

Journal of Northwest Anthropology

2018 Publication Style Guide

What to Submit

Manuscripts will be submitted in their original form, double-spaced, on 8½ x 11 in. paper, in electronic form (Microsoft Word) sent via e-mail (submit@northwestanthropology.com). Authors are required to submit original figures and tables, apart from the main text, upon submission of their article. Prior to submission, authors are responsible for proofreading their files for unexpected omissions or problems, and authors will retain both an electronic and a hard copy identical to their submission. No text copies, CDs, or artwork for published papers will be returned to the authors. All artwork remains in the property of *JONA* and *NARN*, Inc.

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When producing a manuscript for submission to *JONA*, the author will keep the format of the manuscript in **its most basic** format in Microsoft Word. The author will not put in any additional grammar or style commands in the document. Upon submission, the manuscript **will include:** a title, the author(s) names (exactly how it is to appear published), an abstract, main topic headings (i.e. introduction, findings, conclusion, etc.), acknowledgments (if any), references cited, and author contact information and author(s) professional description. Do not insert page numbers. Figures, drawings, and tables will be submitted in a different electronic file than the file containing the manuscript text. The article will have 1 in. margins on all sides and will not be justified. The font size and style must be 12 point and Times New Roman. Format, citations, and references will follow the style of the example provided in this style guide.

The author(s) will submit the following information to be published at the end of their article: author(s) name, affiliation (if affiliated), address, e-mail address, and brief professional description of each author.

Your manuscript will be electronically composed, thus you are preparing a document that will facilitate format. You are NOT trying to produce something on paper that looks like the final published form in *JONA*! Follow the example 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). Make use of appropriate diacritical marks (ú ç Ø) and italics.

Footnotes and Endnotes

Footnotes and endnotes are discouraged in *JONA*, with the exception of notes within tables. All note material should be integrated into the text or deleted prior to submission, however occasional endnotes are accepted and must be approved by the *JONA* editorial staff. Appendices are not used with articles. Such detailed data should be converted to tables, figures, quotations, or incorporated into the text.

Pronouns

JONA strongly discourages the use of personal pronouns (i.e. first and second person). The editors, however, do encourage authors to write in active-voice sentence 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.

Submission of Tables and Figures Accompanying the Manuscript

Do not submit oversized tables or artwork. Tables will be composed from typed text and should be submitted on standard 8½ x 11 in. bond paper and must be orientated to fit the portrait style page orientation. When preparing tables, keep the format as simple as possible. It is strongly urged that tables are submitted in text rather than in proprietary table software. All tables will have a heading and reference information, and will be apart from the table so the editorial staff can manipulate the information to meet *JONA* standards of publication. The author(s) will state in the text where the figure should be placed, and the *JONA* editorial staff will try to place the figure as close to the author(s)'s call out.

All figures (original, camera-ready copy of photographs, drawings, maps, charts, and illustrations) will be submitted with the hard copy original (separate from the manuscript text file) on a CD. When submitting the electronic form of the article via e-mail, the figures must be in a separate folder than the article text. Figure captions and reference information must be included in both the hard copy and the electronic forms of the article, and will be apart from the table so the editorial staff can manipulate the information to meet *JONA* standards of publication. The author(s) will state in the text where the figure should be placed, and the *JONA* editorial staff will try to place the figure as close to the author(s)'s call out.

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Maps and artwork will not have any neat lines, borders, or boxes around or within them. All lettering must be professionally done with press-on letters, or by computer typed. 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 drawings, it must be of a high quality producing continuous, well defined, and unbroken lines.

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. A good cartographic style of the north arrow points 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 as a compass rose of Neptune sitting astride it.

