

Journal of Northwest Anthropology
2019 Style Guide

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Preface

Those who are familiar with the style guide for the Society for Historical Archaeology will notice a great many similarities and in places identical terminology. This is not accidental or by chance but rather represents a great deal of cross fertilization between the two journals. It involves an attempt to find a format that is logical, uniform, easily followed, and easily remembered by writers and still within the guide lines of general anthropology. The amount of detail is a further step in defining this needed uniformity.

Over the years, several people have contributed to the editors' development of this style. Raymond H. Thompson still represents the pinnacle in the development of *American Antiquity* style and strongly influenced Roderick Sprague. The Laboratory of Anthropology, University of Idaho followed a parallel line of development in style until *JONA* went its own way. Ruthann Knudsen helped extensively with that early style. More recently we have borrowed from Ronald L. Michael and Sarah Peabody Turnbaugh of *Historical Archaeology* while also trying to influence, in minor ways, the style of that journal. We thank Ronald for his generous permission to use, unmodified, much of the *Historical Archaeology* published guide.

I. Editorial Policy

The *Journal of Northwest Anthropology (JONA)* is published semi-annually by Northwest Anthropology LLC. The original papers published in the journal are theoretical and interpretive studies and bibliographic works, although highly descriptive studies are considered if they are theoretically significant. The primary criterion guiding selection of papers is how much new research they can be expected to stimulate or facilitate.

Manuscripts may be returned to authors for reformatting prior to peer review when they do not follow the journal's style provisions. The editors also reserve the right to reject (with or without review by referees) or return for revision any submission that addresses an inappropriate subject for the scope of the journal or that is of poor quality or of excessive length.

JONA strongly discourages the use of personal (i.e., first and second person) pronouns. The editors do, however, encourage authors to write in active-voice sentences and will permit the occasional, limited use of personal pronouns when they are deemed necessary for added emphasis.

The journal conforms to the 1973 American Anthropological Association statement on gender terms, which discourages the use of gender language (e.g., his, her, man, etc.) in non-sex-specific contexts. More neutral terms (they, one, humans, researchers, etc.) are to be used.

II. Publication Guidelines

A. Editors' Responsibilities

The editors will immediately acknowledge receipt of manuscripts. This acknowledgment does not imply acceptance of the manuscript for publication. The editors will have all manuscripts reviewed by a minimum of two peer referees. Reviewers' comments are requested with editorial guarantees of anonymity, though individual referees may, and often do, waive anonymity. All manuscript reviews by referees are open (the author's name is not deleted from the manuscript).

The editors are responsible for all final decisions pertaining to manuscripts. Authors are notified as soon as readers' evaluations have been received and a decision is made to accept or

reject a manuscript. Acceptance may depend on the condition that revisions be made. If review remarks are such that substantial changes are necessary before a manuscript is acceptable for publication, the revised manuscript will be re-reviewed, preferably by the original readers, before it is finally accepted for publication by the editors. Rejection of a manuscript may be final or may be qualified with the possibility of reconsideration after revision and resubmission, with a new review process. Authors are strongly encouraged to make the suggested changes and resubmit the article rather than abandoning the project.

Manuscripts will be judged on the accuracy of their content and appropriateness for the objectives of *JONA*.

B. Authors' Responsibilities

Authors, and not *JONA*, are responsible for manuscript content, including accuracy of quotations and correct citation of all material. Authors are also responsible for obtaining and submitting to the editors, written permission to publish original material (such as original photographs and drawings) protected by U.S. or international copyright laws, as well as personal communications. Such written permission must include (1) a statement describing the item being used, (2) signature and title of the person giving permission, (3) the title of the article in which it will be used, and (4) the specific publication in which the article is to be published. Authors are responsible for any and all fees required in securing permissions to publish these materials. Authors are responsible for following the proper format when preparing and submitting manuscripts.

Upon submitting a manuscript, the senior author will be requested to assign copyright privileges to *JONA*. Unwillingness to assign such rights will result in the automatic rejection of the manuscript. The author's name, as published in the journal, will be made to conform to the signature on the copyright assignment form.

If you have questions concerning style or content, please contact the editorial office by email at jona@northwestanthropology.com. If you do not have email or need an immediate answer, please call 509-554-0441.

C. Submissions

Manuscripts should be sent to the editorial office at the address provided on the inner front cover of the most recent issue of the journal. Manuscripts must be submitted solely to *JONA* and not simultaneously to other journals.

Submit both the original manuscript (as both a PDF and a Microsoft Word document) and figures (.jpeg or .png), via email. Manuscripts should be submitted with figures and tables inserted at the end of the document, not incorporated in the text. Authors are responsible for proofreading their files for unexpected omissions or problems prior to submission to *JONA*. Authors will retain both an electronic and a hard copy identical to their submission. All artwork remains the property of *JONA* and Northwest Anthropology LLC.

Following acceptance of a manuscript, authors will be required to respond to pre-publication editorial queries or requests via email.

D. Page Proofs

Senior authors (or their designee) will receive page proofs of their articles to proofread and will be responsible for all corrections. No text may be rewritten at this stage of publication, but typographical errors should be corrected and essential new facts may be added. All changes to the copy after submission and to page proof by authors are suggestions only, which may be disregarded by the editors. Corrected page proofs must be returned within one week of receipt by the author(s) unless otherwise determined by the editors, or corrections will be too late for consideration. If you are going to be in the field or out of the country, it is your responsibility to provide a means for you or your agent to be reached. The revised proofs are not sent to authors.

E. Reprints

The author (or authors collectively) of each article will receive a total of four (4) complimentary reprints of their article. Authors are encouraged to make exact copy reprints for their own use. Permission to reprint articles from *NARN* or *JONA* for other uses will be directed to the editors. Permission to reprint entire articles or excerpts may be given by the editors. Permission to print abstracts or condensations other than those original to the article will not be granted. Articles or excerpts thereof must be reprinted as published, except that typographical errors may be corrected. No changes favoring alternate spellings are permitted (such as “color” to “colour” or “archaeology” to “archeology”).

III. Style Guide

A. General

This style guide supersedes earlier editions. The style guide on the *JONA* website has the most recent changes and corrections. In the event of conflicts between this style guide and other journals or the references mentioned below, the directions provided here are to be followed. The journal *American Antiquity* will **NOT** be used as a model for references. *The Chicago Manual of Style*, chapters 15 and 16, and other published sources pertaining to references are significantly different from those used by anthropologists. It is strongly recommended that as either a new or even as an experienced author that you read this guide from beginning to end and then make a copy to keep near your computer for easy reference.

B. Style Sources

For matters of style not included here, authors should consult the following sources: Merriam-Webster's Collegiate Dictionary, *Elements of Style: With Index* (William Strunk, Jr., and E. B. White), and the *Chicago Manual of Style* (University of Chicago Press).

Questions or comments pertaining to this Style Guide should be referred to the *JONA* Editors at the address found on the inside front cover of the latest issue of *JONA* or at the email address jona@northwestanthropology.com.

C. Manuscript Preparation

The entire manuscript submitted for publication in *JONA* must be *double-spaced* on one side of 8½ x 11 in. (outside of North America, size 2A) paper with a 1 in. margin on **all** sides and not justified. The font size must be 12 point. Format, citations, and references will follow the style of the examples provided.

D. Electronic Editing

Your manuscript will be electronically composed thus you are preparing a document in a specific format. **You are NOT trying to produce something on paper that looks like the final published form!** Follow the instructions below and keep all formatting to a minimum. Do not use any format (Style) except Normal. Do not use automatic numbering sequences (Bullets and Numbers). Do NOT use superscript ordinal numbers (18th not 18th). Use reverse (Smart) quotes (“ ” not " ") if you have them, but be consistent. If you can and know when to use them, use the m-dash (—), n-dash (–), and hyphen (-). Otherwise use one hyphen for n-dashes and two hyphens (no spaces) for the m-dash. The n-dash is used almost exclusively within ranges of numbers (pp. 126–128, years 1855–1893) but not to breakup numbers such as phone numbers or zip codes. Make use of appropriate diacritical marks (ç ú Ø) and italics.

IV. Manuscript Sections

A. Summary of Sections

Cover Page [author, address, phone numbers, email address]

Title

Author and institution or city

Abstract

Text (introduction, main text, discussion, and/or conclusions)

Acknowledgments (optional)

References

Original tables

Figure Caption list

Original figures (sent separately as .jpeg or .png)

B. Cover Page

A cover page will include all authors' names and addresses. In addition all authors must provide a work and home phone number, an email address. The timely and accurate publication of your manuscript may depend on the editors having access to these addresses and numbers. If you are going to be out of the country, on sabbatical, in the field, etc., an alternative address and numbers must be provided. Failure to do so may result in publication of the manuscript being delayed as much as two issues or ultimately rejected. Most business can be conducted by email.

C. Title

The title of your article is flush left, in upper and lower case letters with all major words capitalized. Keep the title short but meaningful.

D. Name

Your name(s), exactly as you want it to appear and exactly the same as it appears on the copyright form, is flush left. If your name has unusual capitalization or spacing (Mac, De, Van, etc.), be sure that these items are clearly indicated.

