

Guidelines for *Journal of Glacial Archaeology*

Please follow these guidelines when you first submit your article for consideration by the journal Editor and when you prepare the final version of your article following acceptance for publication.

Notes for Contributors

Journal of Glacial Archaeology is a peer-reviewed journal that publishes new, critical scholarship in the study of all topics concerning archaeological discoveries from glacial, permafrost, polar and high-altitude frozen contexts across the world and presents the latest discoveries and research from frozen sites. The main themes will include; archaeological analyses of recovered frozen artefacts, interpretations of frozen finds in relation to past and present climates, problems and solutions related to managing, monitoring and rescuing frozen deposits as well as social, political and ethical issues related to these discoveries. The Journal will include original multidisciplinary research papers, short reports and reviews including archaeology, anthropology, ethnography, glaciology, geography, palaeobotany, indigenous knowledge, conservation science and climatology.

Guidelines for Submission

The journal is published simultaneously in print and online. The journal is published as one annual volume in June. It is anticipated that the frequency will increase. Each journal will consist of about 128 pages and include articles and book reviews.

Articles

Articles may vary in length, but submissions should not normally exceed 10,000 words in length (inclusive of notes and bibliography). All articles must also be accompanied by a full bibliography of works cited in the text (see below).

Reviews

The Reviews Editor normally approaches book reviewers. Unsolicited reviews will be considered. Reviews should be between 300 and 1,000 words, although occasionally review articles of 2,000 words or longer will be considered. They may review one or more books, and may also focus on multiple works of a single author, works in a series, or publications around particular topics. Review essays may also be joint-authored, and may be commissioned and accepted by the editor without outside review. Book reviews should, as much as possible, refrain from the use of footnotes and references. Please submit a proposal for such an extended review essay through the online system in the normal way.

Language of Publication

The language of publication is English. The language of submission is normally, but not necessarily, English. Please check in advance with the Editors if you are submitting a non-English-language article for review.

Permissions

You will need to clear copyright for any copyrighted material that you use or quote, including artwork. Please refer to separate PDF (Permission Guidelines for Authors) on the Equinox website for and for details regarding minimum technical standards for artwork. Under no circumstances will the Publisher undertake to redraw or enhance material or to clear permissions.

Policy Regarding Previously Published Material and Translations

The journal accepts only original articles that have not been previously published. The Editors will not consider articles that are under consideration by other publishers. It is assumed that once you have submitted an article to JGA it will not be sent to other publishers until the Editors have made a decision regarding its inclusion. The Editors will only exceptionally consider previously published material. They will consider translations of articles previously published in other languages, if they consider that their publication in English will considerably advance the study of the subject.

Review of Submissions

All submissions are evaluated through a double-blind review process, and may include review both by editorial board members and external reviewers. The Editor will make every effort to have all submissions evaluated in a timely manner.

Agreement to Publish

It is a condition of publication that authors vest copyright in their articles, including abstracts, in Equinox Publishing Ltd. This enables the publisher to ensure full copyright protection and to disseminate the article, and the journal, to the widest possible readership in print and electronic formats as appropriate. Authors may use the article elsewhere in print only after publication without prior permission from Equinox Publishing Ltd., provided that acknowledgment is given to the Journal as the original source of publication, and that Equinox is notified in advance so that its records show that use of the article is properly authorized. Once an article has been accepted for publication, the author must complete the ‘Agreement to Publish’ form downloadable from <http://www.equinoxpub.com>. Please read the conditions, sign the form and return it to the Publisher. Any other re-use of the material must be cleared in advance with the Publisher.

Online Submissions

We normally accept only online submissions. If you are unable to do so electronically through the Equinox site, contact the Editors.

Online submission is a five-stage process and you may submit articles or book reviews but in the case of book reviews, please check in advance with the Book Review editor to ensure that the book you want to review has not already been assigned.

Electronic versions should be uploaded to the journal website.

This may be done by going to the For Author page at the journal’s home page: <http://www.equinoxjournals.com/JGA/about/submissions>, and logging on, or if a new contributor, by registering and following the prompts. Once registered, click on NEW SUBMISSION, and answer the online check list and copyright questions. The process then leads to Step 2, which allows you to upload

your submission, followed by Step 3, where you will be asked to fill out the metadata form, which includes an abstract of 100-150 words, (Book Reviews do not require abstracts) and three to six keywords, a short biographical statement of up to 75 words, contact details and appropriate library of congress subject classification codes, among other things. This metadata is important because it facilitates the indexing of your article once it is published, leading to more citations and greater readership. Additional materials (such as figures) may be uploaded at Step 4. You may also upload other supplementary material such as (a) research instruments (b) data sets (c) sources that would otherwise be unavailable to readers or (d) audio/video material. If you intend these to become an official part of the journal, please indicate in a note to the Editor. Some material may be suitable only for the electronic version of the journal, such as four-colour artwork.

When you have completed the submission process, the Journal Editor will receive a notification of your submission and you will receive confirmation that the review process has started.

