



SHA Formatting

General Guidelines

- Times New Roman 12 pt font is preferred.
- Your paper should be double spaced.
- The author's name and title of the paper should be placed flush left at the top of the first page but not in the header of the document.

Abstract

- Use the heading "ABSTRACT" flush left in all capital letters.
- The text of the abstract should be flush left with no indent.
- The abstract should be no more than 150 words.

Headings

- All headings should be flush left.
- You should leave one blank line above and below each heading.
- SHA allows for up to four levels of headings.
 - Primary Headings: Normal text with initial capital letters for major words.
 - *Secondary Headings*: Italicized with initial capital letters for major words.
 - Tertiary Headings: Underlined initial capital letters for major words.
 - QUATERNARY HEADINGS: All capital letters; use is strongly discouraged.



Figures

- Figures should be placed at the appropriate place in the text and labeled numerically. (FIGURE 1, FIGURE 2, etc.)
- All figures should be cited in text and have a figure caption.
- In-text citations can be done parenthetically or narratively.
 - Parenthetical: (Figure 1), (Figures 1a–c, 2, 3), (Figure 5a, b), (Figures 5a, b, 6a), (Figures 1–5), etc.
 - Narrative: “as illustrated in Figure 2.”
- A list of figure captions should follow the main body of the text (before the references page). It is not necessary to include the caption under the actual figure in the body of the text.
- The list should begin with the heading “FIGURES” flush left in capital letters.
- Captions should begin with the word “FIGURE” in all capital letters followed by an arabic numeral. Captions should be numbered sequentially based on the order they are cited in the text
 - FIGURE 1. Detail of 1807 map of Boston. (Courtesy of the Harvard Map Collection, Harvard University, Cambridge, MA.)
 - FIGURE 2. Beads and pendant from the cemetery: (a) gilded bead; (b) pendant; (c) faceted amber bead; and (d–f) plain drawn beads. (Photo by author, 2004.)

Speaking and Writing Center [1]: Here, you should include the title of the image or a description of what the figure shows. The title or description should be formatted in plain text and followed by a period.

Speaking and Writing Center [2]: Here, you should include the source attribution information in parentheses. Here, the name of the collection from which the image originated, the name of the institution owning or housing the collection, and the location of the institution are included. Note that because the description of the figure in this example includes a date, it is not necessary to include a date in this section. Each element should be separated by a comma.

Speaking and Writing Center [3]: This description is an example of figure description for multiple related figures. These figures would be referenced in the text as figure 2a, 2b, etc. but only one caption is needed.

Speaking and Writing Center [4]: Note that all figure captions must include some attribution to a source, even if that source is the author. Also note that because this description did not include a date, the date is included here after the attribution information. The elements should be separated by a comma.

Speaking and Writing Center [5]: You should not have more than 10 columns in a table.

Tables

- Tables should be created manually using the tab key. Do not use the insert table function in Google Docs or Microsoft Word.
- Tables should be single spaced.
- Do not include vertical lines in your tables.
- Include one horizontal line to distinguish the headings from the rest of the column. Headings should use title case, meaning the first letter of every major word should be capitalized.
- All tables should be labeled with the word “TABLE” flush left in capital letters followed by an Arabic numeral. Tables should be numbered according to the order they are referenced in the text.



- On the next line, include a **short title** for the table. This should also be flush left and formatted in all capital letters.
- All tables should be cited in-text. This may be done parenthetically or narratively.
 - Parenthetical: (Table 1)
 - Narrative: “As provided in Table 1.”

Speaking and Writing Center [6]: Short, in this case, means no more than 60 characters.

Example Table

TABLE 1
ARTIFACT CATEGORIES AND COUNTS

	<u>Stone Tools</u>	<u>Bone Tools</u>	<u>Antler Tools</u>	<u>Organics</u>	<u>Other</u>
Site 1	25	17	8	13	7
Site 2	36	13	21	8	12
Site 2	40	27	11	5	23

Formatting Text

Abbreviations

- Names of districts or countries: there should be no spaces or periods between letters (DC, USA, UK)
- States: states should only be abbreviated in tables, references, and the name and address block. In the body of the text, the name of the state should be written out in full.
- Acronyms: most acronyms should be written in capital letters with no space or punctuation between letters (SHA, Texas A&M).
 - However, the following acronyms are exceptions and should always be written with periods between the letters: U.S., A.D., B.C., Ph.D., and M.S.
- Measurements: abbreviations for metric measurements are not followed by a period (m, cm) but non-metric abbreviations should be followed by a period (ft., in.)
- Latin abbreviations: abbreviations such as i.e., e.g., etc., and ibid. should be avoided. “Circa” can be used with dates, but it should be abbreviated as “ca.” not “c.” The use of “et al.” is acceptable in citations where there are three or more authors.
- Number: abbreviate number as “no.” when used with a specific Arabic numeral or in table headings. Do not use “#.”



