

Manitoba Archaeological Journal

Style Guide for Authors

The MAJ welcomes submissions of all papers including original research, summary/syntheses, and reviews, among others. The MAJ does not have a fixed page limit or word count per submission. There is a maximum limit of 150 pages per journal volume including all narrative(s), tables, figures and references. Please note that most submitted papers range between 5 – 30 pages including narrative, tables, figures and references.

Submission Process

Manuscripts should be submitted to the MAS with attention to the MAJ Editor in the subject line (mbarch@mts.net)

General Manuscript Formatting

Please refer to the Society for American Anthropology (SAA) style guide for any formatting issues not covered in this guide. The online version can be found here:

https://documents.saa.org/container/docs/default-source/doc-publications/style-guide/saa-style-guide_updated-july-2018c5062f7e55154959ab57564384bda7de.pdf?sfvrsn=8247640e_6

1. Papers should include the following sections, in order: First page with title and author information, Abstract, Introduction, [body of text], Notes (optional), Acknowledgements (optional), References Cited
2. Use British Oxford English spelling
3. Times New Roman 12 point font for all body text
4. Time New roman 10 point font for all caption and table headings and body
5. Margins 1.2” (3.05cm)
6. Single spaced
7. Left Justified
8. Formatting should be accomplished using available word processor features (e.g. indents, hanging indents). Do not use tabs or the space bar to align text or create hanging indents. Do not use a return to align text within a paragraph.
9. Images to be sent separate from body of text (no inset images)
 - a. Every image must be labeled and accompanied by a caption
 - b. Captions must clearly refer to their associated images

- c. Captions are to be separate from images (i.e., not grouped with or inset within the image in any way)
- d. Figure caption below figure

10. References cited should be in alphabetical order, single-spaced with a hanging indent, and single spaced between each reference (see example below)

Sussman, Lynne
1979 *Spode / Copeland Transfer-Printed Patterns found at 20 Hudson's Bay Company Sites*.
Canadian Historic Site Occasional Papers in Archaeology and History No. 22, National
Historic Parks and Sites Branch, Ottawa.

Formatting Headings

The relative importance or position of the various components of a manuscript as reflected in the nature of its heading. Headings are differentiated by the use of font size, upper and lower case, bolding, and italics.

• MONOGRAPH TITLE, INCLUDING AUTHOR: UPPER CASE, BOLD, LARGER THAN 16 pt; ON A SEPARATE PAGE, CENTRED

• REPORT OR ARTICLE TITLE OR CHAPTER HEADING: UPPER CASE, BOLD, 16 pt, CENTRED

All subsequent headings are flush left

- **FIRST LEVEL OR MAJOR DIVISION: UPPER CASE, BOLD 12 pt**
 - *SECOND LEVEL: UPPER CASE, BOLD. ITALIC, 12 pt*
 - THIRD LEVEL: UPPER CASE, 12 pt
 - *FOURTH LEVEL: UPPER CASE, ITALIC, 12 pt*
 - **Fifth Level: Upper and Lower Case, Bold**
 - *Sixth Level: Upper and Lower Case, Bold, Italic*
 - Seventh Level: Upper and Lower Case
 - *Eight Level: Upper and Lower Case, italic*
- Subsequent levels, as required, can repeat the above sequence, beginning with the first level, with the heading appearing as the beginning of the first line of the section.

Document Format

1. Papers should be sent as .doc or .docx
2. Images should be sent as .jpg (at least 600dpi)