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## The *Ontario Archaeology* Style Guide

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### 1.0 Introduction

For the most part, the style used in *Ontario Archaeology* follows the standards adopted by *American Antiquity* and the *Manual of Style* published by the University of Chicago Press. In the case of a discrepancy, the specifications given here shall prevail. This guide supersedes all those published previously. It is the author's responsibility to ensure that a manuscript maintains fidelity to the guide prior to submission. Any manuscript containing significant and/or numerous deviations from the prescriptions outlined below will not be sent out for peer review but will be returned for revision. Authors who have difficulty in meeting these requirements should contact one of the editors prior to submitting their paper.

### 2.0 Major Components

#### 2.1 General Format

The manuscript should be printed on one side only of good-quality, 8.5 x 11-inch paper. Top, bottom, and side margins must be at least 1 inch (2.5 cm). The main text, abstract, block quotes, and acknowledgments must be double spaced. Page numbers should be given in the upper right corner. Computer fonts should be of a serif type (e.g., Times New Roman), no less than 10 pitch and not exceeding 12 pitch. Use of a laser or high quality ink jet printer is preferred. Do not justify the right margins and do not insert hyphens at the end of lines. When preparing the manuscript on a computer, it should be kept in mind that the soft copy will eventually serve as the basis for the published text. Hence, avoid complex formatting beyond the specifications given here.

#### 2.2 Title Page

The manuscript must have a separate title page with the title of the contribution, the name of

the author(s), institutional affiliation (if applicable), full postal and email addresses, phone and fax numbers, as well as the month and year of submission.

#### 2.3 Abstract

The page following the title page should begin with an abstract. It is important that this abstract be a concise and informative summary of the contents and conclusion of the paper and not merely an introduction to it.

#### 2.4 Main Text

After the abstract, insert an empty line and begin the main text. Follow the specifications outlined in sections 4.0 through 7.9 *infra*.

#### 2.5 Acknowledgments

After the last line of the main text, insert an empty line and begin an Acknowledgments section. This should include reference to any financial, institutional, intellectual, technical, and editorial support related to the completion of the manuscript.

#### 2.6 References Cited

A References Cited section should begin on a new page after the Acknowledgments. When preparing the references, follow the specifications outlined in sections 8.0 through 8.23.

#### 2.7 Tables and Figures

Any tables and figures must be appended to the manuscript after the References Cited section. The production manager will decide on where they will be placed in the published text. When preparing tables and figures, follow in the specifications outlined in sections 9.0 and 10.0.

### 3.0 Manuscript Submission

#### 3.1 Preliminary Submission

A manuscript submitted to *O.A.* should not be

under consideration for publication elsewhere. Three copies of the complete manuscript, including all tables and figures must be submitted (in the case of photographs, one original and two photocopied sets are sufficient). Any submission provided on a computer disk in lieu of the required original manuscript and two copies will be returned to the author.

Manuscripts submitted for review should be addressed to:

*Ontario Archaeology* Editor  
c/o The Ontario Archaeological Society,  
PO Box 62066 Victoria Terrace Post Office,  
Toronto, Ontario, Canada M4A 2W1.

### 3.2 Final Draft

If accepted, your manuscript will be returned for revision. The revision should consider any comments volunteered by external reviewers, as well as the suggestions of the editorial board. A hard copy of the revised manuscript and a soft copy on computer disk must be re-submitted prior to the date specified by the editors. Most popular DOS/Windows or Macintosh system word processing software can be supported. Clearly indicate which system was used.

Please note the following typographic conventions in the preparation of your final draft:

- do not justify the right margin;
- do not insert hyphens at the end of lines;
- do not use hard returns except at the ends of paragraphs, in which case insert two hard returns;
- do not indent the first lines of paragraphs
- separate sentences by one hard space following the period (not two);
- do not separate the initials of given names with spaces (either in text or in the References Cited).

The soft copy should contain no formatting beyond the specifications outlined in this guide.

### 3.3 Proofs

A set of proofs will be returned to the author for final checking. Under most circumstances, only typographic or other minor corrections or additions will be possible at this stage. The proofs must be returned promptly.

## 4.0 Textual Elements

### 4.1 Headings

Three types of headings are used to distinguish textual components. Primary heads are centred, bold, and typed with initial capitals for each significant word, with two empty lines above and one below. Secondary heads are flush to the left margin, italicized, and typed with initial capitals, with one empty line above. Tertiary heads are treated as part of a paragraph, but are italicized, typed with initial capitals and followed by a period. Note that *Acknowledgments* is a tertiary head and that **References Cited** is a primary head.

### 4.2 Italics

Italicized words, headings, titles, or phrases are indicated in the manuscript by italicizing unless this option is not available, in which case use underlining, which will be converted to an italic font by the production manager. When mentioned in the text, book or journal titles are italicized, but article titles are set off by quotation marks. Any word or phrase in a foreign language is italicized, unless it is in common use or has been anglicized. Well-known abbreviations such as e.g., i.e., or cf. are not italicized. When in doubt, consult a recent dictionary. Latin nomenclature used in zoology or botany is italicized only if it refers to the generic, specific, and varietal levels. Archaeological classes are not italicized (e.g., Lamoka point). Occasionally, words may be italicized (not bolded) for emphasis. Rules for italicization in references are given in sections 8.3 through 8.23.

