

ANNOUNCEMENT OF PLANNED PUBLICATION:
Underwater Archaeology and the Submerged Prehistory of Europe

Call for Papers for publication deadline EXTENDED to JAN 4, 2010

All contributors should adhere to Oxbow's standards and format: see attached guidelines and MS word template. Editors will review all submissions and decide on suitability for publication. This will be a peer-reviewed volume.

Submissions for publication should be sent by email to:
jonathan.benjamin@ed.ac.uk

The publication will be based upon, but not exclusive to papers presented at:
EAA 15th Annual Meeting: September 17, 2009 – Riva del Garda, Italy
Underwater archaeology and the future of submerged European prehistory

Major events of human prehistory, such as the post-glacial recolonization of Northern Europe and the spread of agriculture through the Mediterranean, took place across landscapes that are now, at least partially, underwater — the consequence of global sea-level rise and regional crustal subsidence since the Late Pleistocene. Much of the submerged landscapes lie at depths accessible to divers and can be investigated archaeologically. Prehistoric underwater research has emerged in recent decades from the western Baltic to the eastern Mediterranean and methodology can be applied to coastal regions throughout Europe and its surrounding environs. Moreover, there is a growing awareness of the potential for underwater archaeology to transform our ideas about key events in prehistory.

This session will examine new developments in the field of submerged prehistoric landscapes. Contributions will cover not only in the results of current underwater research, both archaeological and paleoenvironmental, but also underwater methodology and techniques for site discovery, excavation, conservation, and interpretation. Emphasis will be placed on international collaboration and prospects for future research.

Editors:

Dr. Jonathan Benjamin
Prof. Clive Bonsall
Dr. Catriona Pickard

University of Edinburgh
United Kingdom

Dr Anders Fischer

Kulturarvsstyrelsen
National Heritage Agency
Denmark





Notes on preparing typescripts for publication by Oxbow Books

FOR THIS PUBLICATION MAX WORD COUNT IS 8,000 WORDS

Images: 5-10 preferred (if colour is required please justify)

FORMAT: American Letter (US Letter)

ALL ILLUSTRATIONS AND TABLES NEED TO BE SAVED AS SEPARATE FILES AND NOT EMBEDDED IN THE TEXT – see below.

Page Size and Layout

The overall page size will be 279 x 215mm. Text can be single or double columns. Maximum area for illustrations is 228 x 175mm wide, though it makes NO ALLOWANCE for figure captions. In general allow 10 mm for a one line caption, 15 mm for 2 lines, etc. Column width for smaller illustrations is 85mm.

A book is easier to read and to handle if all the pictures are arranged to be viewed upright – portrait – this is our preferred style and we will fit them in this way if we can. Alternatively, very long pictures can be set across two facing pages; we would prefer doing this to having fold-outs.

Please re-format existing text with the styles in the Oxbow template.

Text

Please provide a hard copy of the text marked up with the following:

1. The positions for the figures and tables, indicated by hand in the margin. This is much preferable to having eg (Figure 1 here) etc in the text itself as these will have to be deleted at a later stage. NB each illustration and table should be referred to by number in the text, for the reader.
2. Any non-standard characters, highlighted.

Please provide an electronic copy of the text in Microsoft Word. A word template will be supplied with the stylesheet (please ask if you do not receive it). MAC files should be converted to PC format.

Using the word template

The Oxbow template contains ready-made styles for your text. Highlight the word 'TITLE' and type in the title of your paper. Do the same with 'Author' then place the cursor on 'Body Text' and begin typing. We do not need the text to be elaborately formatted. Single or double line spacing is fine.

Things to AVOID:

1. Please do not insert a tab at the beginning of the first paragraph following a heading.
2. Please do not put in running headers or double columns
3. Please do not use underlining, use italic instead.
4. Please do not type headings in capitals.
5. Please do not supply embedded illustrations or tables (submit them as separate individual files).
6. Please avoid superscript th in 6th, 8th, etc.
7. Please don't use bold for volume numbers.

