

STYLE GUIDE FOR *ANCIENT MESOAMERICA*

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I. INFORMATION FOR AUTHORS

1. Submissions

Ancient Mesoamerica no longer accepts hardcopy submissions. All articles should be submitted via *Ancient Mesoamerica*'s online submission system. To submit an article for publication consideration, please follow our Instructions for Authors, which can be found at: <https://www.cambridge.org/core/journals/ancient-mesoamerica/information/instructions-contributors>.

II. STYLE GUIDE

This guide is an outline of style rules basic to the style used in *Ancient Mesoamerica*. In some instances, this style guide is adapted from that of the journals of the Society for American Archaeology (SAA), but there are some important differences and authors should be familiar with the following document. Where no rule is present on this list, follow *The Chicago Manual of Style* (16th edition, 2010). When preparing your contribution, please remember that *Ancient Mesoamerica* unifies several different fields from archaeology to ethnohistory, art history, and beyond. We also wish to reach nonspecialist readers. While some degree of technical language is often proper and necessary, jargon can always be avoided. Therefore, authors should strive for clear, lucid prose. The Editor will gladly discuss topics or contents of manuscripts prior to submission. For publications in Spanish, download the *Guía de Estilo para Ancient Mesoamerica*.

1. Manuscript presentation

- *Ancient Mesoamerica* will publish primarily in English, but will also feature contributions in Spanish.
- All margins should be 1.5 inch (about 3.7 cm).
- All sections of the manuscript should be double-spaced (including abstracts, multiline quotations, acknowledgments, references cited, figure captions, tables, and table titles).
- Use 12-point font in any desired font type. Do not justify the text.

2. Manuscript sections

Every section in the manuscript should start in a new page, and each page (starting with the title page) should be numbered sequentially. The sections of the manuscript should be arranged in the following order:

Title page (separate page)

English abstract (separate page, if paper is written in Spanish, Spanish abstract should go first)

Main text (begin on a separate page)

Spanish summary (separate page - if article is written in Spanish, an English translation of the abstract/summary needs to be present)

Acknowledgments (immediately follow the end of the main text)

References (begin on a separate page)

Notes (begin on a separate page)

Table titles (begin new page, titles listed in sequence)

Tables (separate file for each)

Figure captions (separate page, captions listed in sequence, any copyright/permissions needed present at end of caption)

Figures (separate file for each)

3. Title page

Prepare as in the following example:

ANCIENT MAYA MOSAIC MIRRORS: FUNCTION, SYMBOLISM, AND MEANING
(center, all caps)

Gabrielle Vail and Christine Hernández
(center halfway down page, initial caps only)

DO NOT CITE IN ANY CONTEXT WITHOUT PERMISSION OF THE AUTHOR(S)
(center, several spaces above author's or authors' affiliation)

Gabrielle Vail, Division of Social Sciences, New College of Florida, 5800 Bay Shore Rd.,
Sarasota, FL 34243 (e-mail address should be included in parentheses)

Christine Hernández, Middle American Research Institute, Tulane University, 301 Dinwiddie
Hall, 6823 St. Charles Avenue, New Orleans, LA 70118

(the complete mailing addresses for each author should be on separate lines, except authors at the same institution should combine their address). E-mail address in parentheses may follow the zip code.

4. Abstract

- All papers will have Spanish (or English if the paper is written in Spanish) summaries as a regular feature to enhance scholarly communication.
- The abstract should be a concise and coherent narrative summary of the contents of the article, including its relevance and innovative value.
- It should not exceed 200 words in length. The abstract that is written in the language that the paper is not written may be longer (1–2 double-spaced pages) in order to provide a more detailed account of the paper.
- Do not use the passive voice in this section.

5. Text format

5.1. Headings

- Primary heads should be left-justified, all in capital letters, and two lines of space above and below. The Abstract heading should be only capitalized in the first letter, and in bold. Do not use a heading for the introduction.
- Secondary heads should be left-justified, with the initial letters of important words capitalized, and one line of space above and below.
- Tertiary heads should be part of the paragraph, typed in italics, with a paragraph indentation, and principal words capitalized.

