

GUIDELINES FOR CONTRIBUTORS

Asian Archaeology is a peer-reviewed journal publishing archaeological research from across the entire continent of Asia. All manuscripts submitted to *Asian Archaeology* are reviewed by the editors and by at least two peer reviewers. The editors will make the final decision on publication of received manuscripts. An article submitted to *Asian Archaeology* should contain original research and should not be submitted to other journals or publications at the same time. All manuscripts should be submitted by email (see below) in digital form using a standard word processing format such as Microsoft Word .doc, .docx, or .rtf format. Submitted manuscripts should be in completed form prepared according to these guidelines and ready for review. There is no set length limit on articles, but papers should probably not exceed 20 manuscript pages. If the editors decide a paper is too long, they may ask the author to make cuts before review.

MANUSCRIPT PREPARATION. A manuscript should contain these elements in the following order:

- (1) TITLE PAGE. Include a brief, informative title followed by each authors' names and institutional affiliations. Please include the mailing address, e-mail address, and phone and fax numbers for at least one author that the editors should contact about the manuscript. Also indicate at least one author who will serve as the corresponding author for readers to contact and include an email address.
- (2) ABSTRACT and KEYWORDS. Manuscripts must be accompanied by a "stand alone" abstract of 250 words or fewer that describes the main points of the article. Do not include references, citations, or footnotes in the abstract. Also, provide a list of at least five keywords: these would normally include sub-disciplinary, geographical, and cultural designations most appropriate to the article.
- (3) NARRATIVE TEXT (with in-text, parenthetical citations as instructed below). This is the main body of the paper. Please use only simple formatting, with headings and subheadings to guide the reader through major points in the text. Major headings should be centered and in bold face, and subheadings placed flush left and underlined. If necessary, indicate the level of the subheading with "L1," "L2," "L3." Acknowledgments can follow the text.

(4) BIBLIOGRAPHY (REFERENCES CITED). See required style below.

(5) FIGURE CAPTIONS. Following the References Cited, include a list of all of the figure captions.

Figures should be listed consecutively, as Figure 1, Figure 2, etc., in the order in which they are referred to in the text. The reference to the figure in the text will typically be in parentheses and should be capitalized and not abbreviated, e.g., “(Figure 5).” Do not include the captions as part of the illustrations themselves (i.e., do not place a caption at the bottom of an image within the image file itself). The images for the figures themselves are submitted in separate files for each (see below). The caption should give a clear, concise, “stand-alone” explanation of what is being illustrated and appear as in the following example:

Figure 1. Map of the Xinglonggou site and excavation grid. Inset shows the location of the site in Aohan Banner, Inner Mongolia, China.

(6) TABLES: Tables are numbered consecutively (e.g., Table 1, Table 2) as they are mentioned in the text.

Each table should also have a caption describing it. Use the Tables function of a word processor, with properly delimited rows and columns. Footnotes in tables should appear in the caption and use the following, in this order: asterisk *, dagger †, double-dagger ‡, section mark §, two asterisks **, two daggers ††, two double-daggers ‡‡, two section marks §§, etc. Tables and charts requiring Excel or a similar spreadsheet program may be submitted as spreadsheet files instead of as Word tables. Label the file with the author name and table number(s). If submitting a spreadsheet file, please also provide a PDF file for each of the tables and charts to prevent formatting and conversion errors.

FIGURES (maps, drawings, photos, and other illustrations; see below for formatting instructions). Do not place the images for the figures into the word processor document of the manuscript. Instead, provide each figure in a separate file labeled with author name and figure number (see below for formatting). Do not type a caption onto the illustrations themselves; instead, captions should be listed following the References Cited section in the manuscript (see above). Each figure should also have a reference to it in the text, with all in consecutive order, e.g., (Figure 1), or “as shown in Figure 2.”

Scales are required in figures when the illustrations are reporting original data or if understanding of size is integral to the paper's topic. Scales should appear in the image area of the figures and not as a ratio in the captions (such as "one-fifth actual size," "1:10,000," or "50x"), although actual dimensions may be given in the captions instead. If scale or size is unavailable from the original source, note so in the description.

