quote should be 2 points smaller than the font size used for the main text (i.e. the main text should be 12 point font and thus the block quotation text should be in 10 point font).

- Editorial interventions in any quote should always be indicated as such by means of square brackets. For example: [sic], [emphasis added].

2.11 *Bulleted Lists (i.e. dot points)*

- Capitalise the first word in each dot point;
- If each dot point is a complete sentence, use a full stop to separate each item in the list.
- If any dot point is only a partial sentence, or sentence fragment, use a semi-colon to separate each item in the list.

2.12 *Reporting and citing ages and dates*

- A date is a specific point in time, for example Tuesday 13 April. An age is an estimate of the time and is associated with an error margin, for example $10,000 \pm 100$ BP.
- When using dates derived from text sources, use BC and AD, not BCE and CE. Note that AD comes before the date and BC after, except when using a century name: 3500 BC, AD 1066, tenth century AD.
- In all instances where radiometric dating assays are reported for the first time, the following conventions must be observed.
 - If the assay was first published elsewhere, it is only necessary to cite that reference (with page number/s). Please ensure that if previously reported radiocarbon ages are used, they are all calibrated against the same calibration curve. It will often be necessary to recalibrate all radiocarbon dates against the current calibration curve. The reference given should therefore include the uncalibrated radiocarbon age, and the calibration procedure needs to be explained in the text.
 - Years should be abbreviated as 'a' and can be prefixed with k. 'ka' can refer to both ages and time spans, as in 'occupation began at 2 ka; backed pieces occur 2 ka after occupation began'. Or of course you may say 'occupation began about 2,000 years ago.'
 - Bayesian or other modelled dates must be clearly stated as such, and the full methods and assumptions used to generate them must be explained either in printed text, image or as an online supplement, including model code.

2.12.1 *Radiocarbon ages*

Detailed guidelines for reporting radiocarbon ages are given by Millard (2014) and Bayliss (2015). The following should be reported when presenting new radiocarbon ages in JAAACA:

- The conventional (uncalibrated) radiocarbon age estimate, 1 sigma error term and laboratory code in the format '18,930±50 BP (SANU-38220)';
- The sample material, including genus and species where known. State whether the sample was a single entity (e.g. one fragment of charcoal), or multiple small fragments.
- The association of the sample with the event being dated. Note, this should include full contextual information, sample collection method (e.g. from a sieve or section wall) as well as information such as whether e.g. charcoal was found in a hearth feature, or evidence of butchery was found on the bone.
- The pretreatment and measurement methods should be briefly explained or a reference given.
- If known, state whether the age was corrected using an AMS, IRMS or assumed $\delta^{13}\text{C}$ value. Provide the value if known.
- Provide details to confirm the quality of the material dated. For bone collagen this must include the C:N ratio and collagen yield. Additionally, %C and stable isotope values (e.g. ^{13}C and ^{18}O) can be useful. For shell, it may include information on the mineralogy of the sample, especially tests for recrystallization performed by XRD or staining.
- Calibrated ages should be provided. Calibrated ages should be presented as a range, and must include

the 68% and/or 95.4% probability ranges, for example '23,001–22,569 cal BP (95.4% probability range)'. Calibrated ages can be rounded, and it would be appropriate to write this age estimate as '23.0–22.5 cal kBP'. Calibrated ages do not have a normal or Gaussian distribution and must not be reported in the form 10,000±100. State the calibration curve and calibration program (and version) used, with references. Any corrections made (e.g. marine reservoir correction) should also be reported, with references. For example:

Radiocarbon ages were calibrated using OxCal (version 4.3) (Bronk-Ramsey 2009). Terrestrial radiocarbon ages were calibrated using the SHCAL13 calibration dataset (Hogg et al. 2013). Marine radiocarbon ages were calibrated using the MARINE13 calibration dataset (Reimer et al. 2013) with a ΔR value of -25 ± 15 (Petchey and Ulm 2012).

- Where more than one age is reported, they should be summarised in a table with all details.

