

THE BULLETIN

GUIDELINES FOR AUTHORS

as of July 2016

The Bulletin of the Archaeological Society of Delaware (ASD) is published annually by the ASD. Submissions are welcome from anyone writing about the prehistory or history of Delaware and the surrounding states. The Editorial Board evaluates articles based on:

- The appropriateness of the topic and its interest to ASD membership
- The quality of the writing
- The soundness of the scholarship

Context: Although *The Bulletin* traditionally focuses on archaeological projects, the editors encourage the submission of pieces from a variety of related fields including, but not limited to, architectural history, archival and ethnographic research, scientific inquiries such as artifact dating, landscape and geographic analysis, and art/craft projects related to the prehistory and history of the region.

Format: Articles should be typed and submitted in a common word processing format, such as Word. Avoid any excessive formatting, such as use of colored fonts or varying spacing, as each article will be reformatted by the editors for placement within the final layout. Left justification of all text and headings is preferred. Use either preset paragraph style formatting to indent as needed or the tab key rather than the space bar. A formatted template can be sent to authors upon request.

ASD uses the American Antiquity citation system. Details on this system can be found at: <http://www.saa.org/StyleGuideText/tabid/985/Default.aspx>. Illustrations and tables are welcome provided the quality and size allows for easy reproduction.

When compiling your article, please place the text and references in one document. Note the appropriate locations for insertions of photos, figures, and tables through parenthetical call outs at the end of the corresponding sentence. i.e., “The site is located just south of Newark, Delaware (Figure 1).”

Photos, figures, and tables should NOT be imbedded in the text document; rather, they can be submitted in one of two ways. They can be compiled in a second Word document, in order of placement in the article and each with a corresponding caption. Or, each

image can be submitted as a separate .jpg, .tif, or excel sheet, as appropriate, with a separate list of captions provided for the editors.

Also, be sure to include your name(s), title, affiliation, office or home location as appropriate, and contact information below the title of your paper, as this information will be used by the editors should they have any questions. Portions of this data will also be included in the final document.

Length: Articles of any length may be accepted. As a very general guideline, articles are usually within the 5,000 to 15,000 word range, or about 5–15 single-spaced pages of text. Shorter and longer articles are accepted based on content, scholarship, and volume requirements.

Submittal Date: Articles may be submitted at any time during the year. The yearly bank of articles will be reviewed in December for preliminary approval, and any notable missing data will be requested at that time. *The Bulletin* is disseminated yearly in May at the ASD's annual meeting.

Submittal Format: Articles and accompanying imagery/tables can be submitted via email to the ASD Bulletin editors listed below or mailed on CD depending on size. Mail data to:

ASD Bulletin Editors
Dovetail Cultural Resource Group
2003 North Scott Street, Suite B
Wilmington, Delaware 19806

Bulletin Editor Contact Information:

General questions on *The Bulletin* and the submittal/editorial process can be sent to:

Kerri Barile, ASD Bulletin Technical Editor
kbarile@dovetailcrg.com
540-899-9170 (office) / 540-623-5106 (cell)

Questions on article topics, submission suitability for publication, and Delaware-region research can be sent to:

Bill Liebeknecht, ASD Bulletin Content Editor
blieknecht@dovetailcrg.com
302-691-3216 (office) / 856-448-2566 (cell)