Ensuring a Blind Peer Review

All articles are blind peer-reviewed, being evaluated by referees, who may be members of the Editorial Board or external referees. To insure the integrity of the blind peer review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore, when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word 'author' for your own personal details and for the actual title of the work cited.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.
4. Acknowledgments should be added as part of the Metadata and not included in the main body of your submission as they may contain information that would jeopardize anonymity.

Decision about Publication

The Editors will communicate with you by e-mail regarding the progress of your submission and you will be able to log on to the submission site to check progress yourself. The decision period is generally between eight and twelve weeks. Their evaluation may include recommendations for revision, which the author should carry out to the Editors' satisfaction before the article can be accepted. You will be able to track the progress of your submission through our online submission system when you log in as an author.

Proofs, Offprints and Copyright

Proofs will normally be sent to authors as PDF files. Authors should correct and return them electronically within one week. They should advise the Editors in advance if they will be unable to do this. Only typographic corrections, and responses to specific questions raised by the Editors, can normally be accepted at this stage.

Authors will receive final versions of their articles by e-mail as PDF files. These may be available up to two weeks before publication. In addition, authors receive one copy of the print issue in which their article appears. The author may also purchase additional copies of the issue at a 35% discount and may also order other Equinox titles at this discount. The Publisher does not provide printed offprints.

Publishable Copy

All articles and reviews accepted for publication must conform to the following style rules and be submitted according to the following instructions.

Articles are to be submitted via electronic means in Word format and accompanied. For articles containing diacritics, you should upload an original submission file in Word and a PDF as a supplementary file (in a two stage process). We do not accept other programs since diacritics written in other programs may not be received correctly by the Editors and are more likely to be corrupted during the production process.

General Style Rules

1. Manuscripts should be formatted using double spacing with pages numbered consecutively throughout.
2. Manuscripts should be prefaced by a Title, a short abstract of 50–150 words and a list of keywords.
3. No more than 2 levels of headings should be used, and in the manuscript the primary and secondary headings should be prefaced by <1> and <2> respectively.
4. Quoted matter, if more than three lines, should normally be indented, without quotation marks.
5. Quotations of up to three lines should form part of the text, and should be indicated by double quotation marks. Single quotation marks should be used only for quotations within quotations.
6. In general, foreign words and phrases, both in main text and endnotes should be provided in translation, followed by the transliterated foreign word in square brackets (i.e. house [bayt]).
7. References within the submission should follow the *Chicago Manual of Style* using the author-date system (<http://www.chicagomanualofstyle.org>). Sources should be cited in the text within parentheses, by the author's last (family) name, and the publication date of the work cited with no intervening punctuation. In addition, a page number or other locator may be added, following a comma.
8. All notes of a substantive nature should be provided as footnotes using the footnote tool in Microsoft Word, and using Arabic numerals, (1), (2), etc.
9. All sources referred to in the text and footnotes must be compiled by the author in a bibliography of works cited in which the year of publication appears immediately after the author's name. All entries must be in alphabetical order. For successive entries by the same author(s), translator(s), editor(s), or compiler(s), a 3-em dash replaces the name(s) after the first appearance. The entries are arranged chronologically by year of publication in *ascending* order.

Titles should be capitalized headline-style unless they are in a foreign language (see *CMS* 8.157, 11.3); titles of larger works such as books and journals are italicized; and titles of smaller works such as journal articles are presented in Roman and enclosed in quotation marks. Noun forms such as editor, translator, volume, and edition are abbreviated, but verb forms such as edited by and translated by are spelled out.

10. -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise, etc.).
11. Preferred spelling should follow the *Oxford English Dictionary*. Contributors may opt to use American or Canadian standards of spelling but must indicate this at the time of their submission.
12. Authors of articles and book reviews will be emailed a proof as a pdf file, and will normally be expected to return these within ten working days of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors.
13. Illustrations, tables, maps and figures must be numbered consecutively and include captions which identify the source of any image or data. Authors are responsible for obtaining and paying for all copyright and reproduction charges.
14. For further reference or details not covered in this Guide, please refer to *The Chicago Manual of Style*, 16th edition.

Gender and Language

Where a gender-inclusive alternative is possible, it is to be preferred (e.g. “humanity” rather than “man” when referring to both genders). When personal pronouns are used both genders should generally be included. The use of plural forms is recommended.

Capitalization

Use lower case for personal pronouns of divine persons other than at the beginning of sentences: he, his, etc. In the case of book titles, significant caps are recommended. Sentence style capitalization must be used for titles in Arabic and German.

Abbreviations

Do not abbreviate journal titles.

BC and AD should be unpunctuated and should not be set in small capitals.

Note the following abbreviations:

- ed. (editor)
- trans. (translator)
- rev. (reviser)
- 2nd ed. (second edition)
- repr. (reprint)
- vol./vols. (volume)

For full details regarding forms of abbreviation please refer to the *Chicago Manual of Style*, Chapter 10.

