

ARCHAEOLOGY SOUTHWEST *magazine*

A QUARTERLY PUBLICATION OF ARCHAEOLOGY SOUTHWEST

Writing for *Archaeology Southwest Magazine*: Policies and Guidelines

BACKGROUND

Archaeology Southwest Magazine issued its first volume under that imprint in 1999. Previously, the publication was a newsletter format under the imprint *Archaeology in Tucson*. All together, the publication has been in print since 1986.

The publication is generally quarterly, with four issues in each annual volume cycle; however, some issues are expanded to double issues in order to present the content as fully as it merits. *Archaeology Southwest Magazine* is professionally printed in full color. It contains no advertising.

Archaeology Southwest Magazine is not formally peer-reviewed, nor does it have a formal editorial board. Archaeology Southwest's executive director serves as the publication's executive editor. The content editor is a staff member of Archaeology Southwest. Each issue has a working editorial team comprising the executive editor, content editor, and topic-specialist guest issue editor(s). The team also includes a graphic designer and a production designer.

Archaeology Southwest views the magazine primarily as a resource for the interested public and for educators. We believe that helping people connect with the past—and with current research on people's lives in the past—engages them in efforts to protect the places and traces of the past for the future.

Moreover, Archaeology Southwest is committed to developing collaborative relationships with the tribal and other descendant groups whose heritage is most often the focus of our research and public outreach, including in *Archaeology Southwest Magazine*. To that end, we attempt to anticipate the concerns of descendant communities and to reach out to them regarding potentially sensitive issues.

Archaeology Southwest members, donors, and subscribers (giving \$35 or more annually) receive the magazine in the mail. Hard copies and digital PDF versions are available on Archaeology Southwest's online bookstore at its website.

The magazine is also available in retail establishments, including visitor center gift shops at national parks and monuments and regional independent bookstores. Wholesale accounts are welcome.



POLICIES

1. We do not accept unsolicited manuscripts.
2. The editorial team reserves the right to reject any article at any time in the editorial process; however, the team will make reasonable attempts to communicate concerns in order to avoid this outcome.
3. *Archaeology Southwest Magazine* does not print photographic images of human remains, regardless of ethnic origin. Likewise, we endeavor not to print photographic images of sensitive objects of cultural patrimony. We will consider publishing illustrations on a case-by-case basis in consultation with appropriate tribal representatives.
4. *Archaeology Southwest Magazine* will not report on contemporary research that has violated the Native American Graves Protection and Repatriation Act (1990). Likewise, the magazine will not report on research that is known to be offensive to tribal communities or has violated tribal rules and regulations regarding research on ancestral lands or populations. We reserve the right to consult appropriate tribal representatives about submissions to *Archaeology Southwest Magazine*.
5. Following on policies 3 and 4, prospective issue editors and authors may expect to discuss any potential or known concerns with Archaeology Southwest's executive and content editors at the beginning of the issue proposal process. We reserve the right to consult appropriate tribal representatives at any stage in the editorial process.
6. We do not publish data tables. We are not likely to publish bar graphs, pie charts, or statistical plots.

ISSUE PROPOSALS

Prospective guest issue editors are welcome to contact the executive editor and the content editor with proposed issues of *Archaeology Southwest Magazine*. Verbal proposals should be followed up with digitally submitted written proposals. These should be emailed to the executive editor or the content editor as a Microsoft (MS) Word file(s).

Issue themes and topics should be primarily aimed at educated adults and students, not academic or professional archaeologists. Likewise, authors should be prepared to present their work in such a manner, or at least cooperate with the editorial team's assistance in making their work understandable to general readers. (A recent example of *Archaeology Southwest Magazine* may be provided to prospective authors upon request.)

We especially welcome and encourage proposals that feature collaborative research with tribal and other descendant communities.

Proposals should include:

- **Issue theme:** This might be a regional focus or a thematic focus.
- **Topics:** Article topics, long (1000 words or fewer) and short (500 words or fewer).
- **Prospective authors:** Please identify those who have provisionally committed at time of proposal submission. Tribal, academic, student, professional, and avocational contributors are welcome.
- **Preservation Spotlight:** Each issue should have one article that relates to theme "This Place Is Protected" or "This Place Must Be Preserved."

