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Alternatively, articles may be submitted by email to editor@antiquity.ac.uk

Format

Text must be submitted in English as an MS Word file.

Word limits:

Research articles – 5000 words
Method articles – 3000 words
Debate articles – 3000 words

The word limit must include **all references, notes and figure captions**. If a paper is submitted which is substantially longer than our published word limits authors may be asked to resubmit a shorter version before the paper can be considered.

For initial consideration figures may be embedded within a word or pdf file or sent separately as individual low-resolution jpeg files but please note the information below regarding publication quality images.

Text should be submitted in Times New Roman, pt 12, line-spacing at 1.5 lines.

Structure

The paper should be structured as follows:

- Covering letter, including full contact details for the corresponding author
- Article title
- Author's names and contact details for publication
- Text (please note that there is no need to submit an abstract)
- Acknowledgements
- References
- Figure captions
- Tables

References

References should be given in the Harvard format (*Antiquity* does not use footnotes or endnotes). Author's names in references should be given in SMALL CAPS, or if you are unable to do this, please provide them in normal type rather than block caps. Please do not use referencing systems such as Endnote.

Examples of the Harvard system:

Book: CONNERTON, P. 1989. *How societies remember*. Cambridge: Cambridge University Press.

Chapter in a book: BREUNIG, P. & K. NEUMANN. 2002. From hunters and gatherers to food producers: new archaeological and archaeobotanical evidence from the West African Sahel, in F. Hassan (ed.) *Drought, food and culture: ecological change and food security in Africa's later prehistory*: 123–55. New York: Kluwer Academic/Plenum Publishers.

Journal article: SAUNDERS, N.J. 2002. Excavating memories: archaeology and the Great War, 1914–2001. *Antiquity* 76: 101–8.

Submission Process

On submission, the progress of the paper is as follows:

1. Authors receive an initial acknowledgement (usually by email).
2. The paper is logged on to our system and the files are saved on our network.
3. The Editor makes a decision as to whether the paper should be declined straight away, accepted for the Project Gallery, or sent to referees. He will select two or more referees.
4. The paper is sent to referees who are asked to return their comments within one month. Please note that this process can take longer as we sometimes have to ask several people before a suitable referee is found.
5. The Editor then considers the paper in the light of referee's reports and makes a decision on the paper.
6. If it is declined, the Editor will email the author with extracts from the referee's reports to explain his decision.
7. If the paper is accepted, the Editor will ask the author to revise the paper with the help of the referees' comments.
8. Once the author has revised the paper, it should be sent back together with the images at publication quality (see below).
9. The paper will then be edited and a final version sent back to the authors for approval.
10. The paper will then be sent to proof. Authors will be sent the first proofs of their paper but are expected not to make any changes to the text at this point aside from minor spelling or grammar mistakes. If the author wishes to make any other changes, the paper may be held back until the next issue.
11. Authors may be asked to contribute to the cost of printing images in colour.
12. The paper is published. Authors receive a PDF of their paper free of charge and may order offprints (in multiples of 25) at a cost of £0.75 per offprint. Authors may also purchase individual copies of the issue in which their article appears at a discounted price of £11.25 per issue.

We aim to give authors a first decision within 3 months of submission, but please be aware that the refereeing process can take longer than this at times.

The timescale from submission to publication at present is approximately one year.

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