2.12.2 Radiocarbon Units

Uncalibrated ages should be given as follows:

- BP (Before Present): Defined by convention as meaning 'Before AD 1950'. It is related to the amount of ^{14}C in the atmosphere, uses the Libby half-life of radiocarbon which is known to be incorrect, and contains assumptions about fractionation. Therefore, it is only relevant to radiocarbon ages.
- F14C ('Fraction ^{14}C '): Used for ages falling within the bomb-curve, and can also be particularly useful for samples falling beyond 40 ka BP.
- ^{14}C years: Used when referring to the difference between two uncalibrated dates. Calibrated years should be given as follows.
- cal BP: This is defined as 'calibrated years BP'.
- cal years: Used when referring to the difference between two calibrated age estimates.

Where the calibrated probability range is discontinuous, either the whole or the discontinuous ranges can be quoted.

2.12.3 Luminescence

Publication of luminescence ages should be accompanied by all the necessary information that will allow it to be reproduced in the laboratory by others. This information may be provided in a technical report or it may require the involvement of a luminescence dating expert who can expertly present and interpret the technical data. A useful guide on luminescence dating for the archaeologist was compiled by Duller (2008) and is available for download at

https://www.researchgate.net/publication/297669518_Luminescence_Dating_Guidelines_on_using_luminescence_dating_in_archaeology.

Following the guidelines proposed therein, the following should be reported when presenting new luminescence ages in JAACA:

- The laboratory and/or field code, age estimate and error term. Detail whether the age is given against year of measurement (recommended for very young ages) or another datum, and state whether the error term is given at 1 or 2 sigma and if it includes random and/or systematic components. It is recommended that the random-only and combined systematic and random error be reported separately.
- The mineralogy of the sample dated (e.g. quartz, potassium-rich feldspar).
- The association of the sample with the event dated. This should include method of sample collection, full contextual information including depth below surface.
- The form of the luminescence signal measured (TL glow curve or optical decay curve). Include

preparation and measurement details for the equivalent dose (D_e) estimate if it deviates from standard practice; if not, then appropriate references should be provided.

- Details should be provided about how individual D_e values were combined (e.g. arithmetic mean, weighted average, minimum value) and why.
- A representative example of a decay and dose response curve(s) should be shown together with the distribution of D_e values if multiple estimates of D_e were obtained. All figures should have accurately labelled axis titles, including unit of measurement (e.g. D_e (Gy) or beta dose rate (Gy/ka)).
- Include preparation and measurement details for calculation of the beta, gamma and cosmic-ray dose rates and internal dose rate for feldspar grains. Also provide information/references about dose rate conversion and grain size attenuation factors used as well as moisture content measured and used.
- It is good practice to explain what errors associated with the D_e and dose rate values include and how they were calculated and combined.
- A summary table should always be included and should contain:
 - The laboratory code;
 - Water content used in calculations of the dose rate;
 - Either the elemental concentrations of U, Th and K, or the alpha, beta and gamma dose rates;
 - The cosmic-ray dose rate and the total dose rate used for calculation of the age;
 - D_e , and if appropriate the number of grains/aliquots measured and rejected or the number of replicate measurements used in calculation of the final D_e or;
 - Overdispersion, if applicable;
 - The age and error estimates of the sample.

2.12.4 Luminescence Units

- Luminescence ages can be given as ka. State the year of measurement or other datum used, particularly if the sample is young.
- There should always be a table where ages are presented together with its error, but ages can in addition be expressed as an age range, for example 1,000–1,200 years or 1.0–1.2 ka. It should be clear what the range represent (e.g. 1 sigma range, range between midpoint values of two ages).
- Do not use BP or the prefix 'cal' which refer to radiocarbon ages only.

