

Guidelines for Archaeological and Environmental Forensic Science

Please follow these guidelines when you first submit your article for consideration by the journal Editor and when you prepare the final version of your article following acceptance for publication.

Notes for Contributors

Archaeological and Environmental Forensic Science is a journal that specialises in the inter-relationship between archaeological and environmental sciences and forensic practice. It covers both the use of archaeological and environmental methods in forensic examination and the application of forensic methods beyond their primary investigative context, particularly in the field of archaeology. A wide range of subject areas are addressed including post mortem interval, trauma and pathology, provenancing of both people and objects, taphonomy, environmental scene sampling, techniques of search, location, geoprospection and excavation. The methods considered to address these themes will range from those of scene investigation to the analytical such as phase identification, elemental, molecular and isotopic. AEFS publishes specially commissioned review papers, which aim to give an overview of a particular subject or issue; papers which report new methods or techniques and case studies which are short accounts of forensic cases where archaeological and/or environmental methods played a critical or new role. It incorporates work relevant to both civil and criminal cases.

AEFS aims to provide a platform for scientific research and broader discussion that incorporates all aspects of environmental and forensic science from collection at the crime scene to presentation in the court room, as well as considering the ramifications of such work for the wider scientific community.

The journal will also address the ethical implications of applied sciences and the impact it has on the societies it is applied in. At times, this may lead to dynamic debates about issues every forensic scientist faces in their work and for which there is no debating platform in the moment.

The journal is published twice a year in April and September. Each journal will consist of about 128 pages and include articles and book reviews.

Guidelines for Submission

Prospective authors for Archaeological & Environmental Forensic Science should first read the Guidelines for Authors. Manuscripts sent to AEFS are acknowledged immediately and, if their scope and quality seem appropriate, passed to two referees for peer review. Comments should be returned by referees within 6-8 weeks. Papers are normally published in order of their acceptance in final form, without preference for particular scientific field, type of article (research, case study, etc.) or topics.

For email submission, simply send an e-mail message to the Editor, along with an attachment containing the manuscript (fully formatted AEFS style).

The editor's e-mail address is: Nicholas Marquez-Grant, n.marquezgrant@cranfield.ac.uk.

Articles Length

The types of articles have different maximum word limits. If there is any doubt which category a specific article may belong to or if there are special circumstances, please feel free to contact us before you submit. Letters to the editor, 2000 words; Case studies, 3000; Methodological papers, 3000; Research papers, 5000; Reviews, 10000. Figures count as 300 words for half page, 600 for full page this includes both the main text and the References.

Only the first draft submitted will be accepted. Any "update" will be ignored. Authors should therefore make sure that they are entirely satisfied with the version they submit before doing so.

Language of Publication

The language of publication is UK English. Please check in advance with the Editors if you are planning to submit any part of your article in any other language.

Statement of Ethical Practice

Equinox Publishing is a leading publisher specializing in books and journals in the humanities, social sciences and performing arts. We recognize and believe in the integrity of good ethical practice in publishing in order to promote and maintain the quality our contributors produce. As a publisher, we uphold the standards set forth in the COPE code of practice (www.publicationethics.org), specifically for all contributing parties: author, editor, reviewer and as publisher.

We have communicated these standards to our journal editors who share in our aims for ethical publishing practice and agree to work towards these standards throughout the editorial process. Together, we ensure the on-going excellence and quality for which Equinox is recognised.

Copyright Notice

The editors will not consider manuscripts which are under consideration by other publishers. It is assumed that once you have submitted an article to this journal, it will not be sent to other publishers until a decision about inclusion has been made. Full details of our conditions related to copyright can be found on the journal home page. You should download the contributor contract, which you should print, sign and post back to us once your manuscript is accepted.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Permissions

You will need to clear copyright for any copyrighted material that you use or quote, including artwork. Please refer to separate PDF (Permission Guidelines for Authors) on the Equinox website for details regarding minimum technical standards for artwork. Under no circumstances will the Publisher undertake to redraw or enhance material or to clear permissions.

Policy Regarding Previously Published Material and Translations

The journal accepts only original articles which have not been previously published. The Editors will only exceptionally consider previously published material. They will consider translations of articles previously published in other languages, if they consider that their publication in English will considerably advance the study of the subject.

