The following guidelines are being published to assist authors who are preparing manuscripts for submission to *The Florida Anthropologist* (FA), the official quarterly publication of the Florida Anthropologist Society, and the *Florida Anthropological Society Publications*, an occasional publication that focuses on special topics. The guidelines are based on and adopt many of the style conventions of *American Antiquity* (1992, 57[4]:749-770), with which most professional archaeologists and students are familiar. However, many of the journal’s nonprofessional readers may not have access to this periodical and, furthermore, the FA style conventions differ in some important ways from those of *American Antiquity*. Thus, with the inception of a new journal format, a style guide written specifically for the FA seemed appropriate.

This style guide supersedes the previous guide published in *FA* 1984, 37(1):55-60. Authors are urged to consult the present style guide carefully before submitting manuscripts to the Editor or Book Review Editor. A perusal of the most recent issue of the journal is also recommended. If there are questions or uncertainties regarding the journal’s conventions, authors should contact the Editor before submitting manuscripts for review. Adherence to the journal’s style guide will greatly reduce the amount of time necessary to edit manuscripts, minimize the time needed to revise manuscripts, and ultimately will contribute to quicker publication of submitted papers.

**Editorial Policy**

*The Florida Anthropologist* and the *Florida Anthropological Society Publications* publish original papers in the subfields of anthropology with an emphasis on archaeology. Contributions from allied disciplines are encouraged when concerned with anthropological subjects or problems. The geographical scope is Florida and adjacent regions. Authors are not paid for their manuscripts; however, three copies of the journal issue that includes the published article are provided to authors free of charge. Additional copies of the journal are provided to authors at cost. Authors should contact the editor to arrange for additional copies of the journal.

**Author’s Responsibilities**

Authors must submit their manuscripts (including figures) in proper form for publication. Authors are solely responsible for the content of their manuscripts, including the accuracy of all citations, references, and mathematical calculations. They are responsible for securing written permission, when necessary, for the use of materials protected by U.S. or International copyright laws. Written permission is also required to publish material that did not originate with the author including photographs, illustrations, and unpublished data. Evidence of permission to publish copyrighted materials or the work of others must be submitted to the Editor with the author’s manuscript.

**Submissions**

Manuscripts should be sent to the Editor, and book review manuscripts should be sent to the Book Review Editor, at the addresses given on the inside front cover of the most recent issue of the journal. Manuscripts submitted to *The Florida Anthropologist* should not be under consideration by any other journal or have been published elsewhere. Manuscripts should be sent by first-class mail in an envelope or package strong enough to insure arrival in good condition. Photographs or figures should be placed between two pieces of strong cardboard for
maximum protection. An original and four photocopies of the manuscript must be submitted. Authors should retain a fifth copy. High quality photocopies of photographs and illustrations are acceptable for the first submission. Original photographs and illustrations are required to be submitted once manuscripts have been accepted for publication. The final submission should reflect the revisions requested by the Editor on all matters of style and content. Send one printed original along with a 3.5 inch diskette containing the paper in Word Perfect 5.1 or ASCII format. Apple and MacIntosh files must be converted to IBM DOS-compatible software by the author.

Review of Manuscripts

The Editor will acknowledge receipt of manuscripts submitted for publication. Manuscripts considered inappropriate for the journal, or using inappropriate style, will be returned to authors without review. *The Florida Anthropologist* is a peer-reviewed journal. Manuscripts will be reviewed by the Editor, at least two Editorial Board members, and, when appropriate, other professionals knowledgeable in the subject matter presented. All review comments are confidential and will be used by the Editor to determine whether or not to accept a manuscript for publication and to prepare editorial comments.

The Editor makes the final decision regarding acceptance of a manuscript. Authors will be notified of the Editor’s decision within two to three months of receipt of the manuscript. A manuscript may be 1) accepted as is or with minor revisions, 2) accepted on condition that the author respond adequately to identified problem areas and resubmit the revised manuscript for additional review, or 3) rejected outright. If rejected, the original and any unmarked copies of the manuscript, as well as any original photographs or illustrations, will be returned to the author(s). Photocopies used for review will not be returned and may be discarded from the Editor’s review file when space is required for more current needs.