- **Room for Debate:** If appropriate, guest issue editors may feature authors with different perspectives or positions on a topic of current archaeological debate. These features are intended to communicate how science is done for general audiences. (An example may be provided upon request.)

GUIDELINES FOR GUEST ISSUE EDITORS

The guest issue editor's primary points of contact will continue to be the content editor and the executive editor.

Upon acceptance of an issue proposal and initial scheduling, the guest issue editor should plan to have all author submissions in hand within 3–5 months of the determined “start point.” Then, the issue editor may take an additional month or two to review article submissions for consistency with proposed theme and topics. The issue editor is also responsible for general fact-checking during this period. The content editor and executive editor are available for consultation during this period.

Once the issue editor has completed initial review and queries and incorporated responses, written material should be turned over to the content editor in **MS Word format**. Typically, this is done via email or Dropbox. (In order to facilitate the editorial process, we set up a Dropbox for each issue to serve as a proxy server. The executive editor, content editor, graphic designer, production designer, and guest issue editor[s] will have access to the Dropbox folder.)

Maps and graphics and imagery may come at time of written submissions or shortly thereafter. Having prospective imagery in hand early on is helpful during the content editing period. These should be submitted as separate files, NOT embedded in MS Word docs. We may request higher-resolution imagery during the design process to ensure publication quality. We generally prefer to adapt most maps and figures to our house style. Guest issue editors and authors will have opportunities to review and correct graphics our editorial team designs.

Several iterations of editing may occur among the editorial team members before an author is contacted with an edited manuscript or a PDF proof for review. **In general, we try to check in with authors twice during the editorial process:** first with a Microsoft Word document before going into design production, and then toward the end of the design process. Guest issue editors and authors will have opportunities to review fully formatted PDFs at that time.

General Schedule

- Proposal; acceptance; scheduling
- Month 1: call to authors
- Month 4–6: guest issue editor initial review
- Month 5–8: substantive editing; guest editor input and review; ends with author review of Word doc
- Month 7–9: graphics and design development; graphics development involves issue editors and authors
- Month 9–11: design production; ends with editor and author final review of formatted PDF
- Month 12: on press

GUIDELINES FOR AUTHORS

When writing for *Archaeology Southwest Magazine*, consider how you would explain your research, topic, or conclusions to a family member or friend who is not an archaeologist. We particularly recommend the inverted-pyramid approach to structuring your article: let readers know your general questions, parameters, and conclusions at the outset, and then drill down into details. **Try to avoid jargon**; when it is unavoidable, try to also explain a term in ordinary language.

We encourage you to state that “I” or “we” did something—**passive voice is not desirable for our readership**. Likewise, we encourage you to eschew passive voice when writing about peoples in the past—for example, you might say “people lived at this site...” rather than “the site was occupied...” The content editor will assist you in achieving the right tone within your own voice.

If you are unfamiliar with the publication and would like to request a recent issue as a sample, please contact the content editor.

The issue editor(s) will set a deadline for initial submissions. Meeting this deadline ensures timely production of the magazine and punctual dissemination to our subscribers.

If you will be unavailable for any length of time after submission, please let the issue editor(s) know, for scheduling purposes.

Please submit your manuscript as a Microsoft Word document.

In general, submissions should be 500 to 1,000 words. Of necessity, some may be longer, but always fewer than 1,200 words. Some shorter pieces should be fewer than 500 words. If you have whittled away all that you can and your manuscript is still 1,000 words, do not despair—let the editors take it from there.

Do not cite references in your text. You may submit *limited* bibliography or “for further reading” for inclusion with the issue’s online highlights. If you must acknowledge a colleague’s assistance, then please include that in your text or append it as a postscript.