Capitalization

- You should capitalize proper names, taxonomic names for **genera** and higher ranks, names of specific archaeological sites (but not the word site), specific geographical areas (proper names of places, regions, and geographical formations like mountains and rivers), and specific titles of buildings or departments.
 - American Southwest, Eastern Shore, Maya Lowlands, Lakes Superior and Michigan, Washington State
- Capitalize both “Black” and “White” when referring to a specific ethnic/cultural group. However, when “black” or “white” are used as an adjective preceding the word “American,” they should not be capitalized.
- People’s titles should only be capitalized when they precede the name of the person (i.e. “Princess Diana” but “the princess of Wales”)
- Check sources for the correct capitalization of prefixes in front of names (van, von, de, etc.).
 - For American authors, the prefix is generally capitalized in all cases, regardless of whether the last name is used alone or follows the first name.
 - Surname alone: Van Laer
 - First name preceding the surname: Arnold Van Laer
 - Surname, First name (such as in references): Van Laer, Arnold
 - For Dutch authors, the prefix is generally capitalized when the last name is used alone but lowercase when the last name follows the first name.
 - Surname alone: Van der Donck
 - First name preceding the surname: Adriaen van der Donck
 - Surname, First name (such as in references): Van der Donck, Adriaen
- Use lowercase for general geographic, directional, and generic division terms.
 - southwestern United States, southeastern plantations, the lowlands, Ohio and Monongahela rivers, the state of Washington
- Other is capitalized when used to refer to “one considered by members of a dominant group as alien, exotic, threatening, or inferior because of different racial, cultural, or sexual characteristics.” For example, “the ways of the Other would be considered inferior to dominant cultural patterns.”

Speaking and Writing Center [7]: Plural form of genus.



Hyphenation

- Hyphenation of compound words often changes over time, so it is best to double check with the most recent edition of *Merriam-Webster's Collegiate Dictionary* or the *Chicago Manual of Style*
- If the guide does not specifically require a hyphen and it's unlikely to be confusing without one, do not use a hyphen.
- Generally, use a hyphen with compounds using all, full, well, ill, better, best, little, lesser, least, high, low, upper, lower, middle, mid (all-powerful leader, full-scale attack, ill-defined term, lesser-known individual, middle-class family) before a noun but only to prevent ambiguity after a noun (his family was middle class).
- Generally, hyphenate compounds or associated words when they act as an adjective before a noun but not when they appear after a noun (round-bodied clay vessels, but clay vessels that are round bodied).
- Hyphenate descriptive terms that include a preposition or conjunction before the noun (black-on-black pottery, black-and-white photograph), but not after the noun (the photo was black and white).
- Do not hyphenate a color preceded by the words light or dark: light blue stone, dark red glow. Hyphens may be used for blue-green algae but not for bluish green algae or coal black paint.
- Do not hyphenate when using abbreviations or symbols as 8 × 10 in. photograph or 5 ft. high wall.
- Hyphenate century when used as a compound adjective: 19th-century ceramics, early-20th-century ceramics, mid-16th century, but ceramics of the 19th century.
- With decades, use a hyphen with mid (mid-1950s) but not with early or late (early fifties, late 1920s).
- American ethnic subgroups should never be hyphenated (African American, Italian American, Asian American).

Speaking and Writing Center [8]: Here, blue-green is a compound adjective that describes one distinct color, like a synonym for turquoise or teal.

Speaking and Writing Center [9]: Here, bluish is being used to describe the green. It is a green that has a slightly bluish tint.

Speaking and Writing Center [10]: Here, coal is being used as a descriptor of black to specify the kind of black. It is not creating a distinct color.

Speaking and Writing Center [11]: Here, 19th-century is hyphenated because it is being used as an adjective to describe ceramics.

Speaking and Writing Center [12]: Here, the entire phrase early-20th-century is hyphenated because the entire phrase serves as an adjective to describe ceramics.

Speaking and Writing Center [13]: Here, mid-16th is hyphenated because it is a compound using "mid," but century is not hyphenated because it is being used as a noun in this case, not as part of an adjective phrase.

Speaking and Writing Center [14]: Here, nothing is hyphenated because nothing is being used as a compound adjective preceding a noun.



Italics

- Do not italicize commonly used foreign phrases and words included in the main listing of *Merriam-Webster's Collegiate Dictionary*
 - e.g., i.e., et al., per se, in situ, en masse, sans, a priori
- Italicize other terms, including *terminus post quem* (beginning); *terminus ante quem* (end); words in native languages, such as *mako sica* (mako, land); and entries in *Merriam-Webster's "Foreign Words & Phrases"* chapter.
- Italicize names of ships, but do not italicize the prefix of the name (USS or HMS) or the type of ship: whaler *Alta California*, British frigate HMS *Orpheus*, Union vessel USS *Monitor*.
- Italicize the taxonomic genus, species, and variety of scientific names: humans (*Homo sapiens sapiens*), white oak (*Quercus alba*), but oak (*Quercus* sp.) or a member of the beech family. Other taxa (kingdom, phylum, class, order, and family) are not italicized.
- Italics are reserved for whole published works only: periodicals, newspapers, books, proceedings and collections, motion pictures, and pamphlets. Dissertation titles are italicized only if they are published. Manuscripts, reports, lectures, papers read at meetings, or other unpublished works are not italicized. Titles of articles within journals are not italicized in references; they are placed in quotation marks when used in the narrative text.
- Letters signifying mathematical variables are italicized: X (chi), p (probability), df (degrees of freedom).