E. Abstract

The word "Abstract" should follow your name, be flush left, and entirely in capital letters. The abstract text follows as a new, unindented paragraph. The abstract will not exceed 150 words. It should summarize the contents, significance, and conclusions of the article and not be written to serve as an introduction to the article. Write in the present tense, and avoid hackneyed phrases such as "this article will" or "this study will attempt to."

F. Main Text Headings

1. *Primary headings*—Primary-level headings will be typed flush left with initial capital letters on all major words (excluding prepositions, articles, and short conjunctions).
2. *Secondary headings*—Secondary-level heads should be typed like primary headings and italicized.
3. *Tertiary headings*—Tertiary-level heads will be typed like primary headings and underlined (this is the only place in your manuscript where underlining will be used). Avoid the use of just one single tertiary heading under a secondary level heading.
4. *Quaternary headings*—Quaternary-level heads are strongly discouraged but if required will be flush left in all capital letters. Do not use just one quaternary level heading under a tertiary level heading.

G. Acknowledgments

The heading “Acknowledgments” is flush left in all capital letters. The use of the Acknowledgments section is optional. Personal pronouns are appropriate in the Acknowledgments.

H. References Cited

The heading “References Cited” is flush left in all capital letters. Double-space all entries, and follow the instructions given in the Sample References. The first line of a reference will include only the name of the author or authors. **Do not use the *American Antiquity* style of only initials, use the person’s preferred full name.** Multiple references by the same author or authors will not repeat the names. The second line (first line of additional references under the same name) will begin following a ½ in. tab (not five spaces or an indent) right of the left margin with the date of publication. Another ½ in. tab will follow the date. Following the tab, the remainder of the entry (title, place of publication, etc. will be typed as normal text (wrapped from margin to margin) with no further tabs or indents. See sections VI and VII for details of referencing.

Footnotes and end notes are strongly discouraged, with the exception of notes within tables. All note material should be integrated into the text prior to submission.

Appendices are not used with articles. Such detailed data should be converted to tables, figures, quotations, or incorporated into the text.

I. Tables

1. *Size*—Submit no oversized tables or artwork. Tables will be composed from typed text and should be submitted on standard 8½ x 11 in. paper. Consider the physical size of the journal when preparing tables and keep the format as simple as possible. Avoid more than 10 columns. Tables with numerous columns often have to be placed sideways on the journal page, reduced in size, or placed on several pages. It is strongly urged that tables be submitted in text rather than in proprietary table software.

2. *Number and Title*—Number all tables sequentially in the order cited in the text in arabic numerals. On the first line, flush left, type “Table” in all capital letters plus the number. The second

line, also flush left and in capital letters will give a short title, of no more than 60 characters. No periods follow the first two lines.

Sample:

TABLE 1
ARTIFACT CATEGORIES AND COUNTS

3. *Rules*—Use no vertical rules in tables. Provide one horizontal rule under the table’s columnar headings and above the data. Give each column and row a brief heading, with initial capital letters on all major words.

4. *Footnotes*—Place notes below the table in the following order:

- a) Note. General note pertaining to the whole table.
- b) ^a Superscript letters indicate notes specific to one heading, section, or entry.
- c) * or ** Note indicating statistical significance level.
- d) Source: Adams (1993:24).

5. *Citation*—Cite every table in the text. Examples: Glass comprised 34% (Table 1); As provided in Table 1.

6. *Type*—Unlike the text, the body of the table will be typed single-space. All tables will be grouped following the References Cited and before the Figure Captions. Only typed material that can be composed is to be named a table; if material is to be photographically reproduced, then it is a figure.

J. List of Figures

Send figures separately from the original manuscript in .jpeg or .png format titled “Figure [number].” Captions will be sequentially numbered, double-spaced, flush left, and listed at the end of the original manuscript.

Sample:

LIST OF FIGURE CAPTIONS

FIG. 1. Detail of 1837 map of Fort Vancouver. (Courtesy of the Oregon Historical Society, Portland.)

FIG. 2. Faience ointment jar forms (after Brain 1979:35).

FIG. 3. Beads and pendant from the cemetery: *a*, gilded bead; *b*, pendant; *c*, faceted amber bead; *d–f*, plain drawn beads.

FIG. 4. *Left* and *bottom*, thermometer backplates; *upper right*, balance scale weights.

FIG. 5. Clay pipes from Spokane House. (Photo by Ned Johnston; courtesy of Eastern Washington State Historical Society, Spokane.)

K. Original Figures

1. *General*—All figures will be submitted separately from the original manuscript as .jpeg or .png images.

2. *Ownership*—All artwork becomes the property of *JONA* and Northwest Anthropology LLC following acceptance of the manuscript for publication. Original artwork accompanying a manuscript accepted for publication will not be returned upon publication.

3. *Permission*—Original artwork from other copyright works or from specific collections cannot be published without initially placing on file with the editorial office copies of all requisite reproduction permissions. These signed permissions will be submitted with the final manuscript.

4. *Size*—All line art (drawings) submitted will be no larger than 6½ x 9 in. Gray-scale or continuous-tone art work (photographs) will also be no larger than 6½ x 9 in. Small lettering and complex detail in figures will not reproduce clearly and will be avoided.

5. *Drawing and lettering*—**Maps and artwork will have no neat lines, borders, or boxes around or within them. Captions placed on maps and artwork are redundant and will not be used.** All lettering must be professionally done with press-on letters, or by computer. Typed or freehand lettering will not be used. Lettering will be sans serif and large enough and of a medium thickness to reproduce well even when reduced in size upon publication. If CAD is used for drawing, it must be of a high quality producing continuous, well defined, and unbroken lines.

6. *Scales and north arrow*—If a drawn scale (cm/in., m/ft., km/mi.) is required, place it in the figure, not in the caption. Do not use text scales (1 in. = 100 ft.) as these become inaccurate with reproduction. The north arrow should also be placed directly in the figure. In good cartographic style the north arrow **points** to north (the N is at the point of the arrow not on it or below it) and is as simple as possible without flourishes such a compass rose or Neptune sitting astride it.

7. *Citation*—Cite every figure in the text; do not abbreviate Figure as Fig. When citing a figure included in the manuscript plus a reference to another source, cite the figure used in the current article first, followed by the reference: (Figure 2) (Harrington 1962:22).

V. Format Details

A. Numbers

1. *Cardinal numbers*—Arabic numerals are to be used for all numbers 10 and above; spell out zero through nine; for example: three sites; 12 sites.

Exceptions:

- a) Always spell out a number that begins a sentence.
- b) Spell out numbers in general expressions in narrative text (several hundred years; about one-half mile). Also spell out general expressions of fractions (About one-half of the workers.)
- c) Always use arabic numerals for:

- 1) Page numbers—Jacobs (1931:82–108); Curtis (1992:[11]105–117); Smith and Williams (1992:5), or “on page 5 of the article.” Use full page numbers for a range of pages: 121–128 not 121–28 or 121–8.
- 2) Mathematical copy—(in text) \$6 million, (in tables) \$6,000,000; $n = 9$; significant at the .10 level; 10–70x microscope; 100°C
- 3) All numbers in a series and all numbers within one sentence will agree in form—The sample includes 4 pipestems, 32 redware sherds, 7 stoneware sherds, 9 bottle-glass sherds, and 83 nails.
- 4) Legal land descriptions (section, range, township)—Sec 12, R9W, T4S.
- 5) Measurements—All specific measurements should be typed in arabic numerals and abbreviated: 4 cm; 2 in.; 5 ft., 8½ x 11 in.; 5 x 5 ft.; 0.5 mi.; 2 hours; 8 AM; 0.25 in.; 50 mi.; 90° angle; 32°F; 650°C; 10.5°, or 10° 90' N. The metric unit liter, however, is not abbreviated due to its potential to be confused with the arabic numeral 1. Abbreviations for metric terms (cm, m) are not followed by a period, but non-metric abbreviations are followed by a period (ft., in.). Alphabetic abbreviations are not repeated with combined measures (5 x 5 ft.) but symbols are (15%–20%). In *JONA* as in other scientific journals, the percentage sign is always used with arabic numerals in both text and tables (96.5%). Precede decimal numbers less than 1 with a zero (0.4 m, 0.9 mi.) except when by tradition it is otherwise such as in statistical probability ($p < .05$) or firearms and ordnance (.22 cal. shell). Precise fractional measurements will use arabic numerals (½ mi.) but are spelled out when used in a general sense (about one-half mile).

2. *Ordinal numbers*—Spell out ordinal numbers, first through ninth; use arabic numerals for 10th and above: in the ninth month, the 13th test pit.

Exceptions:

- a) Use arabic numerals in tables.
- b) Use arabic numerals in references: 1st edition.
- c) Use spelled numerals for all centuries and hyphenate adjectival usage within narrative text (artifacts dating to the seventeenth century, mid-eighteenth-century artifacts). However, references will agree with book or article titles as originally published.
- d) Use arabic numerals for series unless actually spelled out on title page (*45th Annual Report of the Bureau of American Ethnology*).

