INSTRUCTIONS TO AUTHORS

1. Manuscript and layout
(a) All MSS must be typed on one side only of A4 paper using double or 1½ spacing throughout.
(b) All headings against the left margin, title in CAPITALS, author in CAPITALS, full postal address underlined or in italics, main headings in bold lower case with initial letters of nouns in capitals, subheadings in italics or underlined, sub-subheadings indented and in italics; avoid numbering headings.
(c) An ABSTRACT summarising the points of the paper must appear immediately below the author's name and address.
(d) FOOTNOTES will not be printed at the bottom of the page, but at the end of the paper; in general, however, they should be avoided.
(e) ACKNOWLEDGEMENTS should appear at the end of the paper.
(f) REFERENCES quoted in the text should appear at the end after the acknowledgements.
(g) TABLES must be typed on separate sheets and not in the main text. Refer to them as Table 1, Table 2, etc. Note instruction 2(e) below. Note also that the Table caption appears at the top of the Table in lower case.
(h) FIGURES must be supplied on separate sheets of paper. They must be reducible to the width of one or two columns of text as in this Bulletin. Refer to them as Fig. 1, Fig. 2 in the text. The author's name should be written on the back of each Figure in soft pencil, together with the Figure number. Photographs must be referred to as Figures, not as Plates.
(i) A LIST of all Figure and Table captions must be supplied on a separate sheet of paper.

2. Procedure for submitting papers
(a) All papers must be submitted first as manuscripts. FOUR COPIES of the original manuscript should be sent to the Editor, Mrs Mary Leslie, South African Archaeological Society, PO Box 15700, Vlaeburg, 8018, South Africa OR 27 North Road Somerset West 7130, South Africa. Two copies should preferably have the text reduced and or be photocopied back-to-back to save postage. Figures sent with the original MS should be copies (photostats) of the originals. (Original figures and copies on disc are sent with the revised MS).
(b) The MS will be sent out for review, corrected and returned to you to make corrections.
(c) Please return the revised version of your manuscript (hard copy) with a copy on disc (if possible). The originals of the figures are submitted with the revised manuscript and disc copy.
(d) The disc must be 3.5" or 5.25" IBM compatible and the text should preferably be MS Word, or saved as an ASCII file. When typing your file onto disc please do NOT indent paragraphs or put spaces between paragraphs. The carriage return at the end of a paragraph is sufficient.
(e) Tables prepared on a word processor must be set up using tabs, NOT spaces, to align the columns.
(f) Envelopes are frequently damaged in the post. Use sturdy envelopes and reinforce the sides with tape. Pack original figures in plastic and discs between cardboard sheets.

3. References
(a) Please follow the Bulletin system, which is based on the Harvard system.
(b) In the text, quote the author's name and date of publication with page reference where necessary as follows (Clark 1957:33), without a comma and without a space between the date and the page number. Where two or more authors are quoted, list them in chronological not alphabetic order, separating different papers by the same author with a semi-colon (Clark 1956, 1967a, 1967b, Armstrong 1960; Clark & Armstrong 1962; Armstrong et al. 1963). When there are two authors with papers dating to the same year, they should appear alphabetically (Clark 1962; Davies 1962).
(c) In the list of references, DO NOT use capitals, underlining, italics or abbreviations of journal names. References should be listed alphabetically and then chronologically, with different papers by the same author in the same year given thus: 1984a, 1984b.
(f) For an ARTICLE IN A JOURNAL: The author’s surname, initials. [for more than one author, all names are given with the surname first followed by the initials; the last two names separated by & not ’and’]. Date of publication. Title of the article. Name of the journal [no abbreviations] Volume (Number of the issue only if each number in a volume is paginated independently) first and last page of the article. Examples: Loubser, J.H.N. & Dowson, T.A. 1987. Tombo-la-Ndou: the Venda perception of San rock art. South African Archaeological Bulletin 42:51-54.

4. Special House Rules
(a) Capital initial letters: use for Fig. (or Figs) and Tables in the text, but not when referring to a figure or table in another publication, e.g. (Clark 1959: fig. 27). Use for Genus but not for species: Homo sapiens. Do not use for common names, e.g. bushbuck, kudu.
(b) For radiocarbon dates: refer to ‘radiocarbon’ rather than to C-14. Use capitals without full-stops for BP, AD, BC. Note that laboratory numbers must always be given for each date somewhere in the paper. Note that spacing is as follows: 15 000 BP, 2500 BC (but 2 500 years ago) and AD 200. For details on supplying calibrated dates see Vogel J.C. & Fuls, A. 1999. South African Archaeological Bulletin 45:97-101.
(c) Measurements: All measurement must be metric. Note the following standard abbreviations (no full-stops and no plural): mm, m, km, g, sq m, cc. The Metrication Board advises that cm should not be used; cm measurements should be converted to mm or m (except by convention for cranial capacity and stature). Geographical co-ordinates are given thus: 22.31S 18.22E, and height above sea-level thus: 2000 m a.s.