Review of Submissions

All submissions are evaluated through a double-blind review process, and may include review both by editorial board members and external reviewers. The Editor will make every effort to have all submissions evaluated in a timely manner.

Agreement to Publish

It is a condition of publication that authors vest copyright in their articles, including abstracts, in Equinox Publishing Ltd. This enables the publisher to ensure full copyright protection and to disseminate the article, and the journal, to the widest possible readership in print and electronic formats as appropriate. Authors may use the article elsewhere in print only after publication without prior permission from Equinox Publishing Ltd., provided that acknowledgment is given to the Journal as the original source of publication, and that Equinox is notified in advance so that its records show that use of the article is properly authorized. Once an article has been accepted for publication, the author must complete the "Agreement to Publish" form downloadable from <http://www.equinoxpub.com>. Please read the conditions, sign the form and return it to the Publisher. Any other re-use of the material must be cleared in advance with the Publisher.

Online Submissions

We normally accept only online submissions. If you are unable to do so electronically through the Equinox site, contact the Editors.

Online submission is a five-stage process and you may submit articles or book reviews but in the case of book reviews, please check in advance with the Book Review editor to ensure that the book you want to review has not already been assigned.

Electronic versions should be uploaded to the journal website.

This may be done by going to the For Author page at the journal's home page: <http://www.equinoxjournals.com/AEFS/about/submissions>, and logging on, or if a new contributor, by registering and following the prompts. Once registered, click on NEW SUBMISSION, and answer the online check list and copyright questions. The process then leads to Step 2, which allows you to upload your submission, followed by Step 3, where you will be asked to fill out the metadata form, which includes an abstract of 100–150 words, (Book Reviews do not require abstracts) and three to six keywords, a short biographical statement of up to 75 words, contact details and appropriate library of congress subject classification codes, among other things. This metadata is important because it facilitates the indexing of your article once it is published, leading to more citations and greater readership. Additional materials (such as figures) may be uploaded at Step 4. You may also upload other supplementary material such as (a) research instruments (b) data sets (c) sources that would otherwise be unavailable to readers or (d) audio/video material. If you intend these to become an official part of the journal, please indicate in a note to the Editor. Some material may be suitable only for the electronic version of the journal, such as four colour artwork.

When you have completed the submission process, the Journal Editor will receive a notification of your submission and you will receive confirmation that the review process has started.

Ensuring a Blind Peer Review

All articles are blind peer-reviewed, being evaluated by referees, who may be members of the Editorial Board or external referees. To insure the integrity of the blind peer review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore, when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications be sure to substitute the word 'author' for your own personal details and for the actual title of the work cited.
2. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
3. On any PDF uploaded, remove the author names from Document Properties found under File on Adobe.
4. Acknowledgments should be added as part of the Metadata and not included in the main body of your submission as they may contain information that would jeopardize anonymity.

Decision about Publication

The Editors will communicate with you by e-mail regarding the progress of your submission and you will be able to log on to the submission site to check progress yourself. The decision period is generally between eight and twelve weeks. Their evaluation may include recommendations for revision, which the author should carry out to the Editors' satisfaction before the article can be accepted. You will be able to track the progress of your submission through our online submission system when you log in as an author.

Proofs, Offprints and Copyright

Proofs will normally be sent to authors as PDF files. Authors should correct and return them electronically within ten working days. They should advise the Editors in advance if they will be

unable to do this. Only typographic corrections, and responses to specific questions raised by the Editors, can normally be accepted at this stage.

Authors will receive final versions of their articles by e-mail as PDF files. These may be available up to two weeks before publication. In addition, authors receive one copy of the print issue in which their article appears. The author may also purchase additional copies of the issue at a 35% discount and may also order other Equinox titles at this discount. The Publisher does not provide printed offprints.

Publishable Copy

All articles and reviews accepted for publication must conform to the following style rules and be submitted according to the following instructions.

Structure of your submission

Manuscripts should be in grammatical, idiomatic UK English and formatted using double spacing with pages numbered consecutively throughout. Please use Times Roman 12pt for the text, which should provide most diacriticals.

Manuscripts should be prefaced by a Title, a short abstract of 250–300 words, your name(s), your academic address and your e-mail address, and a list of keywords.