2.13 Geological Time Periods

The following subdivisions (including capitalisations) are defined by the International Commission on Stratigraphy (ICS):

- Late Holocene: present – 4,200 years ago
- Middle (or Mid-) Holocene: 4,200–8,200 years ago
- Early Holocene: 8,200–11,700 years ago
- Late Pleistocene: 11,700–129,000 years ago
- Pleistocene: 11,700–2.58 million years ago

References

- Bayliss, A. 2015. Quality in Bayesian chronological models in archaeology. *World Archaeology* 47(4):677–700.
- Duller, G.A.T. 2008 *Luminescence Dating: Guidelines on Using Luminescence Dating in Archaeology*. Swindon: English Heritage.
- Millard, A.R. 2014 Conventions for reporting radiocarbon determinations *Radiocarbon* 56(2):555–559.

2.14 Place names

- For Australian place names, find information here: <http://www.ga.gov.au/place-names/index.xhtml>

- For more detailed advice on the consistent use of place names, see *Guidelines for the Consistent Use of Place Names* (2001).

2.15 Ship names

- Place the name in italics, i.e. *Leopard 1*. You do not have to put ‘the’ before a vessel’s name, unless it is part of the name itself. For example, if a ship called *Titan* had entered a port, it is better to say ‘*Titan* entered the port’, rather than ‘The *Titan* entered the port’.
- Every vessel either has, or can be given, a prefix to identify the type of ship.
- Generally you should only use the prefix if it has become part of the recognised name, as with *RMS Titanic*.

2. Tables and Figures

- Any graphics (e.g. photographs, plans, maps, drawings, illustrations, graphs) in the manuscript should be referred to as a ‘Figure’.
- Every figure and table in the manuscript must be referred to in the body of the manuscript.
- It is not acceptable to submit Google Earth images as maps to accompany an article. Maps should be submitted as proper artwork that does not impinge copyright.
- As JAACA is produced in full colour, we encourage authors to make judicious use of colour in figures, remembering to aim for clarity and ease of viewing to enhance the reader’s understanding, rather than introducing confusion. It is entirely acceptable to continue to use black and white or grayscale for figures such as plans, maps etc., particularly for conveying simple information.
- Since many images will be reduced to fit either a single or double column width, please ensure that figures which contain text are drawn at a suitable scale for reduction. This means making sure that the font size on your figures can still be read adequately if reduced to one column width.
- The position of tables and figures should be noted in the text, approximately where you would wish them to be in the final version, as referred to earlier in this Style Guide.
- A full stop should be used at the end of every figure or table caption.
- The photographer must be acknowledged for all figure captions for photographs. For example: ‘Figure 1 View of rockshelter ABC (Photograph: John Doe)’.
- In the final submission
 - Figures must be submitted as separate high resolution (at least 600 dpi) PNG, TIF, BMP, EPS, AI or JPEG files.
 - Tables must be submitted as separate Excel (or Word) files (if there are multiple tables it is acceptable to include them as separate, clearly labelled worksheets within the one file).

3. References

Always use the Harvard referencing system.

3.1 In-text referencing

- References should be cited in text by author’s surname, publication year and page in Harvard style (e.g. Smith 1988:45). Note that there is no space between the colon and the page number.
- For three or more authors ‘et al.’ (without italics) should be used after the first surname (e.g. David et al. 1994:24).
- If multiple references are cited, they should be ordered alphabetically and then by publication year, with authors’ names separated by a semicolon (e.g. Appleby 1990:19–25; Childe 1952; David 1988; David and Chant 1995; David et al. 1994, 1999; White and O’Connell 1982:42, 50).
- If you are referring to an author with several contributions in the same year, distinguish them by adding

a letter to the year (2001a, 2001b).

- Do not use 'ibid', 'op. cit.' or any other Latin conventions associated with the referencing system.
- If using a personal communication citation in the body of the manuscript include the person's first and surname, the words 'pers. comm.' and the year, for example, (Ken Mulvaney, pers. comm. 2012).
- In Book Reviews, when referring to a section or page of the text you are reviewing, please do not use a full in-text citation, but refer to the page (p.1), page span/range (pp.1-2) or chapter (Chapter 1).

3.2 The reference list

Please note: Submissions that do not conform to these referencing guidelines will be returned to authors for correction.