### 4.3 Capitalization

The names of specific geographical and archaeological areas are capitalized, general geographical, directional, or topographical terms are in lower case (e.g., the Eastern Woodlands, the Northeast, southwestern Ontario, northern Ontario, Huronia, northern tip of the Bruce Peninsula, south shore of Highland Lake, Ottawa River valley, Humber and Credit rivers, Lakes Ontario and Erie, Draper site). Taxonomic names are capitalized at the generic and higher levels (e.g., Mammalia, Cervidae, *Odocoileus virgini-*

*anns*). Only certain components of geological or culture-chronological divisions are capitalized (e.g., Holocene, Late Wisconsinan time, Early Paleo-Indian period, late Middle Woodland times, Fort Ancient aspect, Meadowood complex, Riviere au Vase phase, Bifurcate horizon). The same holds true for the names of archaeological classes (e.g., Genesee point, Iroquois Ring, Lawson Incised type).

#### 4.4 Terminology

While the term “Indian” continues to be acceptable in many circles, it is on the wane in Canadian academic discourse. The term may be appropriate in some historical contexts, but it should be used sparingly. “Amerindians” may be used as a general anthropological designation, although in many instances natives, native people, aboriginal people, indigenous people, or First Nations may be preferable. The term “Whites” is generally not regarded as pejorative, although substitutes such as newcomers, Europeans, European settlers, colonists, English” and French-Canadian or Euro-Canadian should be considered.

The term “prehistoric” implies that aboriginal cultures lacked any historical tradition, prior to the arrival of Europeans, and so should be avoided. Alternatives, such as precontact and precontact history are also prone to similar interpretation, in that they suggest that the only contacts of consequence occurred when aboriginal people and Europeans first encountered one another, but on the whole, they are rather less pejorative. Use of the latter, or similar terms is encouraged.

Whenever possible, refer to specific archaeological cultures or ethnological groups (e.g., Paleoindian, Archaic, Iroquoian, Huron, Attignawantan). When using an unfamiliar native appellation, insert the most common synonym at the point where it is first mentioned in the text (e.g., Anishnabe or Ojibwa). “Iroquois” is reserved for the Five, later Six) Nations; “Iroquoian” is a linguistic classification that includes Ontario groups such as the Huron. Similarly, “Algonquin” (not Algonkin) is reserved for the bands known to have lived in the Ottawa

River drainage during the early seventeenth century; “Algonquian” (not Algonkian) is the much broader linguistic classification. When in doubt, consult the Northeast volume of the Smithsonian Institution’s *Handbook of North American Indians*. In the case of a direct quotation from another writer, the original terms are retained.

#### 4.5 Numbers

Numbers less than zero are not spelled out (e.g., 0.7). Numbers zero to ten are usually spelled out, they are, however, expressed with Arabic numerals in any paragraph where the majority of numbers are above ten (another exception may be found in section 8.10). Numbers above ten are usually expressed with Arabic numerals; they are, however, always spelled out if they begin a sentence or when used in a general sense (e.g., “The excavation yielded 1,243 sherds...,” “Four hundred sherds were recovered...,” “Several thousand sherds were recovered...”). Commas are used to indicate places after 999. Ordinal numbers are always spelled out in the text (e.g., the fourteenth square not 14th), although there is one rare exception (see sections 8.16 and 8.21). “Percent” and “degrees” are spelled out in full in the text, although they may be abbreviated to % and ° in tables. Dates (e.g., seventeenth century, 1630s, 1632-1635, October 14, 1634), and Borden designations (e.g., BiGh) also follow standardized conventions.

#### 4.6 Measurements

The use of the metric system is a standard scientific practice. All metric units for length, area, volume, and weight are abbreviated according to the *Metric Practice Guide of the Canadian Standards Association* (e.g., mm, cm, m, km, m<sup>2</sup>, ha, km<sup>2</sup>, m<sup>3</sup>, ml mg, g, kg). The exception is “litres”, which is spelled out in full. Units associated with numbers which are spelled out (see section 4.5) are also spelled in full (e.g., Seven hectares were occupied, but the object was 75 mm long). Use CSA orthography when spelling out metric units (e.g., centimetres not centimeters). Leave one space between the number and the abbreviation but insert a hyphen if the combination precedes a

noun (see section 4.8). Hyphens are used whenever fractions are spelled out (e.g., one-quarter). Convert all measurements found in older publications. For example:

In his discussion of the Uren site, Wintemberg (1928:38) describes a slate gorget that “is about five-sixteenth inch [8 mm] thick, and apparently unfinished.”

In certain contexts (e.g., the detailed description of Euro-Canadian structures) use of imperial measures may be preferable, as these are the units of measurement utilized by the builders. In such cases, metric equivalents should also be provided, as in the example above.

Leading zeros for numbers less than one (e.g., 0.4, not .4) are used in both text and tables. Mathematical copy and complex statistical equations should be clearly explained.

