

## INSTRUCTIONS TO AUTHORS

### *General Guidelines*

*RADIOCARBON* is an international journal published three times a year in the United States. The editors therefore ask contributors to use simple, straightforward language. We prefer the active rather than the passive voice and encourage the use of “I” or “we” in manuscripts. We also prefer American spellings rather than British and encourage foreign contributors to consult with English language experts before submitting their manuscripts.

Manuscripts should generally follow recommendations in “Suggestions to Authors of the Reports of the U S Geological Survey,” 6th edition, 1978, Superintendent of Documents, Government Printing Office, Washington, DC 20402. A new edition, which may be printed soon, will be the preferred reference.

For a guide to bibliographic citations and abbreviations used in references, see “Bibliographic Guide for Editors and Authors, 1974, The American Chemical Society, Washington, DC 20036. This is the latest edition of this useful manual. For general style guidelines, format and abbreviations often used in Radiocarbon Date Lists, see *RADIOCARBON* Style Guide (Radiocarbon 26(1):152–158, 1984). Reprints of both the 1984 and 1990 Style Guides are available upon request from the Managing Editor.

An excellent reference for writing and publishing is the latest edition of “The Chicago Manual of Style,” The University of Chicago Press.

We accept manuscripts in triplicate with a cover letter which includes the author’s telephone number, Fax number, E-mail address and/or Telex number. All copy, including the abstract and references, must be double spaced. Leave adequate margins (minimum size 1” or 2.5cm) on each side of the paper and at least 1.5” or 4cm on the top and bottom. Indent the first line of each new paragraph. Number all pages including the references, tables and figures. The editors greatly appreciate receiving the final revised version of a manuscript in digital form as well as on paper. We prefer WordPerfect 5.1, 5.0 or 4.2 in IBM format, but we also will accept Microsoft Word and Wordstar in IBM-compatible MS DOS. Please convert text written in other word-processing programs or on other formats (eg, Macintosh, CP/M) to ASCII, and designate format. We can accommodate either 3.5” (720 kb or 1.44 mb) or 5.25” (360 kb or 1.2 mb) diskettes. We can also download text from Bitnet.

### *Conference Proceedings*

The length of a manuscript is unrestricted for regular issues, but may not exceed 12 pages for Special Issues, such as the Proceedings of Radiocarbon Conferences. All papers are reviewed by the Editor, Associate Editors and outside referees. Presentation of a paper at a conference, except for an invited paper, will not guarantee publication in the Proceedings issue. If we accept a paper but its publication is delayed, we will place it in the next available regular issue. The editors will consider for publication only those manuscripts submitted in proper format by the conference deadline.

### *Regular Issues*

The organization of research articles or reports should include the following sections:

1. Title—boldface capitals, centered—avoid abbreviations
2. Author(s) and affiliations—centered capitals—full first name or two initials. Addresses should be complete, including zip or country code numbers.
3. Abstract—double spaced—200 words or less
4. Introduction
5. Methodology or descriptive background
6. Results or discussion
7. Conclusions
8. Acknowledgments—should be brief
9. References—see new style below

10. Tables—camera-ready copy is preferred, *after* editing
11. Figures—with separate captions

**Headings**—capitalize and center.

**Sub-heading 1**—in italics, initial capitals, at left margin.

**Sub-heading 2**—in italics, indent, with period (full stop) and text following.

**Running heads**—short titles that the author may supply (optional).

**Footnotes**—avoid if possible, but when necessary, cite with superscripts in Arabic numerals in the text and at the bottom of the same page. Footnote an author's address in the same manner, using consecutive numbers for more than two affiliations, eg: GT Cook<sup>1</sup>, DD Harkness<sup>2</sup>, BF Miller<sup>2</sup>, EM Scott<sup>3</sup>, MS Baxter<sup>1</sup> and TC Aitchison<sup>3</sup>. For footnotes to tables, see below.

**Equations**—center and leave ample space around them. Number equations, enclosing the number in parentheses to the right of the equation at the margin. Use punctuation with equations.

**Tables**—must show titles and numbers at the top. Clearly mark columnar headings. Place footnotes to a table at the bottom of the table and cite in order by \*, \*\*, †, ‡, §, ||, #. We prefer to receive tables in camera-ready form after the editing process. All tables must be cited in the text.

**Figures**—original line drawings, glossies, laser prints or half-tones. The quality of the end-product depends directly on the illustration that the author provides. Figures should be reduced as much as possible, not exceeding 5.5" x 8.5" (14cm x 21.5cm) to conform to our new journal trim size. Figures must have captions, numbered consecutively with Arabic numerals (eg, Fig 1). Type captions on a separate sheet of paper. Explain all symbols that appear in the figure. Cite all figures in the text. Write out the word "Figure" when it is part of the sentence (eg, Figure 1 shows . . .) and abbreviate it when it is in parentheses (eg, (Fig 1)). Designate multiple parts of a figure by capital letters (eg, Fig 1A, 1B). Clearly identify illustrations (by taping a piece of paper to the bottom) with author's names and figure number. Use gloss-coated paper for laser prints.

**Measurements**—**always** use SI or metric units. Use English units in parentheses only in combination with metric units.

**Isotope numbers**—precede symbols (eg, <sup>14</sup>C). We prefer "<sup>14</sup>C" rather than "radiocarbon" in the text but the reverse for titles.

**Symbols, abbreviations, acronyms and Greek letters**—clearly define these at their first appearance in the text, eg, Accelerator Mass Spectrometry (AMS); one standard deviation (1σ). Use signs and symbols such as >, <, ≈ with arabic numerals. We use the abbreviation "ca" with numerals. Other abbreviations that we often use are: *ie*, *vs* (italics) and eg (no italics).

