

EXPEDITION MAGAZINE

Writer's Guidelines Editorial Policy and Practice

PURPOSE. *Expedition* presents articles on research in archaeology and anthropology to a broad audience of scholars, students, and the lay public. While reflecting the interests of researchers associated with the University of Pennsylvania Museum of Archaeology and Anthropology, the magazine communicates the entire range of ideas represented within archaeology and anthropology throughout the world. It therefore offers all scholars involved in such research an opportunity to publish well-illustrated accounts of their work for a broad, general audience.

FORMAT. *Expedition* appears three times a year (April, August, and December). Individual issues generally consist of articles on a variety of topics, although **special issues** may include multiple articles that focus on a single theme. In addition to feature articles, the magazine includes short articles, many of which fall within fairly regular departments (e.g., *Book News & Reviews*, *Field Experience*, *From the Archives*, *Meet the Curators*, *Museum Mosaic*, *Portraits*, *Research Notes*, *Science & Archaeology*, and *What in the World*).

Feature articles should not exceed 3,000 words and should be accompanied by 7-10 illustrations (photographs and line drawings, preferably in color) and up to 7 bibliographic references. **Photo essays** on a particular site, topic, or exhibit are also appropriate.

Departmental pieces vary in length, but should not exceed 1,200 words with 3-4 illustrations and 3 bibliographic references. *Book News & Reviews* and *Portraits* should be about 500 words. Items included in *Museum Mosaic* are usually 100 words or less with one illustration.

REVIEW PROCESS AND EDITING.

Feature articles are **refereed** by at least two scholars. An otherwise excellent article may not be appropriate in content or format for *Expedition's* audience. If the reviewers recommend acceptance of an article, it may be sent back to the author with suggestions for revision. Note: *Expedition* does not accept articles that have been previously published, although a recasting of a scholarly article into a popular format may be appropriate.

Departmental pieces may be refereed for their appropriateness.

Final acceptance of feature articles or departmental pieces is the decision of the Editor, who reserves the right to make changes in order to produce clearer, more readable texts. We use low-res full-color PDF files for final page proofing by the Authors.

PUBLICATION CONTRACT. Before **feature articles** can be published, authors must sign a contract that grants the first-time publication rights to the University of Pennsylvania Museum of Archaeology and Anthropology and assigns the Museum exclusive electronic publication rights of the article in the form it is published in *Expedition*. This does not preclude authors from publishing their articles elsewhere subsequent to publication in *Expedition*. A sample copy of this contract is available from the Editor.

AUTHOR'S COPIES. Authors of feature articles receive 15 free copies of the issue in which their article appears (joint authors share their copies). Authors of departmental pieces receive 3 free copies of the issue. Authors may buy additional copies at a 50% discount (currently \$6.00 per copy).

Manuscript Content

TITLE AND SUBTITLE. The title should state clearly, and in interesting language, what the article is about. The usual format is a short title followed by an explanatory subtitle. For example:

“Text, Tablets, and Teaching: Scribal Education in Nippur and Ur”

“Village Air for Urban Elites: Heritage Café Complexes in Jordan”

TEXT. Authors should assume that readers have little or no prior knowledge of the subject. The first section of the article should engage the readers’ attention, telling them what the article is about and why it is significant. **Subheadings** should be used to set off sections of the text, providing “signposts” to guide the reader. The text should be written in a relaxed style at a level suitable for students in an introductory college course. Obscure words, technical language, and academic jargon should be avoided. If technical terms are necessary for clarity or brevity, they must be explained or defined on first mention in the text. In rare cases, a glossary may be used to explain unfamiliar words. When writing, use an active voice. First person narratives are fine. To stay within the word limit, eliminate excess words, such as too many adjectives or unnecessary phrases like “The fact that....”

SIDEBARS (OR BOXED TEXTS). In some instances, coherent excerpts of text can be set aside from the main text in sidebars. These allow the Author to provide more focused discussions of particular topics without digressing from the main flow of the article. They should be written to stand on their own and they should provide information that supplements and complements the main text.

AUTHOR'S BIO. Feature articles include a short biographical note that should not exceed 50 words and an informal or “field” photo of the Author. Departmental pieces generally end with the Author’s affiliation and no photo.

ACKNOWLEDGMENTS. Acknowledgments can be made in a separate paragraph at the end of the article.

REFERENCES AND FOR FURTHER READING. *Expedition* does not carry footnotes or in-text references. If a reference is required in the text it must form part of a sentence stating the person’s full name and the publication’s title. The full reference, along with other interesting reading suggestions, should appear under “For Further Reading” at the end of the article. Only widely available sources should be listed.