#### 4.7 Radiometric Dates

If radiocarbon dates are being published for the first time, the following information must be provided. The uncalibrated radiocarbon age, expressed as years B.P., must be cited first and should be accompanied by the 1-sigma (**1σ**) standard error as provided by the laboratory. Provide the laboratory sample number, sample composition (wood, maize, bone, etc.) and any other significant information. Do not convert years B.P. to “radiocarbon years A.D./B.C.” (e.g., 2,500 B.P. minus 1,950, equals 550 radiocarbon years B.C.).

Calibrated radiocarbon dates must always be identified as such using the conventions “cal A.D.” or “cal B.C.” (note the punctuation), and should be accompanied by the range, stating whether it is one or two sigma. If there is more than one possible calibrated radiocarbon date, these must be identified. Specify which program has been used to arrive at the calibrated date. For example:

A 3.9 g sample of carbonized maize yielded a return of  $1080 \pm 80$  B.P. (WAT-3005). Using the program CALIB 4.0, this calibrates to a date of cal A.D. 980, with a one sigma range of cal. A.D. 890-1020 and a two sigma range of cal. A.D. 780-1160.

Please note that the atomic weight of an isotope is indicated in superscript preceding the atomic symbol  $^{14}\text{C}$  (not  $\text{C}^{14}$  or C-14).

#### 4.8 Hyphenation

Do not insert hyphens as word-breaks at the end of lines but reserve them for compound words. It is important to distinguish between open compounds (e.g., field work), hyphenated compounds (e.g., cross-section), and solid compounds (e.g., notebook). A dictionary usually helps. In some instances, what was once a hyphenated compound (e.g., Paleo-Indian) has more recently also become a solid compound (e.g., Paleoindian). In such cases, both are acceptable, although it should be kept in mind that the current trend is to move away from hyphenated compounds. Prefixes in common use are part of solid compounds (e.g., intrasite, infrastructure). Any combination of an adverb ending in *-ly* and a participle or adjective is an open compound (e.g., highly polished edge). On the other hand, hyphens are used to clarify confusing adjective-noun combinations (e.g., heat-treated chert, a side-notched projectile point, but the point is side notched). Combinations of cardinal numbers and units of measurement are hyphenated compounds if they precede a noun (e.g., Seven one-metre squares were excavated in 10-cm levels). Some other complex combinations of words are also hyphenated (e.g., cup-and-pin game).

#### 4.9 Quotations

Short quotations run in the text between double quotation marks. Single quotation marks are used only on strings occurring in the quoted text itself, as placed there by the original author. For example:

One authority suggested that “it is not possible to provide even a ‘guesstimate’ for the age of this site” (Guidor 1976:5).

Long quotations (eight lines or more) are set off from the text in the form of an indented block quote with one empty line above and one below. For example:

Although MacNeish's types continue to be used for general purposes, especially broad-scale seriation, attribute analysis has become much more popular for detailed investigations... Since attribute states were treated methodologically in *the same way* as the MacNeish's types, there was, in fact, no pervasive change in method [Smith 1990:286; emphasis added].

Unlike quotations which run in the text, citation information for block quotes is placed in square brackets. The text must be quoted verbatim. If any text is omitted from the block, the lacuna is indicated with three ellipsis points (...). Any additions to the original text are indicated in square brackets (including errors identified as *sic*, although simple typographic errors should not be so identified). Any italicized print within the quotation is explained with either an "emphasis added" or "emphasis in original." All quotations must be accompanied by proper citation (see sections 5.0 through 7.9).

### 5.0 Citation Methods

All citations are inserted in the text using the following conventions. Each citation is given in full, irrespective of how often it occurs. Use of "ibid" or "op. cit." is not permitted. Supporting evidence is cited through recourse to either general or specific citations. The proper choice depends on the subject of the sentence or paragraph in which the citation is inserted. In the following example, the first sentence is supported by a general citation, while the second is supported by a specific citation:

Bill Fox (1990) has summarized the archaeology and ethnohistory of the Odawa. Small quantities of carbonized corn have been recovered from Odawa sites (Fox 1990:471).

Providing merely the date of publication when a specific page number is called for, places an unacceptable burden on any reader interested in corroborating the evidence cited. Hence, specifying pagination is mandatory whenever (a) ver-

batim quotations are used in the text, (b) ideas are paraphrased, or (c) any statement, opinion, or conclusion is inspired by information derived from a given page or sequence of pages found in another author's work. As a rule, unless the entire publication being cited deals with the subject being discussed, always specify page numbers.

While not encouraged, footnotes may be used sparingly in order to provide brief discussion of items that cannot otherwise be incorporated within the main text without seriously interrupting the flow of the narrative.

## 6.0 General Citations

### 6.1 *Single Author, One Publication*

A detailed report on a historic Neutral cemetery has been published (Kenyon 1982).

Walter Kenyon (1982) published a detailed report on a historic Neutral cemetery.

While the surname can appear either inside or outside the parentheses, it immediately precedes the publication date. Although not always required, it is common practice to provide an author's first name or initials the first time his/her surname occurs outside the parentheses.

### 6.2 *Single Author, Several Publications*

A number of St. Lawrence Iroquoian sites in Ontario have been described (Pendergast 1966, 1981, 1984).

Pendergast (1966, 1981, 1984) has described a number of Iroquoian sites in Ontario.

Publications are listed chronologically and are separated by commas.