Page Proofs

Proofs of articles accepted for publication are sent to authors, who are to check them for typographical errors. No text may be rewritten at this point, but editorial errors may be corrected and significant new data or an absolutely essential correction may sometimes be added. All changes and additions by an author are suggestions only and may be disregarded at the discretion of the Editor. Corrected proofs should be returned to the Editor no later than two weeks after receipt. Later returns may be received too late for consideration.

Manuscript Preparation and Form

Manuscript Form

The manuscript should be typed on one side only on white bond, 8.5 x 11 (21.6 cm x 28 cm) paper. Manuscripts, including titles, block quotes, acknowledgments, notes, references, and figure captions, should be double-spaced to facilitate editing. Do not insert extra spaces between paragraphs. All margins should be about one inch (2.54 cm). Use only 10 or 12 pitch type.

Sections of the Manuscript

Each of the following sections of the manuscript should be on a separate page or should start a new page. Additional information on each section is provided below.

Text (with Title and Author’s name[s], affiliation, address, and running header)
Notes (begin new page)
Acknowledgments (begin new page)
References Cited (begin new page)
Figure Captions (begin new page)
Figures
Tables (separate page for each)
Biographical Sketch (begin new page)

Pages are numbered consecutively through the References Cited only.

General Style

Write clearly and concisely. Express complex ideas simply and in a way that someone who is not familiar with the subject matter can understand. Avoid wordiness and excessive jargon. If technical terms or concepts are necessary, consider defining these for nontechnical readers. Criticism of the work of others should be objective and completely referenced.
Title

The title of the manuscript should be typed in bold capital letters, centered at the top of the first page of text, and followed by two spaces. The name(s) of the author or authors should be typed in lower-case letters (except for the first letter of first, last, and middle names) and centered. Each author’s name should be followed by an affiliation and address which should also be centered and typed in lower-case letters with initial capital letters for significant words. Two spaces should follow the last author’s name and affiliation, and a short, descriptive phrase that can be used as a running header should be typed in lower-case letters with initial capital letters for significant words. For example:

EXCAVATIONS IN WATER-SATURATION DEPOSITS AT LAKE MONROE, VOLUSIA COUNTY, FLORIDA: AN OVERVIEW

Barbara A. Purdy
Department of Anthropology, University of Florida
Gainesville, Florida 32611

HEADER: Excavations at Lake Monroe

Headings

All headings are typed in lower-case letters with initial capital letters for significant words. Except for introductory words, do not capitalize articles, prepositions, and conjunctions less than five letters long. Primary headings should be typed in bold letters and centered with two lines of spaces above and below and flush with the left margin. Tertiary headings should be typed in italics (or underlined) on the left margin, indented as part of the paragraph, and followed by a period and two spaces. For example:

Cardinal Numbers. When cardinal numbers are used, and except as noted below, spell out numbers zero through nine and use Arabic numbers for numbers 10 and greater with commas for numbers greater than 10,000. For numbers greater than 1000, Arabic numerals may be used to express the quantity of thousands or millions while spelling out thousands or millions (e.g., 1 million or 9.27 million). Exceptions include:

1. Spell out any number that begins a sentence. For example: “Five hundred years ago...”
2. Spell out numbers that are used in a general sense. For example: “Hundreds of archaeological sites have been reported by amateurs.”
3. For a series in the same category where the largest contain two or more digits use Arabic numerals for all. For example: “There were 7 flakes in Square A, 56 in Square B, and 117 in Square C.”
4. Use Arabic numerals when referring to site numbers (e.g., 8HI27), proveniences (e.g., Square 110N500E), measurements (e.g., 3.1 cm, 6 km), or parts of books or articles (e.g., Chapters 7, page 3, Figure 1).

Ordinal Numbers. These are always spelled out. For example: The thirty-fifth anniversary issue of The Florida Anthropologist...; the sixteenth century...; the first example...” An exception is the use of ordinal number to refer to papers presented at annual meetings in the References Cited section. For example: “Paper presented at the 45th annual meeting of the Florida Anthropological Society...”

