

FOR AUTHORS - FINAL PREP

Final Manuscript Preparation and Submission

1. Provide an **electronic copy** of the complete manuscript, including front- and backmatter, illustrations, a list of captions, and **permissions (for both quoted text and reproduced images)**. Electronic files can be saved on a USB drive or sent via a file sharing service (e.g., Box, Dropbox, or Google Drive).
2. Save each chapter with its notes in a separate file labeled with your last name and the chapter number (e.g., Grant-Chapter1.doc). Illustrations must also be provided in electronic form (see below). Use consistent filenaming conventions throughout (e.g., Grant-Fig1.1 or Grant-Table1.1). Fill out a Manuscript Preparation Checklist and submit this with the manuscript files.
3.
 - ◆ Use typographers/curly quotes both ‘single’ and “double” rather than straight quotes. Straight quotes are used in foot (') and inch (") measurements or as prime notation.
 - ◆ Em (–) and en (–) dashes should not have spaces on either side. En dashes are used in ranges in place of the word to: 2000–1500 BCE, pp. 167–175, or Fig. 7a–c.
 - ◆ Centuries and Millennia are preferred **numerically with no superscript** (2nd century BCE, 1st millennium BCE) **unless they appear at the start of a sentence where they should be spelled out** First millennium...; BCE/CE (without periods between letters) is the preferred system for dates rather than BC/AD.
 - ◆ Spell out numbers from zero to ten unless used in measurements (five urns but 5 cm).
 - ◆ Use numerals for numbers over ten, **unless they begin a sentence**.
 - ◆ Use a comma in numbers four digits or larger (1,000) but no comma in dates (1000 CE).
 - ◆ When numbers under and over ten are used in the same sentence, use numerals for all of the numbers.
4. **EVERYTHING**—text, block quotations, notes, references, captions, tables—should be **double-spaced and in 12-pt. type (use the same font throughout)**, e.g., Times Roman or Garamond). Do not justify text (i.e., there should be a ragged right margin throughout). Allow a one-inch margin all around.
5. Number all pages consecutively (frontmatter with lowercase Roman numerals, text and backmatter with Arabic numerals). Do not start each chapter on page 1. This is done in the header/footer section of the document.
6. Use minimal formatting throughout your text (italics are fine to use). All accents and any other special characters must be in place in the text (**if you use a special font, please provide it**).
7. Block quotations (usually quoted material 10 lines or more in length) should be double-spaced and indented on the left, with an extra line above and below. Indent using paragraph formatting or the ruler, not with tabs.
8. Verify that proper names are spelled consistently throughout (including in map labeling) and that quotations, transliterations, and statistics are accurate. In the case of quotations, provide the page number with the reference.
9. Indicate the various levels of headings by preceding them with codes in bold curly brackets (e.g., {CH}, {A}, {B}). **Do not format the heads themselves**. Indicate placement of illustrations and tables by adding bold-face callouts in pointy brackets in the text (e.g., <Table 1.1 here>, <Figure 1.1 here>). **Do not embed tables and figures within the text**. Tables are preferred in a format able to be edited (e.g., Word or Excel).
10. Notes should be numbered sequentially by chapter. Use superscript Arabic numbers in the text. The numbers should follow directly the material referenced in the notes; for a block quote, the number should appear at the end of the quote. The notes themselves must be double-spaced and **printed as endnotes, not footnotes**. They may appear at the back of the book, but in the manuscript should be at the end of the individual chapters.

11. The Penn Museum prefers the author-date system for in-text documentation. The name of the author(s) and the date of the work's publication are given in parentheses. If page numbers are used, they follow the date, separated by a colon **with no intervening space before a numeral** [e.g., (Grant 2004:15); cf. (Grant 2004: fig. 2)].
12. The Penn Museum prefers a modified version of SAA's style guide for references cited (see below), but will allow alternate styles **as long as they are followed consistently**.

Book

Blanton, R., S. Kowaleski, G. Feinman, and J. Appel. 1981. *Ancient Mesoamerica: A Comparison of Change in Three Regions*. Cambridge: Cambridge University Press.

Chapter in edited book

Carneiro, R. 1981. The Chiefdom: Precursor to the State. In *The Transition to the State in the New World*, ed. G. Jones and R. Krautz, pp. 37–79. Cambridge: Cambridge University Press.

Article in journal

Kowaleski, R., R. Blanton, G. Feinman, and L. Finsten. 1983. Boundaries, Scale, and Internal Organization. *Journal of Anthropological Archaeology* 2:32–56.

Website

Penn Museum. 2019. University of Pennsylvania Museum of Archaeology and Anthropology. <http://www.penn.museum/> Accessed September 24, 2019.

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Artwork should be submitted with the final manuscript in digital form. Consult the document **Preparing Artwork for Publication** for detailed instructions.

Compile a complete list of captions (double-spaced) that includes both descriptive copy and credit lines for every table and illustration. Place in a separate file, appropriately labeled (e.g., Grant-captions.doc). Include any sizing, cropping or special instructions in this captions file.

Check with us about the size your book will be (6" x 9", 7 x 10", 8½" x 11") and indicate the approximate size at which you'd like the illustrations to appear (full page, half page, quarter page).