Abstracts: Abstracts must be submitted in English. Translations can be submitted only if it would considerably enhance the value of the publication, and will be placed after the references.

Keywords: Up to six keywords that adequately capture the main elements of your paper. Suitable examples might be: anthropology, Bosnia, material science, x-ray diffraction, cemetery excavation. Please avoid the word ‘forensic’ and all words appearing in the title of the journal. By default, any article in this journal is related to forensic science.

Glossary: if necessary, it must be included on the first page, before the main body of text.

Acknowledgments: If necessary, should follow the main body of text.

About the Author(s): For up to two authors: brief description of affiliation and research interest not exceeding 100 words can be added. For research teams: a brief affiliation of each participant and a description of the group can be added not exceeding 200 words can be added. Authors and editors are encouraged to specify links to official institutions’ websites. Place these after the Acknowledgments.

Manuscripts should be submitted in Microsoft Word as a .docx file if at all possible, alternatively .doc or .rtf files are acceptable.

Files must not be password protected. All files must be screened for viruses before submission. If any indication for the presence of a virus should be found, the author will be informed and asked to resubmit a virus-free version. The original file will be destroyed.

Manuscripts must not contain any comments, highlights, notes, annotations, track changes, etc. Any of these will be ignored.

General Style Rules

1. No more than 3 levels of headings should be used, and in the manuscript should be prefaced by <1>, <2>, <3> respectively. All headings after the title of the document are sentence case with only initial word and proper nouns capitalized.
2. Quoted matter, if more than three lines, should normally be indented, without quotation marks.
3. Quotations of up to three lines should form part of the text, and should be indicated by double quotation marks. Single quotation marks should be used only for quotations within quotations.
4. In general, foreign words and phrases should be provided in translation, followed by the transliterated foreign word in square brackets (i.e. house [bayt]).
5. References within the submission should follow the *Chicago Manual of Style* using the author-

date system (<http://www.chicagomanualofstyle.org>). Sources should be cited in the text within parentheses, by the author's last name, and the publication date of the work cited with no intervening punctuation. A page number or other locator may be added, following a comma. Text citations of works with more than two authors, may be shortened to the first author followed by et al., which need not be italicized. See CMS 15.28 for details for citing works, which may be confused by the shortened citation.

6. Footnotes are generally not permitted. Authors are advised to avoid their use altogether if possible. Where the use of a limited number of footnotes is unavoidable, the editors can permit their use at their digression.
7. All sources referred to in the text must be compiled by the author in a bibliography of works cited in which the year of publication appears immediately after the author's name. All entries must be in alphabetical order. For successive entries by the same author(s), translator(s), editor(s), or compiler(s), a 3-em dash replaces the name(s) after the first appearance (see *CMS* 6.91). The entries are arranged chronologically by year of publication in *ascending* order.
Titles should be capitalized headline-style unless they are in a foreign language (see *CMS* 8.157, 11.3); titles of larger works such as books and journals are italicized; and titles of smaller works such as journal articles are presented in Roman and enclosed in quotation marks. Noun forms such as editor, translator, volume, and edition are abbreviated, but verb forms such as edited by and translated by are spelled out.
8. -ize spellings should be used (recognize, organization, etc. BUT analyse, exercise, etc.).
9. Preferred spelling should follow the *Oxford English Dictionary*. Contributors may opt to use American standards of spelling but must indicate this at the time of their submission.
10. Authors of articles and book reviews will be emailed a proof as a pdf file, and will normally be expected to return these within ten working days of receipt. Corrections should be confined to typographical errors or to specific questions raised by the editors.
11. Illustrations, tables, maps and figures must be numbered consecutively and include captions which identify the source of any image or data. Do not embed figures into the manuscript but send as individual files. Tables should also be sent in a separate document. Authors are responsible for obtaining and paying for all copyright and reproduction charges.
12. For further reference or details not covered in this Guide, please refer to *The Chicago Manual of Style*, 16th edition, or contact the journal editor for clarification.

Gender and Language

Where a gender-inclusive alternative is possible, it is to be preferred (e.g. "humanity" rather than "man" when referring to both genders). When personal pronouns are used both genders should generally be included. The use of plural forms is recommended.