Things to DO:

1. Please re-format existing text with the styles in the Oxbow template.
2. Please put italics in italics
3. Please insert tabs at the beginning of paragraphs, other than the first paragraph following a heading
4. Please be consistent with spelling, use of punctuation and abbreviations.
5. Please use fullstops after initials in people's names and make sure there are SPACES between them as well. Thus Sinclair Hood should be M. S. F. Hood, and NOT M.S.F. Hood or MSF Hood. This applies to the Bibliography as well as the text.
6. Please use a comma rather than a colon between volume and page numbers.

Headings and Sub-headings: Please use the styles provided and type them in upper and lower case characters, NOT in capitals. There are four ready-made styles: **Bold** for the top level, **Bold/Italics** for the second level, *Italics* for the third level and SMALL CAPS for the fourth level.

We don't need the text to be elaborately formatted, but italics should be in italics. Do not put in running headers or double columns.

Preliminary pages: We need a contents and title page (no page numbers are necessary), as well as any other material for the preliminary pages – preface, acknowledgments, introduction, summaries, contributor addresses etc.

Spelling: Oxbow will not insist on standardized spelling; if editors of multi-authored volumes wish to standardize, they should provide contributors with their own guidelines.

References: Harvard style (Author Date, Page Number) followed by end-of chapter bibliographies.

Thus: 'according to Bloggs (1966, 31) it seems ...' or 'it has been stated (Bloggs 1966, 31) that ...'

Please use a comma after the date. NOT a colon.

Footnotes and endnotes: The Oxbow style is generally to avoid footnotes and endnotes where possible, and incorporate this information into the text. However, we will include footnotes or endnotes if they are appropriate; please use one or the other, not a mixture of both.

Abbreviations: We suggest the following for commonly used abbreviations

BC and AD (no punctuation), OR cal BC/AD, non cal BC/AD

e.g. and *et al.* and *c.* (italics and fullstops)

No fullstops after abbreviations such as m (=metre), cm (=centimetre), cms (=centimeters) and other abbreviations of measurements

Leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on.

Write all journal titles out IN FULL, don't abbreviate. (In multidisciplinary volumes even the most familiar archaeological abbreviations are confusing to other people).

Illustrations and Captions: Please number your illustrations. Figures and tables in multi-authored volumes should be prefixed with the chapter number. For instance, fig.1 in chapter 6 should be referred to as Fig. 6.1. Do not use separate numbers for line drawings and photos. These should all be treated as figures and numbered in one sequence. Please AVOID sub-numbering such as Fig. 7a, Fig. 7b, call them Fig. 7 and Fig. 8. Please ensure that there is a numbered reference to each figure and table in the text.

Please list all your captions at the end of your article AFTER the Bibliography.

Bibliography: There are a million possibilities; the most important thing is to have a consistent style.

We suggest the following that is:

Author (Date) Title of article or book Title of journal Vol & Page numbers Place, Publisher

Examples:

Bottema, S. (1974) *Late Quaternary Vegetation History of North-Western Greece*. Unpublished thesis, University of Groningen.

Lamb, H. H. and Tessier, L. (1987) *Weather, Climate and Human Affairs*. London, Routledge.

Cruise, G. M. (1990) Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63, 299–313.

Serre-Bachet, F., Guiot, J. and Tessier, L. (1992a) La dendroclimatologie; pour une histoire du climat. In *Les veines du temps*. Catalogue d'exposition, 93–119. Paris, Musée du Monde

Long, D. (1993) An ash fall within the Loch Lomond Stadial. *Journal of Quaternary Science* 2, 97–103.

Foster, I. D. L. and Grew, R. (1990) Magnitude and frequency of sediment transport in the Po valley. In J. Boardman (ed.) *Soil Erosion of Agricultural Land*, 36–56. New York, Wiley.

Illustrations

Text and illustrations will be printed in black and white. Inclusion of colour illustrations needs to be discussed in advance. Where at all possible we ask that illustrations are submitted electronically, with the exception of the cover image/s and *colour images* (see below).

