

# JOURNAL OF OHIO ARCHAEOLOGY

## Editorial, Procedural and Stylistic Policies

### EDITORIAL POLICY AND PROCEDURES

The *Journal of Ohio Archaeology* is a fully electronic journal that publishes original papers on the archaeology of Ohio and the surrounding region. All correspondence between authors and the *Journal* will take place electronically via e-mail. Manuscripts should be submitted to the Managing Editor for distribution to the Editorial Board. Authors are responsible for the accuracy and completeness of their work. All references should be correctly and fairly cited, and quotations should be correctly worded. Authors are required to obtain written permission to use all copyrighted materials, including previously published images and tabular data covered by U.S. and international copyright laws.

Submitted manuscripts will be evaluated by the Editorial Board and two peer reviewers. Authors may recommend reviewers as well as name individuals who should not be considered as reviewers. All reviewers will remain anonymous and will be given three to four weeks to complete their reviews. Reviewers will return written comments and recommend whether the manuscript should be published, published with revisions, or rejected. If the two reviewers submit contradictory recommendations, the Editorial Board reserves the right to make a final decision on whether or not to publish the manuscript.

Note that the Editorial Board reserve the right to reject (with or without peer review), or return for revision, any material submitted on the grounds of unsuitable subject matter for the scope of the journals, poor quality, or inappropriate length. Manuscripts may also be returned for reformatting and revisions when they do not comply with the journals' style provisions.

If the manuscript is recommended for publication, the author will be given the opportunity to make any necessary changes or corrections based on the comments of the reviewers and Editorial Board. The revised manuscript will then be returned to the managing editor for final copy editing. Proofs prepared by the Editorial Board will be sent to the author, or the lead author in multi-authored papers, for final approval. All authors are to return the corrected proofs to the *Journal* within three weeks. Only changes needed to correct for typographic, spelling, or punctuation errors in the text or in figures or tables will be allowed at this time.

Authors are to submit the manuscript as a Microsoft Word document attached to an e-mail message sent to the Managing Editor ([bredmond@cmnh.org](mailto:bredmond@cmnh.org)). Messages should include a contact phone number. Manuscripts are to be double-spaced throughout, with one-inch margins, and must include a References Cited section. Document formatting should be minimized as much as possible, but simple page numbers must be included. Authors must provide an abstract of no more than 150 words and list up to 5 keywords. Abstracts should summarize the content and conclusions of the paper. Tables should be prepared in Microsoft Excel format, numbered consecutively, and submitted as separate files.

All illustrations (including maps, line drawings, photographs, etc.) are to be numbered consecutively as "Figures." Color photographs and line drawings are accepted and encouraged.

For the initial submission sent for review, figures may be inserted at the end of the Word document, after the References Cited section. Upon acceptance for publication, digital versions of all figures must be submitted. All figures should be high-resolution images (we recommend 300 dpi or higher at the final publication page size of 8.5 by 11 inches) and saved in.jpg format. Contact the Managing Editor for questions about digital image requirements.

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Authors should follow this style guide in preparing manuscripts for submission and pay particular attention to the formats utilized for textual citations and the References Cited section.