COPYRIGHTED MATERIALS: Authors are responsible for obtaining before publication deadlines all necessary permissions to reproduce material that has appeared in another publication or is otherwise copyrighted. For images and other figures, be sure to give a citation in the caption for the sources of images and include the reference in the References Cited section of the paper. The caption should include any credit for the photographer or artist, if appropriate. If a figure contains multiple images or elements, such as an array of vessels from different sites or reports, number each element and in the caption give its provenience number and publication source.

ROMANIZATIONS AND CHARACTERS:

Terms in languages using non-Roman scripts (such as Chinese, Japanese, and Korean) must be Romanized according to standard Romanization systems. For Chinese, *Asian Archeology* uses the *Han yu pin yin* Romanization system following the rules set forth by the U.S. Library of Congress <<http://www.loc.gov/catdir/pinyin/romcover.html>>, with separate words for each Chinese character, accept for personal names, geographic locations (but with "市 Shi," "县 Xian," etc., separated but capitalized), and certain proper nouns (e.g., culture names), which should be combined, such as "the Erlitou 二里头 Culture" and "Changchun Shi" for 长春市 (see further examples below in the References Cited guidelines). Note that most journal titles and corporate names such as university departments, archaeological institutes, and publishing houses will have separated, non-capitalized syllables, such as "*Zhong yuan wen wu*" for 中原文物, "Hubei Sheng wen wu kao gu yan jiu suo" for 湖北省文物考古研究所, and "Wen wu chu ban she" for 文物出版社.

For Japanese, use the *Kenkyusha's New Japanese-English Dictionary* system, and for Korean, McCune-Reischauer. Please use the **diacritical marks** necessary for properly Romanization using these systems (i.e., macrons in Japanese [e.g., ō and ū, and breves in Korean [e.g. ŭ and ǒ). These can be found in the Unicode character table for Roman characters.

Add Chinese, Japanese, or Korean characters in the text following the Romanization only for the first time the term is used. Characters are not needed in the text for names of authors (the characters will instead appear in the References Cited) or, in the References Cited section, for the names of Asian publishers; otherwise, they are mandatory. Chinese characters can be in either simplified or traditional form. If characters are used that are not available for display using a standard Unicode font (such as for oracle bone or bronze inscriptions), mark the locations where these characters occur with an “XX” in the text and provide graphic files for the characters at 600 dpi or higher resolution.

CITATION STYLE: *Asian Archaeology* uses parenthetical citations for cited references. For each in-text citation, within parentheses, give the surname of the author (in Romanized form for non-Roman languages) and year of publication followed by a colon, space, and page numbers if referring to a specific item in the reference, such as for a quote, e.g., (Bar-Yosef 2011: 211) or “according to Iijima (1990: 12)”. For two authors, connect the authors’ surnames with “and”, e.g., (Miller and Smith 2006: 35-39); if more than two authors, use the first author’s surname followed by “et al.”, (Song et al. 1994: 118). The specific page numbers are required unless you are referring to the entire work. Where more than one reference is cited, they should be placed with the oldest date first, and each is separated by a semicolon, e.g., (Watson 1980: 27-29; Jones 1982: 9-11; Xia 1987). If more than one reference by the same author is cited, do not repeat the name, e.g. “(Tanaka 1983, 1987, 1991; Kim 1995).” If more than one author listed in the bibliography has the same surname, the first initial of the given name (or whole given name for Chinese or Korean authors, since same surnames are commonplace) and surname should be given to avoid confusion, e.g. (C. Zhang 1984; R. Smith 2012). If the same author has two or more publications in a given year, follow the year with a lower case “a”, “b”, “c”, e.g. (Teng 2011a, 2011b). Page numbers follow the publication year and are preceded by a colon and one space. Personal communications should give name and date as follows: “(Pearson, personal communication 2013).” Personal communications are not listed in the bibliography. Figures and tables can also be cited as follows: (Eregzen 2008: figs. 5, 6; Zhou 2013a: 56-58, table 1).

FOOTNOTE STYLE: Footnotes should be kept to a minimum. They should only be used for explications that cannot fit into the regular text. Footnotes may include parenthetical citations as in the text, with the full references listed in the bibliography. Footnotes should be numbered sequentially throughout the article (in the final printed journal, footnotes will appear at the bottom of each page). Do not use “ibid.” “op. cit.,” “loc. cit.,” and “idem.”