ALL ILLUSTRATIONS AND TABLES NEED TO BE SAVED AS SEPARATE FILES AND NOT EMBEDDED IN THE TEXT.

Submitting electronic illustration files

Please print them out and check that they show what they are supposed to show when printed in black and white before submitting them. Please provide a hard-copy print out of your images as well as any electronic version, so that we can check them as we proceed.

Colour images

In order for colour to reproduce accurately, colour images need to be scanned using a professional scanner with inbuilt colour correction software. This should preferably be done by a repro house. We would prefer authors to organise this themselves, but if not possible, please send in original artwork – eg photos, slides or drawings to be scanned by Oxbow. If a digital file is the only option use a good quality camera on the highest setting. Note: we cannot guarantee accurate colour reproduction from electronic files.

Cover image: please supply original artwork for a suggested cover image, which will be scanned at a much higher resolution than the specifications below. If this is difficult, please consult us.

The following image formats are acceptable:

TIFF: This is our preferred format for scanned images. If you do not have professional quality scanning facilities, please send the art-work to us for scanning here.

Scan photos and slides at 300 dpi.

Scan b/w line artwork at 600 dpi.

Scan mixed line and tone illustrations at 600 dpi.

Excel: Tints and patterns in Excel charts should be noticeably different. Tints need to be in increments of at least 25%. Do not use complicated patterns. Vertical, horizontal and diagonal lines are best, and check that they are easily recognisable in the legend. DO NOT place the chart on a grey background.

EPS: convert to Tiff or high-resolution pdf with all fonts embedded.

Word: High resolution line artwork and tables. We CANNOT accept embedded photos.

Adobe Illustrator: Convert to black and white. If using versions earlier than 9 please make sure that all fonts are embedded or included on the disk, or save them as a PDF.

Photoshop: All formats are OK.

PDF: High resolution black and white with all fonts embedded at 100%. They need to be compatible with Acrobat 5.

DO NOT SEND anything in these formats:

Low resolution Jpegs (see note below)

Gifs

Powerpoint files (the resolution is too low)

WMF files

CorelDraw

JPEGS

We prefer not to have JPEGS where possible, but if there is no other option we can accept them providing they are high resolution (eg not 72 dpi taken from the internet). See specifications for TIFFs above.

Taking photos for publication with digital cameras

Please set to the highest quality picture setting.

Submitting original artwork

If you are supplying original artwork, whether photos or drawings, please label each item clearly. Photos need to be glossy with good contrast. We cannot scan photos with a matt finish. Please do not submit artwork larger than A4 without prior discussion, and ensure that all original illustrations have been reduced to this size.

Timing

We aim to produce your book within a reasonable amount of time. We mainly operate on a first come first served basis, so particular deadlines must be discussed in advance. On average it takes 8-10 months from receiving a manuscript, though this can be longer at busy periods. It also depends on how quickly you are able to work on proofs.

Copy-editing and peer-review

Copy-editing is the responsibility of the author/editors; Oxbow Books does not copy-edit its publications. We will check for consistency of style and punctuation, but we will not read the text for spelling mistakes, language or make suggestions for changes to the text. Peer-review is not usually required by us, though authors/editors are very welcome to arrange this if they desire it.

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How our production process works

- i) Once your manuscript has been received and a typesetter is available, we will produce first proofs.
- ii) First proofs are sent to the author/editor for checking. It is normal to send first proofs out to individual contributors. The editors should collate all the corrections from contributors and send one set of proofs back to the typesetter.
- iii) Once corrected first proofs are returned, these corrections are made, producing second proofs.
- iv) Second proofs are resent to the author/editor for checking. Second proofs are mainly for checking that all changes have made correctly; only minor amendments should be made at this stage. If the volume has an index, it is done at this stage.
- v) Once second proofs are returned, final proofs are produced.
- vi) Final proofs are sent to the author/editor for checking only with an approval form to sign. There will also be an opportunity for the author/editor to review the cover.