3. *Site numbers*—Site numbers, as well as site names, should be included when known. When trinomial-system site numbers are available, type U.S. numbers consistently according to the state's conventions or, if inconsistent, site numbers will be reformatted with capital letters for the county designation and with hyphens (36-LY-160). Type Canadian Borden numbers with one hyphen (DiQw-4).

B. Mathematical and Statistical Copy

1. *Square measurements*—To avoid confusing the reader, an excavation unit 5 ft. on each side will be written as 5 x 5 ft. or 5 ft² but avoid 5 ft. square. The terms 5² ft. or five square feet do not mean the same thing as the former terms and will be avoided.

2. *Formulas and equations*—When including an equation in the text, set it off from the text by placing it on a line of its own with space above and below. Italicize all mathematical variables (e.g., letters or other symbols) that should be typeset in italics.

3. *Statistics*—All statistical equations should be set on a separate line as follows:
 $Y = 1931.75 - 8.25X$. When degrees of freedom or probability are relevant to statistical analysis, they should be typed following the equation; for example: Results are statistically significant based on the chi-square test of association: $\chi^2 = 52.82$, $df\ 4$, $p < .05$.

4. *Chemical names*—The names of chemical compounds should be lowercase when written. Chemical symbols should be capitalized, followed with a subscript figure indicating number of atoms in a molecule. See *The Chicago Manual of Style* (1993:7.121, 14.54) for further discussion. Superscript the mass number in front: ^{14}C .

C. Dates

1. *General*—

- a) BC follows dates, AD precedes dates. There is no year 0. Convert CE and BCE to AD and BC.
- b) It is preferred to use scientific or military style for all dates: He was born on 19 July 1889. Quotations will retain their style.
- c) Use arabic numerals for dates, except when beginning a sentence or better, recast the sentence.
- d) Do not use commas in dates (1492), but do use commas with arabic numerals (1,492).
- e) Do not use apostrophes in decades (1860s and 1870s, not 1860's and '70's).
- f) Fully cite inclusive years (1774–1778, not 1774–78).
- g) Never use “from” without “to” when referring to a range of dates (from 1850 to 1860 not from 1850–1860).
- h) Abbreviate circa as ca., not c. (ca. 1650).

2. *Radiometric ages*—Radiocarbon age determinations are not dates, they represent a statistical probability of being within a specific range of dates. Only calendric and tree-ring dates are absolute.

When radiocarbon ages are reported for the first time they are to follow the standardized format of the journals *Radiocarbon* and *American Antiquity* (57[4]:755–756). If the radiocarbon age being cited has been previously published elsewhere, citation of that reference (including page numbers) is adequate. Provide the radiocarbon age, date, sigma error, laboratory number, sample number, the material of the sample dated, whether the date has been corrected, and the bibliographic reference (if previously published) in the first citation of a radiocarbon age; use the age alone in subsequent citations. To present a series of radiocarbon ages and associated technical data in tabular form, consult the example given in *American Antiquity* (57[1]:67, Table 2).

More specifically, the uncalibrated radiocarbon age given in the first specific citation must be based on the 5,568-year half-life of ^{14}C (divide ages based on the 5,730-year half-life by 1.03). The radiocarbon age is to be presented as years BP but can also be expressed as calendric years BC/AD. The 1-sigma standard error provided by the laboratory should follow. Include the sample-identification and laboratory numbers, and what material was analyzed (sample of charred wood, walnut hulls, etc.). Finally, indicate whether the age has been corrected for isotopic fractionation (if the lab has provided sigma ^{13}C value, then the date has been corrected).

Example:

The age of UCR-2141 [shell] was determined to be 120 ± 50 ^{14}C years BP ([L-303] Cressman and Cole 1977:355-363); or 120 ± 50 BP (L-303; UCR72141, shell).

3. *Tree-ring dates*—Tree-ring dates should be given as calendric dates (AD 1350; 280 BC, 200 BC–AD 100). Note the spelling of “tree-ring” as established by the profession.

D. Quotations

1. *General*—Brackets, not parentheses, are to be used in either form of quotation for setting off author added material. Parentheses are reserved for parenthetical material incorporated in the original quote and for citations. Brackets enclosing the phrase [emphasis added] signify recent author added emphasis; brackets enclosing [emphasis in original] indicate the emphasis was part of the original text. Sic should be incorporated in quoted material according to the style given in example 2c, below. Do not over use sic, as for example, when an error is obviously a minor typographical error or well known spelling typical of the time period.

2. *In-text quotations*—Quotations of fewer than four typed lines should be set off with quotation marks, followed by the citation in parentheses, and then punctuated:

a) As the author stated, “archaeologists must develop a rigorous model that specifies how information about the past is transmitted to the present *via material remains* [emphasis added]” (Sullivan 1978:184).

b) As Sullivan (1978:184) stated, “archaeologists must develop a rigorous model that specifies how information about the past is transmitted to the present *via material remains* [emphasis added].”

c) “The [wrestling] match was between a very *famous* man [emphasis in original] at that time, Joe Tumr [sic] & some man; nobody could beat him” (Joseph E. Scheele 1989, pers. comm.).

3. *Block quotations*—Quotations of five or more typed lines or two or more sentences should be flush left, double-spaced, and set off from the body of the text by an extra blank line before and after.

4. *Ellipses*—ellipses (singular ellipsis) are periods (or suspension points) used to indicate omitted material in a quotation. They are placed on the line as periods are, not suspended. Asterisks should not be used in place of periods. Generally they are not used at the beginning of quoted material but rather a quotation should proceed from your text. Three periods are normally used in the middle of a sentence to indicate omitted material. Example: “The system...supported these beliefs.” Four periods are used with the first one serving as a period when one sentence is ended with a deletion and a new one starts. Example: “This work does so.... His view was similar.” Four periods are also used when the final portion of a quoted sentence is deleted. Example: “It is easy to understand his view....” If an in-text reference is at the end of the final sentence, then the period follows that reference. Example: “It is easy to understand his view...” (Ellis 1989:37). Appropriate punctuation such as(,...) or (...:) may proceed or follow ellipses if it makes the meaning clearer.

5. *Inscriptions*—Inscriptions and mottoes should be set off from the surrounding text and neither italicized nor set in quotation marks. Use a colon to initiate an inscription and provide

periods for missing letters, brackets for assumed letters, and back slashes to separate original multiple lines of text. The use of uppercase and lowercase letters should reflect the original usage. Examples:

a) The label reads: First Class

b) The inscription on the crock reads: C CROL ... \MANUF[ACTU]RER\N[e]w York.

E. Spelling and Definition of Terms

1. *Spelling preferences*—U.S. spelling will be used rather than Canadian/British English or federal government spelling, i.e., honor not honour but gauge not gage. When alternate spellings exist for a word, the version listed first in *Merriam Webster's Collegiate Dictionary*, 10th edition, is to be used. For words not appearing in this source, consult *Webster's Third New International Dictionary, Unabridged*. Examples: acknowledgments not acknowledgements, modeled not modelled, datable not dateable, focused not focussed, totaled not totalled, usable not useable, gray not grey, disk not disc, cannot not can not, hollowware not holloware, email not e-mail or E-mail. Contractions and the ampersand (&) will not be used in the text except in direct quotations.

2. *Archaeology vs. Archeology*—The etymologically accurate and international spelling “archaeology” is the preferred spelling listed in the *Merriam Webster's Collegiate Dictionary* and is used almost without exception in *JONA*. The spelling of “archaeology” as “archeology” is acceptable only in a direct quotation or in acknowledgments, references, or biographies when capitalized as part of a title or an organizational name.

3. *Problematical words and phrases*—Some troublesome words and phrases are listed, by the preferred spelling or form:

- data (plural) = information; datum (singular) = bench mark
- an historic; an historical; an historian
- x-ray (verb, adjective); X ray (noun)
- percentage rather than percent is the usual form, but always % with arabic numerals
- flatware; hollowware; tableware; tea and table wares
- *terminus post quem* (beginning); *terminus ante quem* (end)
- maker's mark (one maker, one mark); maker's marks (one maker, more than one mark); makers' marks (more than one maker, more than one mark)
- Native American (the federal government prefers Native American but some tribes prefer American Indian, and First Nations is used in Canada. Be sure which one to use.)
- Do not use the archaic pluralized form of tribal names (the Nez Perce not the Nez Perces)
- Use Anastasio (1972 [*JONA* 16(2):109–229] or 1985 reprint) for the spelling of Plateau tribal names (Palus, Spokane, Wenatchi, etc.)
- Métis; creole
- African American; African-American ceramics, Euroamerican
- black American; white American
- database; lifestyle; lifeways; mindset; sociocultural; socioeconomic; sociopolitical; worldview

F. Accents and Diacritical Marks

All accents and diacritical marks for English and foreign-language words, proper names, place names, and titles of publications must be included and clearly marked when used in the text or cited in the References. Examples: Ivor Noël Hume, Aleš Hrdlička, Teotihuacán, Erlenbaeh-Zürich, *Revista de arqueología y etnología* (title), raison d'être, français, entrepôt.

Northwest American Indian language diacriticals can normally be accommodated in *JONA*, however those with special linguistic needs should alert the editors beforehand of their requirements. Currently, most Salish and all Sahaptian languages present no problems.

