

Guidelines for Contributors

The Japanese Journal of Archaeology (hereinafter abbreviated '*JJA*') features peer-reviewed original research and review articles written in English, primarily, but not exclusively, concerning 1) archaeological studies of Japanese archipelago, and 2) archaeological studies of any region and any time-periods in the world undertaken by Japanese archaeologists, their collaborators, scholars who are affiliated with Japanese institutions or scholars who specialise in Japanese archaeology. The Chief Editor (jjarch@archaeology.jp) welcomes queries about the suitability of manuscripts to the JAA. Please read Notes to Contributors and Style sheet provided below carefully when you prepare your manuscript.

Notes to Contributors

Scope and contents

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Review policy and procedure

All submissions are considered by the Chief Editor in the first instance. Papers recognised as suitable for *JJA* are peer-reviewed by a minimum of two experts. Peer-reviewers are selected for their knowledge and expertise and may include, but are not limited to, *JJA* Editorial Advisory Board.

Manuscript

Manuscripts should not normally exceed 7 000 words. Double spacing should be used throughout, including the References. Footnotes should be avoided. Manuscripts submitted should be comprised of: 1) Article title, 2) Author's names and contact details, 3) Abstract of 150~200 words, 4) up to 6 keywords, suitable for online search purposes, 5) Text, 6) Acknowledgements, 7) References, and 8) Figure captions.

Originality

Authors are required to make sure that the substance of the content of the paper has not been published previously and is not currently being considered for publication elsewhere.

Permissions

Authors are required to obtain all necessary permissions to reproduce line drawings, photographs, tables and any other figurative materials that they do not own copyright of, and also required to make sure that appropriate acknowledgements are included in their manuscript.

References

As for references, please do not use *passim*, *op. cit.*, *ibid.* or vague page ranges, e.g. 283f and 283ff.

References in the sentences should be as follows:

Single author: (Suzuki 1970, p.10);

Two authors: (Suzuki & Yamada 2010, pp.10-20);

Three or more authors: (Suzuki et al. 1990, p.10);

More than one work by same author and same year: (Yamada 1980a, 1980b);

More than one work by one author and different authors: (Suzuki 1990, 2010; Yamada 2012);

Personal communication: *pers. comm.*

*Authors are required to cite page numbers wherever possible.

For romanization of Japanese transliteration, Hepburn system is adopted. We also distinguish long vowels by adding micron to vowels, as in *Kōkogaku Kenkyū*, not *Koukogaku Kenkyuu*. You may omit microns for commonly-known Japanese names, such as Tokyo [Tōkyō], Kyoto [Kyōto], Kobe [Kōbe], Kyushu [Kyūshū], Koji Mizoguchi [Kōji Mizoguchi] and Jomon [Jōmon]. Japanese family names are in the upper case and family name first. For Japanese sources, we ask that you translate titles of non-English books and articles into English, except for journal titles. Furthermore, we ask you to add the original publication data immediately after the transliterated and translated publication data. In the case of citing more than ten site reports, we suggest that you number each site report and list it after a list of references. Moreover, we ask that, if a site report you cite is included in the 全国遺跡総覧 database of the Nara National Institute of Cultural Properties, please provide a link to the relevant publication.

Books:

- Marx, K. 1976. *Early writings*. Harmondsworth: Penguin Books.
- HŌJŌ Yoshitaka, MIZOGUCHI Kōji and MURAKAMI Yasuyuki 2000 *Kofun jidai zō o minaosu* [Reconsideration of an image of the Kofun period]. Tokyo:

Aoki Shoten. 北條芳隆・溝口孝司・村上恭通 2000『古墳時代像を見なおす』
東京：青木書店

Book with a volume no.:

- Harry, W. 1952. *London throughout the ages, Volume 1: an early settlement*. London: The London Historical Society.
- FUKUNAGA Shin'ya (ed.) 2011 *Kofun jidai no kōkōgaku* [Kofun period archaeology], *Volume 1: kofun jidai shi no wakugumi* [Framework of the Kofun period history]. Tokyo: Dōseisha. 福永伸哉 (編) 2011『古墳時代の考古学』第1巻『古墳時代史の枠組み』東京：同成社

Journal paper:

- Fabian, J. 1990. Presence and representation: the other and anthropological writing. *Critical Inquiry* 16: 753-72.
- Fowler, C. 2001. Personhood and social relations in British Neolithic with a study from the Isle of Man. *Journal of Material Culture* 6(2): 137-63.
- TANAKA Motohiro 2005 Kinai chiiki ni okeru Kofun jidai shotō doki-gun no seiritsu to tenkai [Origins and growth of pottery assemblage characteristic of the beginning of the Kofun period in the central Kinki region]. *Nihon Kōkōgaku* 20: 47-73. 田中元浩 2005「畿内地域における古墳時代初頭土器群の成立と展開」『日本考古学』第20号、pp. 47-73.
- KUSUMI Takeo 2007. Hakata-wan bōeki no seiritsu to kaitai [Establishment and dissolution of the “Hakata Bay Trade Network”] *Kōkōgaku Kenkyū* 『考古学研究』53(4): 20-36. 久住猛雄 2007「博多湾貿易」の成立と解体」『考古学研究』第53巻第4号、pp. 20-36.

Chapter by another author in a book:

- Mallory, J.P. & B.N. Hartwell. 1997. Down in prehistory, in L. Proudfoot & R. Haynes (ed.) *Down: history and society*: 1-32. Dublin: Geography Publications.
- TAKAHASHI Katsuhisa 2012 Haniwa [*Haniwa*], in HIROSE Kazuo and WADA Seigo (ed.) *Kōza Nihon no kōkōgaku: Kofun jidai, ge* [Introduction to Japanese archaeology: Kofun period, Vol. 2]: 237-269. Tokyo: Aoki Shoten. 高橋克壽 2012「埴輪」広瀬和雄・和田晴吾 (編)『講座 日本の考古学 古墳時代』(下) pp. 237-269. 東京：青木書店.

Edited collection:

- Cranes, S. (ed.) 2000. *Museums and memory*. Stanford: Stanford University Press.
- SHIRAIISHI Taichirō (ed.) 1989 *Kodai o Kangaeru: Kofun* [Consideration of ancient history: Mounded tombs]. Tokyo: Yoshikawa-Kōbunkan. 白石太一郎 (編) 『古代を考える—古墳』 東京：吉川弘文館

In press:

- Suzuki, M. In press. *The beauty of the Japanese countryside*. Cambridge: Cambridge University Press.

Site report (citing the whole volume; please omit a series title):

- MATSUMOTO Hiroaki (ed.) 2000 *Nishi-Tonozuka kofun and Higashi-Tonozuka kofun* [Nishi-Tonozuka and Higashi-Tonozuka mounded tombs]. Tenri, Nara Prefecture: Tenri Municipal Board of Education. 松本洋明 (編) 2000 『西殿塚古墳・東殿塚古墳』 奈良県天理市：天理市教育委員会

Site report (citing a section of a collection of site reports in a single volume; in this case you may omit the name of an editor [often not listed in Japanese site reports] and a series title):

- IZUMORI Kō 1982 Kōryō-Chō Shin'yama kofun-gun [Shin'yama mounded tomb Group in Kōryō Town], in ISHINO Hironobu (ed.) *Nara-Ken iseki chōsa gaihō* [Preliminary reports of archaeological excavations in Nara Prefecture], 1980, Pt. 1: 79-100. Nara Prefecture: Archaeological Institute of Kashihara, Nara Prefecture and Nara Prefectural Board of Education. 泉森皎 1982 「広陵町新山古墳群」 石野博信 (編) 『奈良県遺跡調査概報』 1980 年度 (第 1 分冊) pp. 79-100. 奈良県橿原市：奈良県立橿原考古学研究所
- UEDA Mutsumi 1993 Nakatsuyama kofun no chōsa, 93-1 ku [Archaeological excavation of the Locality 93-1 at the Nakatsuyama mounded tomb], in *Ishikawa ryūiki iseki gun hakkutsu chōsa hōkokusho* [Report of archaeological excavations at sites in the Ishi River tributary area], VIII: 205-220. Fujiidera, Osaka Prefecture: Fujiidera Municipal Board of Education. 上田睦 1993 「仲津山古墳

の調査 93-1 区」『石川流域遺跡群発掘調査報告書』VIII, pp. 205-220. 大阪府
藤井寺市：藤井寺市教育委員会

Plates and figures

Plates and figures (including site plans, graphs and maps) should be as clear and simple as possible. Each photograph and illustration submitted should be referred to in the text and an indication given of where it should be placed within the article and the ideal size of reproduction. A list of captions should be provided on separate sheets and include any necessary acknowledgements. As mentioned, authors are responsible for obtaining copyright permissions for the reproduction of previously published illustrations and other people's photographs and drawings.