Dates. Dates should be expressed as in the following examples: 450 years; on April 1, 1996; in the sixteenth century (not 16th); during the 1850s (not 1850’s or fifties); from 1527-1540 (not 1527-40). The designation A.D. (anno Domini) should be placed before a date using the Christian chronology, not after (e.g., A.D. 500-600). The designations B.C. (before Christ) should be placed after the numbers used to designate dates which predate the Christian era (e.g., 800-500 B.C.). Alternatively, the number for the year followed by the designation B.P. (before Present) may also be used.

Site Numbers. The conventional Smithsonian Trinomial System should be followed when referring to site numbers (e.g., 8LL235). Do not use hy-
phens between components of the trinomial system and use only capital letters for county designations.

**Metric Measurements**

All measurements, distances, area, volume, and weight should be expressed in the metric system. All measurements should be expressed with Arabic numerals except when they appear at the beginning of a sentence or appear nonspecifically. Metric units are abbreviated without periods except for liters which is spelled out to avoid confusion with the Arabic numeral “1.” Exceptions include:

1. If reference is made to measurements that were made or published originally in English units (e.g., in referenced publications, maps, etc), these may be added in parentheses after their metric conversions for clarity.
2. Retain standard English units when they are contained in a direct quote. In this case, no metric conversions are necessary.
3. Original maps must contain a metric scale but may also contain an English scale at the author’s discretion.
4. Copies of previously published maps that have scales in English units are not required to have a metric scale added.

To convert from English standard measuring units to metric use the formulae in Table 1.

**Mathematical and Statistical Copy**

All mathematical or statistical variables should be italicized or underlined (e.g., \( F = 12.67; df = 1, 12; p = .05 \)). Never use leading zeros in text, figures, or tables. Mathematical equations should be set off from the text by spaces above and below the equation or formula, and centered. For example:

\[ \hat{\theta} \cdot N (S - 1)^2 + (2N - S) \]

**Radiometric Ages and Dates**

Where radiocarbon dates are being presented for the first time, the following conventions should be followed: 1) The initial citation in the text should express the uncalibrated radiocarbon age in years B.P. followed by the 1-sigma standard error; 2) the sample identification number provided by the laboratory should be given; 3) state what material was dated (e.g., shell, bone, charred wood); 4) state whether the date has been corrected for isotopic fractionation and supply the \( \Delta^{13}C \) value. For example: 3680 ± 60 B.P. (Beta 79188; wood charcoal; \( \Delta^{13}C = 23.8\%o \)). Note that the atomic weight of an isotope is indicated by a superscript preceding the atomic symbol (e.g., \(^{14}C \) not C-14 or \(^{14}C \)).

Calibrated dates must be identified as such (e.g., cal B.C. or cal A.D.) and the particular calibration program that was used must be identified (e.g., CALIB 2.0 [Stuiver and Reimer 1986]). The author should state whether calibrated dates are reported as a 1-sigma or 2-sigma range (or ranges when more than one is possible). For example: “For the date 3680 ± 60 B.P. the two possible calibrated age ranges are 2279-2232 cal B.C. and 2209-1905 cal B.C.”

If a large number of dates is being discussed, this information can be placed in a table. In this case, the uncalibrated age in years B.P. with the 1-sigma standard error followed by the calibrated age

<table>
<thead>
<tr>
<th>Multiply By</th>
<th>To Get</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length</strong></td>
<td></td>
</tr>
<tr>
<td>inches</td>
<td>2.54</td>
</tr>
<tr>
<td>feet</td>
<td>.3048</td>
</tr>
<tr>
<td>yards</td>
<td>.9144</td>
</tr>
<tr>
<td>miles</td>
<td>1.6093</td>
</tr>
<tr>
<td><strong>Area</strong></td>
<td></td>
</tr>
<tr>
<td>square inches</td>
<td>6.451</td>
</tr>
<tr>
<td>square feet</td>
<td>.0929</td>
</tr>
<tr>
<td>square miles</td>
<td>2.59</td>
</tr>
<tr>
<td>acres</td>
<td>.4047</td>
</tr>
<tr>
<td><strong>Mass</strong></td>
<td></td>
</tr>
<tr>
<td>ounces</td>
<td>28.3495</td>
</tr>
<tr>
<td>pounds</td>
<td>.4536</td>
</tr>
<tr>
<td>short tons</td>
<td>.9072</td>
</tr>
<tr>
<td><strong>Volume</strong></td>
<td></td>
</tr>
<tr>
<td>cubic inches</td>
<td>16.3872</td>
</tr>
<tr>
<td>cubic feet</td>
<td>.0283</td>
</tr>
<tr>
<td>cubic yards</td>
<td>.7646</td>
</tr>
<tr>
<td><strong>Capacity</strong></td>
<td></td>
</tr>
<tr>
<td>cubic inches</td>
<td>.0164</td>
</tr>
<tr>
<td>cubic feet</td>
<td>28.3162</td>
</tr>
<tr>
<td>gallons</td>
<td>3.7853</td>
</tr>
</tbody>
</table>
range (if available) are sufficient in the text. For more detailed information on the reporting of radiometric ages and dates, the reader is referred to *American Antiquity* 57:755-756.