G. Italics

1. *Foreign phrases*—Do not italicize commonly used foreign phrases and words included in the main listing of *Merriam Webster's Collegiate Dictionary*, 10th edition, including: e.g., i.e., et al., per se, in situ, en masse, sans, a priori. Do italicize all other terms, including: *terminus post quem*; words in native languages; and entries in *Merriam Webster's* "Foreign Words and Phrases" chapter.

2. *Names of ships*—Italicize names of ships: whaler *Alta California*, British frigate HMS *Orpheus*, Union vessel USS *Monitor*.

3. *Biological Taxonomy*—Italicize the taxonomic genus, species, and variety of scientific names: humans (*Homo sapiens sapiens*), white oak (*Quercus alba*) but oak (*Quercus* sp.). Other taxa are not italicized.

4. *Titles*—Book and monograph titles are always italicized. Article titles are not italicized or placed in quotation marks—except when used in the text, where they will be indicated by quotation marks.

5. *Mathematical variables*—Letters signifying mathematical variables are italicized X (chi), p (probability), df (degrees of freedom).

H. Capitalization

1. *Specific names and terms*—In English, capitalize all proper names, taxonomic names for genera and higher ranks, and names of specific archaeological sites and specific geographical areas. Use lowercase for general geographic, directional, and generic division terms. For further guidelines on capitalization of non-anthropological terms, see the *Chicago Manual of Style*, Chapter 7. Examples: Federal-period architecture, Spanish colonial period, Raritan formation, American Northwest, northwestern United States, southeastern plantations, Washington State, the state of Washington, Rabbit Island site, Cascade point, *Zea mays*, Level I (but level or levels when used generally), Snake River, Snake and Columbia rivers (*Chicago Manual* notwithstanding), Lakes Superior and Michigan, Spanish majolica, Okanogan Highlands.

2. *Foreign names*—For American authors with compound surnames such as Van Laer, Van is generally capitalized whether or not another name precedes it (e.g., Van Laer, Arnold Van Laer).

For names of Dutch authors, van and der are uncapitalized when preceded by another name, but Van is capitalized when the surname is used alone (e.g., Adriaen van der Donck; Van der Donck; or in references, Van der Donck, Adriaen; Hans van Regteren Altena; Van Regteren Altena).

I. Hyphenation

1. *General*—Consult the *Chicago Manual of Style* (1993:219–231, Table 6.1) or *Merriam Webster's Collegiate Dictionary* (1993) for hyphenation of non-anthropological compound words.

2. *Century*—Hyphenate century when used as a compound adjective: nineteenth-century ceramics, but, ceramics of the nineteenth century.

3. *Fractions*—hyphenate written fractions: five-sixteenths, two-thirds.

4. *Compound words*—Hyphenate compound words that are not permanent combinations: transfer-printed pearlware.

5. *Associated words*—Hyphenate to make associations clear: round-bodied clay vessels, air-borne winged seeds.

6. *Descriptive terms*—Hyphenate descriptive terms that include a preposition or article: black-on-black pottery, black-and-white photograph, however hyphens may be omitted when they noticeably reduce the clarity such as 8 x 10 in. photograph in preference to 8-x-10-in.-photographs.

J. Enumeration

1. Lists run-on within a single paragraph will be indicated by (1) numbers, (2) parentheses, and only the punctuation following each item such as in this sentence.

2. Lists set-off as paragraphs will be numbers followed by a period with a final period for each numbered item such as in this example.

K. Abbreviations

1. *Permissible abbreviations*—Although abbreviations are seldom used in the narrative text of articles, some—such as abbreviations for measurements, and abbreviations for states and acronyms for titles of agencies appearing in in-text citations—are acceptable.

2. *Format*—Abbreviations for names of districts or countries (e.g., U.S.) contain no space between letters. Abbreviations for states are permitted only in tables, references, figure captions, and address block where they will follow the capitalized, two-character style of the U.S. Postal Service (Alabama = AL, Alaska = AK, Arizona = AZ, etc.). Acronyms and abbreviations traditionally written in all capital letters such as JONA, SHA, AAAS, or Texas A&M, contain neither space nor punctuation between letters. The one traditional exception is U.S.

3. *Unacceptable abbreviations*—Contractions will not be used except in direct quotations. Terms such as *ibid.*, *op. cit.*, *loc. cit.*, etc. are *never* used for narrative text citations or references. Abbreviations such as e.g., i.e., or the word “see” are not used within the parentheses of in-text

references. The abbreviations f. and ff. will not be used as a substitution for accurate page references. Passim will not be used. The abbreviation for number when used with a specific arabic numeral is No., never the symbol # (Trench No. 7). The ampersand will not be used except where traditional (Texas A&M) or in direct quotes.

VI. Reference Citations in Text

A. General

Authors' surnames are spelled out in full except et al. is used for junior authors' names for publications with three or more authors. Agency names serving as the author are spelled out in full in the initial citation and may be abbreviated in subsequent sections if used frequently (usually determined as over three). Do not use a comma between the author's name and the year. Do not space between the colon following the year of publication and the page numbers if used. Text citations will not separate the name of the author from the parentheses containing the year or year and pages. For example: Rust (1976:12) said that "the survey was complete." Not: Rust said that "the survey was complete" (1976:12). For unacceptable abbreviations in text citations, see the paragraph above.

B. Examples

1. *Simple citation, no page numbers*—(Smith 1969) or Smith (1969) or Smith's (1969) discussion.

2. *Two authors*—(Fortes and Evans-Pritchard 1950) or Fortes and Evans-Pritchard (1950).

3. *Three or more authors*—(Osborne et al. 1972) or Osborne et al. (1972). But list *all* names in the References Cited.

4. *Three or more authors with the same senior author, more than one reference*—List them *chronologically* in the text (Leonhardy, Johnston, et al. 1984; Leonhardy, Cochran, et al. 1987); cite them in strict *alphabetical* order in the References. In the infrequent instances where the first several names of two or more multi-authored works are the same and the publications appeared in the same year, cite them *alphabetically* both in the text and in the References, as in the following example: (Arnold, Fleshman, Garrison et al. 1991; Arnold, Fleshman, Hill et al. 1991).

5. *Several different authors cited in one place*—Use chronological, then alphabetical order: (McKee 1886; Colton 1959; Deetz and Dethlefsen 1965; Deetz 1967, 1973; Brown 1973; Hall 1973).

6. *Several references by the same author*—Without pagination: (Hardesty 1985, 1988, 1991a, 1991b) or Hardesty (1985, 1988, 1991a, 1991b). With pagination: (Davis 1972:23,27, 1977:14-173, 1978a, 1978b) or Davis (1972:23, 27, 1977:14-173, 1978a, 1978b).

7. *Two or more references by the same author or authors in the same year*—Organize chronologically, then alphabetically in the References, and cite as (Barber 1907c; Butler 1993a, 1993b, 1993c) or Barber (1907c) and Butler (1993a, 1993b, 1993c).

8. Two or more references by the same author or authors, both as author and as editor, in the same year—(Ross 1985a, 1985b) or Ross (1985a, 1985b) in the text, but list them separately in the References with the author citation (1985a) preceding the editor citation (1985b).

9. Citation with pages, tables, or figures specified—Leave no space between colon and pagination and cite full page references: (Royal British Columbia Archives 1784:ff.[folios] 449–450; Hall 1969:184–197; Schuyler 1974:17, 21; Stevens 1977:chap.4; Kelly 1978:21, 64, Figures 5, 12; May 1984:Table 2; Adams and Reardon 1989:82, Table 4, Figure 9a, b; McKearin and McKearin 1948:Plate 22; Hanson and Lange 1978:306). When several categories are present, cite in the order of: [volume], pages, chapters, tables, and figures.

10. Book citation with the volume number specified—Use an arabic numeral in brackets (with no spaces) for the volume number: (*Historical Register* 1930:[2]5; Garcia 1982:[2]; Brauner 1989:[1]398–414, [3]95–106).

11. In-press reference—Avoid using the term “in press” or “n.d.” Provide the firm, scheduled date of publication when available or use a bracketed date when no date is scheduled but general consensus exists for the estimated publication date.

12. Citations of public laws, executive orders, and federal and state regulations—Internal citations include a reference to the Public Law (P.L.), Statute (Stat.), the U.S. Code (U.S.C.), the Code of Federal Regulations (C.F.R.), the Federal Register (F.R.), or to the State Code and State Law (S.L.). Examples: Antiquities Act of 1906 (P.L. 59-209, 34 Stat. 225, 16 U.S.C. 431-433); Reservoir Salvage Act of 1960 (P.L. 86-523, 74 Stat. 220, 16 U.S.C. 469-469c); Executive Order 11593 (3 C.F.R. 1971, 36 F.R. 8921); Idaho Antiquities Act of 1963 (S.L. 1963, Ch. 181; Idaho Code 67-4119-4122).