If you have questions concerning style or content, please refer to the *Chicago Style*, not the style of the journal *American Antiquity*, or contact the editorial office via e-mail at <jona@northwestanthropology.com>

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Examples of formatting for manuscript submission to *JONA*

For submission to *JONA*, the manuscript will have 1 in. margins, minimal formatting, and will contain the following information as directed below:

Title of the Manuscript

Author(s) Names—exactly how it is to appear published

Abstract

The abstract briefly summarizes the thesis and contents of the manuscript. An abstract is typically 75 to 100 word paragraph and covers the article thesis, key points, and conclusion.

Main Topic Headings

The main topic headings, separated by a sentence line above and below the text, are a few words that introduce the section of the manuscript. Each section of the manuscript needs to have a topic heading and will be at the beginning of the section flush left. The most basic main topic headings include: Abstract, Introduction, Summary, Conclusion, Acknowledgements, References Cited, etc.

Secondary Topic Headings

The section may have secondary topic headings which need to be separated by a sentence line above and below the section text and will be in *italics*.

Acknowledgements

Acknowledgements are optional, and can contain personal pronouns.

References Cited

The references cited section will contain all the **correct** references cited throughout the manuscript. For information on how to prepare the references cited section, please refer to the examples provided in this style guide or contact the editorial office via e-mail (jona@northwestanthropology.com) or mail (P.O. Box 1721 Richland, WA 99352-1721).

**The following example is sections from a previous published article in
JONA Volume 43, Number 2**

A Window on the Past: Pane Glass at the Beatty Curve Archaeological Site, South-Central Oregon

Thomas J. Connolly, Mark E. Swisher, Christopher L. Ruiz, and Elizabeth A. Kallenbach

Abstract

Pane glass thickness increased incrementally throughout the nineteenth century, and archaeologists have found that glass thickness may be a useful chronological tool. Excavations at the Beatty Curve archaeological site (35-KL-95), located on the former Klamath Indian Reservation in the Sprague River Valley of south-central Oregon, revealed the remains of a nineteenth century cabin with abundant window glass fragments.

Introduction

Research by a number of historical archaeologists has established that the thickness of pane glass increased throughout the nineteenth century, and thus pane glass thickness has the potential to be a useful indicator of initial construction or subsequent modifications of nineteenth century structures (Walker 1971; Chance and Chance 1976; Roenke 1978; Moir 1987). Prior to the 1800s, pane glass technology was in development and pane thickness was highly variable. After the early 1900s window glass production was standardized, and thickness became more a function of type than time (Roenke 1978; Day 2001).

Chance and Chance (1976) proposed a chronology of pane thickness, based on their investigations at the Kanaka Village at the Hudson's Bay Company's Fort Vancouver. Roenke (1978) tested and broadened this chronology, using several additional trading post and mission sites in Washington and Idaho. These studies proposed age ranges associated with incremental thicknesses (Fig. 1).

Moir applied the equation to the mean thickness of an assemblage, and noted that, to avoid skewing, the equation should be applied to occupations of limited duration, and structural additions should be sampled separately. He cautioned that the equation should not be used for structures with specialized glass, possibly including some upper class homes where specialty glass may have been used, but he reported a confidence interval of ± 7 years when appropriately applied.

The Beatty Curve Site

The Beatty Curve site straddles a dangerous curve on Oregon Highway 140 in south-central Oregon between the communities of Klamath Falls and Lakeview. Following extensive consultation with the Klamath Tribes, and numerous design changes, a mitigation plan and archaeological data recovery were approved by Oregon Department of Transportation in 2007. The site has a long history of occupation spanning some 8000 years, and a historical cultural record that spans both pre-and post-reservation times, including the Allotment era of the late nineteenth and early twentieth centuries.

Methods

All excavated fill was screened in the field through 1/8-in. mesh, from which most glass shards (i.e., except those plotted in situ) were recovered. Glass was initially separated from other recovered materials in the laboratory, and then flat glass was sorted from other glass artifacts (bottle glass, colored and frosted glass, mirrored glass, and textured glass, etc. Following this sort, a quarter-inch mesh screen was used to remove tiny glass particles from the analyzed sample. All window glass sorted in this manner was then weighed in aggregate by provenience unit, and this measurement was used to generate density contour maps of pane glass distribution.