**Quotations**

Quotations of fewer than five typewritten lines should be included in the text enclosed in quotation marks. All quotations require a citation. If the name(s) of the author(s) is included in the sentence that includes the quotation, then the year and page number(s) should be placed in parentheses following the author’s name. If the author’s name is not included in the text, then the name(s), year of publication, and page number(s) should be placed in parentheses after the quotation. For example: According to Tesar (1980:246), “following the DeSoto expedition in 1540 and prior to…” or The Late Archaic “…was a time of considerable population growth, clear regional adaptations, and interregional exchange of raw materials” (Griffin 1967:178).

Quotations of more than five typewritten lines should be set off from the text in a block quote, without quotation marks, double spaced, with two lines above and below. For example:

> The available evidence suggests few if any differences in late Archaic lifeways before and after the appearance of fiber-tempered pottery. In fact, there appears to be great uniformity in local settlement patterns and artifact assemblages – except for the absence or presence of fiber-tempered pottery – wherever late Archaic sites are found [Midlanich 1994:86].

When emphasis is added or was already in the original material, the source of the emphasis should be noted after the citation, within the parentheses. For example: (Boyd et al. 1951:101; emphasis add) or (Boyd et al. 1951:101; emphasis in original). Omissions in a quotation are indicated by using three ellipsis points (periods when typed) to indicate where one or more words have been omitted. If these occur at the end of a sentence, then a fourth period must follow. For example: “The presence of projectile points…is not in itself evidence of use of the site during these early times….”

**Spelling**

Refer to *Webster’s Third New International Dictionary*. If two or more spellings are given, use the first listed (e.g., archaeology, not archaology; catalog, not catalogue; judgment, not judgement). In all quotations and publication titles, the actual spelling in the original is used.

**Italics**

Words in foreign languages are italicized (or underlined). Use standard orthographies, including diacritical marks (and explain unusual symbols in the margin). Titles of books, periodicals, and other literary works are italicized, as are generic and species taxonomic names (e.g., Neofiber alleni or Busycon sp.).

**Capitalization**

Consult the *Chicago Manual of Style* for capitalization of nonarchaeological terms. Capitalize the names of specific archaeological or geographical areas (e.g., Mesoamerica, Southeast, Central Gulf Coast). Directional, topographical, and general geographic terms are not capitalized unless they are derived from proper names or political or ethnic entities (e.g., mesoamerican, southeastern, central Florida; but Maya Lowlands, Eastern Woodlands). Capitalize taxonomic names of generic or higher rank, but use lower case for species or lower rank (e.g., Pinus elliotti or Homo sapiens). Capitalize proper names, including Early, Middle, and Late when they are part of the name or chronological, cultural, or geographic divisions, but use lower case for taxonomic division names and restrictive modifiers. For example: Early Archaic period, late Holocene, Hillsborough and Alafia rivers, but Lakes Tulane and Annie. Capitalize the proper names of archaeological classes, but use lower case for generic terms. For example: Waller knives, Clovis fluted points, St. Johns Check Stamped.

**Hyphenation**

For rules governing hyphenation of nonarchaeological compound words, consult the *Chicago Manual of Style* or *Webster’s New Collegiate Dictionary*. Compound words are spelled without hyphens if they can be considered permanent combinations (e.g., rockshelter, subadult, preceramic, postclassic, precolumbian, Paleoindian, but mid-Pleistocene, post-Archaic, etc.). Prefixes in com-
mon use are not hyphenated (e.g., noncultural, re-
alyze, intrasite). Hyphenate combinations of
words that serve an adjectival function (e.g., check-
stamped pottery, heat-treated lithics, use-wear
analysis. Do not hyphenate a combination of an
adverb ending in –ly plus a participle or adjective
(e.g., highly developed species, poorly drained soil).