Contributors are required to submit illustrations as electronic files (preferably as TIFs). Line drawings should be created at a minimum of 800 dpi and black and white photographs should be scanned in at a minimum of 300 dpi. Illustrations or photographs downloaded from the Internet are not accepted.

How to submit a paper

Should you wish to consult the editorial board for the suitability of your paper to the journal, you should send an e-mail to the Chief Editor with an abstract or summary and an idea of the key contents.

Once the manuscript has been completed, a digital copy of the *complete* text plus illustrations (in *compressed* or *low-resolution* format) should be E-mailed to the Chief Editor. If the paper does not conform to the instructions above, or has missing elements at this stage, it will be returned to the author with a request that the paper be resubmitted once complete.

Once a paper is accepted for publication, we ask authors to supply a final version accompanied by the illustrations, fulfilling the quality requirements mentioned above, on CD and a set of hard-copy prints of the final manuscript, the tables and illustrations. The editorial board will then edit this copy, and if necessary, shall raise some queries such as the clarity of sentences and incomplete references. After this process, the edited version will be sent back to the author for approval with a copyright form. Returning the signed copyright form to the Chief Editor marks the acceptance date of the paper.

A PDF file will be sent to the author for page proofing. Making substantial re-writing or additions to the text or illustrations at this stage shall be avoided except the discovery of factual errors.

Once the paper is published, you will receive a final PDF file to be used as offprints.

Style Sheet

Spelling

JJA uses British English spelling.

Names

Japanese, Korean and Chinese names should be given in Japanese name order, with no commas (e.g. Mizoguchi Koji)

Punctuation

Initials in personal names should be separated by full-stops with no spaces, e.g. A.J. Roberts, but no full-stop should be used for upper-case abbreviations, e.g. USA, RCAHMS

Quotes should be placed in normal text and within double quotation marks

Short quotes should be placed within the text, longer quotes should be indented

Compass points should be hyphenated, e.g. north-west, south-southeast

n-dashes (–) should be used to represent a range, e.g. 1342-1350 BC, and in page spans 45-50

m-dashes (—) may be used to separate a nested clause or phrase

Numbers

Roman numerals are to be avoided whenever possible. Numbers less than 10 should be spelt out; Arabic numerals should be used for all numbers 10 and above except century names, which are always spelt out. If a number occurs in a phrase in which most of the numbers are above nine, use Arabic numerals for all: e.g.

first century, fifteenth century

nine pots

11 wild boar, 15 deer and 3 horses

Use a space instead of a comma in long numbers, except if under 10 000, e.g.

5467

11 465

4 500 000

Dates

JJA uses BC/AD not BCE/CE.

AD comes before the date, BC after, except when using a century name, e.g.

3500 BC

AD 1185

tenth century AD

Calibrated radiocarbon dates should be used when appropriate. Details should always be provided (including Lab Number, standard deviation, material date taken from, which calibration programme is used etc)

Dates in text should be given as (number) (month) (year), no ordinals: e.g. 30 January 2010.

Dates should be hyphenated when used adjectivally, e.g. nineteenth-century object, but not in noun phrases, e.g. the early nineteenth century.

Abbreviations

Abbreviations should end in a full-stop e.g. no. (number), fig. (figure), pl. (plate)

Contractions do not require a full-stop, e.g. St, Dr, Mr, Mrs

Measurements should be abbreviated and follow the number without a space and without full-stops, e.g. 100km, 56mm (millimetres should be used in preference to centimetres)

Areas should be written as, e.g. 24m²

Per cent is two words but authors may use the symbol (%) where it appears frequently, please be consistent

Radiocarbon, when not spelled out should be presented as 14C

Capitals

Use capitals sparingly: initials and proper names only, e.g. the Russian Far East, but eastern Japan. Standard archaeological periods are capitalised, e.g. Neolithic, Jomon, Yayoi.

Use of kanji

The kanji or other Japanese/Chinese/Korean equivalent of specific terms and names should be provided in the text the first time it appears in the paper.

Latin words

Latin and other foreign words and abbreviations should only be used sparingly. Commonly used Latin words and abbreviations are not italicised, less common words and abbreviations should be italicised. The following Latin words and abbreviations are acceptable:

common (don't italicise): cf., e.g., etc., i.e., N.B.

less common (italicise): *ad hoc*, *circa* = c., *et al.*, *in situ*, *per se*, *terminus post/ante quem*, *vs*