- At the end of your manuscript (before the Captions, Figures and Tables, and after any Acknowledgements) type the references starting on a new page.
- Your reference list should be titled 'References' not 'Bibliography'.
- Use a hanging indent for every item in your reference list.
- Do not insert a blank line between each entry of your reference list.
- Include all and only those references cited in the paper.
- Do not cite papers in preparation.
- Papers may be cited as 'in press' where they have been accepted for publication, in which case a date of acceptance and the journal name should be provided.
- Use a blank line between each item in the reference list.
- Start a new line for each reference list entry.
- Works should be listed alphabetically by the author's surname and arranged chronologically when there are two or more publications by the same author. In the case of two or more publications by the same author, editor or team in the same year, distinguish them by adding a letter (2002a, 2002b etc.).
- Ensure an en-dash (–) is used between page numbers, and do not 'drop' numerals in the page range (e.g. 'pp.124–129' not 'pp.124–9').
- For single editor publications, use the contraction 'ed.' with a period following the 'd' (ed.). For multiple editor publications, use the contraction 'eds', with no period following the 's' (eds).
- Note that you must include the issue number where appropriate, as well as the volume number for articles in journals etc.
- Ensure a capital letter is used for the first word following a colon.
- Book titles should have all words (other than prepositions and conjunctions) capitalised.
- For general publication categories the format should follow the examples below. Please pay particular attention to capitalisation, punctuation and spacing.

3.2.1 Journal Articles

Bird, C.F.M. and D. Frankel 1991 Problems in constructing a prehistoric regional sequence: Holocene southeast Australia. *World Archaeology* 23(2):179–192.

3.2.2 Chapters in Books

Craib, J.L. and G.R. Mangold 1999 Storm in a test pit: Effects of cyclonic storms on coastal archaeological sites in western Micronesia. In J. Hall and I.J. McNiven (eds), *Australian Coastal Archaeology*, pp.299–306. Research Papers in Archaeology and Natural History 31. Canberra: ANH Publications, Department of Archaeology and Natural History, Research School of Pacific and Asian Studies, The Australian National University.

3.2.3 *Authored Books*

Lourandos, H. 1997 *Continent of Hunter-Gatherers: New Perspectives in Australian Prehistory*. Cambridge: Cambridge University Press.

3.2.4 *Edited Books*

Hall, J. and I.J. McNiven (eds) 1999 *Australian Coastal Archaeology*. Research Papers in Archaeology and Natural History 31. Canberra: ANH Publications, Department of Archaeology and Natural History, Research School of Pacific and Asian Studies, The Australian National University.

David, D., B. Barker and I.J. McNiven (eds) 2006 *The Social Archaeology of Australian Indigenous Societies*. Canberra: Aboriginal Studies Press.

3.2.5 *Monographs*

Wickler, S. 2001 *The Prehistory of Buka: A Stepping Stone Island in the Northern Solomons*. Terra Australis 16. Canberra: Department of Archaeology and Natural History, and the Centre for Archaeological Research, The Australian National University.

3.2.6 *Theses*

David, B. 1994 *A Space-Time Odyssey: Rock Art and Regionalisation in North Queensland Prehistory*. Unpublished PhD thesis, Department of Anthropology and Sociology, School of Social Science, University of Queensland, St Lucia.

Matheson, L. 1983 *A Study of Unglazed Ceramics from a Nineteenth Century Whaling Station, Southwest Western Australia*. Unpublished BA(Hons) thesis, Centre for Prehistory, University of Western Australia, Crawley.

3.2.7 *Unpublished Reports*

Smith, J.R. and H.J. Hall 1996 *Beaudesert Shire Regional Archaeological Project*. Unpublished report prepared for the Australian Heritage Commission.

3.2.8 *Internet Resources*

Australian Bureau of Statistics 1996 *Education: Participation in Education: The Education of Indigenous People*. Retrieved 6 November 2003 from < <http://www.abs.gov.au/ausstats> >.