Capitalization

Names and initials of persons are capitalized, with a full stop and space following each initial (W. M. F. Petrie). In the case of book titles, headline-style capitalization are used, capitalizing first and last words, and all other major words (nouns, pronouns, verbs, adjectives, adverbs) (for full discussion see *CMS* 8.157). For capitalization of foreign titles see *CMS* 11.3.

Abbreviations

Do not abbreviate journal titles.

BC and AD should be unpunctuated and should not be set in small capitals. Note the following abbreviations: ed. (editor); trans. (translator); rev. (reviser); 2nd ed. (second edition); repr. (reprint); vol./vols. (volume).

For details regarding forms of abbreviation please refer to the *Chicago Manual of Style*, Chapter 10.

Verbal Style and Spelling

1. **Square brackets** should be used within parentheses, to indicate the major text inserted into a quotation by the author (e.g. [sic]), and should also be used to contain the citation of an original, transliterated term translated. In this case, the foreign word should be italicized.
2. **Numerals** are written out in full when they are ten or below, when they begin a sentence and when they are an even hundred, thousand, million, etc., numbers that begin sentences, and those used in a general sense in narrative, e.g. ‘thousands of sherds.’ Numbers of centuries should always be written out in full: twenty-first century; nineteenth century etc. In a sequence of numbers, the numbers should be given in full separated by an en-dash, hence 107–109 (not 107–09), and should not be preceded by p. or pp. For dates, times, and periods, follow these examples: 30 October 1997; 40 hours; 18th Dynasty; sixteenth-century buildings (hyphenated); second century (rather than 2nd century); 1980s (no apostrophe); 1978–1979 (not 1978-79); 333 BC, 85–135 AD (no periods in BC or AD); spell out all ordinal numbers.
Note that for calendar dates only the forms BC and AD, not BCE, CE, AC, etc. are used.
3. **Possessives.** For possessives of proper names ending in a (pronounced) *s* add ‘s, e.g. Childs’s Introduction, Jones’s views. The exception is for ancient names, e.g. Jesus’, Moses’, Barthes’, Descartes’ etc.
4. **Ellipses:** all quotations are in the nature of things an extract from a longer text, so ellipses should not be used simply to indicate that in the original text there are preceding and following words, but may be used to show gaps in quoted text.
5. **Use:** focused, focusing etc (not focussed, focussing); first, secondly, *or* first, second (but not *firstly*); acknowledgment, judgment; analyse (but analyze in American spelling)
6. “E.g.” and “i.e.” are only permissible in the body of the text if they introduce a list or are within parentheses. Likewise, please avoid “etc.”. Please do not use op. cit., idem and avoid ibid. Avoid “f.” and “ff.”

Captions

Provide on a separate page following the References a list of captions for all figures (i.e. all artwork, including photographs, drawings and graphs) and for all tables, inclusive of any required acknowledgment of copyright or permissions.

Figures

Maximum width and height for figures is 134mm x 200mm for portrait style figures, and 200 mm x 125mm for landscape style figures. For figures with captions larger than 2 lines of text the image should be reduced to allow for the caption.

Labelling should be of professional standard and a minimum of 6pt after final reduction.

Include a scale when objects, sections, etc. are illustrated, and both a scale and a north arrow on all maps; all scales, symbols and keys should be included as part of the figure itself, rather than placed in the caption. Every figure must have a brief caption, correspondingly numbered, which will be printed beneath the figure: do not include the caption on the actual figure. Cite all illustrations as Figures (not plate, map, plan, illustration, etc.). Indicate in the text where each Figure (or Table) should appear, by writing on a separate line ‘Insert Figure xx about here’ at the appropriate point. Figures and Tables should be numbered in the order of their first appearance in the text. *See also General Rule 11.*

Images depicting human remains must abide by the following rules:

1. The identity of individuals must be protected. Eyes and/or entire faces must be pixelated, blurred or blacked out (exceptions to this rule can be requested in special circumstances; please contact editors).
2. Although a forensic journal will always have images depicting cruel, brutal and explicit subject

matters, the editors do reserve the right to reject certain images if they are deemed to breach ethical standards. Authors will be informed and attempts to resolve the issue will be made. All images must be the original work of the authors or permission from the original author must be in place and prove of this must be submitted with the article.