### 6.3 *Single Author, Several Publications in Same Year*

Paleoindian sites have been discovered in Middlesex County (Deller 1976a, 1976b).

Deller (1976a, 1976b) has discovered Paleoindian sites in Middlesex County.

The sequence of publications follows the order given in the References Cited section. If one of the publications is edited, it is distinguished from authored publications by the same author appearing in the same year in this manner: (Trigger 1978; Trigger 1978 [ed.]), or Trigger (1978) and Trigger (1978 [ed.]). This is the only circumstance in which “ed.” occurs in in-text citations.

#### *6.4 Two Authors, One Publication*

The symbolic meaning of an early Iroquoian assemblage has been explored (von Gernet and Timmins 1987).

Von Gernet and Timmins (1987) have explored the symbolic meaning of an early Iroquoian assemblage.

The word “and” is spelled out. Do not use the abbreviation &. The use of “et al.” is reserved for citations involving three or more authors (see section 6.5).

#### *6.5 Three or More Authors, One Publication*

Although evidence is now beginning to emerge, relatively little is known about the Archaic period in Ontario (Ellis et al. 1990).

As Ellis et al. (1990) have noted, relatively little is known about the Archaic period in Ontario.

Do not italicize, or add other punctuation to “et al.” The use of “et al.” is restricted to in-text citation and does not appear in the References Cited section.

#### *6.6 Various Authors, Multiple Publications*

St. Lawrence Iroquoian sites are known in both Ontario and Quebec (Chapdelaine 1980, 1989, 1990; Jamieson 1990; Pendergast 1966, 1981, 1984; Pendergast and Trigger 1972).

Authors are listed alphabetically. Publications by the same author are listed chronologically and are separated by commas. Publications by different authors are separated by semicolons.

#### *6.7 Two Authors, Same Surname, Different Publication Dates*

Data has been derived from published descriptions of the Nodwell site (Wright 1974) and the Walker site (Wright 1981).

Data has been derived from Jim Wright’s (1974) description of the Nodwell site and M. Wright’s (1981) description of the Walker site.

Initials are not inserted inside the parentheses, unless there are other references in which the same surname and the same publication date are shared by different authors (see section 6.8). The given names or initials are added only if the surnames occur outside the parentheses.

#### *6.8 Two Authors, Same Surname, Same Publication Dates*

Data has been derived from published descriptions of the Glen site (J. Wright 1981) and the Walker site (M. Wright 1981).

To avoid confusion, initials are added even if the surnames are inside the parentheses.

#### *6.9 Citations within Parenthetical Interjections*

Summaries of research on Late Ontario Iroquoians have been completed (e.g., Ramsden [1990] on the Huron, Jamieson [1990] on the St. Lawrence Iroquoians, and Lennox and Fitzgerald [1990] on the Neutral).

When giving citations in an aside that is already contained within parentheses, switch to square brackets.

## **7.0 Specific Citations**

The rules for using specific citations are the same as those already delineated for general citations. Specific citations do, however, involve the addition of more components.

### *7.1 Single Page Specified*

The Norton site ceramic assemblage is characterized by a complete absence of Ontario Horizontal (Cooper and Robertson 1993:43).

Cooper and Robertson (1993:43) report a complete absence of Ontario Horizontal at the Norton site.

In his Foreword to the book, Trigger (1992:ii) acknowledges Sioui's contribution to the dialogue between native peoples and Euroamerican intellectuals.

The date of publication and the page number are separated by a colon and no spaces are inserted between them. The pages are identified as Arabic numerals, unless the front matter of a book is being cited (in which instance lower case Roman numerals may be used).

#### *7.2 Multiple Isolated Pages Specified*

Saunders and Spence (1986:47, 50) have compared chronological age estimates with a sequential ordering based on dental development.

Isolated pagination is indicated with a comma and a space.

#### *7.3 Multiple Sequential Pages Specified*

A reconstruction of past natural environments in southern Ontario has been attempted (Jamieson 1986:29-30)

Sequential pagination is indicated with a hyphen. The pagination is always given in full and without abbreviation (e.g., 516-519 not 516-19). Never use "ff." or "passim".

#### *7.4 Volume Specified*

During his 1613 trip up the Ottawa, Champlain complained of the pertinacity of the mosquitoes (Biggar 1922-1936:2:274).

In this example, while Volume Two was published in 1925, the dates for the entire six volume set are given, as this is consistent with the corresponding entry in the references (see section 8.10). Arabic numerals are used, even if the original is given in Roman. The volume number is preceded and followed by a colon, with no inserted spaces. A volume number is provided if each volume in a multivolume set restarts the

pagination sequence. In the case of consecutive pagination (e.g., Trigger's two volume history of the Huron), a volume number is not required.

#### *7.5 Tables, Plates, and Figures Specified*

Of 1,753 faunal elements recovered at La Salle-Lucier, 78 were identified as Mammalia (Lennox and Dodd 1991:Table 11).

Two neck sherds with bands of black paint were found at the Bennett site (Wright and Anderson 1969:Plate 13, Figures k and l).

A number of intriguing specimens were recovered at the Bell site (Williamson et al. 1994:Figures 3g-h 7d,h,i).

