

# Guidelines for Authors

## THE FIRST STEP

If you want to submit a manuscript to JAAH, the first step is to contact the editors at [Journal@arkeologi.uu.se](mailto:Journal@arkeologi.uu.se) with a suggestion in the form of an abstract or a short description of the intended article. We appreciate it if you have a Skype- as well an e-mail address. When we have agreed on the project, you are welcome to send in your manuscript in the form described below.

## THE JAAH FORMAT

Authors are expected to use the >JAAH template.dot< file to apply the correct formats to their text<sup>1</sup>. When you open the .dot file you immediately save it as a Word-file under the name of your article.

In order to get used to the JAAH format when you write your article, you should open the Styles and Formatting task pane, i.e. one of your toolbar options, in a window to the right as shown in Fig. 1.

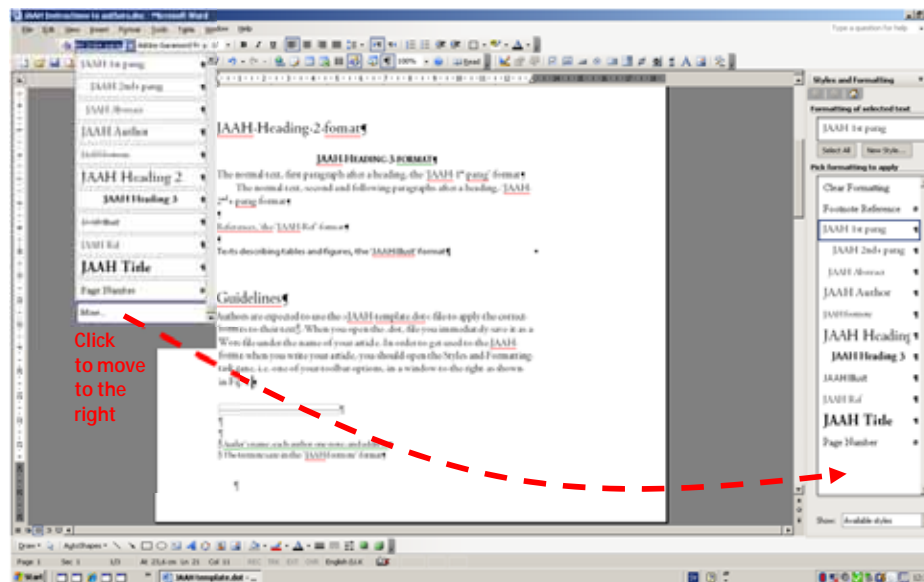


Fig. 1. Writing your manuscript with the Styles and Formatting pane open to the right.

## REFERENCES IN THE TEXT

The reference system is Harvard. References should be placed in the end of a sentence of preferably a paragraph. The form is the following: (Reference

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<sup>1</sup> The footnotes are in the 'JAAH footnote' format

name. year:/page(-page)/verse(-verse)/book:chapter:sectionx(-x)/Fig. X/Tab. X; [more ref to the same reference name and year or a new reference]). The following examples may guide you (Hansson 1956:23; Persson 2008:23-54) or (Johansson 1986a:23 :Fig. 24; :45-48) or (Johansson 1986b:123-4; Karlsson G 1996:Fig. 4; Karlsson H 1987:54; *Beowulf*:vv1234-45) or (The Gallic Wars:VII:5:1-2) and so forth.

References are made to one author, two authors or more than two authors in the following way: (Hansson 1976:), (Hansson & Pattersson 2009:), (Hansson *et al.* 1992:). The unknown author is (Anonymous); if you differentiate between several they should be numbered (Anonymous I, II ,III ...).

References to sources are made by the relevant name of the source in the following way: (*Beowulf*).

### THE REFERENCE LIST

The reference list should lead the reader to the source studied by the author(s) prior to citing it in the text. The list is sorted by the reference names in the text, with initials added, as well as by year or number in case of several numbered names such as Anonymous I and Anonymous II.

One may refer to an article in a journal, a chapter in a book, a book, a published source, a web page or the position of a source in an archive. The following examples will guide you:

## References

- Hansson *et al.* 2000. P. E. Hansson, E. Tungfod and R. T. La Mouch. A lively meaning. *Journal of Past Cognition* 20. Pp 17-244.
- Hansson, P. E. 2004. The meaning of life. *Journal of Past Cognition* 24. Pp 217-245.
- Hansson, P. E. 2005. The meaning of lives past. In: P. Jansson, T. Olsson & Q. Rebussaka (eds). *The Kingdom of Past Cognition*. Baris Kharga: Mole & Son. Pp 19-47.
- Hansson, P. E. 2006. *The Cognitive Past: A Kingdom of Meaning*. Centre for Pragmatics and Studies of the Mind [Occasional Papers in Drivel 16]. University of Andromeda.
- Hansson, P. E. 2007. *The Cognitive Past: A Kingdom of Meaning*. Thebes: Mindening & Co. 3<sup>rd</sup> edition.
- Codex Honumculus* = P. Littlefoot (ed. & Eng. transl.). Mentalius, *Mens diminutiva*, *Codex Homunculus*. Ravensburg: Minding & Co (1867) 2<sup>nd</sup> edition.
- Archive
- Web site

### ILLUSTRATIONS

Each illustration must be a separate high resolution .jpg-file with the following name structure >JAAH *Author name* Fig 00*n* .jpg< . Each table must be a separate file with the following name structure >JAAH *Author name* Tab 00*x* .xxx< . We prefer the text format 'JAAH Illust' to be used in tables.

This means that there must be no illustrations or tables in the text of the manuscript. These guidelines are thus not acceptable as a manuscript because Fig. 1 is inserted into the text.