

INSTRUCTIONS TO AUTHORS OF THE PROCEEDINGS OF THE 12TH INTERNATIONAL RADIOCARBON CONFERENCE

RADIOCARBON will publish the Proceedings of the Twelfth International Radiocarbon Conference. The Proceedings will be offered as part of the subscription for the year following the meeting. Single Proceedings issues will also be available upon request.

Presentation of a paper at the Conference will *not* guarantee publication in the Proceedings issue. If a paper is accepted but will not fit into the Proceedings, it will be considered for publication in one of RADIOCARBON's regular issues. Only those manuscripts submitted in proper form at the Conference will be considered for publication.

The regular review system will be used; authors will be notified of the status of their papers at a later date. RADIOCARBON will print the Proceedings in the same manner as its regular issues.

Each institution sponsoring research reported in an article will be asked to pay a charge of \$80.00 per printed page. Institutions paying such charges will be entitled to 100 free reprints without covers. Publication of an article in the Proceedings is not conditional on the payment of page charges, as payment can be waived for those institutions unable to pay partially or completely. The Norwegian Institute of Technology has offered partial support for the publication of the proceedings.

Pre-publication orders for the Proceedings will be offered at the Conference for \$25.00 per issue. Only one copy per participant will be available at this reduced price.

Manuscripts should follow the recommendations in:

- 1) "Suggestions to Authors of the Reports of the US Geological Survey," 6th ed, 1978, Superintendent of Documents, Government Printing Office, Washington, DC 20402,
- 2) RADIOCARBON "STYLE GUIDE" (R, 1984, v 26, no. 1, p 152-158),
- 3) recent issues of RADIOCARBON or the 10th and 11th Proceedings.

Manuscripts, including references, must be typewritten in double space and *submitted in triplicate* with one good ribbon copy or letter-quality computer printout. If computer paper is used, it must be the same size as conventional typing paper and it must be separated by page. All pages should be clearly numbered.

Articles should not exceed ten pages, including references, illustrations, and tables. No more than four illustrations per paper are recommended, reducible to two journal pages. Figures should be reduced as much as possible. It is recommended that the author submit camera-ready tables and drawings.

Titles and authors should be typed in capitals and centered. Full names of authors should be used. More than two authors' addresses should be footnoted and cited in order by: *, **, †, ‡, ¶, #.

Abstracts should be short and clearly separated from the introduction to the article.

Headings should be capitalized and centered. Sub-headings may be underlined or italicized.

Footnotes should be cited with superscripts in Arabic numerals in the text and at the bottom of the page.

Figures must have captions and be numbered consecutively with Arabic numerals (eg, Fig 1). Multiple parts of a figure should be designated by capitals (eg, Fig 1A, Fig 1B).

Line drawings must be drawn in dense black ink. They should be original drawings, glossy prints of photographs, or very sharp copies reduced to $4\frac{1}{2}'' \times 7\frac{1}{4}''$ at the most (a RADIOCARBON page).

Plates (half-tones or screened prints) must have captions and numbers.

Illustrations should be clearly identified on the back.

Tables must be titled and numbered at the top. Columnar headings should be clearly marked. Footnotes to a table should be placed at the bottom of the table and cited in order by: *, **, †, ‡, ¶, #.

Equations should be centered; the equation number should be enclosed in parentheses at the right of the equation.

References should be indicated in the text 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 should be included in parentheses, separated by a comma. Up to three authors should be 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 should be enclosed in quotation marks.

References cited in the manuscript must be cited 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:

Kra, Renee, in press, Standardizing procedures for collecting, submitting, recording, and reporting radiocarbon samples: *Radiocarbon*, v 28.

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: Kra, Renee, (ms), Standardizing procedures for . . . : ms subm to *Radiocarbon*. 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:

Stuiver, Minze and Kra, Renee, eds, Internatl radiocarbon conf, 12th, Proc: *Radiocarbon*, v 28, no. 2, 1986, p 000–000.

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

Kra, Renee, 1986, Standardizing procedures for collecting, submitting, recording and reporting radiocarbon samples, *in* Stuiver, Minze and Kra, Renee, eds, Internatl radiocarbon conf, 12th, Proc: v 28, no. 2, p 000–000.

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, 12th, Trondheim, Norway, June 24–28, 1985.