5.2. Treatment of Numbers

5.2.1. General style for numbers

- For cardinal numbers, spell out numbers zero through nine and use Arabic numerals for all numbers above nine (see exceptions below). In order to indicate places in Arabic numerals, use commas: e.g., 6,857; 80,000; 720,000; 3,000,000. Exceptions:
 - Spell out a number that commences a sentence. Examples: Forty-two signs on the floor of the compound... (or can be rephrased as "A total of 42 signs...").
 - Spell out numbers used in a general, imprecise sense in the text. Example: "several hundred meters from the next compound..."
- Ordinal numbers should always be spelled out in the text. Example: "... in the early spring of the tenth and early eleventh centuries..." In the References Cited section, ordinal numbers should indicate the number of annual meeting at which a paper was presented. Example: "Paper presented at the 41st Annual Meeting of the Canadian Archaeological Association, Peterborough, ON."
- Dates should be presented in the following format: fourteenth century (not 14th); 1940s (not 1940's); 1954–1959 (not 1954–9 or 1954–59); 104 years; on September 27, 3114. For radiometric dates, see subsection 5.2.3.
- A.D. and B.C. should always be small caps with two periods. A.D. precedes date, B.C. follows.

5.2.2. Metric measurements

- Measurements of distance, area, volume, and weight must be expressed in the metric system. English system measurements may be included only when reporting an older excavation conducted in this system; in this case, the equivalent in the metric system should be written first and the original English measurement should follow in parenthesis, abbreviated without a period.
- Metric abbreviations should not have a period after them, and there should be a space between the numeral and the abbreviation. Examples: 195 km, 5 L (not 5 liters), 22°C, 16 kg, 30 ha, 174 kcal.

- Spell out measurements when they are not exact. Examples: between 50 and 100 kilometers, anywhere from four to five liters.

5.2.3. Radiometric Dating

- If the radiocarbon dates are reported for the first time in the manuscript, their format should be consistent with the following rules. However, if this information was first published elsewhere, just cite the reference indicating the page number(s).
- For uncalibrated radiocarbon ages use the following conventions:
 1. Dates should be based on the 5,568-year ^{14}C half-life (if using the 5,730-year half-life, divide radiocarbon dates by 1.03)
 2. Radiocarbon ages should not be converted to radiocarbon years A.D./B.C. Express it as years.
 3. Provide the 1-sigma (σ) standard error (as provided by the laboratory) immediately after the date.
 4. Provide the sample identification number used by the laboratory (laboratory abbreviations should correspond to those used in the journal *Radiocarbon*)
 5. Indicate the material that was dated (e.g., charcoal, corn cob, wood)
 6. Indicate whether the date has been corrected for isotopic fractionation.
 7. If the laboratory provides a ^{13}C value, this correction should be indicated in the text. Example: 2510 ± 39 (AA58956; pine charcoal; $\delta^{13}\text{C} = -25.8\%$).
- For calibrated dates:
 1. Identify calibrated dates by expressing them with the conventions cal A.D. or cal B.C.
 2. Always indicate the particular calibration used and whether it was made for 1 or 2σ (2σ is preferred).
 3. Present the calibrated age as a range or ranges. When more than one range of calendar age is possible, indicate the probability of each range if the calibration program assigns probabilities. Example: For the date 3680 ± 60 the two possible calibrated age ranges are 2279–2232 cal B.C. ($p = .05$) and 2209–1905 cal B.C. ($p = .95$). (Calibrated at 2σ with the program CALIB 3.2 [Stuiver and Reimer 1993; Stuiver et al. 1998].)
 4. When the manuscript contains many calibrated dates, present them as part of a table (see Table 1 in Borejsza et al., *Ancient Mesoamerica* 22:96 for an example).
- Present radiocarbon ages with four digits without a comma and ages with five digits with a comma.
- Follow the examples below to indicate Spanish equivalents, using the same format for placing the letters in relation to the numbers: for 5000 B.P., use 5000 a.P.; for 9800 cal B.C., use 9800 cal a.C.; and for cal A.D. 130, use 130 cal d.C.
- Present the atomic weight of an isotope as a superscript before the atomic symbol: ^{13}C , not ^{13}C , C-13 or C13.