From this larger site sample, pane glass from five 2 x 2 m units was further measured for this study. Pane glass from three units straddling the north end of the cabin (Units V, W, and B, the “Cabin Units”) was measured (n = 2133). Two spatially discrete glass concentrations outside the cabin area were also sampled; one area to the southwest (Unit A, n = 287 measured shards) and one to the northeast (Unit I, n = 130 measured shards) of the cabin area. These areas produced large amounts of glass indicating the possible presence of other structures, but no architectural features were noted in these areas, and the overall pane glass density was significantly lower than in the cabin area.

Conclusions

Pane glass thickness has the potential to aid in the chronological assessment of archaeological assemblages associated with nineteenth century historic structures. We examined an assemblage of pane glass from the site of a cabin structure built near the community of Beatty on the former Klamath Indian Reservation in the latter nineteenth century. The assemblage was evaluated with several proposed chronologies reported in the literature, to estimate ages for the construction of the Beatty cabin. Estimated ages ranged from the 1850s (Roenke 1978; Day 2001) to the mid-1880s (Moir 1987), a critical period which extends from before formation of the Klamath Reservation (1864), to after establishment of the Yainax Subagency (ca. 1870).

Acknowledgments

The Beatty Curve studies are motivated by a highway improvement project, and is supported by the Oregon Department of Transportation; we thank ODOT archaeologists Carolyn McAleer, Hal Gard, and Tobin Bottman. The work has been possible with the support and participation of dozens of Klamath Tribal members; we especially thank Perry Chocktoot and Les Anderson. The

work Doug Deur and Dennis Jenkins are among the many others who have contributed directly or indirectly to this article.

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1997 *Record of American Uniform and Historical Buttons, Bicentennial Edition*. Boyertown Publishing Company, Boyertown, PA.

Bucknill, John

1931 *The Coins of the Dutch East Indies: An Introduction to the Study of the Series*. Spink and Sons, London.

Chance, David H. and Jennifer V. Chance

1976 Kanaka Village/Vancouver Barracks 1974. *Reports in Highway Archaeology*, No. 3. University of Washington, Seattle.

Day, Grant L.

2001 Window Glass Dating: When Was McConnell's Homestead Built? Paper presented at the 4th Annual South Central Historical Archaeology Conference, Little Rock, Arkansas. <<http://www.craiky.com/education/reports/windowglass.pdf>> (Accessed on (25 October 2009).

Lamm, W. E.

1944 *Lumbering in Klamath*. Lamm Lumber Company, Modoc Point, OR.

Moir, Randall W.

1987 Socioeconomic and Chronometric Patterning of Window Glass. In *Historic Buildings, Material Culture, and People of the Prairie Margin*, edited by David H. Journey and Randall W. Moir, pp. 73-81. *Richland Creek Technical Series*, No. 5. Archaeology Research Program, Southern Methodist University, Dallas, Texas.

Figures:

