

GUIDELINES FOR CONTRIBUTORS

MANUSCRIPT PREPARATION: All manuscripts submitted to *JEAA* are reviewed by the editors and by two or more appropriate readers. The final decision on publication rests with the Editors. An article should not be submitted concurrently to *JEAA* and to any other publication. Manuscripts should be submitted both in hard copy and in digital form, preferable on a CD. The hard copy should be single-sided on 8.5 inch by 11 inch (letter size) paper or A4 paper typed double-spaced throughout in a 12 point typeface, including notes, references, tables, and quotations; text should fit within an area of 5.5 X 8 inches (14 X 20 cm) on the page (1.5 inch margins on letter paper). Underlining should be used instead of italics. One clearly legible copy of the manuscript, including figures, should be submitted. Manuscripts should be submitted initially in complete form and in the style described below. Authors who submit materials in a format greatly at variance from these guidelines will be asked to reformat and resubmit their manuscripts before we begin the review process. There is no set length limit on articles, but authors are strongly encouraged to be concise; most submissions should probably not exceed 20 manuscript pages. The editors may impose cuts in articles judged to be excessively long.

The digital version of the manuscript should be in a standard Windows or Macintosh word-processing file format, with the preferred program being Microsoft Word. For Chinese characters, only traditional form is accepted. All characters (such as in Chinese, Japanese, and Korean) should be entered in your text using Unicode encoding (please be certain not to embed single byte Chinese fonts or customized font tables). If characters cannot be printed in the submitted hard copy, the locations where characters occur should be marked with an "XX" in the text, and the characters should be hand-printed in the margin. If special characters are needed, the author will need to provide camera-ready-copy for the characters printed at 600 dpi or higher resolution.

ARTICLE FORMAT: Manuscripts should have only simple formatting with major headings centered and underlined, and subheadings placed flush left and underlined. If necessary, indicate the level of the subheading by printing "L1," "L2," "L3." The use of subheadings beyond the third level is dissuaded. Pages should be numbered sequentially beginning with 1 for the ABSTRACT page. A manuscript should contain the following elements with each beginning on a new page in the following order:

- (1) **TITLE page.** Includes a brief, informative title with each author's name, institutional affiliation, mailing address, e-mail address, and phone and fax numbers below.

- (2) **ABSTRACT.** Manuscripts must be accompanied by a “stand alone” abstract of 200 words or fewer that describes the main points of the article. Abstracts should not contain text or figure references, bibliographic citations, or footnotes. In addition to the abstract, articles and reports should also be provided with a list of at least five keywords to facilitate indexing. These would normally include subdisciplinary, geographical, and cultural designation(s) most appropriate to the article.
- (3) **NARRATIVE TEXT** (with in-text, i.e. parenthetical, citations). Acknowledgments, if any, should follow the text. Authors are encouraged to include descriptive section headings and subheadings to guide the reader through their papers.
- (4) **BIBLIOGRAPHY (REFERENCES CITED).** See required style below.
- (5) **TABLES:** Tables are numbered consecutively (e.g., Table 1, Table 2) as they are cited in the text and are numbered separately from the Figures. Table captions should be typed double-spaced, flush left, in upper and lower case letters and appear above the table. Tables should be arranged clearly and accurately, and they should be prepared using the Tables function of a word processor, with proper tab-delimited rows and columns. Footnotes in tables should not be indicated by superscript numerals or letters; instead, use the following: asterisk *, dagger †, double-dagger ‡, section mark §, two asterisks **, two daggers ††, two double-daggers ‡‡, two section marks §§, etc.
- (6) **FIGURES** (maps, drawings, photos, and other illustrations; see below), preceded by a page with the **CAPTIONS**; captions should not be incorporated as part of the illustrations.

ROMANIZATIONS AND CHARACTERS: Articles in *JEAA* are published in the English language only. Authors should utilize the *Hanyu pinyin* romanization system for Chinese, the *Kenkyusha's New Japanese-English Dictionary* system for Japanese, and McCune-Reischauer for Korean. Please note that *JEAA* is printed using the **diacritical marks** necessary for properly romanizing East Asian languages using these systems (i.e., macrons in Japanese and breves in Korean). As these diacritical marks are not available in many standard fonts, the following substitutions may be made: a circumflex (ˆ) should be substituted over macron vowels in Japanese, e.g., â, î, ô, û, and the grave accent (̀), e.g., ò and ù, should be substituted for Korean breves.