Abbreviations

Abbreviations are used infrequently. Excep-
tions include acronyms for long titles of agencies,
institutions, or organizations that are referred to fre-
quently in the text. These always follow the first
introduction of the full name. For example: Soil
Conservation Service (SCS), Florida Museum of
Natural History (FMNH). Metric units are given in
abbreviated form when they follow number (e.g.,
6.4 mm, 7. m, 10 km); the same is true for English
units when they are used for clarity (e.g., 12 in, 3.5
ft, 25 mi). When referring to square meters or cubic
meters use m² or m³. Other abbreviations that are
permitted include et al., e.g., i.e., cf., vol., %. Do
not use ibid., or op. cit.

Common Errors

The words “data” and “strata” are plural. The
proper usage is “The data are…” not “The data
is….” Similarly, “strata” is used to refer to two or
more stratigraphic zones or lenses; “stratum” is
used to refer to a single zone or lens.

Stratigraphy is the study of soil strata. The
word is often misused to refer to the various strata
at a site as in “The stratigraphy of the site consists
of….” Instead, use “stratigraphic sequence” or
“stratification” as in “The stratification of the site is
best represented by the profile in Figure 1.”

Citations

References, including references to personal
communications, are placed in the body of the text,
not in notes at the bottom of the page or following
the article. The typical citation includes the
author(s) last name(s) followed by the year of pub-
lication and, where necessary, the page or page
numbers. For example: (Willey 1949), Willey
(1949), or Willey (1949:345-347). Parentheses are
used to enclose the citation except when used with
text material that has been set off as a block quote,
in which case the citation is enclosed in brackets.

Three or more authors are designated by the use of
“et al.” after the first author’s name. For example:
(Milanich et al. 1984) or Milanich et al. (1984).
The use of “et al.” is limited to text citations; all of
the authors’ names must be listed in the References
Cited section.

When several different authors are referenced in
a citation, the authors should be listed in alphabeti-
cal order with the works of different authors sepa-
rated by semicolons. For example: (Bullen 1975;
Carr et al. 1995; Deagan 1979; Luer and Almy
1982; Milanich 1972, 1994). Note that two or
more works by a single author or authors are sepa-
rated by a comma. Two or more references by an
author or authors in a single year are designated by
lower case letters (e.g., Lee 1995a, 1995b). All
citations should provide a date if possible. The use
of “n.d.” or “ms.” should be kept to a minimum and
are used only to refer to unpublished works where a
date of completion is impossible to determine. Per-
sonal communication includes written or spoken
correspondence to the author, and should also in-
clude a date. For example (Sam Upchurch, personal
communication, 1993) or Sam Upchurch (personal
communication, 1993). Personal communications
are not included in the References Cited section.

References to publications by government agen-
cies, private companies, or other organizations
should include the full name of the organization in
the citation along with the year of publication and
page numbers, if necessary. If the citation will oc-
cur more than once, then an abbreviated acronym
may be placed in brackets following the first full
citation and these abbreviations may be used there-
after. For example: (United States Army Corps of
Engineers [USA COE] 1991) and (USA COE 1991)
or USA COE (1991).

When figures, plates, or tables are included in a
citation these words are spelled out. For example:
(Purdy 1981:Figure 2) not (Purdy 1981:Fig.2). Do
not include the page number on which the figure,
plate, or table occurs unless there is additional in-
formation on the page that should be cited as well.

More detailed instructions on citation format
can be found in American Antiquity 57:758-761.

Notes

Endnotes are inserted at the end of the text, us-
ing a secondary head. Double space all notes and
number them consecutively with superscripts in the
order that they appear in the text. Endnotes should
be used judiciously and be limited to essential information required for clarification when inclusion of the information in the text would prove disruptive to the flow of the manuscript or would be tangential to the discussion in progress. Endnotes do not include references.