5.3. Italics

- Words in languages different than the primary language in which the manuscript is written should be italicized in the manuscript, other than commonly used ones.
- Names for biological genera, species, and varieties should be italicized: e.g., *Zea mays*, *Cebus capucinus capucinus*, *Spondylus* sp. Any other taxonomic term should be printed in Roman type.
- Titles of literary works (books, journals, poems, etc.) should be italicized when mentioned in the text. Article titles mentioned in the text should be written in Roman type and enclosed in quotation marks.
- Common use foreign words and phrases, or anglicized, are not italicized. In general, any word or phrase that is listed in the main section of the Merriam Webster's Collegiate Dictionary, 11th ed. should not be italicized. In contrast, any word or phrase that is listed in the section on "Foreign Words and Phrases" of the dictionary should be italicized.

5.4. Capitalization

- Specific archaeological and geographical areas should be capitalized. Examples: Gulf Coast, Mesoamerica, the Midwest. Geographical areas used as generic terms should be lowercased. Examples: southeastern Mesoamerica, central Mexico, north coast of Belize, Basin of Mexico vs. the southeast basin.
- Taxonomic names of genera and higher rank should be capitalized. Examples: order Carnivora, family Poaceae, *Oryza sativa*.
- When used as part of a name, names of geographical features (e.g. lakes, valleys, mountains) should be capitalized with the generic terms (e.g. river, ocean). Lowercase generic terms when they are used descriptively or in plural. Examples: the Valley of Mexico, the Maya Mountains, Belize Valley, the valley of the Motagua River, the Chixoy or Chajul rivers.
- Proper names, chronological, and geological divisions should be capitalized when they are part of the name or when referred to specific time periods, but use lowercase when used in a generic sense. Examples: late Pleistocene, Upper Neolithic period, pre-Hispanic, Classic period, the Spanish Conquest, post-Conquest.
- Names of archaeological classes should be capitalized, but generic terms should be kept in lowercase. Examples: Clovis point, El Riego points, Nogales points, Mixteca-Puebla polychrome.

5.5. Quotations

- Include in the text quoted matter of less than four typed lines in length, using double quotation marks at the beginning and at the end. Single quotation marks should be used only when there are quotation marks within a quotation. Cite author, year of publication, and page number(s) in parentheses for the quotation. Example:

Although the term “supernatural” has its pitfalls when used to describe the ideologies of non-Western peoples, so long as the etic and emic definitions of the supernatural “are distinguished, the supernatural concept both clarifies a scientific

position on a major source of religious behaviour and improves our ability to understand religious worldviews” (Lohmann 2003:176).

In reviewing multiple dictionaries of Conquest-period and modern Mayan dialects, Schele and Miller (1983:12–14) identify multiple examples where the terms *nen* and *lem* function “as the root for (expressions such as) ‘lightning,’ ‘gleam,’ and ‘shine.’”

- Quoted matter of four or more typed lines should be set apart from the text as a separated block quote, double spaced, with one line of space above and below. Example:

The sculptural record also demonstrates the shamanistic nature of Maya kingship, central to the Classic conception of the cosmos, by depicting the divine *ahau* (ruler) as a conductor of ritual...This ritual was most likely a public affirmation of his ability to open a portal to the supernatural realm. (Schele and Freidel 1990:87)

5.6. Spelling

- Follow *Merriam-Webster's Collegiate Dictionary*, 11th ed. for correct spelling.
- For anything not contained in this work, consult *Webster's Third New International Dictionary of the English Language*, unabridged.
- American English spellings should be used, except for words part of quotations and references and in cases when referring to the original spelling of an institution name is essential.
- In cases of more than one spelling for a word, use the spelling listed first. Examples: artifact, not artefact; archaeology, not archeology.
- The word “percent” should be spelled out, except in tables, where % should be used instead.
- Use the *Simon and Schuster International Dictionary* as the primary Spanish dictionary. This dictionary contains many of the terms used in archaeological writing and special sections on Spanish grammatical conventions. Authors writing in Spanish should use as authoritative work the latest edition of *Diccionario de la Real Academia Española*.
- *Ancient Mesoamerica* uses the serial comma.