If looking for these in the *U. S. Code* or the *Code of Federal Regulations*, the first number of the reference is to the title of the law or regulation, and the last number refers to the section of the law. They should be cited in the text in terms of both references. *Federal Register* references are first to volume, then to page. Note that spaces are not left within the abbreviations by legal convention (e.g., U.S.C.), and the abbreviations are neither underlined nor italicized. Rather than an informal name, the correct title should be used in referring to specific legislation.

13. Electronic sources, found on the Internet—Because of the lack of ability to archive original electronic sources, it is incumbent upon scholar’s referencing these sources to maintain a copy of the information as cited in their personal papers, preferably in a public access archive. Text citations for electronic sites/pages are the same as other citations with the author and date: (Steel 1997) or Steel (1997).

14. Electronic personal communication—Because of the lack of ability to archive original electronic communications, it is incumbent upon the scholar receiving these messages to maintain a copy of these communications in their personal papers. Use the author’s full name, date of communication, and “elec. comm.”: (Lester A. Ross 1997, elec. comm.) or Lester A. Ross (1997, elec. comm.). You must secure permission and provide the editors with written or electronic permission to cite these communications.

15. *Personal communication including email*—Use the author’s full name, date of communication, and “pers. comm.”: (Alfred E. Dade 1987, pers. comm.) or Alfred E. Dade (1987, pers. comm.). You must secure and provide the editors with written permission to cite these communications. Personal communications are not listed in the references section.

16. *No author given*—Cite the agency issuing the report, the series title, or the publisher, not anonymous: (*Spokesman-Review* 1895; National Park Service 1984).

17. *Citation of a play*—(Shakespeare, *Hamlet* 2.2.259–261 [act.scene.lines]).

18. *Citation of published book reviews*—Carlson’s review of Osborne, *American Antiquity* 45:643–645, is cited in-text as (Carlson 1980:643–645).

19. *Citation of newspaper*—Give the full date and pages (*Seattle Times* 4 May 1988:sec. 4, E11; *Walla Walla Union Bulletin* 4 April 1875:2). Include the issue number and volume number if used and known (*Spokesman-Review*, 34(133):4; 4 May).

20. *Citation of document in published archives*—First citation is (Oregon State Archives [OSA] 1883:[21]153), subsequent citations exceeding three are (OSA 1883:[21]153).

21. *Citation of document in archives, not published*—Cite by title of document with abbreviations for long titles: (Essex Institute Sample Books 1794:[1]Book 14).

22. *Citation of a publication or quotation cited in another source*—Cite the original source whenever possible and include it in the References. In the occasional case when the original is so obscure that it cannot be easily located or retrieved, then the following may be used: (Chapin in Gordon 1963:213). Do not use this as a cover for poor research.

23. *Citation of publication located elsewhere in the current volume*—(Belcher, this volume). Such citations are not listed in the References Cited section.

VII. References Cited

A. General

1. *Names*—Cite the full first names of authors and editors as given in a publication or byline (Robert L. Stevenson, not R. L. Stevenson). **It is the duty of the author to find the full first names** and will not use the *American Antiquity* style of only initials. When authors’ initials appear on a title page, in a byline, or the personal preference is such (L. S. Cressman not Luther S. Cressman) use initials. When two initials are used there will be a space between the first and second (K. C. Chang not K.C. Chang). Repeat the family name of a married couple (Kovel, Ralph M., and Terry H. Kovel not Kovel, Ralph M., and Terry H.) When names have changed and are not obvious, combine all of them under the author’s preferred name with a cross references to that name (Kjorness, Annalies Corbin 1965 See Corbin, Annalies). Do not cross-reference obvious variations or where the non-preferred variations can be listed in brackets (Wylie, Jerry [Henry G.]). Correct obvious and well-known printers errors (James A. Teit not James H. Teit). Do not add

periods after initials where none properly exist (J Harlan Bretz). Normally there is a comma between a name and junior or senior but not with roman numerals (John Paul Jones, Jr.; Allan P. Slickpoo, Sr.; J. Barto Arnold III). For religious orders use a comma after the name and no spaces within the abbreviation (Robert I. Burns, S.J.). Electronic communications will include an email address following the name (Steel, Harvey <diacarl@aol.com>) always including the required left and right angle brackets (less than and greater than symbols). For multiple authors include at least one email address.

2. *Dates*—For multiple editions use the date of the edition in hand, but attempt to use the appropriate edition, generally this will be the earliest or latest. For a classic or historical work the earliest date is the most appropriate. For theoretical works and compilations the latest edition is preferred. If a reprint edition is used, list the original copy date with the reprinted date listed following the title. Avoid using n.d. for “no date.” Every work has a date of some kind. For a work with no specific date of publication, the approximate date or date range will be placed in brackets ([1979], [1930s]).

3. *Titles*—For books, list the title as found on the title page, not on the bastard title page or spine. If an alternate title such as on the spine is well known then it is appropriate to list it in parentheses following the official title. For historical titles from the nineteenth century or earlier keep the original capitalization and spelling. Titles of books and journals are typed in italics. In a multiple volume work and where the volumes are distinct or with different publication dates, it is permissible to list only those volumes used. The edition of a book will follow the title as 2nd edition. In this specific case use only arabic ordinal numbers. Publisher’s series titles (*Civilization of the American Indian* series, University of Oklahoma, Norman; *Studies in Historical Archeology* series, Academic Press, New York) should not be confused with occasional series titles and are not listed. If a title is not italicized it is not published thus the term “unpublished” is redundant and will not be used.

Capitalize all words in titles except for articles, coordinate conjunctions, and prepositions not following punctuation. Always capitalize the first word following a colon in a title. For titles in any language but English, capitalize only the words that would be capitalized in normal prose. In French, Spanish, and Italian titles, capitalize the first word and those proper nouns capitalized in the original title. In German titles, capitalize the first word and all nouns—both common and proper—but not proper adjectives. In Greek and Latin titles, capitalize the first word, proper nouns, and proper adjectives. It is a courtesy to readers to provide an English translation of all foreign titles and is required for any titles not in Roman type (Cyrillic, Arabic, Chinese, Japanese, etc.). The title will be followed by the translated title in parentheses.

4. *Series Title*—A series title will always be italicized. If a sub-series is within another higher series, italicize the highest level only (examples in **12** and **13** below); however, if they are parallel series, italicize both (**21** below). Be careful to italicize only those portions of the title that should be but likewise do not omit italics from any part of the official title (**32** below). When a title is especially general, it is acceptable to place an institutional or society identifier before the italic title (**16**, **32** below).

5. *Publisher*—For books and occasional series published in North America always follow the city of publication with the state or province, except when the publisher is already identified

with a state such as a specific state university press. Use postal abbreviations to indicate the state of publication (ID, or CA, not Idaho, California, Id., or Ca.). Do not list the city of publication for periodicals except when they are obscure or long out-of-print. Newspapers will have the city of publication indicated. If you are not sure if a series is an occasional series or periodical, include the city of publication; it is easier to edit it out than look it up later. Outside of North America list the country following the city of publication. Do not include “Publisher,” “Books,” “Printing,” “Inc.,” or “Ltd.” for books and monographs; however, Company or Co. and Press are parts of the name and will be included. List only the primary city of publication (Berkeley: University of California Press, not Berkeley and Los Angeles: University of California Press).

6. *Organization*—Authors are listed in alphabetical order. A single *author* entry precedes a single *editor* entry, then a multi-author entry beginning with the same name. Names of agencies serving several times as authors may be abbreviated in in-text citations if doing so does not add to reader confusion (a general rule is if it appears more than three times in the text) with the abbreviation listed in the References. All works attributed to one author should be listed together and arranged chronologically by publication date, from earliest to most recent; then arranged alphabetically by title for more than one publication within one year. Two or more works by the same author(s) and published in the same year should be distinguished by lower case letters after the date, e.g., 1976a, 1976b. If n.d. must be used, it follows the last dated source for that author.

7. *Alphabetization*—Alphabetize names of authors in strict alphabetical order as they are spelled, and treat two-part names as though they are one word. Latin-American surnames (except for Brazil) are alphabetized by patronymic surnames—or the first of the two surnames (e.g., Morales Padron, Francisco). Names beginning with Mac and Mc should be alphabetized as they are spelled; St. is alphabetized as if it were spelled out, but it is spelled according to the preference of that person.

Alphabetical example: Adams, Brown, Browne, d’Abrosca, Davis, De Bow, deGaulle, de Hostos, DeMille, Dubois, Evans, Evans-Prichard, Mabie, Macalister, Macaulay, MacMullen, Malloy, McAdoo, McAllister, McCauley, McMullen, Peters, St. Dennis, Saint-Gaudens, St. Laurent, Sang, Stewart, Van der Donck, van Gogh, Van Rensselaer, Van’t Veer, Vaughan Williams, Willey, Williams.

When the surname occurs first as in Chinese and some other languages, do not reverse the order (Lee Bo not Lee, Bo). Company names when used as the author, such as with catalogues, will be alphabetized by the first letter of the company name excluding articles. Example: The Autocar Company; Montgomery Ward & Co.; S. D. Kimbark Co.; Sears, Roebuck and Co.; T. Eaton Company).

B. Sample References

1. *Book, single author*—

Brown, William C.