Acknowledgments

Acknowledgments are inserted after the Notes section, using a secondary head. All support that went toward completion of a manuscript should be cited including intellectual, institutional, financial, and technical.

References Cited

The References Cited section follows the Acknowledgments and uses a secondary head. It includes only the publications that are cited in the text; i.e., it is not a bibliography. All entries must be listed alphabetically by the last name of the senior author, and chronologically for two or more entries by the same author(s). Use the name as they appear on the publication; i.e., do not abbreviate first or middle names unless they appear as abbreviations on the publication. All authors names are included; do not use “et al.” or “and others.” Titles of books, periodicals, monographs, titled volumes or monographs in a series, dissertations, theses, and contract reports are italicized or underlined. NOTE: The use of italicized or underlined titles for publications other than books and periodicals differs from previous usage in *The Florida Anthropologist* and follows the most recent *American Antiquity* (57:764-769) guidelines. Typical examples of the more common reference formats include:

**Book Title**


**Chapter in a Book**


**Article in a Periodical**


**Volume in a Series**

Willey, Gordon R. 1949 *Archaeology of the Florida Gulf Coast*. Smithsonian Miscellaneous Collection, Vol. 113, Washington, D.C.

**Dissertation and Thesis**


If you consult a University Microfilms copy:


**Contract Report**


**Paper Presented at a Meeting**
Johnson, Robert E., and Dana Ste. Claire

When listing an unusual reference, include all information needed to enable a reader to identify and locate the source. For example:

Austin, Robert J.
1993 Unpublished field notes, maps, and data sheets from the excavation of the Dragline site in Highlands County, Florida. On file, Janus Research, St. Petersburg.

For additional information on the appropriate format for references consult *American Antiquity* 57:763-770.

**Figure Captions**

Use Arabic numerals and number all figures sequentially in the order that they appear in the text. Provide a concise description for each figure, in complete sentences, using sentence-style capitalization. For example:

Figure 1. Map of the excavation area showing the distribution of decorated sherd.

Use lower-case letters to identify sections of a figure. For example:

Figure 2. Sample of decorated ceramic sherds from sites in the Kissimmee River valley; a) St. Johns Check Stamped; b) unidentified cord-marked; c) Matecumbe Incised.

Type all captions together, double-spaced, on a separate sheet or sheets of paper, and place in front of actual figures.

**Figures**

All illustrative material (i.e., maps, photographs, illustrations, graphs) are referred to as “Figures.” Do not use “Plates,” “Maps,” or other such terms. Authors are responsible for supplying camera-ready figures suitable for publication without redrawing or reduction (maximum size is 7 by 9 inches or 17.8 by 22.9 cm). Originals should be prepared on good-quality drawing paper or prepared using a high-quality laser printer. PMTs are also acceptable. All lettering must be neatly done using transfer type, laser printer, or careful hand lettering with black ink. All lines and lettering must be thick enough and spaced widely enough to be legible for up to 50 percent reduction. Each figure should be lightly numbered in the margin with its appropriate figure number. All maps should include scale in meters. Do not use the form “1 cm = 400 m” because many figures are reduced before publication and such scales will not be accurate after reduction.

Photographs should be god-quality, black and white, glossy prints. Each photograph should be lightly numbered on the back with its appropriate figure number. Photographs of artifacts should include a scale. If no scale is shown in the photograph, then the scale of the object(s) in the photograph should be indicated in the caption.

**Tables**

All tabular material should be separated from the text. Each table is typed on a separate page and numbered consecutively in the order that they are referred to in the manuscript. Use Arabic numerals and provide a short, descriptive title for each table using sentence capitalization. For example:

Table 1. Cross-tabulation of raw material by functional use wear.

When constructing a table, keep in mind the size limitations of the journal. Tables with many columns may have to be placed sideways on the journal page, broken up, or set in reduced type. Provide horizontal rules above and below the column headings and below the last line of data. The table title goes above the first horizontal rule. Each column and row should have a brief heading. Footnotes for the tables should be placed below the bottom horizontal rule. Use superscript, lower-case letters for specific notes.

**Biographical Sketch**

A brief (2-4 line) biographical sketch should be provided for each author of an article. These are placed on a separate sheet of paper at the end of the manuscript and are double spaced.