3.2.9 *Listserver Communications*

Ross, A. 2004 *Useless Australian Archaeology Graduates*. Message posted to the AUSARCH-L listserver, 31 May 2004, archived at < <http://mailman.anu.edu.au/mailman/listinfo/ausarch-l> >.

3.2.10 *Legislation*

Do not include legislation in the reference list.

3.2.11 *Unpublished Primary Archival Sources*

When referencing a primary archival source, provide the name of the archive, the title of the collection or file, the archive reference number for the item, and the title of the item with date (if known). The full name of the archive should be used in the first instance and thereafter a short-form can be used. For example: (University of Sydney Archives [USydA], File on Gordon Childe, M223b, Asst. Prof. Nicholson to Chancellor, 1 July 1918), for the first reference, followed by (USydA, File on Gordon Childe, M223c, Asst. Prof. Todd to Chancellor, 15 July 1918), etc.

3.2.12 *Newspapers*

The Sydney Gazette and New South Wales Advertiser Saturday 17 September 1836, p.1.

3.2.13 Blog posts

White, A. 2021 Restructuring my Social Media. Andy White Anthropology. 3 March. <<https://www.andywhiteanthropology.com/blog/restructuring-my-social-media>>.

3.2.14 Social media

Since social media may potentially be cited by authors, we have included some background information to aid authors in helping them to correctly cite various types of posts.

3.2.15 Tweets

The JAACA method for citing tweets has been adapted from the Modern Language Association (2014). The main differences from citing other sources is that, because of the rapidity of Twitter, a time is required in addition to the date and, since ‘handles’ are used and the author’s actual name may not be known, this must be accommodated.

The entry in the works-cited reference list should begin with the author’s real name if known and, in parentheses, their handle (user name) if it differs from their real name. If only the handle is known, it should be given alone without parentheses or the real name preceding it. If the handle begins with a symbol this should be ignored when alphabetising tweets. The year should then be given, followed by the entire text of the tweet. Conclude the entry with the day, month and time of the message and the medium of publication (Tweet).

For example:

Athar, S. (@ReallyVirtual) 2011 Helicopter Hovering above Abbottabad at 1AM (is a rare event). 1 May, 3:58pm. Tweet.

Or, if the author was not known to be S. Athar, it would read:

@ReallyVirtual 2011 Helicopter Hovering above Abbottabad at 1AM (is a rare event). 1 May, 3:58pm. Tweet.

The date and time of the message should reflect the reader’s time zone. Readers in different time zones see different times and, possibly, dates on the same tweet. The date and time that were in effect for the writer of the tweet when it was transmitted are normally not known.

Thus, the date and time displayed on Twitter are only approximate guides to the timing of a tweet. However, they allow a researcher to precisely compare the timing of tweets as long as the tweets are all read in a single time zone.

If a hashtag is present in a tweet, it should be included when quoting or citing a tweet. For example:

@AustArchaeology 2024 And we are off! We are in for an exciting 4 days. Enjoy #AAA5 everyone! 4 Dec, 8:43am. Tweet.

Emojis do not need to be included in the title of tweets. If, however, the emoji is important to the meaning of the tweet, you should describe the emoji in your prose. If the tweet’s text is composed solely of the emoji itself, its title in the reference list should be a generic description of the emoji.

For example:

@AustArchaeology 2018 Duck emoji. 27 Feb, 1:16pm. Tweet.

For a tweet that is composed exclusively of images or video, describe the tweet in your own words. For example:



Ng. C. (@pronounced_ing) 2018 Photo of letter from Shirley Jackson. 22 Jan, 10:28am. Tweet.

References

Modern Language Association 2018 How do I Cite a Twitter thread or conversation in my text and works-cited list? Retrieved 22 April 2021 from <http://www.mla.org/style/handbook_faq/cite_a_tweet>.

3.2.16 Instagram

The JAACA method for citing Instagram posts has been adapted from the American Psychological Association. The format for referencing Instagram posts is as follows: account holder's last name, first initial [user name] Year, date published Photo title. URL the photo has been retrieved from.