Chinese, Japanese, or Korean characters should follow the romanization at first mention. Characters are not needed in the text for names of authors (the characters will instead appear in the References Cited) or, in the

References Cited section, for the names of Asian publishers; otherwise, they are mandatory. If you are not able to submit your manuscript with characters included in the text, insert the marker “XX” after each place characters are required and hand-print the characters neatly in the margin.

Example: “...the abundance of bronze ding XX and gu XX vessels...”

CITATION STYLE: In-text parenthetical citations are used for cited references. In parenthetical citations, the surname of the author (or authors’ surnames connected by “and” if two authors, or the first author’s surname followed by “et al.” if more than two authors) and year of publication and page numbers should be given, e.g., (Watson 1980), (Miller and Smith 1979: 35-39), (Song et al. 1994: 118), or “according to Iijima (1990: 12)”: specific page numbers are required unless one is referring to an entire work. Where more than one reference is cited, they should be placed with the oldest date first, e.g., (Watson 1980: 27-29; Smith 1982: 9-11; Xia 1987). If more than one reference by the same author is cited, the name need not be repeated, e.g. “(Tanaka 1983, 1987, 1991; Kim 1995).” If more than one author listed in the bibliography has the same surname, the full name should be cited to avoid confusion, e.g. (Zhang Changshou 1984). The beginning and ending page numbers are required unless one is referring to an entire work; “ff.” is unacceptable. Page numbers follow the publication year and are preceded by a colon and one space. Personal communications should give name and date as follows: “(Chang, K.C., personal communication 1992).” Personal communications are not listed in the bibliography.

FOOTNOTE STYLE: Footnotes should be kept to an absolute minimum and are reserved for and restricted to only those explications that cannot be readily fit into the narrative text. Footnotes may contain parenthetical citations to other published works, with the full bibliographic entries appearing in the bibliography. Footnotes should be numbered sequentially throughout the article and should be printed as endnotes following the text (in the final printed journal, footnotes will appear at the bottom of each page). As parenthetical citations are used in *JEAA*, the use of “ibid.,” “op. cit.,” “loc. cit.,” and “idem” is not allowed.

BIBLIOGRAPHY (REFERENCES CITED): The bibliography should take the form of a section following your text entitled “References Cited”; it should include an entry for each reference cited in the text listed alphabetically by author. References not cited in the text should not appear in the bibliography. References, unless a complete book, should include complete page numbers as well as publisher information, except for those journals that are already well known internationally (when in doubt, include the publisher for journals). When authors are given as an institutional name, the whole institutional name is listed in romanized (not translated) and capitalized form, e.g., Zhongguo Shehuikexueyuan Kaogu Yanjiusuo. The authors’ names should appear as they are given in the original publication (or in properly romanized form); do not reduce given names to the first initial unless this is how they appear in the original. When citing an institutional author in the body of the text, the name may be abbreviated (e.g., “Beijing Daxue Kaoguxuexi and Shangqiu Diqu Wenguanhui 1997” may be cited as “Xiayi 1997” in the text; see the example below). If this is done, then in the References Cited section, this item should be listed alphabetically by the abbreviated name, which is followed by the year and a colon (:), after which the institutional authors are given and the rest of the reference in standard form.

Style for entries should follow these examples. Please note the different uses of capitalization and underlining for titles, romanizations, and parenthetical translations:

JOURNAL ARTICLES:

Chang, Kwang-chih and Ward H. Goodenough (1996). “Archaeology of southeastern coastal China and its bearing on the Austronesian homeland.” Transactions of the American Philosophical Society 86: 36-56. Philadelphia.

Chen Tiemei XX (1990). “Zhongguo xinshiqi muzang chengnian rengu xingbi yichang de wenti XX (The problem of abnormal sex ratios among the adult skeletons in Neolithic graves in China).” Kaogu xuebao XX 1990.4: 5111-522.