Electronic illustrations

The journal will be printed in colour, so any combination of black and white or colour images is acceptable. All illustrations should initially be submitted in a low-resolution format as either .jpg or .pdf (the latter as a single file). Once accepted for publication you should submit high-resolution illustrations (i.e. 600 dpi for photos and 600 dpi for black-and-white line-drawings at a maximum width of 134 mm). Images may be submitted as .jpeg, .tif or .eps format. Note that the high-resolution (large-size) files should not be e-mailed to us but must be uploaded to a website (specific instructions will follow once your manuscript is accepted for publication). Please note that all artwork must be submitted in digital format; any author experiencing difficulties in submitting digital artwork should contact the editors.

Tables

Use sparingly. When designing tables, bear in mind their size relative to the dimensions of AEFS's standard page size (246 x 189 mm). Complex or lengthy tables are best submitted as camera-ready copy; otherwise, present all tables in the following format:

- Single line spaced
- 0.05 cm margin left and right, top and bottom,
- The top row(s) shall be highlighted and the text bold,
- The first column(s) may also be highlighted and bold if appropriate,
- Centred vertically, left, centred or right aligned,
- Table may fill the width of the column or page, and text may be wrapped around a table, but keep in mind the overall appearance of the table in doing so.
- Every table must have a caption.

Item	X Value	Y Value	Total
Specimen A	1.23	2.35	1.70
Specimen B	1.20	2.35	1.75
Specimen C	1.23	2.30	1.75

Table 1: Example table (source).

All tables must be the original work of the authors or permission from the original author must be in place and prove of this must be submitted with the article. *See also General Rule 11.*

Other Elements of the Manuscript

Measurements and mathematical symbols

Distance, area, volume and weight must be expressed in metric units; abbreviations should not have full stops (periods), thus: 5 m; 10 km; 15 ha; 200 sq m (not 200 m²). Any mathematical variable should be underlined or italicised, and any ambiguous or unusual symbols should be explained clearly in the left margin. Extensive use of statistics may make it necessary for authors to provide camera-ready copy.

Formulae and equations

Mathematical formulae and equations must be formatted with appropriate software, which is usually included in any recent word processing software or can be created in third-party software. Equations must look professional, as shown below.

$$\left(\frac{\pi x^2}{\gamma - 1}\right) + \frac{2}{3}$$

Reporting Radiocarbon Dates

Follow the conventions of reporting set forth in the journal *Radiocarbon*. For details please refer to these guidelines at <https://www.radiocarbon.org/Authors/author-info.pdf>, Item 7.0.

Uncalibrated radiocarbon dates (BC, AD, BP) should be reported in a form of this type: UtC-2020: 3510 ± 60 BP; (Lab; radiocarbon years before 1950; the laboratory's estimate of error at the 1σ (one standard deviation) level. In running text, use an expression such as “this level dated to 3510 ± 60 BP.”

Calibrated Ages (cal BC, cal AD, cal BP) should be expressed such as “The linen sample dated to 780 ± 40 BP, or cal AD 1220–1281 (1σ).”

Thousands of years BP may be abbreviated using the form ka BP. For example: The Younger Dryas boundary is generally found between 11 and 10 ka BP.

Bibliography style

The journal follows the *Chicago Manual of Style* conventions for the author-date system. Please note articles from periodicals or titles of book chapters are printed within double quotation marks. Book and journal titles are in italics. All inclusive page numbers are separated by an en-dash. Full publication data should be used in the bibliography. The following provide examples:

Journal article:

Reference

(Schultz and Tosha 1984, 399-413)

Bibliography

Schultz, John J., and Tosha L. Dupras. 2008. “The Contribution of Forensic Archaeology to Homicide Investigations.” *Homicide Studies* 12, no. 4: 399-413.

Book:

Reference

(Cox and Hunter 2005, 97)

Bibliography

Cox, Margaret, and John Hunter. 2005. *Forensic Archaeology: Advances in Theory and Practice*. New York: Routledge.

Chapter/article in a collected volume:

Reference

(Loe 2013, 271)

Bibliography

Loe, Louise. 2009. “Perimortem Trauma.” In *Handbook of Forensic Anthropology and Archaeology*, by Soren Blau and Douglas H Ubelaker, 263-283. Walnut Creek: Left Coast Press.

For further information on referencing style, please refer to *The Chicago Manual of Style*, 16th ed (you can access and search the full-text online at: www.chicagomanualofstyle.org).