**Galley Proofs** are sent to authors for final checking. We enclose an offprint order form with the proofs and the original edited manuscript. The author should carefully check the proofs and mark corrections in red. Return the order form (even if no offprints are wanted), proofs and original manuscript (including original figures) to the Managing Editor within 3 days of receipt.

#### *Other Sections*

**Date Lists** should follow the style of a recent issue. For more details, see *RADIOCARBON* Style Guide 1984 *Radiocarbon* 26(1): 152–158. Free reprints are available upon request from the Managing Editor.

**Notes and Comments** should follow the same style as outlined above. Authors of reports and letters should place their names and addresses at the end.

**Discussions** may include comments on articles or reports published in recent issues of *RADIOCARBON*. They may also originate from audience participation at conferences. These comments undergo the usual review process and are sent to the author of the original manuscript for a reply.

**Book Reviews** should not exceed two pages and should bear headings as follows, eg:

*Radiocarbon Dating Literature: The First 21 years 1947–1968*. Annotated Bibliography. Compiled by Dilette Polach. San Diego, California, 1988. Academic Press, Inc. 370 pages, \$24.00.

**Laboratories** generally are listed at the end of each volume. We have extended our list to include Accelerator Facilities and are adding telephone, Telex, Fax and E-mail information wherever possible. Send changes of personnel, addresses or numbers to the Managing Editor.

**Announcements** should be sent to the Managing Editor in time to meet our Winter, Spring and Fall deadlines.

**Deadlines** for manuscripts:

<u>For</u>	<u>Date</u>
No. 1	Sept 1
No. 2	Jan 1
No. 3	May 1

#### CITATION OF PUBLICATIONS IN TEXT

Cite references in the text within parentheses: author's last name and date without a comma. If quoting a page number, it should follow a colon (eg, Kalin & Long 1989:6). We use the ampersand character (&) within parentheses. Cite the names of one to three authors and use *et al* for more than three authors. Cite *all* authors in the references, as described below.

When citing data from notes or observations, cite as (ms) in the text and use the proper citation in the references, below. Cite an unpublished manuscript (eg, a doctoral dissertation) as (ms) both in the text and in the references.

Refer to a personal communication in the text, *not* in the references (eg, Long, pers commun 1989). Include the date of the communication whenever possible.

#### REFERENCES

Place all citations of published material at the end of the manuscript under REFERENCES. Material not cited in the text should not appear in the references. Cite all authors in the references; do not use *et al*. Citations are alphabetical by author's last name. When citing more than one reference by the same author, cite the oldest publication first. A four-character dash indicates multiple references by the same author. The second and following lines of references should start under the 5th character of the author's name, eg:

Stuiver, M and Kra, RS, eds 1983 Internatl <sup>14</sup>C conf, 11th, Proc. *Radiocarbon* 25(2): 171–796.  
 — 1986 Internatl <sup>14</sup>C conf, 12th, Proc. *Radiocarbon* 28(2A): 175–804.

List individual authors first followed by those with co-authors, eg:

Stuiver, M 1982 A high-precision calibration of the AD radiocarbon time scale. *Radiocarbon* 24(1):1–26.  
 Stuiver, M and Pearson, GW 1986 High-precision calibration of the radiocarbon time scale, AD 1950–500 BC. In Stuiver, M and Kra, RS, eds, Internatl <sup>14</sup>C conf, 12th, Proc. *Radiocarbon* 28(2B): 805–838.

Following is our new reference format for:

1) Article in a periodical:

Author's surname, initials of given name, year of publication (no commas before or after), title. *Name of periodical* (in italics or underlined) volume(number): inclusive pages, eg:

Vogel, JS, Nelson, DE and Southon, JR 1989 Accuracy and precision in dating microgram carbon samples. *Radiocarbon* 31(2): 145–149.

## 2) Book citation:

Same as above for authors and year. Italicize title of book. Place of publication, publisher: number of pages, eg:

Broecker, WS and Peng, T-H 1982 *Tracers in the sea*. Palisades, New York, Eldigio Press: 690 p.

## 3) Article in edited Proceedings:

The citation should follow the examples of Stuiver and Pearson, above and Becker and Schmidt, below.

List *all* authors in the reference. If an author is not given, list the organization as author.

Works “in press” must actually be in press, *ie*, accepted by a journal. “In press” should follow the citation when the date of publication is known. When date of publication is not known, “in press” should replace the date:

Becker, B and Schmidt, B, in press, Extension of the European oak chronology to the past 9224 years. *In* Mook, WG and Waterbolk, HT, eds, Internatl symposium Archaeology and <sup>14</sup>C, 2nd, Proc. *PACT*.

If an author confidently expects to publish a manuscript before the galley proof is returned, he/she may use blank page numbers (000–000). Place (ms) after the authors and before the date (if known) for a manuscript that has been submitted but is not yet accepted. Cite an unpublished manuscript such as a doctoral dissertation or a manuscript in preparation in the same manner, eg:

Roeleveld, W (ms) 1974 The Groningen coastal area. PhD dissert, Amsterdam: 252 p.

Kra, R (ms) Paleoenvironmental data retrieval from the International Radiocarbon Data Base (IRDB). In preparation.

For a paper presented at a conference that has not been published, give the author (ms) year and title followed by, eg:

Paper presented at Internatl <sup>14</sup>C conf, 13th, Dubrovnik, Yugoslavia, June 20–25.