Please include possible images and maps with your submission, as separate files (in other words, please **DO NOT** embed them in your Word document). We may not use all of your suggested illustrations, and we may contact you for other possibilities or for higher-resolution files. **All photographs should be at least 300 dpi in resolution.** Please identify photographers or cartographers and image sources, in the event that we must obtain permission to publish an image. Likewise, please make sure any people depicted in a photo have consented to publication of their image. Basic captions are helpful.

We will not publish tables.

Consider allowing the magazine to offer supplemental material online. The issue and content editors will help develop such material, if appropriate.

Please respond to any queries or requests to review material within 5 business days. In some cases, we may require faster responses of 1–3 days.

POST-PRODUCTION

Once the magazine has been printed, **we will send issue guest editors and authors six copies of the issue in which their work appears.** We will work with international authors to make special arrangements for the sharing of the magazine, either by mail or as a PDF. For authors who are Archaeology Southwest members, we offer an additional year's membership, with our compliments, or the opportunity to give a free gift membership to a designee. For authors who are not Archaeology Southwest members, we offer you a year's free membership. **We will contact authors not in our database to request preferred mailing addresses.**

Should you wish to reprint your article from *Archaeology Southwest Magazine*, we ask that you notify us prior to publication. The reprint should acknowledge that, "This article originally appeared in Archaeology Southwest Magazine, Vol. x, No. y. It has been reprinted with permission."

Should you wish to reprint a map or figure from *Archaeology Southwest Magazine* that our team adapted or designed, please contact the content editor with a description of the intended use. Formal permission may be necessary, and fees may apply.

MAGAZINE STAFF RESPONSIBILITIES

The magazine's **content editor** is responsible for substantive editing, copyediting, and proofreading, as well as securing image permissions (unless an author prefers to handle permissions or it is more feasible for them to do so). The content editor works with the guest issue editor(s) and the executive editor to develop the tone and accessibility of each issue's content.

The **graphic designer** creates maps of locations mentioned in each issue and provides design support for other figures.

The **production designer** formats the look and feel of the magazine.

The executive editor reviews issue proposals, as well as articles, graphics, and imagery throughout the process. The executive editor works with the content editor to ensure that all aspects of an issue of *Archaeology Southwest Magazine* are consistent with Archaeology Southwest's mission, goals, and policies. The executive editor also contributes a one-page commentary on each issue that is included on the back cover under the title "Back Sight."

Current editorial team

William H. (Bill) Doelle, executive editor, wdoelle@archaeologysouthwest.org

Kate Sarther, content editor, kate@archaeologysouthwest.org

Catherine Gilman, graphic design

Kathleen Bader, production design

Online sales: <https://www.archaeologysouthwest.org/product-category/archaeology-southwest-magazine/>

Wholesale information: Kathleen Bader, 520-882-6946 x 15, kbader@archaeologysouthwest.org

www.archaeologysouthwest.org

Twitter: @Arch_SW

Facebook: <https://www.facebook.com/ArchaeologySouthwest/>

← ----- 4" w ----- →

A minimum resolution of:

1200 px (w) x 1200 px (h)

Is required to print at this size
(4 x 4")

IMAGE TIPS:

- Send the **original versions** of your images and graphics (as a .jpg or .tiff, for example).
- **Do not send embedded versions** of your images (through Word, Powerpoint, etc.).
- **If scanning your images**, please do so at the highest resolution possible (for example, 600 or 1200 dpi), and ensure that there aren't any specs of dust or fibers on your image before scanning.
- **Take the highest-quality images possible** by selecting the highest-quality setting on your phone/camera. Be sure to keep your images at the original file size when uploading or transferring your images.
- To **check your image resolution**, right-click on your image file, go to "Properties," and check the image dimensions under "Details."
- If your images are in an RGB colorspace, know that they will be **converted to CMYK** in order to print on the press. This can have a minor effect on the colors in your images. If you have concerns regarding color, please alert our production team so we can be aware of potential issues.

← ----- 7.5" w ----- →

A minimum resolution of:

2250 px (w)

Is required to print at page width
(7.5" w)

← ----- 17.25" w ----- →

A minimum resolution of:

5175 px (w)

Is required to span the width of two
pages (17.25" w, including bleeds)