1961 *The Indian Side of the Story*. Spokane, WA: C. W. Hill.

2. *Book, reprint of an earlier edition*—

Chittenden, Hiram M.

1986 *The American Fur Trade of the Far West*. Reprint of 1935 edition, originally published in 1902. Lincoln: University of Nebraska Press.

Cox, Ross

1831 *Adventures on the Columbia River*. London: Henry Colburn and Richard Bentley. Reprinted 1957 as *The Columbia River*, Edgar I. Stewart and Jane R. Stewart, editors, University of Oklahoma Press, Norman.

Coues, Elliott

1897 *New Light on the Early History of the Greater Northwest, The Manuscript Journals of Alexander Henry and of David Thompson*. New York: Francis P. Harper. Reprinted 1965, Ross & Haines, Minneapolis.

3. Book, new edition—

Fagan, Brian M.

1988 *In the Beginning: An Introduction to Archaeology*, 6th edition. Boston, MA: Scott, Foresman/Little, Brown.

4. Book, multiple authors—List *all* authors' first and last names and write only the senior author's name in reverse order.

Cotter, John L., Daniel G. Roberts, and Michael Parrington

1992 *The Buried Past: An Archaeological History of Philadelphia*. Philadelphia: University of Pennsylvania Press.

5. Book, no author given, but name supplied—

[Blank, Henry K.]

1910 *Art for Its Own Sake*. Chicago, IL: Nonpareil Press.

6. Book, pseudonym used, but name known—

Ceram, C. W. [C. W. Marek]

1953 *Gods, Graves and Scholars*. New York, NY: Alfred A. Knopf.

7. Book, privately printed—

Heinton, Louise J.

1972 *Prince George's Heritage*. Privately printed, Baltimore, MD.

8. Book, published by author—

Cotter, John L.

1968 *Handbook of Historical Archaeology*. John L. Cotter, Wyncote, PA.

9. Book, no given publisher and/or no place of publication—

Griswold, Don L., and Jean Griswold
1958 *Colorado's Century of "Cities."* Smith-Brooks, n.p.

10. Translated book or other publication—

Ortega y Gasset, Jose
1984 *An Interpretation of Universal History*, Mildred Adams, translator. W. W. Norton, New York.

11 Book, authored with a general editor—

Davis, William Heath
1967 *Seventy-Five Years in California*, Harold A. Small, editor. San Francisco, CA: John Howell.

12 Book, edited—

Jackson, Donald, editor
1962 *Letters of the Lewis and Clark Expedition with Related Documents, 1783–1854*. Urbana: University of Illinois Press.

Bancroft, Hubert Howe
1874 *The Native Races of the Pacific States of North America*; Vol. 3, Myths and Languages. *The Works of Hubert Howe Bancroft*, Vol. 3. San Francisco, CA: The History Company.

13 Two or more references by same author or authors, both as author and as editor, in same year—(Leonhardy 1983a, 1983b) or Leonhardy (1983a, 1983b) in the text, but list them separately in the references section with the edited source second thus:

Leonhardy, Frank C.
1966a Salvage Work Near Snyder. *Oklahoma Anthropological Society Newsletter*, 14(1):3.

Leonhardy, Frank C., editor
1966b Domebo: A Paleo-Indian Mammoth Kill in the Prairie-Plains. *Contributions to the Great Plains Historical Association*, No. 1. Lawton, OK.

14. Book, volume(s) in a multi-volume publication—

Curtis, Edward S.
1911 *The North American Indian*, Vol. 8. Norwood: Plimpton Press. Reprinted 1970 by Johnson Reprint Company, New York.

Deagan, Kathleen A.

1987 *Artifacts of the Spanish Colonies of Florida and the Caribbean, 1550–1800, Vol. 1, Ceramics, Glassware, and Beads*. Washington: Smithsonian Institution Press. [In this case Vol. 1 is part of the title thus is italicized. Volume is spelled out if it is spelled out as part of the title.]

15. Article or chapter in an edited book or monograph—

Lurie, Nancy Oestreich

1966 Women in Early American Anthropology. In *Pioneers of American Anthropology*, June Helm, editor, pp. 30–81. Seattle: University of Washington Press.

Silverstein, Michael

1990 Chinookans of the Lower Columbia. In *Handbook of North American Indians*, Vol. 7, *Northwest Coast*, Wayne Suttles, editor, pp. 533–546. Washington: Smithsonian Institution. [Note that the Handbook series is published by the Smithsonian Institution, not the Smithsonian Institution Press. General series editor Sturtevant's name is not needed for these references.]

16. Monograph or irregular series volume—In the first example the name of the society is not part of the title but is added before to clarify the generic title.

Thompson, Gail

1978 Prehistoric Settlement Changes in the Southern Northwest Coast: A Functional Approach. University of Washington, *Reports in Archaeology*, No. 5. Seattle.

Spinden, Herbert Joseph

1908 The Nez Perce Indians. *American Anthropological Association Memoirs*, No. 9 [originally 2(3):165–274]. Lancaster.

17. Article in an edited volume in a series—

Bense, Judith A.

1971 Cultural Stability on the Lower Snake River during the Altithermal. In Great Basin Anthropological Conference, 1970, Selected Papers, C. Melvin Aikens, editor, pp. 37–42. *University of Oregon Anthropological Papers*, No. 1. Eugene.

18. Article in proceedings or transactions—

Smith, Marvin T.

1983 Chronology from Glass Beads. Proceedings of the 1982 Glass Trade Bead Conference, Charles Hayes III, editor, pp. 147–148. *Rochester Museum and Science Center, Research Records*, No. 16. Rochester.

19. Article in a journal or newsletter—Do not provide a place of publication for a journal unless it is obscure or long out of print as in the first example. Also provide reprint information for old or obscure journals as in the last example.

American Antiquarian

1889 An Aboriginal Coat of Mail. *American Antiquarian*, 11(3):196–197. Chicago.

Norton, Helen H.

1979 The Association Between Anthropogenic Parries and Important Food Plants in Western Washington. *Journal of Northwest Anthropology*, 13(2):175–200.

Osborne, Douglas

1955 Nez Perce Horse Castration—A Problem in Diffusion. *Davidson Journal of Anthropology*, 1(2):113–122. Seattle. Reprinted 1987 in *Journal of Northwest Anthropology*, 21(1&2):121–140.

20. Book review or comment—

Borden, Charles E.

1958 Review of *Excavations in the McNary Reservoir Basin near Umatilla, Oregon*, by Douglas Osborne, 1957. *American Anthropologist*, 60(6):1235.

21. Article in government document—The Government Printing Office (GPO) nor the Queens Printer are **never** listed as the publisher in spite of what you see in the humanities. It is only the printer, the publisher is the bureau, division, or other unit responsible for the work (Smithsonian Institution, National Park Service, Department of Agriculture, Department of the Interior, Parks Canada, etc.). The last two examples are also examples of parallel series both titles of which are italicized. Note the placement of the comma before *Bulletin* to agree with the published title in the last example. Always include the Serial Set Number for congressional publications from that series.

Mason, Otis T.

1900 Pointed Bark Canoes of the Kutenai and Amur. *United States National Museum Report for 1899*, pp. 523–537. Washington.

Stevens, Isaac I.

1854 Report of Isaac Stevens, Governor, Superintendent. Annual Report of the Bureau of Indians Affairs for the Year 1854, pp. 392–462. 33rd Congress, 2nd Session, *Senate Executive Document*, 1(1) (Serial Set 746) and *House Executive Document*, 1 (Serial Set 777). Washington.

Osborne, Douglas

1957 Excavations in the McNary Reservoir Basin near Umatilla, Oregon. *Bureau of American Ethnology, Bulletin* 166; *River Basin Surveys Paper*, No. 8. Washington.

22. Published technical report or professional paper—

Kaye, Clifford A.

1961 Pleistocene Stratigraphy of Boston, Massachusetts. *U.S. Geological Survey Professional Paper*, 424B:73–76. Washington.

23. *Federal Register and National Register*

Advisory Council on Historic Preservation

1974 Procedures for the Protection of Historic and Cultural Properties. *Federal Register*, 39(18):3366–3370.

Council on Environmental Quality

1973 Preparation of Environmental Impact Statements: Guidelines. *Federal Register*, 38(147:2):20, 550–20, 562.

National Park Service

1977 Recovery of Scientific, Prehistoric, Historic, and Archeological Data: Methods, Standards, and Reporting Requirements. *Federal Register*, 42(19):5374–5383.

Parker, Patricia, and Thomas King

1990 Guidelines for Evaluating and Documenting Traditional Cultural Properties. Department of the Interior, *National Register Bulletin*, No. 38. Washington.

23. *Newspaper, authored article*—Include both the date and the volume, issue, and page numbers if known (many papers do not have volume and issue numbers).

Baker, Herbert C.

1950 Natron Cut-off Makes Eugene a Rail Center. *RegisterGuard*, 23 July:3–4. Eugene, OR.

Cowles, Cheney

1973 Cataldo Work Readied / Preservation Begins at Indians' Mission. *Spokane Daily Chronicle*, 87(305):1, 10; 10 September.