5.7. Prefixes and hyphenation

- For hyphenation of nonarchaeological compound words, consult the *Merriam Webster's Collegiate Dictionary*, 11th ed.
- Compounds that can be considered permanent combinations and prefixes in common use are not hyphenated. Examples: noncultural, rockshelter, preceramic, Postclassic, Preclassic, reanalyze, intercommunity.
- Use hyphens for compounds that contain prefixes and are not commonly used. Examples: pre-Basketmaker, mid-Pleistocene, post-Conquest.

- Descriptive terms that are combinations of words including a preposition or an adjectival function should be hyphenated. Examples: compass-like device, brassy-golden color, lowland-style, long-term.
- Do not hyphenate combinations in which the first term is an adverb that ends in -ly and the second term is a participle or adjective. Example: widely exchanged works, exceptionally strong winds.
- Fractions spelled out in the text should be hyphenated. Examples: one-third, seven-tenths.

5.8. Accents

- Accents should be used for names and place names of European origin, e.g. *Monte Albán*, *El Baúl*, but not for *Teotihuacan*, *Mayapan*. However, quoted and cited material should reflect the spellings in the original source, and personal names should follow accepted spelling.

6. Citations of References in Text

6.1. General Principles for Citations

- Every reference listed in the References Cited must be cited in the text by author's last name and year. Do not use authors' first names in in-text citations.
- The year appears immediately following the author's name, in parentheses, though the author's name may appear in the text:
(Bricker 2001) or Bricker (2001)
- When citations are used within a text in parentheses, convert the parenthesis of the citation to brackets.
(discussions of the structure of the Venus table may be found in Bricker and Bricker [2011]; Milbrath [1999:163–177]; Schele and Grube [1997]; Thompson [1972]; and Vail and Hernández [2012])
- Cite as "author" the same name that is in the References Cited even if this is not a person:
- (United Nations 1956)

6.2. Multiple Authors for One Reference

- Use “and” for two authors:
(Vail and Hernández 2009) or Vail and Hernández (2009)
- Use “et al.” for three or more authors.
(Forné et al. 2007) or Forné et al. (2007)

6.3. Multiple references per year for one or multiple authors

If one author or the same group of authors has more than one publication per year, use a, b, etc.

(Brady 2005a, 2005b) or Brady (2005a, 2005b)

(Chase and Chase 2004a, 2004b) or Chase and Chase (2004a, 2004b)

6.4. String of Citations

- Several citations appearing together have semicolons between citations for different authors. Several citations for one author have commas between the years.

(Demarest 1992; Hammond 1991; Houston 2006; Inomata 2006; McAnany 1995; Woodfill 2007, 2010)

- Citations appearing together are listed alphabetically by author. Several citations for the same author are listed chronologically, with "et al." citations for the same author coming last.

(Andrews 1961, 1965; Healy 1974; Joyce 1929; Joyce et al. 1928; Pendergast 1964, 1969, 1971, 1974; Pope and Sibberenson 1981; Vogt 1964a, 1964b)

6.5. Page Number, Figure, Table, or Folio with Citation

- Separate date of publication from additional information with a colon. No space should be left between the colon and additional information.

(Adams 1978:32)

- Full page numbers should be provided for all citations of specific data, and they should be separated by an en dash. Example: 110–112, not 110–12.
- When citing a figure or table, spell out and capitalize words such as Figure, Table, or Plate after the author and year:

(Houston and Taube 2000:Figure 9)

- When citing a folio in page range, please abbreviate as “f.”

