Southwestern Lore -- GUIDELINES FOR CONTRIBUTORS -- August 2018

GENERAL INFORMATION

Southwestern Lore accepts papers from professional archaeologists, students, and avocational archaeologists. Subjects published in *Southwestern Lore* include, but are not limited to, archaeological reports on sites in Colorado and adjacent areas, descriptive project summaries, preliminary results of significant studies, archaeological method and theory, ethnographic studies, regional history, and book reviews.

As noted on the inside front cover of each issue of *Southwestern Lore*, authors submitting manuscripts for consideration should follow the style guidelines of the journal *American Antiquity* as revised in June 2017 and updated in July 2018. The style guide is available on the Society for American Archaeology website at:

http://www.saa.org/AbouttheSociety/Publications/StyleGuide/tabid/984/Default.aspx

MANUSCRIPT

Authors should submit a manuscript to the *Southwestern Lore* editor via email. Optionally, a CD or flash drive may be mailed to the editor. NOTE: paper copies are no longer desired. The manuscript should be double-spaced, with all pages numbered, and provided as an MS Word file. The maximum length of the manuscript text (including References Cited) should not exceed 40 pages (do not count photos, illustrations, or tables). Do not include a Table of Contents. For the Title page, provide a current mailing address and email address for each author, as well as an Abstract. Do not incorporate tables, figures, or photos in the manuscript — submit each one as a separate file. Tables need to be provided in MS Word format. Figure captions need to be provided as a single list in MS Word format. Wide tables can be published in landscape format, but tables wide enough to require two pages are discouraged. See a recent issue of *Southwestern Lore* for general layout, in-text citation style, and especially, the format for References Cited.

PHOTOGRAPHS

Electronic files are preferred over physical prints. Scanned photos should be provided at 300 dpi (no less than 150 dpi). Photos from camera phones or digital cameras will vary from 72 dpi to 350 dpi — 150 to 350 dpi is preferred, but 72 dpi or 96 dpi is acceptable (camera phones, do not zoom in). Photos of artifacts should include a bar scale, or should include a descriptive scale in the caption. Provide photos in JPG, JPEG, TIF, TIFF, PNG, or BMP format.

If sending a physical print, the photo should be no larger than 8 x 10 inches. Black and white prints with good contrast are preferred. Do not send photographic film negatives. Label physical prints on the back with a soft lead pencil (not ink) — only note the figure number, not the figure caption.

LINE DRAWINGS/ILLUSTRATIONS

As with photographs, electronic files are preferred. Image resolution should be provided at 300 dpi (no less than 150 dpi). A bar scale (not a ratio such as 1 cm = 5 m) should be included on all maps. Provide drawings or illustrations in JPG, JPEG, TIF, TIFF, PNG, or EPS format.

If original line drawings are submitted on paper, larger is better to ensure the best reproduction, but no larger than 8.5 x 11 inches. Use only black ink on acetate, mylar, smooth Bristol paper, or smooth Bristol board. Hand-written labels and keys must be large enough to be legible when reduced. Do not use stick-on letters.

ADDITIONAL CONSIDERATIONS

The full layout page size is 4 1/2 inches wide and 7 5/8 inches in height. You may size photographs, line drawings, or illustrations accordingly, but it is not required — the printing company can handle the layout. If you create a full page photo or illustration, use a maximum height of 7 1/4 inches, which will allow up to three lines of text for the Figure caption. Sizing images or figures is not required — the printer will do that for you. Original materials submitted, such as photos, paper, CD, or flash drive, will not be returned unless specifically requested. A copy of the *Southwestern Lore* contributor guidelines can also be found in the *Southwestern Lore* section of the CAS website: https://coloradoarchaeology.org