STYLE FOR THE REFERENCES CITED (BIBLIOGRAPHY) SECTION:

The bibliography follows your text. List each reference cited in the text alphabetically by author. References, unless a complete book, should include complete page numbers as well as publisher information, except for those journals that are already well known internationally (when in doubt, include the publisher for journals). When authors are given as an institutional name, the whole institutional name is listed in Romanized (not translated) form, e.g., *Zhongguo she hui ke xue yuan kao gu yan jiu suo* 中国社会科学院考古研究所. The authors' names should appear as they are given in the original publication (or in properly Romanized form); do not shorten given names to the first initial unless this is how they were published in the original. When citing an institutional author in the body of the text, the name may be abbreviated (e.g., "Beijing da xue kao gu xue xi and Shangqiu Diqu wen guan hui 1997" may be cited as "Qingliangshan 1997" in the text [or in a similarly short manner, using the site name, location, or other appropriate, unique word]; see the example below). If this is done, then in the References Cited section, this item should be listed alphabetically by the abbreviated name, which is followed by the year and a colon (:), after which the institutional authors are given along with the rest of the reference in standard form. Journal article titles are written in sentence case; book titles in English use "Title Case" (capitalized first letters). Editors' names follow the same rules as authors' names and are followed by "(editor)" or "(eds.)". Journal article citations should include, following the journal's title, the volume number and then issue number in parentheses, but in the case of Chinese journals where the year serves as the volume number, these will be listed with the year followed by a period and the issue number, e.g., *Kao gu xue bao* 考古学报 2014.4.

For references in **Russian, Greek, new Mongolian, and other languages in non-Latin Western alphabets**, a Romanization is given for the authors' names and a translation is given of the titles. Other elements, along with the authors' names in parentheses, are given in the language of publication (see examples below).

Style for entries should follow these examples. Please note the different uses of capitalization and italics for titles, Romanizations, and parenthetical translations. Sentence case is used for journal article and book chapter titles and translations of titles, while title case is used for book and journal titles:

JOURNAL ARTICLES:

Chen Mengjia 陳夢家 (1936). "Shang dai de shen hua yu wu shu 商代的神話與巫術 (Shang

dynasty mythology and witchcraft.” *Yanjing xue bao* 燕京學報 27: 486-576.

Kubarev, V. D. (Кубарев В. Д.) (2005). Диадемы и гривны из кургатов Алтая (The crowns and necklaces from tumuli in the Altai). *Археология этнография и антропология Евразии* (Archaeology, ethnography, and anthropology of Eurasia) 1: 55-69.

Linduff, Katheryn M., Robert D. Drennan, and Gideon Shelach (2004). “Early complex societies in NE China: The Chifeng International Collaborative Archaeological Research Project. *Journal of Field Archaeology* 29 (1/2): 45-73.

Qingliangshan 1997: Beijing da xue kao gu xue xi 北京大学考古学系 and Shangqiu Diqu wen guan hui 商丘地区文管会 (1997). “Henan Xiayi Xian Qingliangshan yi zhi 1988 nian fa jue jian bao 河南夏邑县清凉山遗址 1988 年发掘报告 (Preliminary report on the 1988 excavations of the Qingliangshan site, Xiayi County, Henan).” *Kao gu* 考古 1997.11: 24-35.

Zhao Zhijun 赵志军 (2004). “Cong Xinglonggou yi zhi fu xuan jie guo tan Zhongguo bei fang han zuo nong ye qi yuan wen ti 从兴隆沟遗址浮选结果谈中国北方旱作农业起源问题 (Addressing the origins of dryland agriculture in North China based on the results of flotation from the Xinglonggou site).” *Dong ya gu wu* 东亚古物 2004.12: 188-199.

BOOKS AND MONOGRAPHS:

Davydova, A. V. (Давыдова А. В.) (1995). *Иволгинский городище* (Ivolgia fortress). St.Peterburg: Fond “Aziat IKA”.

Hayashi Minao 林巳奈夫 (1995). *Chūgoku bunmei no tanjō* 中国文明の誕生 (The birth of Chinese civilization). Tokyo: Yoshikawa Kōbunsha.