For any The Tenochtitlan glyph was depicted as a heraldic charge on a banner in the *Codex Osuna* (Cortés 1976:f. 8–470).

- When citing a note, please abbreviate as “n”, with no period or space.

Tozzer 1941:22, n123.

6.6. Multivolume set

- Use a colon after the year of the reference, immediately followed by the necessary abbreviations.
- Abbreviation list: Book – bk.; Volume – vol.; Chapter – ch.; Folio – f.; Page range (only if multivolume set) – pp.
(Sahagún 1950–1982:bk. 2, ch. 19)
(Torquemada 1975:vol. I, bk. III, ch. XXXI, pp. 431–432.)

6.7. Earlier edition specified

- Indicate the original date of publication of a citation in brackets, follow the citation.
(Gage 1928 [1648])

6.8. Newspapers

(New York Times [NYT], May 10, 2010:page numbers, if available)

6.9. Personal communication, no publication involved

(David M. Pendergast, personal communication 2006) or David M. Pedergast (personal communication 2006)

*Personal communications are not listed in the reference section.

6.10. Web pages and electronic documents

- Present the citation for web page or electronic document as publish information.
(Laporte 1995) or Laporte (1995)

6.11. Unpublished Work

- Please note that “in press”, “in preparation”, or “n.d./no date” references should not be used. A date should be provided for all references, and references should clearly state where readers may obtain copies of unpublished manuscripts.
(Vail and Hernández 2012) or Vail and Hernández (2012)

7. Acknowledgements

- The Acknowledgments section should be brief and placed at the end of the text, immediately preceding the References Cited section. Mention financial, intellectual, institutional, and technical support needed for the accomplishment of the project and manuscript.

8. References Cited List

8.1. General principles for references

- All references cited in the text must appear in the References Cited section list (except for personal communications), and all items in the references list must be cited in the text.
- Authors' full first names, rather than initials, should be provided, and alphabetize the References Cited section by the last names of authors. Query the author for this if not presented properly, as this is the author's responsibility to properly supply.
- All author names must be listed — there is not a cutoff number/use of et al.
- Alphabetize "Mc" as if it were spelled "Mc."
- Arrange the parts of each reference in the general order: author(s), date, title, publisher, location of publisher. For name of publisher, do not include "and Company," "Inc.," "Publishers," "Publishing Company," etc.
- Publisher location of Mexico City should be listed as Mexico City, NOT Mexico, D.F.
- No "The" before a University Press publisher.
- Refrain from using issue numbers unless the journal restarts pagination every issue.
- Please list Washington, DC with no periods separating District of Columbia (this differs from SAA guidelines).
- Do not list the state or country abbreviation after the city name for publisher location.
- There are no acronyms within the citation (e.g., Consejo Nacional para la Cultura y las Artes— not CONACULTA).

8.2. Examples of references

8.2.1. Book, single author

McAnany, Patricia

1995 *Living with the Ancestors: Kinship and Kingship in Ancient Maya Society*.
University of Texas Press, Austin.

8.2.2. Book, more than one author

Houston, Stephen, David Stuart, and Karl Taube

2006 *The Memory of Bones. Body, Being, and Experience among the Classic Maya*.
University of Texas Press, Austin.

8.2.3. Edited book, editor as author

Berrin, Kathleen (editor)

1988 *Feathered Serpents and Flowering Trees*. The Fine Arts Museum, San Francisco.

Vail, Gabrielle, and Anthony F. Aveni (editors)

2004 *The Madrid Codex: New Approaches to Understanding an Ancient Maya Manuscript*. University Press of Colorado, Boulder.

8.2.4. Book or monograph chapter

Inomata, Takeshi

2006 Politics and Theatricality in Mayan Society. In *Archaeology of Performance: Theaters of Power, Community, and Politics*, edited by Takeshi Inomata and Lawrence Coben, pp. 187–222. AltaMira, Lanham.