If an account holder's full name is not available, use the account's username. If the user name includes emojis omit these when listing in the reference list. If a post does not have an official photo title, provide a brief description of the photo. This description should be placed in square brackets and not italicised. If the photo is credited as being taken by another individual, place the name of the original photographer in the photo description.

For example:



Shackleton, J [@jacintashackleton] 2021, Jan 31 [Picture of clown fish from the Great Barrier Reef]. Retrieved from <<https://www.instagram.com/p/CKs23JRhGQO/>>.

OR



National Geographic [@natgeo] 2021, April 11 [Picture of two blue-crowned parakeets by Keith Ladzinski]. Retrieved from <<https://www.instagram.com/p/CNhcrbHAfk1/>>.

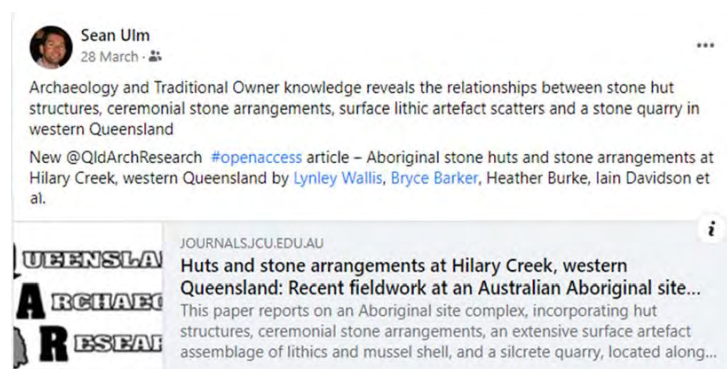
For further information about how to cite other forms of Instagram posts please see the American Psychological Association page (<https://apastyle.apa.org/style-grammar-guidelines/references/examples/>)

References

American Psychological Association 2020 Instagram References Retrieved 23 April 2021 from <<https://apastyle.apa.org/style-grammar-guidelines/references/examples/instagram-references>>.

3.2.17 Facebook

When referencing Facebook, the format of the citation will depend on whether you are referencing either a single post or an entire page. When referencing a Facebook post the format is as follows: Post Author Surname, First Initial. Second Initial. (Year, Month, Day). Content of the post up to the first 20 words [attached media if applicable] [Type of post (e.g. status update)]. Site name. URL. If the post is made by group (e.g. National Geographic, Australian Archaeological Association Inc.) use the group's name in the place of the author's Surname and first name. For example



Ulm, S. 2021, March 28 Archaeology and Traditional Owner knowledge reveals the relationships between stone hut structures, ceremonial stone arrangements, surface scatters and a stone [Attached link] [Status update]. Facebook. <<https://www.facebook.com/sean.ulm>>.

OR



National Geographic 2021, April 26 The extinct marine predators known as ammonites were once among the most successful and diverse animals on Earth [image attached] [Status update]. Facebook. <<https://www.facebook.com/natgeo>>.

If you are referencing an entire Facebook page the format of the citation should be as follows: Post Author Surname (or Name of group), First Initial. Second Initial. n.d. Home [Facebook page]. Site name. Retrieved Month Date, Year, from URL. For example:

Australian Archaeological Association Inc. n.d. Home [Facebook page]. Facebook. Retrieved April, 2021, from <<https://www.facebook.com/AustralianArchaeologyAssoc>>.

For more information please see the American Psychological Association's post on how to cite Facebook posts (<https://apastyle.apa.org/style-grammar-guidelines/references/examples/facebook-references>).

References

American Psychological Association 2020 Facebook References Retrieved 28 April 2021 from <<https://apastyle.apa.org/style-grammar-guidelines/references/examples/facebook-references>>.

4. Last Resorts

If in doubt about any stylistic matters not mentioned in this style sheet, please refer to the Australian Government Style Manual (available online at <https://www.stylemanual.gov.au>).

For all spelling queries outside those listed herein refer to the Oxford English Dictionary (available online at <https://www.oed.com>).

If you are still unsure, feel free to contact the JAACA Editors at jaaca.editor1@gmail.com