GUIDELINES FOR CONTRIBUTORS TO ASIAN PERSPECTIVES

ASIAN PERSPECTIVES WELCOMES ARTICLES on the archaeology and prehistory of Asia and the Pacific region. The Editors will also be pleased to consider papers on ethnoarchaeological subjects, linguistic articles concerned in some way with prehistorical reconstruction, and physical anthropological and ethnographical articles of interest and use to the prehistorian. The Editors are open to suggestions for special issues of ASIAN PERSPECTIVES devoted to particular topics or regions. Recommendations for such issues may be forwarded to the Editors.

Manuscripts should be addressed to the Editor-in-Chief, ASIAN PERSPECTIVES, Department of Anthropology, 2424 Maile Way, University of Hawaii, Honolulu, HI 96822, U.S.A. All manuscripts must be typed, in English, on one side of 8 ½ x 11 inch or A4 bond paper, with generous margins. The original and two clear copies of text, tables, and all illustrations or photographs are required. Each manuscript will be reviewed by at least two suitable specialists. ASIAN PERSPECTIVES is published in two issues per year. Issues are printed in May and November of each year.

GENERAL

Papers should contributed both to substantive and more general issues in archaeology. Authors should avoid the use of specialized language unless absolutely required.

Editorial style conforms to specifications set forth for scientific publications in the CHICAGO MANUAL OF STYLE, THIRTEENTH EDITION, REVISED AND EXPANDED (Chicago and London, the University of Chicago Press). Spelling, with few exceptions, conforms to WEBSTER'S THIRD NEW INTERNATIONAL DICTIONARY OF THE ENGLISH LANGUAGE UNABRIDGED. Manuscripts should follow the guidelines outlined below; those that do not may be returned for revision before review.

TITLE PAGE

On the first page of manuscript provide the title (capitals and lower cases), author name, position title, professional affiliation, and address.

ABSTRACT AND KEYWORDS

On the second page of manuscript provide an informative abstract of no more than 300 words. The abstract must be capable of standing alone without reference to the text. List several key words below the final line of the abstract.
Keywords should include the most important topical, regional, substantive, and general characteristics of the paper.

**TEXT**

Begin text on the third page. Center all headings. Underline words to be set in italic (including Latin names and foreign terms). Foreign words and terms, including place names, should be spelled with appropriate diacritical marks (e.g., glottal stop, macron). Do not include footnotes in the text; use endnotes instead.

**Text Citations.** Cite references by author, date, and where appropriate, page numbers. For example, “Griffin and Solheim (190:153) discuss Agta hunter-gatherers in the Philippines...” and “...fortified sites have been located in the Phimai region of Thailand (Welch and McNeil 1990).” Use “and” (not ampersand), “et al.” for more than two authors, and no comma between author and year. When two or more articles are cited together, arrange alphabetically by author’s surname and separate by semicolons. Two or ore citation by the same author(s) are arranged chronologically. Separate multiple citation for one author with commas. When page numbers are given, use no space after colon. Distinguish multiple citations by the same author in the same year by alpha (i.e., a, b).

**Numbers.** Spell out numbers from one to ten, except for decimals, fractions, and when uses with units of measure; use numerals for numbers above ten. Write out ordinal numbers, e.g., second, nineteenth century. Do not use a comma for four-digit numbers, e.g., 1000 (but 10,000). Repeat all digits in ranges, e.g., 257-260 (not 257-60).

**Measurements.** Use metric measurement for distance and volume measures. Abbreviate measures when preceded by a quantity, e.g., 4 cm (do not use a period).

**Dates.** Use capital for alpha in dates, e.g. A.D. or B.C. Express 14C dates as conventional or calibrated dates. Calibrated dates should employ the most recent procedures as published in the journal *Radiocarbon*.

**ACKNOWLEDGMENTS**

Place acknowledgments at the end of the text, before the References.

**REFERENCES**

Place references at the end of the text of the paper. Begin references on a new sheet of paper. All text, table, figure, and plate citations should be accompanied by a complete reference. Follow the style and punctuation guide for references closely. List references in alphabetical order by first author. List first or only author by surname, first name, and one initial; cite subsequent...
authors by first name, one initial, and surname. Group multiple publications by same author(s) in chronological order. Write out the first names of authors as they appear in the original reference.

Underline all journal titles or book titles. If publication is part of monograph series, underline the title of the monographic work. Examples:

Hutterer, Karl

Chang, Kwang-chih

Longacre, William A.

Earle, Timothy

Bronson, Bennet

Solheim, Wilhelm G. II
1968 Possible routes of migrations into Melanesia as shown by statistical analysis of methods of pottery manufacture, in
Anthropology at the Eighth Pacific Science Congress: 139-166, ed. Wilhelm G. Solheim II. Asian and Pacific Archaeology Series 2. Honolulu: Social Science Research Institute, University of Hawaii.


**TABLES**
Double-space each table on a separate sheet of paper and collect all tables at the end of the text. Number tables consecutively in the order in which they will appear. Title each table; the table number and title should appear at the top of the page. Explain abbreviation or other conventions in footnotes, double-spaced, at the bottom of the table.

**ILLUSTRATIONS**
Plan illustration to fit the printed page size, 5 x 7 inches, including space for a caption at the bottom of the illustration. Submit the original and two copies of each illustration. Treat all photographs as Plates, all line art as Figures, and number separately (e.g., from Plate I and from Figure 1) in the order in which they are cited in the manuscript. Prepare a list of captions each for figures and plates. The lists should be placed at the end of the manuscript, after the tables. Identify each original, camera-ready illustration on the back or in the upper corner with the name of the author and the illustration’s sequential number.

Photographs must be clear and printed on glossy paper with good contrast. Crop photographs to include only essential detail. If several photographs are uses for a single plate, they should be grouped to fit the page width, with identifying letters. The caption should identify each photograph that occurs in a plate. Do not submit color slides; convert slides to black and white photos and submit the photographs.

Submit line art as original inked drawings, as photographic reductions, or as Photomechanical Transfers (PMTs). Photocopies are unacceptable. Send artwork flat, unrolled. If originals are larger than the printed page, have them professionally reduced to the page size. Lettering or other detail should be large enough that when printed the smallest letters or symbols will be at least 1 mm high; lines should be thick enough and spaced widely enough so that they will not fade or run together when reduced. Computer-generated graphics are acceptable if they meet professional standards. Typewriter lettering is not acceptable.
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Authors will be sent galley proof for correction before publication. Extensive changes to proofs may be charged to authors. Offprints may be ordered on a form enclosed with the proof sheets.