Capitalize and do not abbreviate Table, Plate, or Figure; use the term that appears in the original. Arabic numbers are used, even if the original is given in Roman numerals. The page numbers are not included, even when these are printed in the original.

#### *7.6 Combination Citations*

In his report on the Middleport site, Wintemberg (1948:10, 44, Plate 1, Figure 33) describes and illustrates a net sinker made from a limestone pebble.

When referring to a description and an accompanying illustration, give the page number of the text first. The page number identifies where the description occurs in the text and not where the illustration is located. In some instances, descriptions and illustrations do, of course, occur on the same page.

#### *7.7 Internet Sources*

It has been noted that similarities between Late Woodland ceramics from New York and New England are frequently overlooked (Lizee 1995).

Text citations for electronic sources found on the Internet (World-Wide Web, FTP and Gopher sites and pages) are the same as for any other citation.

### 7.8 *Unpublished Manuscripts and Primary Documents*

The use of unpublished manuscripts (e.g., conference papers, draft articles, internal agency documents, or archaeological license reports) is discouraged, unless they are on file in a readily accessible archive. Whenever possible, list the author(s) of all written materials. All unpublished manuscripts have dates. Do not use “n.d.” or “in press” in in-text citations, but follow the rules delineated in sections 6.1 through 6.9.

Historical or other primary documentary sources (unpublished letters, records, etc.) require special attention. Citation of documents in national, provincial, state or local archives should include authorship and date if these are known, or can be conjectured. If no specific author is unknown, substitute the authoring or archival agency as appropriate.

### 7.9 *Personal Communications*

These trade beads are too generic to be dated with reference to standard period designations (Bill Fitzgerald, personal communication 1993).

Ian Kenyon (personal communication 1993) suggests that a chemical analysis might help determine their origin.

The practice of citing supporting evidence from oral sources should be avoided. Assistance from other researchers will usually be identified in the Acknowledgments section. In some instances, an in-text reference to a personal communication may be necessary. In all such cases, the communication must relate to specialized information or original ideas not available in any published form. Use the source's full name and make sure commas and spaces are correctly inserted between the components of the citation. Personal communications are not repeated in the References Cited section.

### 7.10 *Anonymous Publications*

The public school curriculum includes units on native studies (Ontario Ministry of Education 1991).

Virtually every published work is written by a person having a surname. Avoid using the names

of newspapers, consulting firms, government departments, or other agencies. In the rare case where no author is identified or can be inferred, full name of the group issuing or publishing the report may be substituted for the author.

## 8.0 References Cited

The References Cited section is not merely a bibliography of suggested reading on the topic of the paper, but a mechanical link between full supporting evidence used and the archive(s) in which this evidence may be located. With the exceptions already noted (see section 7.8), it is absolutely essential that all citations inserted in full text are included in the references, and that all entries in the references are included in the text. Care must be exercised to ensure that no components of a reference are missing. When in doubt, include as much information as possible.

### 8.1 *Order of References*

The references are alphabetized by the authors' surnames. “Mc” is treated like “Mac”. When different authors share the same surname, the references are alphabetized by the initials. Different works published by the same author(s) in the same year are listed in alphabetical order and are distinguished by lower case letters inserted immediately following the dates (e.g., 1976a, 1976b). If a writer has authored and edited a publication in the same year, the authored publication is listed first, irrespective of the order in which it is cited in the text. Contributions a writer has published with co-authors are listed after all contributions published or edited on his/her own. The first line of the reference (i.e., the author's name and initials) need not be repeated in subsequent references, provided the information is identical. While each new reference begins on a new line, there should be no empty lines between references.

### 8.2 *Order of Components*

In most cases, the components of each book reference are arranged in the following order: author(s), date, title, publisher, and city. If the city is not well known, the province, state, or

country may be added. The components of each article reference are arranged in the following order: author(s), date, title, publication, volume, page numbers. Follow the conventions for indentation, spacing, and punctuation as outlined in sections 8.3 through 8.23.

### 8.3 Book, Single Author

Kidd, K.E.

1949 *The Excavation of Ste. Marie 1*. University of Toronto Press, Toronto.

Begin in left margin. Give surname [comma, space], first initial [period], and middle initial [period]. Only initials are used. Adding the middle initial is optional if none is specified in the original publication. Do not separate initials with a space. Continue on a new line [hard return] and insert one indent (use the indent function rather than the space or tab keys). Insert the date of publication and indent once again. Add the title [period, space] and italicize it. The title must be reproduced exactly as it appears in the original including accents, punctuation and spelling. Give the name of the publisher [comma, space]. Do not include “The”, ”Company”, “Inc.”, “Publishers”, or similar additions, even if these occur in the original. Provide the name of the city where the book was published [period, hard return]. If the title, publisher, and place of publication cannot fit on a single line, do not insert extra hard returns or indents.

### 8.4 Book, Multiple Authors

Pendergast, J.F., and B.G. Trigger

1972 *Cartier's Hochelaga and the Dawson Site*. McGill-Queen's University Press, Montreal and London.

Watson, P.J., S.A LeBlanc, and C.L. Redman

1984 *Archeological Explanation: The Scientific Method in Archeology*. Columbia University Press, New York.