24. *Article in newspaper, magazine, or journal with no author*—

Semi-Weekly East Oregonian

1882 The Competing Road. *Semi-Weekly East Oregonian*, 7(84):3. Pendleton, OR.

Bonn timers Ferry Herald

1987 Upfront, the Mystery of the “Chinese Ovens.” *Bonn timers Ferry Herald*, 14 June, 97(3):1. Bonn timers Ferry, ID.

25. *Newspaper advertisements*—Provide pagination and specific advertiser if available.—

Colfax Gazette

1925 Advertisements for Lang's Furniture Store. *Colfax Gazette*, 28 October, 2 November. Colfax, WA.

26. Dissertation available from University Microfilms International—Note italics.

Riordan, Timothy B.

1984 *The Relative Economic Status of Black and White Regiments in the Pre-World War I Army: An Example from Fort Walla Walla, Washington*. Doctoral dissertation, Washington State University, Pullman. Ann Arbor: University Microfilms International (UMI).

27. Unpublished dissertation or thesis—Note no italics. (Generally the only non-UMI dissertations in anthropology are from Harvard.)

Corbin, Annalies

1995 *Material Culture of Nineteenth Century Steamboat Passengers on the Bertrand and Arabia*. Master's thesis, East Carolina University, Greenville.

28. Unpublished paper presented at a meeting—

Butler, B. Robert

1957 *Cremation at The Dalles Reservoir: A General Hypothesis*. Paper presented at the 10th Annual Northwest Anthropological Conference, 18 May, Portland.

29. Unpublished manuscripts and internal reports—In the last example “1960” is part of the typed title and thus is not redundant. Do not use the redundant “on file at.”

Osborne, Douglas

1948 *An Appraisal of the Archaeological Resources of the Ice Harbor, Lower Monumental, Little Goose and Lower Granite Reservoirs, Snake River, Washington*. Columbia Basin Project, River Basin Surveys, Smithsonian Institution, Eugene. [This series from the late 1940s and 1950s were mimeographed manuscripts issued in green covers from Eugene, OR, NOT Washington, DC. (*JONA* 18(2):256–259 has a full listing)]

Ross, Lester A.

1976 *Fort Vancouver, 1829–1860: A Historical Archeological Investigation of the Goods Imported and Manufactured by the Hudson's Bay Company*. Ms., Fort Vancouver National Historic Site, Vancouver, WA.

Schumacher, Paul J. F.

1960 *Archeological Field Notes, Whitman Archeological Excavations, October 1–28, 1960*. Ms., National Park Service, San Francisco.

30. Manuscript, in press—

Bryan, Ed

2008 *The Description and Use of Wire Rope for Historical Archaeologists*. *Historical Archaeology*, in press.

31. *Unpublished gray literature and contract report*—Cite by author(s) or editor(s), date, and title (do not italicize and do not use the redundant “unpublished”), followed by “Report to” agency or company that contracted for the work (with the city) “from” unit and institution or company (with the city) that prepared the report.

Brauner, David R.

1989 The French-Canadian Archaeological Project Willamette Valley, Oregon: Site Inventory. Report to Oregon State Historic Preservation Office, Salem, from Department of Anthropology, Oregon State University, Corvallis.

Minor, Rick, and Stephen Dow Beckham

1984 Archaeological Testing at Fort Cascades and the Cascades Townsite (45SA9). Report to U.S. Army Corps of Engineers. Portland District, from Heritage Research Associates, Eugene, OR.

32. *Published gray literature and contract reports*—Reports in a named series will have the series title italicized. Carefully check the proper italicization of titles as seen in the example references.

Kenaston, Monte R.

1966 The Archaeology of the Harder Site, Franklin County, Washington. *Washington State University, Laboratory of Anthropology, Report of Investigations*, No. 35. Pullman.

Blukis Onat, Astrida R.

1976 Archaeological Excavations at Site 45-JE-16, Indian Island, Jefferson County, Washington. Washington Archaeological Research Center, *Project Report*, No. 30. Pullman.

Draper, John A.

1990 An Intensive Cultural Resources Inventory Survey of the Dworshak Reservoir Drawdown Zone, North Fork Clearwater River, West-Central Idaho. Center for Northwest Anthropology, *Project Report*, No. 11. Pullman.

33. *Primary document*—Primary documents and archival manuscripts should be described in a logical sequence. For example from the specific document, to the file, to the collection, to the repository, to the institution, to the city, and to the state or country. In the first example an office holder rather than a named individual is the author. This system is essentially the one suggested by the National Archives but is usable beyond that organization.

Adjutant General, Department of the Columbia

1886 Letter to Commanding Officer, Fort Coeur d’Alene from the Assistant Adjutant General, Department of the Columbia. Ms., Letters and Telegrams Received, Fort Sherman, Idaho, Part V, Entry 8, Box 8, 1886-764, Record Group 393, National Archives, Washington.

Engel, P. M.

1859 Fieldbook No. 1, Fort Wallah-Wallah and Fort Benton Wagon Road, Kept by P. M. Engel, Topoghr. Cupboard 1, Shelf 4, No. 8, Records of the Office of the Chief of Engineers, Entry 161: Field Survey Records, 1793–1916, Record Group 77, National Archives, Washington.

Black, Samuel

1826 Report from Samuel Black to John McLoughlin, Fort Nez Perces, 22 April. Ms. A/B/40/B57.2, British Columbia Royal Archives, Victoria.

34. Primary document, unknown date—Use bracketed date, *never* n.d. when a date is not given on title page but consensus exists for probable date of publication (note uncapitalized descriptive title).

Hector, James

n.d. Accounts and papers of the Palliser Expedition. Ms., Sir James Hector papers, Hohen Library, Otago.

35. Primary documents on microfilm, microform, microfiche, videocassette—

Carlin, William

1887 Letter to Assistant Adjutant General, 15 August. Manuscript, Letters Received, Adjutant General's Office 1889–1887, Microfilm 689, Roll 533, Frames 349–351, War Department, Main Series, 1881–1889, Record Group 93, National Archives, Washington.

George, Donald

1983 Interview by Lavina Felsman, 15 March. Ms. and audio tape, Coeur d'Alene Tribal Memory Project: Oral History In Coeur d'Alene Language, Tape 2. Coeur d'Alene Education Department, Desmet, ID.

Gibby, Lon, director and writer

1979 *Echoes of Yesterday*. Donald Ball, producer, 16 mm film and video. Spokane: Creative Audio and Video.

36. Tribal Primary Documents—

Affiliated Tribes of Northwest Indians

1990 Affiliated Tribes of Northwest Indians, *Resolution*, No. 90-41. Portland.

Klamath Tribes and Winema National Forest

1991 Memorandum of Understanding Between The Klamath Tribes and the U.S. Department of Agriculture, Forest Service, Winema National Forest, Chiloquin Ranger District for Coordination on Cultural Resource Management Issues. Ms., The Klamath Tribes, Chiloquin, OR.

Nez Perce Tribal Executive Committee

1970 Resolution No. NP 70-185. Nez Perce Tribal Archives, Lapwai, ID.

37. Legal Documents—Citations referencing legal documents is unique for the field of law, which is not used in most other fields including anthropology. In legal descriptions be careful to distinguish between hyphens (-) and n-dashes (–). Hyphens separate numbers such as in court case numbers (CV 90-286 PA) while n-dashes separate a continuous series such as dates or page numbers (1996–1997; pp. 125–127).

Fowler, John M.

1993 Letter from John M. Fowler, Deputy Executive Director and General Council of the Advisory Council on Historic Preservation, Washington, to Jerry Rogers, Keeper of the National Register of Historic Places, Washington, 1 November. *Native Americans For Enola Hill et al. v. U.S. Forest Service*, CV 95-1306-MA, District of Oregon. Portland.

French, David

1992 Testimony of Dr. David French. *Native Americans for Enola et al. v. U.S. Forest Service*, CV 92-1534-JF, District of Oregon. Portland.

Marsh, Malcolm

1996 Judge's opinion for dismissal, 28 February. *Native Americans for Enola et al. v. U.S. Forest Service*, CV-95-1306-MA, District of Oregon. Portland.

Native Americans for Enola Hill et al. v. U.S. Forest Service

1990 *Native Americans for Enola Hill et al. v. U.S. Forest Service*, CV 90-826-PA, District of Oregon, Filed 5 September. Portland.

Ray, Verne F.

1959 Tribal Territories and Village Locations of the Walla Walla, Cayuse, and Umatilla Tribes (Map), Together with Testimony in *Confederated Tribes of the Umatilla Indian Reservation vs. United States of America*, Petitioner's Proposed Findings of Fact and Brief, Docket No. 264, Before the Indians Claims Commission. Washington.

Suphan, Robert J.

1958 Ethnological Report on the Umatilla, Walla Walla, and Cayuse Indians Relative to Socio-political Organization and Land Use. RE: *The Confederated Tribes of the Umatilla Indian Reservation of Oregon v. The United States of America*. Before the Indian Claims Commission, Docket Nos. 264 and 198, Defense Exhibit No. 18. Washington. Published 1974 in *Oregon Indians II*, David Agee Horr, editor, pp. 85–180. New York: Garland Publishing.

