

RADIOCARBON

STYLE GUIDE

Manuscripts of ^{14}C papers and date lists should follow the recommendations in "Suggestions to Authors of the Reports of the US Geological Survey," 6th ed, 1978, Superintendent of Documents, Government Printing Office, Washington, DC 20402. All copy, including the references, must be typewritten in double space: manuscripts must be submitted in duplicate. Computer print-out sheets may be used in letter-quality printing form. Manuscripts should be checked with meticulous care before they are submitted, for the author, not the editor, is finally responsible for errors other than those made by the printer. Revised manuscripts must be submitted in duplicate along with the original edited manuscript.

General or technical articles should follow the editorial style of previous Proceedings issues. Special instructions and typing sheets will be sent to authors of papers for the next Proceedings. For date lists, descriptions of samples should follow as closely as possible the style shown in the most recent volume of RADIOCARBON. They must be brief and precise, but informative, and easily understood by the general reader as well as the specialist. Full geographic and stratigraphic information should be given for geologic samples and cultural affiliation or period and relevance of dating should be included for archaeological samples. Liberal reference to published literature should be made, but where this is not made available, it is the responsibility of the dating laboratory to collect the pertinent facts, by requiring the submitter to provide them in publishable form.

In addition to date lists and technical articles, RADIOCARBON also publishes a section called "Notes and Comments" which includes short technical notes or discussions. Laboratories may also seek assistance in technical aspects of radiocarbon dating in this section.

Short notes or comments should follow the style for general articles. Book reviews of special editions should follow the style set forth in the 10th Proceedings issues.

Titles should avoid abbreviations. Authors names should be written in full or with two first initials. Addresses should be complete, including zip code numbers. Address changes may be footnoted with an asterisk (*).

Date lists should be divided into sections such as ARCHAEOLOGIC SAMPLES, GEOLOGIC SAMPLES, etc. Dates should be reported under geographic headings such as *North America*, further subdivided by country, such as *United States*, and then by state. The use of letters and numerals with these headings is discontinued.

Each sample should have a descriptive name, usually that of the locality of collection, and preferably a name different from those of all other samples.

Each description should include the following data, if possible, in the order given below:

- Laboratory number, descriptive name, and date expressed in years BP (*ie*, before AD 1950). The general designation of AD/BC, obtained

by subtracting AD 1950 from conventional BP determinations is discontinued in RADIOCARBON. Authors or submitters may include calendar estimates as a comment and report these estimates as AD/BC*, citing the specific calibration curve used to obtain the estimate. The standard error following the date should express, within limits of $\pm 1\sigma$, the laboratory's estimate of the accuracy of the ^{14}C measurement, as judged on physico-chemical (not geologic or archaeological) grounds. Both dates and standard errors should be rounded off according to Stuiver and Polach (1977, R, v 19, p 362). $\delta^{13}\text{C}$ or other measurements should be placed below the BP date and aligned with the laboratory number and name:

AA-1923. Poundbury **1500 \pm 40**
 $\delta^{13}\text{C} = 20.8\text{‰}$

- For geochemical measurements, the accepted standards are 1) 0.95 times the age-corrected (to AD 1950) activity of the old National Bureau of Standards (NBS) oxalic acid ($\delta^{13}\text{C} = -19.0\text{‰}$), and 2) 0.7459 times the age-corrected (to AD 1950) activity of the new oxalic acid standard ($\delta^{13}\text{C} = -25\text{‰}$, see Stuiver (1983) R, v 25, no. 2, p 793). Geochemical measurements may be reported as “per cent of modern,” but where $^{13}\text{C}/^{12}\text{C}$ assays are available or can be reasonably assumed, we recommend the Δ notation. See Stuiver and Polach (1977) R, v 19, p 355-363, for further discussion, especially on rounding off numbers. Values of $\delta^{13}\text{C}$ should be listed when known, and records of $\delta^{14}\text{C}$ values should be retained by the laboratory in accessible form, whether or not they are published in the original entries. ^{14}C laboratories and users of ^{14}C dates may wish to note a paper by Austin Long and Bruce Rippeteau, “Testing contemporaneity and averaging radiocarbon dates,” *American Antiquity*, 1974, v 39, p 205-215. For lists of published date lists, see “A Bibliography of Radiocarbon Dating,” R, 1959, v 1, p 200-214; “Radiocarbon Measurements: Comprehensive Index, 1950-1965,” R, 1967, 221 p. For additional literature on ^{14}C dating, see Polach, Dilette, 1979, “First 20 years of radiocarbon dating: an annotated bibliography, 1948-1968,” Canberra, Australian National University, 124 p.
- Superscripts for mass numbers should precede chemical symbols, eg, ^{14}C . The use of “ ^{14}C ” is preferred to “radiocarbon,” in most cases.
- Laboratory number and sample title appear at left margin of page, unless in a series. A series title does not have a laboratory number, and the word, series, is not capitalized. In a series, individual sample numbers and titles are indented under the series heading.
- Substance of which the sample is composed: if a plant or animal fossil, the Linnaean name, if possible; otherwise, the popular name, but not both. Also, where pertinent, the name of the person who identified the specimen. Scientific names should be italicized for both genus and species or genus alone. Italics, when not available in typing, should be indicated by underlining.

