CAA2015 PROCEEDINGS AUTHORS' INSTRUCTIONS

If you have any questions about this document, please contact the CAA Publication Officer, Philip Verhagen (publications@caa-international.org)

FORMS OF PUBLICATION

The CAA Proceedings will be published within 12 months of the conference. The publisher still needs to be decided.

The CAA Proceedings consist of a printed version that will contain at least 50 papers that were ranked highest by the CAA Review College when first submitted. All accepted papers will however be available online, and as downloadable .pdf-files through the Open Access facilities provided by the publisher.

The printed version of the CAA Proceedings will be sent to all members who have checked this option when registering. The CAA Proceedings can also be ordered using the Printing On Demand services of the publisher.

REVIEW

Your manuscript will be reviewed by members of the CAA Review College. This will include a check for English language. At least one of the reviewers will be a native English speaker. If the quality of English means that the content of the paper cannot properly be assessed then the paper will be rejected immediately.

Reviewed papers can receive one of four possible recommendations:
- ✓ accept as is;
- ✓ accept with minor revision (including English language, referencing and formatting);
- ✓ accept with major revision (including English language, referencing and formatting);
- ✓ reject.

In the case of acceptance with minor or major revisions, you will receive the reviewers' comments that will help you to improve your manuscript and a brief comment on referencing and formatting. Papers requiring major revisions **must** be accompanied by a brief statement of how the comments have been addressed. **A rejected manuscript cannot be resubmitted.**

The following fundamental selection criteria are used:
- ✓ the paper's academic standard;
- ✓ its consistency of content;

- ✓ its clarity of style;
- ✓ quality and relevance of illustrations.

TIMELINE FOR PUBLICATION CAA2015

Submission of papers	1 July 2015
Papers sent out for review	15 July 2015
Notification of acceptance/rejection	15 September 2015
Submission of revised papers	15 October 2015
Proof copies sent to authors	15 December 2015
Authors submission of camera ready papers	15 January 2016
Papers sent to publisher	15 Ferbruary 2016
Proceedings published	25 March 2016

The precise dates will depend on the number of papers accepted for publication and the speed of the review and editing process.

GUIDELINES FOR PAPER SUBMISSION

NOTE: If you did not present a paper or poster in CAA2015, you are not entitled to a submission for CAA2015 proceedings

PAPER LENGTH

If you presented an **oral presentation** your paper is submitted as a long paper, your manuscript should not be longer than 5,000 words excluding abstract, key words, figures, tables and bibliography. If it was submitted as a **poster**, it will be considered as a short paper, and the limit is 3,000 words. There are no limits to the number of illustrations and tables.

AUTHORS AND AFFILIATION

Provide the full names and affiliations of all authors, including e-mail addresses, as the first item following the paper title. Please indicate the name of the corresponding author.

ABSTRACT AND KEYWORDS

Provide an abstract for your paper of 150 words maximum. Provide 3-5 keywords describing the contents of your paper.

TEXT

- ✓ **<u>Avoid all formatting.</u>**
- ✓ Submit your text single-spaced, in 11-point Times New Roman. Please set paper size to A4 portrait with 2.5 cm margins on all sides.
- ✓ Please do not indent the beginnings of paragraphs.
- ✓ Provide clear headings where necessary, indicated by a number (i.e. 1 Heading Level One, 1.1 Heading Level Two).
- ✓ The use of both bulleted and numbered lists is allowed.
- ✓ Spelling should conform to British practice and follow the *Oxford English Dictionary*.
- ✓ Submit tables, diagrams, figures etc. in separate files. These should be numbered consecutively (see below the FILE NAMING section); indicate in the text where exactly you want these to be inserted.
- ✓ Submit figures and diagrams in their original format and not as a Word file.
- ✓ Add a separate list for tables, diagrams, figures, graphs, maps, etc.
- ✓ Create tables by using tabs (as little as possible), and *not* by using space.

BIBLIOGRAPHY

Follow the Harvard citation style of formatting.

Please note: it is essential that you submit the references in the correct format. Manuscripts that do not follow the correct referencing style will be sent back to authors for revision and might risk missing the final deadline and consequently exclusion from publication.

A detailed guide for correct bibliographic referencing is available on the CAA website: CAA2015 Guidelines for bibliographic reference

IMAGES

Note that the printed version of the CAA Proceedings will have black and white images only. The online version of the CAA Proceedings can have colour versions of the images. If your paper has been accepted for publication on the printed proceedings, and you are submitting colour images, please provide greyscale versions as well. Make sure that all of your colour images are usable when converted to greyscale.

All images must be at least 600 dpi and either 8-bit greyscale or RGB. Please use either .jpg, .tiff or .eps files. Please use either .tiff or .eps files, or .jpg if you cannot save it into .tiff. Verify that all images are the correct size: images must be less than 16 cm wide and 24.7 cm high.

FILE NAMING

- Please **name your manuscript Word file** as: surname of first author, first 2 meaningful words of the title (shortened, if needed) excluding articles, and number of submission in the editorial process, all separated by an underscore, e.g. 'CAMPANA _ArcheolSurvey_1' where '1' indicates the first, initial submission; when you will resubmit your amended manuscript after the review that number will have to be changed in '_2').
- Please, similarly **name your images, tables, diagrams** etc: surname of first author, first 2 meaningful words of the title, file content abbreviation with file consecutive number, and number of submission in the editorial process all separated by an underscore, e.g. 'CAMPANA_ArcheolSurvey _fig1-1' or 'CAMPANA_ArcheolSurvey _tab1-1'.

Please note: it is <u>essential</u> that you name the files according to these instructions. Paper proposals that do not follow the correct naming style and zipping procedure will be sent back to authors for revision and might risk missing the final deadline and consequently exclusion from publication.

HOW TO SUBMIT

Please follow these instructions carefully. It is <u>essential</u> that you submit all your files (abstract, paper, images, tables etc. and -later on- copyright release form) in a single zip file. Please <u>make sure</u> you first create a folder including all the files your want to submit and then you zip it.

Name the folder as: surname of first author, first 2 meaningful words of the title (shortened, if needed) excluding articles, and number of submission in the editorial process, all separated by underscores, e.g. 'CAMPANA_ArcheolSurvey_1' and then maintain this naming when you zip the folder.

You will have to use your login and upload or replace your file within your personal space (MY SPACE > MY SUBMISSIONS).

C O P Y R I G H T   R E L E A S E   F O R M

Upon acceptance of the manuscript, all authors must fill in and sign the copyright release form. **This includes co-authors.**

C O N T A C T   D E T A I L S

Stefano Campana: **srlc3@cam.ac.uk**