United States Army Corps of Engineers

1964 Contract for Services, No. DA-45-164-CIVENG-64-170, with Washington State University. U.S. Army Corps of Engineers, Walla Walla District, Walla Walla, WA.

38. Unpaginated auction catalogues listing lots (manuscripts, objects)—

Sotheby's

1989 *Fine Printed and Manuscript Americana-Sale 5837*. Auction catalogue for 25 April, Sotheby's, New York.

39. Maps, published—

United States Geological Survey (USGS)

1979 *Lewiston, Idaho, Quadrangle Map*. 7.5 minute series. U.S. Geological Survey, Washington.

40. *Electronic sources: general comments*—Electronic sources found on the Internet include electronic sites (World-Wide Web, FTP, and Gopher sites and pages) and electronic communications (discussion lists, Usenet Group, and email). Because of the lack of ability to archive original electronic sources, it is incumbent upon scholar's referencing these sources to maintain a copy of the information as cited in their personal papers, preferably in a public access archive. Electronic sources are referenced using the following basic format:

Author's last name, first name and initial and <author's Internet address>

Year Title of site/page, or subject of message <Internet address>. institution, city (if known), and date of site/page creation or update. Email messages are treated the same as personal communications.

41. *Discussion Lists—listserv, majordomo, listproc, etc.*

Steen, Carl <diacarl@aol.com>

1997 Re: Button marks—help. <histarch@asuvm.inre.asu.edu>. 22 January.

42. *Usenet Group*—

Legg, Sonya <legg@harquebus.cgd.ucar.edu>

1994 African History Book List. In Usenet Group. <soc.culture.african>. 5 September.

43. *World-Wide Web, original works*—

Clouse, Robert A.

1996 American Fur Company District Headquarters, Mendota, Minnesota, USA; Minnesota Historical Society, Archaeology, Excavations On-line.
<<http://www.umn.edu/marp/dig/site1.html>>.

44. *World Wide Web, published or archived works*—

Ogden, Peter Skene

1909 Peter Skene Ogden's Snake Country Journal, 1825-1826. Originally published in the *Quarterly of the Oregon Historical Society*, 10(4):331-365.
<<http://www.xmission.com/~drudy/mtman/htmi/ogdn2526.html>>.

45. *FTP*—

Edwards, Dean

1994 Shamanish-General Overview—Frequently Asked Questions (FAQ). <ftp://lucy.ukc.ac.uk/pub/papers/shaman_FAQ>. 19 April.

46. *Gopher*—

Lovell, Margaretta, and Dell Upton <upton@uclink.berkeley.edu>

1994 Syllabus for Theory and Practice of Material Culture, Anth 279X, Departments of Architecture and History of Art, University of California, Berkeley.

<gopher://gopher.inform.umd.edu:70/00/edres/colleges/arhu/dept/americanstudies/matcuiure/syllabi/upton>. 11 October.

ADDITIONAL EXAMPLES OF REGIONAL AND SMITHSONIAN SERIES

Note carefully the variable forms of italicization and changing titles. [yy = last two digits of the year of production.]

Idaho

University of Idaho Anthropological Research Manuscript Series, No. n. Moscow. [No. 1–83, (1969–1984) continued below with No. 84 (Nos. 1–17 numbered retroactively)]

University of Idaho Anthropological Reports, No. n. Moscow. [No. 84–98 (1985–1997) continued from above, apparently dead]

Laboratory of Anthropology, University of Idaho, *Letter Report*, No. yy–n. Moscow.

Occasional Papers of the Idaho State College [University] Museum, No. n. Pocatello. [1957–1963 = College, 1964–1985 = University, 1986+ below]

Occasional Papers of the Idaho State Museum of Natural History, No. n. Pocatello. [1987+]

Tebiwa. A journal with the normal Vol.(No.):pp. [13(2):1–12] except from 1977 to 1981 when it was an irregular series with the use of No. [1 to 23] and place of publication as Pocatello.

Boise State University Archaeological Reports, No. n. Boise.

Washington

Washington State University, Laboratory of Anthropology, Report of Investigations, No. n. Pullman. [1957–1983 (1–80)] Note that the full title was italicized from the beginning in spite of occasional use otherwise. At no time was the use of “Laboratory of Archeology [sic] and Geochronology” ever authorized and should not be used. Some numbers assigned and even given titles by Roald Fryxell but he never wrote them. Apparently dead.

Washington Archaeological Research Center, Project Report, No. n. Pullman. [1973–1980 (1–105).] [The WARC organization was housed at WSU but was state-wide and WSU is **never** part of the title.]

Washington State University, *Laboratory of Anthropology and History, Project Reports*, No. n. Pullman. [1980–1983.]

Center for Northwest Anthropology, *Contributions in Cultural Resource Management*, No. n. Pullman. [1985–1988.]

Center for Northwest Anthropology, Project Report, No. n. Pullman. [1981–1996.]

University of Washington, Office of Public Archaeology, *Reports in Highway Archaeology*, No. n. Seattle.

University of Washington, Office of Public Archaeology, *Reconnaissance Report*, No. n. Seattle.

University of Washington, *Reports in Archaeology*, No. n. Seattle.

Central Washington State College [University] Department of Anthropology and Museum of Man Occasional Papers, No. n. Ellensburg. The title for this series is highly variable and not standardized.

Eastern Washington University Reports in Archaeology and History, No. 100-n. Cheney.
[The 100 prior to the number is apparently meaningless but is always used.]

Smithsonian Institution

The Smithsonian Institution has unusual formats by convention. Do not use the redundant Smithsonian Institution when listing Bureau of American Ethnology (BAE) publications. The BAE is dead and now controlled by the Department of Anthropology, Smithsonian Institution, Washington. All of the BAE and River Basin Survey (RBS) records are housed in the Anthropological Archives, Smithsonian Institution, Washington.

Bureau of American Ethnology, Bulletin n, River Basin Survey Paper, No. n. Washington. [**Not** all *BAE Bull.* are *RBS Papers.*] [Note comma before *Bulletin*, not after and **no** No.]

Bureau of American Ethnology, Fourteenth Annual Report, 1892–1893, pp. 102–214.
Washington. [Use pp. not : .]

River Basin Surveys Publications in Salvage Archaeology, No. n. Lincoln.

Smithsonian Institution, River Basin Surveys, Columbia Basin Project, Eugene. [No numbers, no italic, not published in Washington, DC or Lincoln, and emphatically **NOT** divided into reconnaissance, surveys, etc. as per the confused Lincoln office publication. They were produced in Eugene on the University of Oregon campus but not part of UO.] [For a complete listing of these obscure, mimeographed, green covered reports see *JONA (NARN)* 18(2):256–259.]

VIII. Final Summary of Things to Check Before Sending Your Manuscript

FOR YOUR MANUSCRIPT TO BE CONSIDERED YOU MUST:

Eliminate all unnecessary formatting.

Eliminate all footnotes and endnotes.

Include **final** figures and tables.

Include your email address.

DO NOT:

Do not use headers (running heads) or footers.

Do not right justify; flush left only.

Do not center anything.

Do not use forced returns (except at the end of a paragraph).

Do not use hyphens to split words (turn off the automatic hyphen function).

Do not use any hard page ends.

Do not use automatic numbering of a series.

Do not use hanging indents at any time including the references section.

Do not space between paragraphs except before and after “indented” quotes.

Do not indent quotations and the abstract.

Do not use small caps under any circumstances.

Do not use underlining (with one minor exception below), use italic type if appropriate.

Do not use the redundant “see,” “e.g.,” and other Latin terms in references or “see” with figures.

PLEASE DO:

Do use Times Roman (if possible) and absolutely everything in only 12 point.

Do use italic and superscripts and subscripts when appropriate.

Do double space all text, quotes, abstract, references section, and captions (but not tables).

Do indent paragraphs 0.5 in. (an indent is NOT the same as a tab or five spaces).

Do use only “Normal” style (no “Headings,” etc.)

Do indicate short quotations within the text by double quotation marks (“”).

Do indicate long quotes by setting off with an extra blank line before and after.

Do indent the first line of block quotations only if it is the beginning of a quoted paragraph.

Do use a comma before “and” or “or” in a series of three or more objects, ideas, or phrases.

Do place all commas and periods inside of the final quotation marks.

Do use written ordinal century designations, eighteenth not 18th or 18th.

Do use the full preferred name of authors and editors, not just initials (archaeologists note).

Do spell and punctuate et al. correctly.

Do be sure that your signed name on the copyright form is the same as your name on the article.

Do make sure that all of the ORIGINAL figures are with the manuscript when submitted.

Do be sure that all permissions for figures and personal communications are enclosed.

Do include your home phone and email address with your manuscript.

Do run spell check one last time.

Do keep an exact hard copy of what you send the editor.

FINALLY ! PLEASE DO be absolutely sure that all in-text references are in the References Cited section and that all items in the References Cited section are used in the text. This is the major problem and the most costly of time and funds in the whole copy-editing process.

If you have questions please contact the editorial office—do not guess.

Email: <jona@northwestanthropology.com>. Phone: 509-554-0441