

Submission of manuscripts to *Ontario Archaeology*
Instructions and Advice to Authors
(February 2009)

This document supplements (and does not replace) the **Style Guide**, printed in *Ontario Archaeology* volume 68 (1999) and available as a pdf file on the OAS website here...
<http://www.ontarioarchaeology.on.ca/publications/oa.php>
...or from the Editor .. oaeditor@ontarioarchaeology.on.ca.

Your manuscript should conform to the guidelines in that **Style Guide** and to those presented here.

All text should be in MS Word format. Tables should be presented separately (either in one or more files) in MS Word format using the Tables command (see TABLES below).

TEXT:

Formatting the *References Cited* section of your manuscript:

1. Type the name of the author on a single line – the last name followed by initials. (Please note that *Ontario Archaeology* uses author's and editor's initials rather than first names.)
2. Starting on the following line, list the year(s) of publication.
3. TAB once and begin the rest of the information, beginning with the title, on this second line. Separate references by a blank line. Use “returns” and “tabs” only. Do **not** insert any other formatting keystrokes (e.g., “indents” or hard spaces to maintain text alignment).

Be sure that:

- you follow section 8.0 (References Cited) of *OA* Style Guide (*OA* vol. 68)
- personal names of authors or editors include only the last name and letter of the first name.
- you use capital letters for main words in title of both articles and books

FIGURES:

Only good quality photographs and line art drawings can be used. For best results, images should be roughly the same size as the final image in the journal. Images are usually printed in portrait mode at one or two *OA* column widths (between 66 and 137 mm wide). Complex, wide images may be reproduced in landscape mode (width 200 mm; height 137 mm).

Do **not** embed figures within the MS Word component(s) of your submission.

Photographs:

If photographs are colour, keep in mind that they will be reproduced in greyscale inside the journal. Very good photographs may be reproduced, in colour or greyscale, on the cover of the journal.

Photographs may be submitted as high quality hard copies, in which case they will be scanned and adjusted for reproduction, or as digital files. If supplying digital files, TIF format is preferred, followed by Adobe Photoshop PSD format. Images should be at a resolution of 240-300 dpi (dots per inch). File formats that compress data, such as JPG, result in loss of detail and will result in poor quality reproduction. Note that images files originating in a compression format version such as JPG, will not be improved by simply resaving them as TIFs. If in doubt concerning the quality of your images, please send your images electronically to the Editor, for review.

Line Art:

Line art will be produced as black and white or greyscale images, as appropriate. Bear in mind that only line art produced in a dedicated graphics program, such as Adobe Illustrator (AI, EPS formats), Adobe Photoshop (PSD, TIF formats), AutoCAD (DWG format), or CorelDraw (CDR format), will yield high quality results. Line art should therefore be supplied in one of these formats, accompanied by PDF versions that will be used as “proofs” by the production staff.

Note that line art created using the “graphics” tools available in MS Word is not suitable for use.

Graphs:

Graphs generated from data within a program such as MS Excel are not generally suitable for reproduction. If submitting such graphs, the original data file, in addition to PDF or hard copy “proof” versions of the graphs, must be supplied.

Note that chartjunk or hyper-active graphics involving gratuitous 3-D design and other gimmicks commonly outputted by software programs are not acceptable. Examples of good and bad graphical practices are given in *The Visual Display of Quantitative Information* (Tufte 1983), or any other publication by Edward Tufte (<http://www.edwardtufte.com/tufte/index>).

TABLES:

Format of tables:

Tables should be presented in MS Word Table format (to create: Table > Insert > Table).

Designing quantitative tables:

When readers are asked to compare values (frequency or percentage values) within a table, they should be able to do this by moving their eyes across rather than up and down the page. In other words, comparisons among values (e.g., numbers that represent measurements at different sites or assemblages) are most easily made *horizontally* among columns (across the page) rather than *vertically* among rows (down the page). Try to design your tables accordingly.

In any table of numbers, all cells in the table should contain numerals or a “data missing” symbol such as “--”. If the value is zero, this value must be represented by the numeral “0”. There should be no blank cells.

Do not mix frequencies (raw counts) with percentages (or proportions) in the same table. Present them in separate tables.

When percentage or proportion values are being presented, they must add up, so a total must be included in the final column or row of a table. The total percentage (or proportion) must be a value of approximately 100.0 percent (a proportion of 1.0) – this total value may vary slightly due to rounding error. If the size of your sample (number of objects considered) is less than 100, there is no point in presenting percentage values that are calculated to one or more decimal places – a round whole number (e.g., “45 percent”) will do.

Basic concepts of data presentation are well presented in Banning (2000:Chapter 2) and Lewis (1986:278-282) discusses how to design tables.

References Cited:

Banning, E.B.

2000 *The Archaeologist's Laboratory: the Analysis of Archaeological Data*. Kluwer Academic/Plenum Publishers, New York.

Lewis, R.B.

1985 The Analysis of Contingency Tables in Archaeology. In *Advances in Archaeological Method and Theory* 9:277-310.

Tufte, E.R. 1983 *The Visual Display of Quantitative Information*. Graphics Press, Cheshire, Conn.