Nanjing Bowuyuan XX (1964). “Jiangsu Pi Xian Sihu Dadunzi yizhi tanjue baogao XX (Report on the trial excavation at the site of Dadunzi near Sihu, Pi County, Jiangsu Province).” Kaogu xuebao 1964.2: 9-56.

Xiayi 1997: Beijing Daxue Kaoguxuexi XX and Shangqiu Diqu Wenguanhui XX (1997). “Henan Xiayi Xian Qingliangshan yizhi 1988 nian fajue jianbao (Preliminary report on the 1988 excavations a Qingliangshan, Xiayi County, Henan).” Kaogu XX 1997.11: 24-35.

MONOGRAPHS:

- Nelson, Sarah Milledge (1993). The Archaeology of Korea. Cambridge: Cambridge University Press.
- Hayashi Minao XX (1995). Chûgoku bunmei no tanjô XX (The birth of Chinese civilization). Tokyo: Yoshikawa Kôbunsha.
- Henan 1959: Henan Sheng Wenwu Gongzuodui XX (1959). Zhengzhou Erligang XX (The Erligang site at Zhengzhou). Beijing: Kexue Chubanshe.

EDITED BOOKS:

- Feinman, Gary M. and Joyce Marcus (eds.) (1998). Archaic States. Santa Fe: School of American Research Press.

SECTION IN EDITED BOOK:

- Chang Kwang-chih XX (1989). "Zhongguo xianghu zuoyongquan yu wenming de xingcheng XX (The Chinese interaction sphere and the formation of Chinese civilization)." In Qingzhu Su Bingqi Kaogu Wushiwu Nian Lunwenji Bianjizu XX (editor), Qingzhu Su Bingqi kaogu wushiwu nian lunwenji XX (Essays in celebration of Prof. Su Bingqi's fifty-five years as an archaeologist), pp. 1-23. Beijing: Wenwu Chubanshe.
- Keightley, David N. (1991). "The quest for eternity in ancient China: The dead, their gifts, their names." In George Kuwayama (editor), Ancient Mortuary Traditions of China, pp. 12-24. Los Angeles: Far Eastern Art Council and Los Angeles County Museum of Art.

BOOK REVIEWS:

- Chang, Kwang-chih (1969). (Book review). New Light on Prehistoric China, by Cheng Te-k'un (Cambridge: Heffner and Sons, Ltd., 1966). Asian Perspectives 10: 163.

OTHER STYLISTIC CONVENTIONS:

- (1) QUOTATIONS: Double quotation marks (" ") are used to distinguish words, concepts or short phrases under discussion, to indicate journal article titles, and for short direct quotations that run on in the text. Lengthy direct quotations should be kept to a minimum. Quoted text over three lines long should be set off from other text by adding a blank line above and below the section and indenting the block of text on the left; these larger sections should not be enclosed in quotation marks.

- (2) **RADIOCARBON DATES:** A radiocarbon date should be given prefixed by its individual laboratory code number, such as OxA- 6745 or Q-223, which links the determination to a specific sample. Authors should try to give the Conventional Radiocarbon Age BP (the uncalibrated determination) and the ± 1 -sigma standard deviation, e.g., ZK-868 3550 \pm 90 BP. A calibrated date should also be given along with which calibration curve and/or computer program was used. Authors should try to use the most recent (1998) calibration curves. Calibrated dates should also be given with the ± 1 -sigma standard deviation and written as, for example, 1050 \pm 65 cal BC. Several calibration programs that use the most recent curves are available on-line, such as the Windows program OxCal < <http://www.rlaha.ox.ac.uk/O/oxcal.php>> and CALIB, which runs on Windows and Macintosh platforms and also can be used on-line within your favorite web browser from URL < <http://calib.qub.ac.uk/calib/>>.
- (3) **ABBREVIATIONS:** Use abbreviations with dimensions and measurements but not with general descriptive statements. “A rammed earth (hangtu XX) wall several meters tall” is correct, as is “the area mapped covered 4 sq km.” Write “3 m long” for “three meters long” and “0.5 m” for “half-meter.” Write “6 cu m” for “six cubic meters” and “200 sq m” for “two hundred square meters.” Do not introduce false precision into a measurement by adding extra zeros to the right of the decimal (e.g., if a measurement is only made to the nearest centimeter, an object’s length should be given as “12 cm” and not “12.00 cm”). If multiple dimensions are given, write “2.6 m X 2 m.” Write “D.” for “diameter”, “H.” for “height”, and “L.” for “length” in parentheses (D. 15 cm, H. 32 cm).
- (4) **NUMERALS:** As shown above, numerals are used for dimensions. In other usage of numbers, generally speaking, one should write-out the numerals one through nine and use numerals for 10 or greater. However, when deciding whether or not to use numerals, consistency is also an important consideration, and thus written-out numbers and numerals usually should not be mixed in a sentence. For example, write “in Level 3b, 6 scrapers were found and in Level 4, 14 scrapers were found” instead of “in Level 3b, six scrapers were found and in Level 4, 14 scrapers were found.” Numerals for centuries are spelled-out, e.g., “the sixth century BC.”