Henan 1959: Henan Sheng wen wu gong zuo dui 河南省文物工作队 (1959). *Zhengzhou Erligang* 郑州二里岗 (The Erligang site at Zhengzhou). Beijing: Ke xue chu ban she.

Nelson, Sarah Milledge (1993). *The Archaeology of Korea*. Cambridge: Cambridge University Press.

EDITED BOOKS:

Feinman, Gary M. and Joyce Marcus (eds.) (1998). *Archaic States*. Santa Fe: School of American Research Press.

SECTION IN EDITED BOOK:

Chang Kwang-chih 张光直 (1989). “Zhongguo xiang hu zuo yong quan yu wen ming de xing cheng 中国相互作用圈与文明的形成 (The Chinese interaction sphere and the formation of Chinese civilization).” In Qing zhu Su Bingqi kao gu wu shi wu nian lun wen ji bian ji zu 庆祝苏秉琦考古五十五年论文集编辑组 (editor), *Qing zhu Su Bingqi kao gu wu shi wu nian lun wen ji 庆祝苏秉琦考古五十五年论文集* (Essays in celebration of Prof. Su Bingqi’s fifty-five years as an archaeologist), pp. 1-23. Beijing: Wen wu chu ban she.

Keightley, David N. (1991). “The quest for eternity in ancient China: The dead, their gifts, their names.” In George Kuwayama (editor), *Ancient Mortuary Traditions of China*, pp. 12-24. Los Angeles: Far Eastern Art Council and Los Angeles County Museum of Art.

Pshenitsena, M. N. (Пшеницына. М. И.) (1992). Тесинский этап (Tessin stage). In M. G. Moshkova (editor), *Степная полоса Азиатской части СССР в Скифо-сарматское время* (The Steppe Zone of the Asian part of the USSR during the Scythian-Sarmatian Period), pp. 234-235. Moscow: Nauka.

BOOK REVIEWS:

Chang, Kwang-chih (1969). (Book review). *New Light on Prehistoric China*, by Cheng Te-k’un (Cambridge: Heffner and Sons, Ltd., 1966). *Asian Perspectives* 10: 163.

DOCTORAL DISSERTATION:

Volkov V. V. (Волков В. В.) (1961). *Бронзовый и ранний железный век Северной Монголии* (The Bronze Age and Early Iron Age of Northern Mongolia). Ph.D. dissertation, St.Peterburg University.

WEBSITES

Kungurova, N. Yu. and Yu. V. Oborin (Кунгурова Н.Ю, Оборин Ю.В.) (2013). “Клад, обнаруженный

на р.Уйбат (Treasures found on the bank of Uybat River).” <http://archaeology.nsc.ru/Lists/List32/view.aspx?RootFolder=%2FLists%2FList32%2F2013%2D2%2F11>, accessed July 4, 2013.
Minyaev, Sergey (2013). “The origins of the ‘Geometric Style’ in Hsiungnu art.” <http://xiongnu.atspace.com/art.htm>, accessed July 4, 2013.

ELECTRONIC PUBLICATIONS

Article from an Online Journal with an Assigned DOI (Digital Object Identifier)

Author Surname, Given Name (Year). “Title of article.” *Title of Journal* volume number (issue): page range. doi:0000000/000000000000 or <http://dx.doi.org/10.0000/0000>

Article from an Online Periodical without a DOI Assigned: Online scholarly journal articles without a DOI require the URL of the journal home page.

Author Surname, Given Name (Year). “Title of article.” *Title of Journal* number (issue): page range. Accessed on DATE from <http://www.journalhomepage.com/full/url/>

OTHER STYLISTIC CONVENTIONS:

(1) QUOTATIONS: Double quotation marks (“ ”) are used to distinguish words, concepts or short phrases under discussion, to indicate journal article titles, and for short direct quotations that run on in the text. Lengthy direct quotations should be kept to a minimum. Quoted text over three lines long should be set off from other text by adding a blank line above and below the section and indenting the block of text on the left; these larger sections should not be enclosed in quotation marks.