The senior author's initials are followed by the initials and surnames of all junior author(s) in the order listed on the title page of the work. Use of “et al.” is not permitted in the References

Cited section. Only the first author's name is given in reverse order. Note the placement of commas, spaces, and “and”. The rest follows the same rules as for single-author references (see section 8.3).

### 8.5 Book, Several Editions

Trigger, B.G.

1990 *The Huron: Farmers of the North*. 2<sup>nd</sup> ed. Holt, Rinehart and Winston, Toronto.

Insert the ordinal number of the edition in the place shown here. Use abbreviations (e.g., 4<sup>th</sup> ed. not fourth edition). In some cases, the ordinal number may be replaced by the word “Revised.” The rest follows the same rules as for single-author references (see section 8.3).

### 8.6 Book, Reprinted

Tooker, E.

1991 *An Ethnography of the Huron Indians: 1615-1649*. Reprinted. Syracuse University Press, Syracuse. Originally published 1964, Bureau of American Ethnology Bulletin 190, Smithsonian Institution, Washington, D. C.

This format is reserved for works which have not been edited by someone other than the author. In some cases, “Reprinted” may be replaced with “Facsimile ed.”

### 8.7 Book, Edited

Snow, D.R. (editor)

1981 *Foundations of Northeast Archaeology*. Academic Press, New York.

The word “editor” is spelled out in full and is placed in parentheses. Most references to edited books are listed by the name of the author of a specific contribution contained in such a volume and not by the editor of the book (see sections 8.13 through 8.16).

### 8.8 Book; Translated

Champlain, S.

1971<sup>[1619]</sup> *Voyages to New France*. Translated by M. Macklem. Oberon, Toronto.

This example involves the text of a single work previously published in a foreign language under a similar title; hence, the reference is cited under the original author (cf. sections 8.9 and 8.10). The original publication date is inserted in square brackets. "Translated" is spelled out in full.

#### 8.9 Book, Edited and Translated

Sagard, G.

- 1939 [1632] *The Long Journey to the Country of the Hurons*, edited by G.M. Wrong. Translated by H. H. Langton. Champlain Society, Toronto.

Schlesinger, R., and A.P. Stabler (editors and translators)

- 1986 *André Thevet's North America: A Sixteenth-Century View*. McGill-Queen's University Press, Kingston and Montreal.

The second example involves a compilation of several previous publications issued under an entirely different title; hence, there is no original publication date and the reference is cited under the editors and translators. Books with titles referring to "Works of" are listed under the editor (see section 8.10).

#### 8.10 Multivolume Works

Thwaites, R.G. (editor)

- 1896-1901 *The Jesuit Relations and Allied Documents*. 73 vols. Burrows Brothers, Cleveland.

Trigger, B.G.

- 1976 *The Children of Aataensic: A History of the Huron People to 1660*. 2 vols. McGill-Queen's University Press Montreal and London.

If a work was published over the course of several years, the first and final years are specified and a hyphen is inserted between them. The total number of volumes is specified and not just the volume cited in the text (see section 7.4). Do not spell out volume numbers (e.g., 3 not three), and use Arabic numerals even if the original is

given in Roman. Abbreviate "volumes" to "vols." In the third example, the number of volumes is specified, although the work was published in one year and has consecutive pagination.

#### 8.11 Monograph in a Series

Damkjar, E.

- 1990 *The Coulter Site and Late Iroquoian Coalescence in the Upper Trent Valley*. Occasional Papers in Northeastern Archaeology 2. Copetown Press, Dundas, Ontario.

Monckton, S.G.

- 1992 *Huron Paleoethnobotany*. Ontario Archaeological Reports 1. Ontario Heritage Foundation, Toronto.

von Gernet, A.

- 1985 *Analysis of Intrasite Artifact Spatial Distributions: The Draper Site Smoking Pipes*. Research Report 16. Museum of Indian Archaeology, University of Western Ontario, London, Ontario.

Wright, J.V.

- 1966 *The Ontario Iroquois Tradition*. Bulletin 210. National Museum of Canada, Ottawa.

The title of the monograph rather than the series is italicized. The series name, monograph number, publisher, and place of publication must be specified in this order.

#### 8.12 Article in a Serial

Steckley, J.

- 1993 Leaders, Origins, Customs and Duty: Traditional Huron Notions of Country. *Arch Notes* 93(4):18-21.

Kapches, M.

- 1990 The Spatial Dynamics of Ontario Iroquoian Longhouses. *American Antiquity* 55:49-67.

The serial title is italicized. If, as in the second example, a volume appears as several (often quarterly) issues, the issue number is specified only if the volume is not consecutively paginat-

ed. If the issue is specified it is inserted in parentheses immediately after the volume number. A colon and no spaces separate the volume (or issue) from the pagination. Page numbers are not abbreviated but are given in full (e.g., 112-119 *not* 112-19).

#### 8.13 *Article in an Edited Book*

Mithun, M.

- 1984 The Proto-Iroquoians: Cultural Reconstruction from Lexical Materials. In *Extending the Rafters: Interdisciplinary Approaches to Iroquoian Studies*, edited by M.K. Foster, J. Campisi and M. Mithun, pp. 259-281. State University of New York Press, Albany.