References should be styled per the *Chicago Manual of Style* (15th edition):

- *Book:*
Wulff, Hans E. *The Traditional Crafts of Persia*. Cambridge, MA: MIT Press, 1966.
- *Article in a Journal:*
Davenport, William. “Lyric Verse and Ritual in the Santa Cruz Islands.” *Expedition* 18-1 (1975):39-47.
- *Article or Chapter in a Book:*
Ashmore, Wendy. “Household and Community at Classic Quirigua.” In *Household and Community in the Mesoamerican Past*, edited by Richard R. Wilk and Wendy Ashmore, pp. 153-69. Albuquerque, NM: University of New Mexico Press, 1988.

ILLUSTRATIONS / ARTWORK. Good-quality illustrations and informative **captions** (see below) are an integral part of each article. They clarify and expand the text, providing a visual context for the reader. In selecting images, be sure that they are of interest to a broad readership and capture the human element of your research. For instance, relevant images showing people (e.g., working on a site or holding an object) are preferred over more sterile “record” shots.

Providing ready-to-publish (print quality) illustrations is the responsibility of the author.

1. Select images that are the best compositions, both visually and in terms of the article’s narrative. We prefer **color** images and encourage the addition of color to otherwise black & white artwork.
2. We accept both **original artwork** (drawings, photographs, slides, and transparencies) and **digital images**, but prefer the former so that we can scan them to meet our specifications.
3. For digital images, we accept **JPG, TIFF, and PDF** files. We prefer to receive these on CD rather than as bulky email attachments. Do not send images embedded in Word documents or Powerpoint presentations.
4. All digital **photographs** (including halftones) must be saved at **300 dpi or more** at the *desired print size*. All digital **line art** must be saved at **1200 dpi or more** at the *desired print size*. When scanning images, increase the dpi of the scan to allow the image to be re-sized. Slides should be scanned at 1200-2400 dpi, while prints (4”x 6”) should be scanned at 600-1200 dpi.
5. In almost all cases, there should be a map showing the location of places mentioned in the text. **Maps and plans** should include a scale, a north arrow, and clearly legible fonts. Ideally, these will be provided as PDF files that can be manipulated as needed.
6. **Architectural and artifact drawings** should also carry a scale and orientation (if relevant). For artifacts or other objects, dimensions may be given in the caption.
7. **Charts** are best submitted as high-quality, color printouts ready for scanning.
8. **Tables** (including **chronologies**) are best submitted as simple Word documents.

CAPTIONS. Captions are the most frequently read part of any article and should be considered **central to the narrative**. They should be written to stand on their own as complete sentences and they should provide information that supplements rather than repeats the text.

COPYRIGHTED MATERIALS. Obtaining permission to use materials copyrighted by others (e.g. long quotations or images) is **the responsibility of the author, as are any reproduction fees**. Copyright holders may waive copyright fees if you explain to them that *Expedition* is a registered non-profit publication of the University of Pennsylvania.

Manuscript Submission

WRITTEN MATERIALS. For each article, all text (including references and captions) should be contained in one Word document and submitted digitally, preferably as an email attachment. All text counts toward the word limit.

ILLUSTRATIONS / ARTWORK. We accept both **original artwork** (drawings, photographs, slides, and transparencies) and **digital images**, but prefer the former so that we can scan them to meet our specifications. Full effort will be made to return original artwork to the authors upon completion of the relevant assessment and/or publication. However, **authors should keep duplicate copies** in case we are unable to return submitted materials for whatever reason. Each illustration should be clearly numbered and labeled with the appropriate numbered caption found in the Word document.

CHECKLIST FOR SUBMISSIONS

- ___ All the Text in one Word document, including the following elements in this order:
 - ___ Cover page with author's name, address, phone number, email address, and fax number
 - ___ Title, subtitle, and authors
 - ___ Main text
 - ___ Sidebar text(s), if any
 - ___ Author's bio or affiliation
 - ___ References, under "For Further Reading"
 - ___ Acknowledgments, if any
 - ___ Figure captions and credits, numbered to match illustrations
- ___ Illustrations, each clearly labeled to match the numbered captions found in the Word document.
 - ___ Original artwork, if available
 - ___ Digital images, each saved as separate JPG, TIFF, or PDF files
 - ___ Author's photo (for feature articles only), saved as a separate JPG, TIFF, or PDF file
- ___ Any permissions obtained and the specific wording for credit lines, where applicable.

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