8.2.5. Titled volume/monograph in a series

Bruce, Robert D., Carlos Robles U., and Enriqueta Ramos Chao

1971 *Los Lacandonos: Cosmovisión maya*. Departamento de Investigaciones Antropológicas, No. 26. Instituto Nacional de Antropología e Historia, Mexico City.

Gordon, George

1898 *Researches in the Uloa Valley: Caverns of Copan, Honduras. Report on Explorations by the Museum, 1896–97*. Memoirs of the Peabody Museum of Archaeology and Ethnography, Vol. 1, No. 4–5. Harvard University, Cambridge.

8.2.6. Book or other item, no author

Anales de Cuauhtitlan

1945 *Anales de Cuauhtitlan*. In *Códice Chimalpopoca*, translated by Primo F. Velázquez, pp. 1–118. Universidad Nacional Autónoma de México, Mexico City.

8.2.7. Multivolume set

Sahagún, Bernardino de

1950–1982 *Florentine Codex*. 13 vols. Translated by Arthur J.O. Anderson and Charles E. Dibble. School of American Research Press and The University of Utah, Santa Fe and Salt Lake City.

8.2.8. Titled volume/monograph in a series

Pendergast, David

1974 *Excavations at Actun Polbilche, Belize*. Archaeology Monograph No. 1. Royal Ontario Museum, Toronto.

Sanders, William

1977 Ethnography, Analogy, and the Teotihuacan Horizon Style. In *Teotihuacan and Kaminaljuyu: A Study in Prehistoric Culture Contact*, edited by William T. Sanders and Joseph W. Michels, pp. 397–410. Monograph Series on Kaminaljuyu. Pennsylvania State University Press, University Park.

8.2.9. Article in edited volume in a series

Prem, Hanns

1992 Aztec Writing. In *Epigraphy*, edited by Victoria R. Bricker, pp. 53–70. Supplement to the Handbook of Middle American Indians, Vol. 5. University of Texas Press, Austin.

Clark, John E., and David Cheetham

2005 Cerámica del formativo de Chiapas. In *La producción alfarera en el México antiguo*, Vol. 1, edited by Ángel García Cook, pp. 285–433. Instituto Nacional de Antropología e Historia, Mexico City.

8.2.10. Reprinted or reissued book

Fuentes y Guzmán, Francisco

1957 [1690] *Preceptos historiales*. Editorial del Ministerio de Educación Pública, Guatemala City.

Arnauld, Marie Charlotte

2005 Foreword. In *The Hill-Caves of Yucatan: A Search for Evidence of Man's Antiquity in the Caverns of Central America*, edited by Henry Mercer, pp. f1–f23. Association for Mexican Cave Studies, Austin. Originally published 1896 by Lippincott, Philadelphia, Zephyrus Press. Association for Mexican Cave Studies Reprint Series, 7.

8.2.11. Book translation

- Note: If there is both a translator and an editor and they are two different people, please list the translator first, followed by the editor.

Durán, Diego

1971 *Book of the Gods and Rites and the Ancient Calendar*. Translated and edited by Fernando Horcasitas and Doris Heyden. University of Oklahoma Press, Norman.

8.2.12. Journal article

Healy, Paul

1974 The Cuyamel Caves: Preclassic Sites in Northeast Honduras. *American Antiquity* 39:435–447.

8.2.13. Dissertation or thesis (italicized only if published)

Peterson, Polly

2006 *Ancient Maya Cave Ritual Cave Use in the Sibun Valley, Belize*. Ph.D. dissertation, Department of Archaeology, Boston University, Boston. University Microfilms, Ann Arbor.

8.2.14. Internet or electronic document

Boot, Erik

2004 *Vocabulary in the Ch'olti' Language: A Transcription of the "Bocabulario Grande."* Electronic document, http://www.famsi.org/mayawriting/dictionary/boot/cholti_moran1695_revised.pdf, accessed February 15, 2012.

8.2.15. Magazine article

Mario Cordovo Tello, and Carolina Meza Rodríguez

2007 Chalcatzingo, Morelos: Un discurso sobre piedra. *Arqueología Mexicana* 87:60–65.

8.2.16. Newspaper article

Wilford, John N.