The title of the book is italicized. Use of “et al.” for multiple editors is not permitted. Make sure the order of components follows these examples. Note the placement of “In”, “and”, punctuation, and spacing. Shorten “pages” to “pp.”, but do not abbreviate numbers (e.g., 259-281 *not* 259-81)

#### 8.14 *Article in an Edited Volume in a Series*

Wright, J.V., and D.M. Wright

- 1993 Iroquoian Archaeology: It's the Pits. In *Essays in St. Lawrence Iroquoian Archaeology*, edited by J.F. Pendergast and C. Chapdelaine, pp. 1-7. Occasional Papers in Northeastern Archaeology 8. Copetown Press, Dundas, Ontario.

Smith, D.G.

- 1990 Iroquoian Societies in Southern Ontario: Introduction and Historical Overview. In *The Archaeology of Southern Ontario to AD. 1650*, edited by C.J. Ellis and N. Ferris, pp.279-290. Occasional Publication 5. London Chapter, Ontario Archaeological Society, London.

Rules are the same as those for an edited book (see section 8.13), except that the series title is specified and inserted in the location shown.

#### 8.15 *Article in a Multivolume Work*

Stahle, D.W., and D. Wolfman

- 1985 The Potential for Archaeological Tree-Ring Dating in Eastern North America. In *Advances in Archaeological Method and Theory*, vol. 8, edited by M.B. Schiffer, pp.279-302. Academic Press, Orlando.

Day, G.M., and B.G. Trigger

- 1978 Algonquin. In *Northeast*, edited by B.G. Trigger, pp. 792-797. Handbook of North American Indians, vol. 15, W.C. Sturtevant, general editor. Smithsonian Institution, Washington, D.C.

The conventions depend on whether or not individual volumes are titled and have separate editors.

#### 8.16 *Article in a Conference Proceedings*

MacDonald, R.I.

- 1992 Ontario Iroquoian Semi-subterranean Sweat Lodges. In *Ancient Images, Ancient Thought: The Archaeology of Ideology*, edited by A.S. Goldsmith, S. Garvie, D. Selin. and J. Smith, pp. 323-330. Proceedings of the 23<sup>rd</sup> Annual Chacmool Conference. Department of Archaeology, University of Calgary, Calgary.

Hamell, G.R.

- 1983 Trading in Metaphors: The Magic of Beads. In *Proceedings of 1982 Glass Trade Bead Conference*, edited by C.F. Hayes, pp. 5-28. Research Records 16. Rochester Museum and Science Center, Rochester.

The main title found on the cover of the proceedings is italicized irrespective of whether the proceedings are published as a separate volume or as part of a series. The ordinal number of any annual meeting is abbreviated (e.g., 23<sup>rd</sup> not twenty-third).

#### 8.17 *Book Reviews*

Fitzgerald, W.R.

- 1992 [Review of] *The Massawomeck: Raiders and Traders into the Chesapeake Bay in the*

*Seventeenth Century*, by J.F. Pendergast.  
*Canadian Journal of Archaeology* 16: 129-132.

Unless already included in the original, add "Review of" in square brackets. Both the title of the work being reviewed and the journal which it is reviewed are italicized. Only the title and the author of the reviewed work are specified.

#### 8.18 Thesis or Dissertation

MacDonald, R.I.

1986 *The Coleman Site (AiHd-7): A Late Prehistoric Iroquoian Village in Waterloo Region*. Unpublished MA thesis, Department of Anthropology, Trent University, Peterborough, Ontario.

von Gernet, A.

1989 *The Transculturation of the Amerindian Pipe/Tobacco/Smoking Complex and its Impact on the Intellectual Boundaries between "Savagery" and "Civilization", 1535-1935*. 2 vols. Unpublished PhD dissertation, Department of Anthropology, McGill University, Montreal.

The date refers to the year the work was defended rather than submitted. The title of the thesis or dissertation is italicized. The department and not just the university is specified.

#### 8.19 Contribution Awaiting Publication

Engelbrecht, W.E., and C.K. Seyfert

1994 *Paleoindian Watercraft: Evidence and Implications*. *North American Archaeologist*, accepted for publication.

von Gernet, A.

1994 *Saving the Souls: Reincarnation Beliefs of the Seventeenth-century Huron*. In *Amerindian Rebirth: Concepts of Reincarnation Among North American Indians and Inuit*, edited by A. Mills and R. Slobodin. University of Toronto Press, Toronto, in press.

Any article definitely accepted for publication may be treated as if it had already been published, but it must have either "accepted for publication" or "in press" added to the end of the reference. The current year is given as the date,

even if publication is not anticipated until the new year. In most cases, pagination cannot be specified. Contributions under consideration, but not yet accepted, are listed as unpublished manuscripts (see section 8.21).

#### 8.20 Electronic Sources

Lizee, J.M.

1995 *Cross-mending Northeastern Ceramic Typologies*. <<http://www.lib.uconn.edu/ArchNet/Topical/Ceramic/Papers/Exchange.html>>.

Doroszenko, D., and J. Light

1997 *The Smithy at Griffin's Gables, Brockville, Ontario*. In *Home Is Where the Hearth Is: The Contribution of Small Sites to our Understanding of Ontario's Past*, edited by J.-L. Pilon and R. Perkins. Ottawa Chapter, Ontario Archaeological Society. <<http://www.canadianarchaeology.com/associations/ontario/ottawa/aoas/kingston/public.htm>>.