- Precise geographic location, including latitude-longitude coordinates, enclosed in parentheses. Do not use “Lat” and “Long,” but merely the abbreviations, N, E, S, W, eg, (34° 10' N, 15° 3' E). Degrees, minutes, and seconds, (°, ', ") are the standard units used. Additional map locations, (Natl Grid Ref TL 887075) should also be included in the parentheses. Use abbreviations N, E, S, W for directions.
- Occurrence and stratigraphic position, including depth or elevation, or cultural association, including period or name of culture, in precise terms, using the metric system exclusively. Interpretations of stratigraphic or cultural associations should be included in the *Comment*.
- Use decimals: 5.5km from sea.
- Use “to” instead of a hyphen: 1 to 1.5m asl, not 1-1.5, which could be misread as minus, although hyphens are acceptable in titles.
- Leave no space between number and measurement unit, eg, 32cm, not 32 cm.
- For routine reports the per mil $\delta^{13}\text{C}$ values should be rounded to the tenth decimal place, not the hundredth: $\delta^{13}\text{C} = -25.5\text{‰}$, not -25.49‰ .
- Reference to relevant publications. Citations within a description should be to author, year, and pages. References should be cited by sample no., journal, year, volume, and page (eg, UCLA-1222: R, 1968, v 10, p 150), not to date lists. See below for more details.
- Date of collection and name of collector.
- Abbreviations used should follow those listed in “Suggestions to Authors . . .” and the updated list that appears below. Omit periods after abbreviations and initials except where confusion may arise (no., I., unid.). Omit articles, “a, an, and the” wherever possible. When spelling varies, Americanized are preferred over British spellings.
- Date of submission and name of submitter and address. A collector’s or submitter’s affiliation and address are given the first time only, and his/her title is omitted.
- *Comment*, usually comparing the date with other relevant dates, for each of which sample numbers and references must be quoted, as prescribed above. Interpretive material, summarizing the significance of the ^{14}C measurement belongs here, as do technical matters, eg, chemical pretreatment, special laboratory difficulties, etc. The importance of this section cannot be overstated for it is here that the value of the date should be described. Each sample or series of samples should have a *Comment*. Authors or submitters may include calendar estimates reported as AD/BC* citing the specific calibration curve used to obtain the estimate. *Comment*: continues in the text of the description.
General Comment: begins a new line at the margin and usually deals with a series or any group of related samples. If *Comment* is made

by the submitter rather than by the author, initials are written in parentheses, eg, *Comment* (BGA):. If more than one person is involved, use “*Comments*”. A colon follows both *Comment*: and *General Comment*: and the words are italicized, indicated by underlining. Do not capitalize the first letter of the first word of this section.

- Tables must have titles and numbers. Columnar headings should be clearly marked.
- Figures must have captions and numbers. Line drawings must be done in dense black ink and should be an original drawing, a glossy print, or a very sharp copy.
- Plates (half-tones or screened prints) must have titles and numbers. All illustrations should be clearly identified on the back.

CITATIONS OF PUBLICATIONS IN TEXT

References are indicated in the text by placing within parentheses the author’s last name, year of publication, and pages or illustrations. If the author’s name falls within the sentence, only the date and page reference are included in parentheses, separated by a comma.

Up to three authors are written out in the text; *et al* is used for more than three, but *all* authors are cited in the references. Within parentheses, “&” should be substituted for “and”: (Johnson, Treadgold, & Stipp, 1983).

A manuscript in preparation should be cited in the text, *not* in the references, with the title followed by “ms in preparation.” If data is used from notes or observations, they should be cited as such in the text. An unpublished manuscript (eg, a doctoral dissertation) should be cited as (ms) both in the text and in the references. The date should appear after (ms) in the references.

A personal communication is referred to in the text by (pers commun) preceded by the author and, if possible, the date.

Titles of books, articles, or reports quoted in the text are enclosed in quotation marks.

REFERENCES

All citations of published material are placed at the end of the manuscript, under REFERENCES. Material *not* cited in the text should *not* be included here. Following is the order of citations:

Author’s surname, full given name or two initials, year of publication, title: name of periodical, volume, number (if any), inclusive pages. For books, after title: place of publication, publisher, pages.

Citations are listed alphabetically by author’s name and chronologically, the oldest publication first. Publications of an individual author are listed first, then those written with co-authors are given alphabetically and chronologically. *All* authors are listed in the references. If an author is not given, the organization should be listed as author.