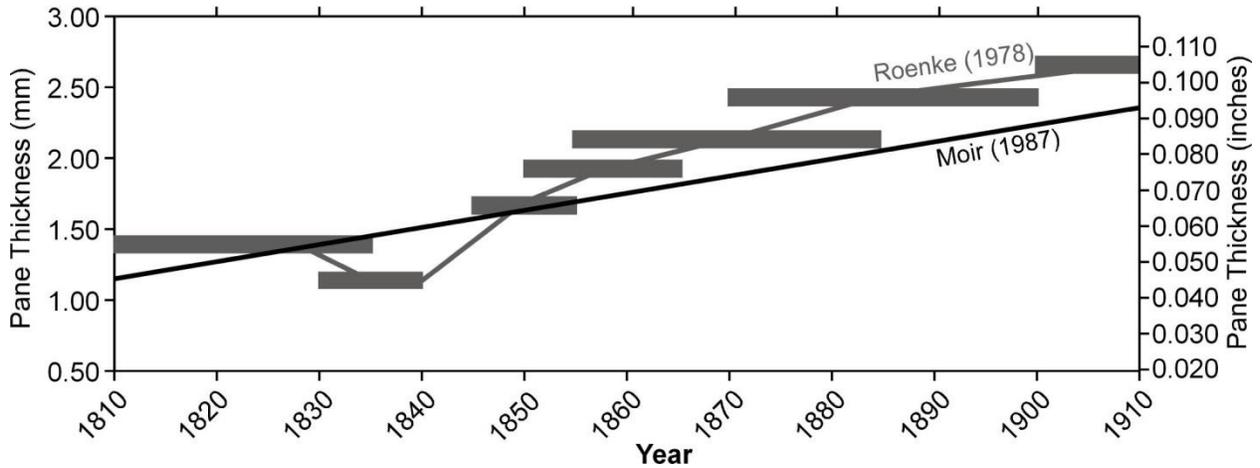


Fig. 1. Chance and Chance (1976) and Roenke (1978) each proposed age ranges for specific thickness modes; the superimposed trend lines are age midpoints. The Moir (1987) line is calculated from his regression equation.

Table:

The following example is from a previous published article by Christopher Noll in *JONA* Volume 46, Number 2

TABLE 3. FREQUENCY OF TOOLS BY RAW MATERIAL FROM THE JULIAN BAY SITE EXCAVATED ASSEMBLAGE (Reference information).

Tool Type	Raw Material	
	Andesite	Chert
Hafted Biface	8	2
Non-hafted Biface	34	0
Retouched Flake Tool	56	7
Non-retouched Flake Tool	23	10
Core-Bifacial	12	5
Core-Multidirectional	21	6
Core-Unidirectional	2	0
Total	156	30
<i>Shannon-Wiener Index</i>	<i>1.66</i>	<i>1.51</i>
<i>Richness</i>	<i>7</i>	<i>5</i>
<i>Evenness</i>	<i>0.852</i>	<i>0.936</i>

Samples of references when preparing the Reference Cited section

Single author book—

Brown, William C.

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

Reprint of an earlier edition of a book—

Chittenden, Hiram M.

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

New edition of a book—

Fagan, Brian M.

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

Edited book—

Jackson, Donald, editor

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

Volume(s) in a multi-volume publication—

Curtis, Edward S.

1911 *The North American Indian*, Vol. 8. Plimpton Press, Norwood.

Article or chapter in an edited book or monograph—

Roderick Sprague

1998 Palouse. In Plateau, *Handbook of North American Indians*, Vol. 12, edited by Deward E. Walker, Jr, pp. 352–354. Smithsonian Institution, Washington, D.C.

Article in a journal or magazine—

Andrefsky, Jr., William

1994 Raw-Material Availability and the Organization of Technology. *American Antiquity*, 59(1):21–34.

Published gray literature and contract reports—

Crabtree, Don E.

1972 An Introduction to Flintworking. *Occasional Papers of the Idaho State Museum*, 28, Pocatello, ID.

Harder, David A. and Michelle M. Hannum

2005 *Lot #2 of the North Lake Edition, Curlew Lake, Cultural Resource Survey*. Plateau Archaeological Investigations, LLC, Pullman, Washington. Report submitted to Brown Bear Real Estate, LTD, Republic, WA.

Doctoral dissertation—

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. University Microfilms International, Ann Arbor, MI.

Unpublished dissertation or thesis—

Corbin, Annalies

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

Legal documents—

Marsh, Malcolm

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

Websites—

The Lewis and Clark Rediscovery Project

2002 Oral Traditions Along the Clearwater and Snake Rivers.
<<http://13.trailtribes.org/ShowOneObjectSiteID34ObjectID93.html>> (Accessed on 25 September 2012).