2010 Mapping Ancient Civilization, in a Matter of Days. *New York Times* 11 May:D1, New York.

8.2.17. Paper presented at a meeting

Forné, Melanie, Silvia Alvarado, and Mirza Monterroso

2007 Understanding Interregional and Local Interactions between the Ancient Maya Highlands and Lowland Civilizations: The Cancuen Ceramic and Artifactual Evidence. Paper presented at the 72nd Annual Meetings of the Society for American Archaeology, Austin.

8.2.18. Proceedings, transactions, or annual reports series

Vogt, Evon

1964 Some Implications of Zinacantan Social Structure for the Study of the Ancient Maya. *Proceedings of the International Congress of Americanists* 35:307–319.

8.2.19. In-press article or book

- Note: This format for in-press material is only permissible if the reference has been accepted for publication.

Brumfiel, Elizabeth M.

2017 Towards a Middle Range Theory of Household Politics: The Standardization of Decorative Motifs in Middle Postclassic Mexico. In *The Archaeology of Politics: The Materiality of Political Practice and Action in the Past*, edited by Peter Johansen and Andrew Bauer Cambridge Scholars Press, Newcastle upon Tyne. In press.

8.2.20. Unpublished manuscript

- Note: Ph.D. dissertations are allowed to be italicized even if they are unpublished. However, all other unpublished works are to remain in Roman.

Kovacevich, Brigitte

2006 *Reconstructing Classic Maya Economic Systems: Production and Exchange at Cancuen, Guatemala*. Unpublished Ph.D. dissertation, Department of Anthropology, Vanderbilt University, Nashville.

Powis, Terry G. (editor)

2014 Pacbitun Regional Archaeological Project (PRAP): Report on the 2014 Field Season. Department of Geography and Anthropology, Kennesaw State University, Kennesaw.

Tourtellot Gair

1997 Background and Summary of La Milpa, Belize. Unpublished manuscript on file, Department of Archaeology, Boston University, Boston.

9. Notes

We do not permit the use of footnotes and endnotes except in very rare, justified instances. Critical information should be included in the text.

10. Figures

- Please refer to the Cambridge artwork guide for additional information: <https://www.cambridge.org/core/services/authors/journals/journals-artwork-guide>.
- Refer to all illustrative materials (pictures, plates, maps, drawings) as "Figures."
- It is the author's responsibility to obtain permissions from the copyright holder for any non-original figure used, per Cambridge University Press policy. As well, proper citation to the copyright holder must be used in the caption of the figure (example below).
- Authors are responsible for supplying figures in a digital camera-ready state (e.g., original drawings, PMTs, photographs) sized to fit within a standard folder. Xeroxes are not acceptable for publication. Originals should be professionally drafted on good-quality drawing paper (e.g., Albanene®), on mylar, or prepared using a high-quality laser printer. Avoid using gray on figures that will need to be scanned; use patterns of black or solid black where possible. Scanners do not pick up grays printed from laser printers very well. If original drawings are oversize, the author must provide reduced versions. Only black-and-white or color glossy photographic prints with good clarity are acceptable; preferred size is 5-x-7 or 8-x-10 inches. Authors can provide figures using the following programs: Adobe Illustrator or Photoshop (TIFF), Adobe Acrobat (PDF), Microsoft Word (DOC), Macromedia Freehand, or Corel Draw. TIFF files are preferred for most line drawings and JPEG for most photographs. When sending TIFF or JPEG files, the output resolution should be set to at least 600 dpi at the size at which they are to be published. If you prepare EPS files, include the "header" or "preview" and save any text as graphics if the program gives that option. Figures may be published in full color at the author's expense, on recommendation from the editor and by arrangement with the managing editor.
- Most figures are reduced before publication. The maximum dimensions of a published figure are 5.75 in (ca. 15 cm) by 8 in (20.3 cm). Extremely complex illustrations with considerable detail and small lettering will not reduce well.
- All drawing and lettering must be professionally done with waterproof, black drawing ink (freehand, press-on, typewritten, and taped-on lettering are not acceptable) or using appropriate software. Use letters that are large enough so they will reproduce well even when reduced. Avoid cluttered illustrations. The caption should never be drafted directly onto the figure. Each original figure should be lightly numbered in pencil on the back to key with the captions list (see below). All symbolic keys to map or chart conventions should appear on the figure itself, not separately in the caption. Maps must have