(5) FOREIGN WORDS AND PHRASES: Underline each occurrence of foreign words and phrases, but provide a translation or definition (and the relevant characters, if needed) only at the first occurrence. Since many software packages do not provide a real italic typeface, words to appear in italics in the final journal should be underlined in the manuscript. Do not underline common usages such as “in situ,” “e.g.,” “vs.,” “i.e.,” or “et al.”

ILLUSTRATIONS: Authors are welcome to include black and white photos, maps, drawings, and other illustrative materials. In exceptional cases, color images may also be used, but authors may be asked to defray the additional costs. **Authors should make careful consideration of the journal’s page size when producing illustrations:** the printable width of one page is 26 picas (4.3 inches/10.9 cm): this is particularly crucial to pay attention to for producing maps with clear features and labeling. For manuscript review, authors should include both a digital file and a clear printout. Acceptable digital illustrations include bitmap TIFF files of cleanly scanned photos and drawings at proper size and resolution, or vector graphics (please see below). A suggested resource for producing effective drawings is David Ford’s “The Nature of clarity in archaeological line drawings” (*Journal of Field Archaeology* 20 [1993]: 319-333), available on-line at URL <<http://jfa-www.bu.edu/Ford/Ford.html>>.

Proper format for digital illustrations: All illustrations should be submitted in digital form. Photographs should be clearly scanned at least at 300 dpi gray scale and saved as TIFF files. Line drawings should be scanned at 600-1200 dpi bitmap (black/white) and saved as TIFF files. If you are adding labels to an image or line drawing, you should do this in vector format using Adobe Illustrator or another vector art application that produces files that can be opened in Illustrator. All lines and lettering should be sharp, crisp, and clear and of suitable thickness and size for proper reduction, if necessary. Again, ***please make proper consideration of the journal’s page size when producing illustrations: an illustration should be no wider than 10.9 cm and no longer than 16 cm.***

All illustrative materials are cited as “Figures” in the text and should be numbered as they appear in sequence (Figure 1, Figure 2, etc.). On the printout, the author’s name and figure number should be lightly penciled on the back of the figure in an area that will not show through to the front printed image. Figure captions should never be included on the figures themselves, but are instead typed in the list that should accompany the manuscript. The captions should be typed in upper and lower case letters, double-spaced throughout, all lines flush left, and the word “Figure” should be the first word in each caption, such as in the following example:

Figure 1. Map of the Shangqiu site and environs. Inset shows the location of the site in eastern Henan province, China.

The caption should include the direction of the view (if relevant) and any credit for the photographer or artist and/or parenthetical bibliographic citation for the source. *Scales should appear in the image area of the figures and not as a ratio in the captions (such as one-fifth actual size, 1:10,000, or 50x), although actual dimensions may given in the captions instead.*

Authors will be expected to have obtained, before publication deadlines, written permission to reproduce material that has appeared in another publication or is otherwise copyrighted.

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Inquiries may also be made by email to asianarc@bu.edu.