(2) RADIOCARBON DATES: All dating given in the text should clearly indicate how this date was determined (e.g., cross-dating using ceramic typology to a dated site, TL, uranium series, etc.) and, if it is based on radiocarbon dating, whether the dates are calibrated or not calibrated. Dates should be consistent within the text (such as giving all radiocarbon dates as calibrated). *Asian Archaeology*, in keeping with international scientific standards, prefers that radiocarbon dates should also include their individual laboratory code number, such as OxA- 6745 or Q-223, which links the determination to a specific sample. Authors should try to give the Conventional Radiocarbon Age BP (the uncalibrated determination using Libby half-life) and the \pm 1-sigma standard deviation, e.g.,

ZK-868 3550±90 BP. A calibrated date should also be given along with which calibration curve and/or computer program was used, and can be given as “cal BC” or “cal BP,” but should be consistent throughout the text. Authors should try to use the most recent calibration curves. Several calibration programs that use the most recent curves are available on-line, such as OxCal <<http://c14.arch.ox.ac.uk/embed.php?File=oxcal.html>> and CALIB <<http://calib.qub.ac.uk/calib/>>.

- (3) ABBREVIATIONS: Use abbreviations with dimensions and measurements but not with general descriptive statements. No period is used after the abbreviation. “A rammed earth (*hang tu* 夯土) wall several meters tall” is correct, as is “the area mapped covered 4 sq km” or “the city’s interior measures 5 ha in size” (ha = hectares). Write “3 m long” for “three meters long” and “0.5 m” for “half-meter.” Write “6 cu m” for “six cubic meters” and “200 sq m” for “two hundred square meters.” If two dimensions are given, write “2.6 m X 2.0 m.”
- (4) NUMERALS: As shown above, use numerals (i.e., 1, 2, 3, etc.) for dimensions. In other usages, write-out the numerals one through nine and use numerals for 10 or greater. However, when deciding whether or not to use numerals, consistency is also an important consideration, and thus written-out numbers and numerals usually should not be mixed in a sentence. For example, write “in Level 3b, 6 scrapers were found and in Level 4, 14 scrapers were found” instead of “in Level 3b, six scrapers were found and in Level 4, 14 scrapers were found.” Numerals for centuries are spelled-out, e.g., “the sixth century BC.”
- (5) FOREIGN WORDS AND PHRASES: Put in italics each occurrence of foreign words and phrases, but provide a translation or definition (and the relevant characters, if needed) only at the first occurrence. Do not use italics for common usages such as “in situ,” “e.g.,” “vs.,” “i.e.,” or “et al.”

ILLUSTRATIONS: Authors are welcome to include photos, maps, drawings, and other illustrative materials. While most images appear in black and white, or gray scale for photos, the journal can publish a certain number of color images in each issue, so authors are encouraged to consider submitting exceptional images in color. **Please make careful consideration of the journal’s page size when producing**

illustrations: the printable width of one page is 14 cm/5.5 inches and maximum height is 21 cm/8.27 inches, and space is also needed for the caption. Please pay attention to these dimensions when making maps so that features and labeling are clear. Illustrations should be submitted in digital form, one figure per file, without captions in the figure, in an editable, appropriate format for the type of image (cleanly scanned photos and drawings at proper size and resolution, or vector graphics); see below.

Photographs should be clearly scanned at a resolution of at least 300 dpi gray scale or color and saved as TIFF files to prevent data loss by compression. Line drawings should be scanned at 600-1200 dpi bitmap (black/white) and saved as TIFF files. Adobe Illustrator (vector) files for maps and other line drawings are also encouraged. For all figures, if there are text labels or other indicators in addition to the base image, include them in a separate layer(s). *Please note that labels are best left in an editable form as changes may be required.* For non-vector art, all lines and lettering should be sharp, crisp, and clear and of suitable thickness and size for proper reduction, if necessary. Again, please make proper consideration of the journal's page size when producing illustrations.

MANUSCRIPT SUBMISSION

Manuscripts or further inquiries should be emailed to:

asianarch@jlu.edu.cn

or

tengmy@jlu.edu.cn

Occasional updates to this **Contributors' Guidelines** along with other *Asian Archaeology* information (subscription information and contents) will be made available on the web. Please check online for the most recent version at URL <<http://bjkg.jlu.edu.cn/classList.php>>.