Verbal Style and Spelling

1. **Square brackets** should be used within parentheses, to indicate the major text inserted into a quotation by the author (e.g. [sic]), and should also be used to contain the citation of an original, transliterated term translated. In this case, the foreign word should not be italicized.

2. **Numerals** are written out in full when they are ten or below, when they begin a sentence and when they are an even hundred, thousand, million, etc. But sometimes it is better to have consistency rather than follow this rule. Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc. In a sequence of numbers, the numbers should be given in full separated by an en-dash, hence 107–109 (not 107–09), and should not be preceded by p. or pp.
3. **Possessives.** For possessives of proper names ending in a (pronounced) *s* add ‘s, e.g. Childs’s Introduction, Jones’s views. The exception is for ancient names, e.g. Jesus’, Moses’, Barthes’, Descartes’ etc.
4. **Ellipses:** all quotations are in the nature of things an extract from a longer text, so ellipses should not be used simply to indicate that in the original text there are preceding and following words.
5. **Use:** focused, focusing etc (not focussed, focussing); first, secondly, *or* first, second (but not *firstly*); acknowledgment, judgment; analyse (but analyze in American spelling)
6. “E.g.” and “i.e.” are only permissible in the body of the text if they introduce a list or are within parentheses. Likewise, please avoid “etc.” unless it is in a footnote. Please do not use *op. cit.*, *idem* and avoid *ibid*. Avoid “f.” and “ff.”

Captions

Provide on a separate page following the References a list of captions for all figures (i.e. all artwork, including photographs, drawings and graphs) and for all tables.

Figures

Labelling should be of professional standard and no less than 2 mm high after final reduction.

Include a scale when objects, sections, etc. are illustrated, and both a scale and a north arrow on all maps; all scales, symbols and keys should be included as part of the figure itself, rather than placed in the caption. Every figure must have a brief caption, correspondingly numbered, which will be printed beneath the figure: do not include the caption on the actual figure. Cite all illustrations as Figures (not plate, map, plan, illustration, etc.). Indicate in the text where each Figure (or Table) should appear, by writing on a separate line ‘Insert Figure xx about here’ at the appropriate point. Figures and Tables should be numbered in the order of their first appearance in the text.

Electronic illustrations

Must be grey scale or black and white. They should initially be submitted in a low-resolution format as either .jpg or .pdf (the latter as a single file). For eventual publication, they must be high-resolution (i.e. 300 dpi for grey tones [photos] and 600 dpi for black-and-white line-drawings at a maximum width of 149 mm) and submitted in .tif or .eps format. Note that the high-resolution (large-size) files should not be e-mailed to us but must be uploaded to a website (specific instructions will follow once your manuscript is accepted for publication). Please note that all artwork must be submitted in digital format; any author experiencing difficulties in submitting digital artwork should contact the editors.

Colour illustrations

Printing costs and constraints severely limit their use; there must be a compelling case that black-and-white or halftone illustrations would not provide a viable alternative (e.g. a GIS analytical map that conveys too much information to be rendered meaningfully in black-and-white). Authors who believe the use of colour illustrations is essential should contact the co-editors before submitting their artwork.

Note that many illustrations originally created in full colour, but printed only in black-and -white for purposes of submission, often prove to be unacceptable. Always check with the Editors first if your article requires full colour reproduction in the print version. Each issue has a colour budget which must be allocated by the Editors.

Tables

Use sparingly. When designing tables, bear in mind their size relative to the dimensions of JGA's standard page size (149 x 204 mm). Complex or lengthy tables are best submitted as camera-ready copy; otherwise, present all tables in 1.5-spaced type, together with a complete, separate list of table captions.

Footnote and bibliography style

The journal follows the *Chicago Manual of Style* conventions for the author-date system. Please note articles from periodicals or titles of book chapters are printed within double quotation marks. Book and journal titles are in italics. All inclusive page numbers are separated by an en-dash. Full publication data should be used in the bibliography. The following provide examples:

Journal article:

Reference

(Newell 1984, 45–47)

Bibliography

Newell, R.R. 1984. "The archaeological, human biological and comparative contexts of a catastrophically-terminated kataligaaq house at Utqiagvik, Alaska." *Arctic Anthropology* 21(1): 5–51.

Book:

Reference

(Benn and Evans 1998, 97)

Bibliography

Benn, D.I. and Evans, D.J.I. 1998. *Glaciers and Glaciation*. London: Arnold.

Chapter/article in a collected volume:

Reference

(Wiegandt and Lugon 2008, 42)

Bibliography

Wiegandt E. and R. Lugon. 2008. "Challenges of Living with Glaciers in the Swiss Alps, Past and Present." In *The Darkening Peaks: Glacial Retreat in Scientific and Social Context*, edited by B. Orlove, E. Wiegandt and B. Luckman 33–48 Berkeley. University of California Press.

For further information on referencing style, please refer to *The Chicago Manual of Style*, 16th ed (you can access and search the full-text online at: www.chicagomanualofstyle.org).