Works cited as “in press” must actually be in press, *ie*, accepted by a journal. The citation should be:

Magaritz, M and Heller, J, in press, Effect of the micro-environment . . . : Isotope Geoscience, in press.

If a manuscript is confidently expected to be published before galley proof is returned, blank page numbers (p 000-000) may be set up. A manuscript that has been submitted for publication but is not yet accepted should be cited as: Magaritz, M and Heller, J, (ms), Effect of the micro-environment . . . : ms subm to Isotope Geoscience. An unpublished manuscript, eg, a doctoral dissertation should include (ms) followed by the date, title, and: PhD dissert, the university or Univ Microfilms, Ann Arbor, Michigan, if applicable.

For proceedings of conferences, cite the editor first, the year of publication, title of the conference, number of the conference, followed by "Proc:", place of publication, publisher, and pagination.

Ex: Stuiver, Minze and Kra, Renee, eds, Internatl radiocarbon conf, 10th, Proc: Radiocarbon, v 22, nos. 2 & 3, p 131-1016.

In citing articles that appear in proceedings, the article should be cited in the usual manner, the title followed by "*in*," (in italics), the editors and title of the conference, and inclusive pagination.

Ex: Stuiver, Minze, 1983, Statistics of the AD record of climatic and carbon isotopic change, *in* Stuiver, Minze and Kra, Renee, eds, Internatl radiocarbon conf, 11th, Proc: Radiocarbon, v 25, no. 2, p 219-228.

For a paper presented at a conference that has not been published, give the author, year, and title followed by: Paper presented at Internatl radiocarbon conf, 11th, Seattle, Washington, June 20-26.

We have noted a number of radiocarbon dates that appear in publications without laboratory citation or reference to published date lists. We ask that laboratories remind submitters and users of radiocarbon dates to include proper citation (laboratory number and date-list citation) in all publications in which radiocarbon dates appear.

An index of samples appears in the third number of each volume. Authors of date lists are asked to prepare index material for *archaeologic samples only* according to the format of previous indexes. Sample forms are available upon request. Geologic samples are indexed by RADIOCARBON.

A list of laboratories appears at the end of the third number of each volume. A new laboratory must publish a date list before it can be included in our list of active laboratories. Please send changes of address, status, or personnel to the Managing Editor.

ABBREVIATIONS OFTEN USED IN RADIOCARBON

abs — abstract	govt — government
acad — academy	hist — historic, al
agric — agriculture, al	hr — hour
alt — altitude	hwy — highway
Am — American	i., is. — island, s
ann — annual	id — identified
approx — approximate, ly	<i>ie</i> — <i>id est</i> , that is
archaeol — archaeologic, al	inf — information
asl — above sea level	inst — institution
assoc — association	internatl — international
atm — atmosphere, s	inv — investigation, s
bot — botanical	jour — journal
bldg — building	kg — kilogram
bull — bulletin	km — kilometer
bur — bureau	L — liter
ca — circa	lab — laboratory
<i>cf</i> — compare	loc — locality, location, locus
chem — chemical	lat — latitude
cm — centimeter	long — longitude
co — company, county	m — meter
coll — collected, college	max — maximum
colln — collection, s	mem — memoir
comm — commission, committee	min — minimum, mineral, minute
commun — communication	misc — miscellaneous
conf — conference	mon — monograph
cong — congress	ms, mss — manuscript, s
contr — contribution, s	mt — mountain
dept — department	mtg — meeting
diam — diameter	mus — museum
dir — director	nat — natural
dissert — dissertation	natl — national
dist — district	no. — number
div — division	p — page, s
ed, s — editor, s, edition	pers — personal
eg — for example	phys — physical
<i>et al</i> — and others	pl — plate
est — estimate, ed	proc — proceedings
fac — faculty	prof — professor, professional
fig — figure	proj — project
fm — formation	prov — province
g — gram	pt — part
gen — general	pub — publication, published
geog — geography, ic, al	quad — quadrangle, quadrant
geol — geologic, al	r — river
geophys — geophysical	rd — road

ref — reference	tpk — turnpike
rept — report	trans — transaction
rev — review	tr — trench
rm — room	unid. — unidentified
rr — railroad	univ — university
rte — route	v — volume
sci — science, s	yr — year, s
sec — section, sector	1st — first
ser — series	2nd — second etc
soc — society	N — north, northern
sq — square	E — east, eastern
sta — station	S — south, southern
strat — stratigraphy, stratigraphic, al	W — west, western
subm — submitted	NE — northeastern, etc
supp — supplement	S-central — south-central, etc
tech — technical	Jan — January etc
technol — technology, technologic, al	Feb — February etc
temp — temperature	
terr — territory	