Electronic sources found on the Internet (World-Wide Web, FTP and Gopher sites and pages) are referenced following the basic format for published materials with respect to author, date of publication and title, with the internet address provided in angle brackets. Note that the paper title is not italicized in the first example, just as it would not be italicized if it appeared in a journal or newsletter (see section 8.21).

#### 8.21 Unpublished Manuscripts

Crawford, G.

1990 *The Providence Bay Plant Remains*. Ms. on file, Department of Anthropology, University of Toronto, Toronto.

Tyyska, A.

1972 *Huron Sweat Baths*. Paper presented at the 5<sup>th</sup> Annual Meeting of the Canadian Archaeological Association, St. John's, Newfoundland. Ms. on file, [location].

von Gernet, A.

1992 *1990-1991 Excavations at the Highland Lake Site. An Archaeological Research Grant Report Submitted to the Ontario Heritage Foundation*. Ms. on file, Ontario Heritage Foundation, Toronto.

The use of unpublished manuscripts (e.g., conference papers, draft articles, internal agency documents, or archaeological license reports) is discouraged unless they are “on file” in a readily accessible archive. All unpublished manuscripts have dates: do not use “n.d.” The titles of substantive reports are italicized, whereas those of papers delivered at conferences, which are essentially brief articles, are not. Provide as much information as possible on where the manuscript originated, where it was submitted, and/or where it is archived. Manuscripts cannot be “in possession of author.” Abbreviate “Manuscript” to “Ms.” The ordinal number of any annual meeting is abbreviated (e.g., 16<sup>th</sup> not sixteenth). Authors are responsible for securing any permissions required for citing material not in the public domain and for complying with copyright laws. Manuscripts definitely accepted for publication but not yet published are treated differently (see section 8.19).

#### 8.22 Primary Documents

Clarke, T.C.

1860 *Summit between Nipissingue and Trout Lakes*. National Map Collection, Catalogue Number 20276-77. National Museum of Canada, Ottawa.

National Archives of Canada (NAC)

1852 War Office Papers, Miscellaneous Reports and Correspondence. WO55/886[7] s.f. 300-455, reel B-2834. National Archives of Canada, Ottawa.

Historical or other primary documentary sources (unpublished letters, records, etc.) require special attention. Citation of documents in national, provincial, state or local archives should include authorship and date if these are known, or can be conjectured, as in the first example provided above. If no specific author is known, substitute the authoring or archival agency as appropriate, as in the second example.

#### 8.23 Anonymous Publications

American Antiquity

1992 Editorial Policy, Information for

Authors, and Style Guide for American Antiquity and Latin American Antiquity. *American Antiquity* 57:749-770.

In the rare case where no author is identified or can be inferred, the name of the organization issuing or publishing the report may be substituted for the author.

## 9.0 Tables

Table 1. Bell site artifact class frequencies.

Every table is cited in the text and all tables are numbered sequentially in the order in which they are first mentioned. Only the first word in the table caption and proper nouns have an initial capital. The dimensions of the journal should be kept in mind when planning and constructing tables. Non-applicable cells are left blank and the absence of data is indicated with an en-dash. Include leading zeros for values less than one (e.g., 0.04 not .04).

Each table should be submitted on a different page. The entire set of tables must be appended to the end of the manuscript. A soft copy of the tables should be included as a separate file on the disk containing the main text. Tables may be constructed using either table generators within word processing programs or may be simply tab delimited. In the former case, avoid excessive formatting, in terms of justification, cell borders, shading, etc., as these simply complicate the production process. In some cases, it may be requested that a camera-ready copy of very complex tables be provided.

## 10.0 Figures

Figure 8. Ceramic pipes from the Norton site (AfHh-86). Miniature conical pipe (a), conical plain (b), trumpet (c), Iroquois ring (d).

All line drawings, paintings, maps, photographs, and other illustrative materials are called “figures”. Every figure is cited in the text and all figures are numbered sequentially in the order in

which they are first mentioned. Only the first word in the figure caption and any proper nouns have an initial capital.

A list of captions should be included, and the captions should also be lightly pencilled on the back of each figure, together with the author's name. The entire set of figures must be appended to the end of the manuscript after any tabular material.

Where appropriate, individual specimens shown in a single photograph should be distinguished with lower-case lettering and corresponding descriptions provided in the captions. When referring to figures in the text, use the same style as in any other citation (e.g., Figures 3g-h, 7d,h,j). Authors are responsible for including proper visual scales in figures of objects, site

plans etc. The dimensions of the journal should be kept in mind at all times; figures should be prepared so that they will remain legible when reduced to widths of 2.57 inches/6.52 centimetres (single column), 4.08 inches/10.38 centimetres (1.5 column) or 5.39 inches/13.69 centimetres (double column). The maximum height of a graphic is 8.0 inches/20.32 centimetres.

Only high quality, camera-ready or digital material will be accepted. In the case of computer drafted or scanned and manipulated graphics, or digital photography, you may be asked to submit files in several alternative formats, and at specific resolutions. As a rule of thumb, do not scan or export material at resolutions greater than 300 dpi.

