

## Instructions for Contributors

*Ancient Mesoamerica* will publish primarily in English, but will also feature contributions in Spanish. All papers will have Spanish (or English) summaries as a regular feature to enhance scholarly communication. When preparing your contribution, please remember that *Ancient Mesoamerica* unifies several different fields from archaeology to ethnohistory, art history and beyond. We also wish to reach nonspecialist readers. While some degree of technical language is often proper and necessary, jargon can always be avoided. Therefore, authors should strive for clear, lucid prose. The Editors will gladly discuss topics or contents of manuscripts prior to submission.

### Manuscript Submission

Doctoral candidates as well as established scholars are encouraged to submit to *Ancient Mesoamerica*. Submissions from doctoral candidates must be accompanied by a letter of commendation from their project director or dissertation supervisor. As of May 1, 2007, *Ancient Mesoamerica* no longer accepts hardcopy submissions. All submissions should be emailed to the Editors at [ancientmeso@gmail.com](mailto:ancientmeso@gmail.com), and should consist of the following: a reading copy of the paper attached as a *single* PDF (Portable Document Format) file—to include abstract, manuscript, figures, tables, and bibliography—of *no more than* 3 MB in size. The body text of the email should contain the name and preferred email address of the corresponding author; the names of all co-authors, the title of the paper, an abstract, and a note of transmittal stating that the work has not been published elsewhere, in whole or in part, nor is it under consideration for publication elsewhere. An abstract of 150 words or less and a longer summary (1–2 double-spaced pages) of the paper in Spanish should be included. We do not permit the use of footnotes and endnotes except in very rare instances. Critical information should be included in the text. The order of manuscript elements should be as follows: title page, abstract, main text, Spanish summary, acknowledgments, references, tables, and figures. Tables and figures should be numbered consecutively using Arabic numerals. Spanish *resumenes* not written in fluent, grammatical Spanish will be returned to the author for corrections and will delay publication. Alternatively, the AM editorial staff will undertake corrections, and authors will be charged at the rate of \$1.00/word or \$100 flat rate per summary, whichever is less.

### Peer Review Procedures

Each contribution will be reviewed by at least three, and sometimes as many as five, outside readers who will make recommendations to the Editors concerning revision of the manuscript, acceptance or rejection. Reviewers may choose to remain anonymous; in any case, all comments will be passed on to the authors.

### Editorial Style

In general, follow *American Antiquity* style. The *SAA Style Guide* can be downloaded from <http://www.saa.org/Publications/StyleGuide/styFrame.html>. The treatment of accents differs from that of the *SAA Style Guide* in that *Ancient Mesoamerica* uses accents only for names and place names of European origin, e.g. *Monte Albán*, *El Baúl*, but *Teotihuacán*, *Mayapan*. However, quoted and cited material should reflect the spellings in the original source (see reference to the Johnston paper in the next section) and personal names should, of course, follow accepted spelling. Contributors are advised to peruse published volumes of the journal before submission to familiarize themselves with the style and format of the journal, including the treatment of subheadings, captions, and tables.

### Citation and Reference Style

References should generally follow *American Antiquity* style (see above). Please note that “in press” or “in preparation” references should not be used. A date should be provided for all references, and references

should clearly state where readers may obtain copies of unpublished manuscripts. Authors’ full first names, rather than initials, should be provided (note that this differs from *American Antiquity* style). Page numbers should be provided for all citations of specific data. Sample references:

Diehl, Richard A.

2004 *The Olmecs: America’s First Civilization*. Thames and Hudson, New York.

LaPorte, Juan Pedro

2003 Architectural Aspects of Interaction between Tikal and Teotihuacan in the Early Classic Period. In *The Maya and Teotihuacan: Interpreting Early Classic Interaction*, edited by Geoffrey E. Braswell, pp. 199–216. University of Texas Press, Austin.

Johnston, Kevin J.

2004 The “Invisible” Maya: Minimally Mounded Residential Settlement at Itzán, Petén, Guatemala. *Latin American Antiquity* 15:145–175.

Peraza Lope, Carlos, Marilyn A. Masson, Timothy S. Hare, and Pedro Candelario Delgado Kú

2006 The Chronology of Mayapan: New Radiocarbon Evidence. *Ancient Mesoamerica* 17:153–175.

Walker, William H., and Gaea MaGahee

2001 Animated Waters: The Ritualized Life History of Wells, Reservoirs, and Springs at Casas Grandes, Chihuahua. Paper presented at the 66th Annual Meeting of the Society for American Archaeology, New Orleans.

Smith, Michael E.

1988 Long-Distance Trade under the Aztec Empire: The Archaeological Evidence. Unpublished manuscript on file, Department of Sociology and Anthropology, Loyola University of Chicago.

### Final Submission

After a contribution is accepted, the Editors will require a manuscript file in a common digital format, such as Rich Text Format (RTF), Microsoft Word, or WordPerfect. Best practices for the production of digital manuscripts should be followed. Illustration files should be provided in ready-to-print, high-quality digital formats, according to the following basic guidelines:

Line drawings (including stippled drawings):

1200 dots per inch (dpi), bitmap (1-bit) color mode, TIF format

Alternative for line drawings:

Vector-based images may be submitted in Illustrator, EPS, or PDF format

Halftone drawings and photographs:

300 dpi, 8-bit grayscale color mode, TIF format

Dots per inch (dpi) values given are for images at final printed size. In most cases, the size of image files will require that manuscript and images be written to CD or DVD media for final submission. Authors who prefer to submit non-electronic, camera-ready artwork should contact the editors for further information.

### Copyright and Offprints Policy

Contributors must complete the Transfer of Copyright Agreement form, available from the Editors, before their paper can be transmitted for production. The lead author of each article will receive a free pdf of their article, with the opportunity to purchase offprints and complete copies of the issue at favorable rates.

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