orientation arrows. Use a visual scale when objects, plans, sections, etc., are included in the figure. Place the scale on the actual figure, not in the caption. Do not use the form "1 cm equals 450 cm"; because almost all figures are reduced before publication, such scales will not be accurate after reduction. Wording on figures must conform to the journals' style, e.g., "cm" not "cm.," "A.D." not "AD," and accents should be added where necessary.

- Number all figures sequentially with Arabic numbers in the order cited in the text. Include a CONCISE caption for each figure, capitalizing it in the form of a sentence. Group all captions together in a separated page or pages, double spaced. Use only lowercase letters for indicating sections of a figure. Follow the next examples:

Figure 2. Tlamimilolpa phase ceramic vessel from Teotihuacan with striding figure (after Séjourné 1966:Figure 75). Drawing by the author.

Figure 4. Chak Chel overturning an olla of water on: (a) Dresden 79; (b) Madrid 10b; (c) Dresden 67a; and, (d) Madrid 32b.

Figure 6. Photographs of round, carved slate mirror backs with hieroglyphics, from La Fortuna (left) and Nicoya (right), Costa Rica (Schmidt et al. 1998:629, Entries 433–434).

- Do not include letter designations for sections of a figure on the figure itself. Name the figure files with the letter designations as needed. Letter designations are imposed on the figures during the typesetting process in journal style format.
- Cite every figure, numbered sequentially in the order it appears in the text. Do not abbreviate the word "Figure."

11. Tables

Authors should present tables as separate files, preferably using Microsoft Word or Excel. Tabular presentation of data should be used sparingly. Data in a very short table, for example, can often be included in the text with no loss of clarity. Large numbers of individual, similar facts, however, are best presented in a table. Consult chapter 12 of *The Chicago Manual of Style* for detailed information on planning and constructing tables; also see recent issues of the journals.

- When constructing a table, keep in mind the physical limitations of the journals' size. A table with more than 10 to 12 columns will often have to be placed sideways on the journal page; wider tables will need to be broken up or set in reduced type.
- All sections of the table should be double spaced, with each table beginning a new page.
- Arabic numerals should be used for numbering all tables sequentially, following the order cited in the text. Include a CONCISE title for each table, left justified at the top of the page, capitalizing significant words. Group all captions together in a separated page or pages, double spaced. Place this list before the actual tables. Examples:

Table 1. Examples of elite (royal) Maya burials with mosaic mirrors

Table 2. Astronomical events of significance occurring shortly after the 4 Ahaw 8 Kumk'u date corresponding to August 11, 3114 B.C.

- Use no vertical rules. Provide horizontal rules only above and below the table's column headings and beneath the last row of data; no internal horizontal rules are allowed. Each column and row should have a brief heading. The left-hand column of a table is called a "stub." Capitalization of stub headings is sentence style, while all significant words are capitalized in the column headings.
- If a column heading does not apply to one of the items in the stub, that "cell" should be left blank (do not use N.A. for "not applicable"). All numeric cell entries are decimal aligned and do not use leading zeros. If there are no data for a particular cell, insert a dash (-). Use tabs, not the space bar, to create columns.
- Use a general footnote for including information pertinent to the entire table, or specific footnotes for particular heads, sections, or entries (use either numbers or lowercase letters as superscripts). Footnotes can also include information regarding the source of data for the table or for a particular head, section, or entry. A level of statistical significance can be indicated in footnotes. Order footnotes from general to specific.
- Refer to tables in the text in sequence, and do not abbreviate the word "Table."