Speaking and Writing Center [15]: sp. is an abbreviation meaning species. It is used when a specimen has not been identified down to the species level. So the example here is a kind of oak, but it is unknown what species of oak it is.

Formatting Numbers and Symbols

Dates, Years, and Eras

- All dates should be formatted in day month year format (19 July 1889).
- Do not use apostrophes in decades (1860s and 1870s, not 1860's and '70's).
- Inclusive years should always be written out fully, not shortened, and should be listed using an **en dash**, not a hyphen (1774–1778).
- Never combine words and symbols when referring to date ranges (“from 1850 to 1860” OR “1850–1860”; NOT “from 1850–1860”).
- B.C. follows dates (2000 B.C.); A.D. precedes dates (A.D. 2000)
- There is no year 0.
- Do not use C.E. (common era), B.P. (before present), or B.C.E. (before common era); convert these expressions to A.D. and B.C.

Speaking and Writing Center [16]: An en dash is a longer dash than a hyphen. It is named because it is the same length as the lowercase letter n. Some software, such as Google Docs, will autocorrect to an en dash if you type two hyphens in a row. Alternatively, you can go to the insert special character function and search for an en dash.



Numbers

- In general, Arabic numerals are to be used for all numbers 10 and above. Spell out zero through nine.
- All numbers in a series and all numbers within one sentence should agree in form. So if one number in a list or sentence is greater than 10, all numbers in the list or sentence should be written in numerical form (“The sample includes 4 pipestems, 32 redware sherds, 7 stoneware sherds, 9 bottle-glass shards, and 83 nails”).
- Use commas with numbers 1,000 and greater.
- Spell out any number that begins a sentence (Forty-two artifacts were found at the site.) or is used in general expressions in narrative text (several hundred years; about one-half of the workers).
- Use numerals for the names of centuries (14th century, early 20th century), but spell out century numerals that begin a sentence or that appear in titles of manuscripts (“Replicating Fifteenth- and Sixteenth-Century Ordnance”). In reference entries, use the format of the original publication.
- Do not use superscript in century designations, i.e., 14th century, not 14th century.
- Always use numerals for legal land descriptions (section, range, township—Sec 12, R9W, T4S).
- Always use numerals for mathematical copy, such as when giving statistics in the text or in tables.
- Always use numerals with the percentage sign (68%).
- Use numerals for page numbers. Do not shorten page ranges, and use an en dash, not a hyphen to indicate page ranges.
- Always use numerals for precise measurements.
 - 3 ml, 0.4 mm, 4 cm; 0.25 in., 2 in., 5 ft.; 8-1/2 × 11 in.; 5 × 5 ft.; 1/2 mi., 0.5 mi., 50 mi.; 2 hours; 2,000 hours; 8 P.M.; 90° angle; 32°F, 650°C; 10.5°; or 10° 90' N.
- Always use numerals when listing the edition of a publication (1st edition).
- Use numerals for series titles (45th Annual Report of the Bureau of American Ethnology). However, reference entries will follow the format of the original publication.



Scientific and Mathematical Copy

- Equations should be set off from the text and placed on their own line.
- Chemical symbols should be capitalized, followed by a subscript figure indicating the number of atoms in a molecule (H₂O); superscript the mass number in front (¹⁴C). Names of chemical compounds should be lowercase when written in full (carbon, oxygen).
- Alphabetic abbreviations are not repeated with combined measures (5 × 5 ft.), but symbols are (15%–20%).
- Precede decimal numbers less than one with a zero (0.4 m, 0.9 mi.), except when by tradition it is otherwise, such as in statistical probability (p < .05) or firearms and ordnance (.22 cal. shell).
- To avoid confusing the reader, an excavation unit 5 m on each side should be written as “5 × 5 m” in the text (not as “5 m square”). A multiplication symbol is used, not the letter x. When expressing area, such as 500 square meters, place the exponent after the abbreviation (500 m²).
- Site numbers, as well as site names, should be included when known. When trinomial-system site numbers are available, type U.S. numbers consistently according to the state’s conventions, or, if inconsistent, site numbers will be reformatted with capital letters for the county designation and without hyphens (36LY160). Type Canadian Borden numbers with one hyphen (DiQw-4).
- When radiocarbon ages are reported for the first time they are to follow the standardized format of the journals *Radiocarbon* and *American Antiquity* (57[4]:755–756). If the radiocarbon age being cited has been previously published elsewhere, citation of that reference (including page numbers) is adequate. In the first citation of a radiocarbon age, provide the radiocarbon age, date, sigma error, laboratory number, sample number, the material of the sample dated, whether the date has been corrected, and the bibliographic reference (if previously published). In subsequent citations, use the age alone. The uncalibrated radiocarbon age given in the first specific citation must be based on the 5,568-year half-life of ¹⁴C (divide ages based on the 5,730-year half-life by 1.03). The 1-sigma standard error provided by the laboratory should follow. Include the sample identification and laboratory numbers, and what material was

Speaking and Writing Center [17]: A multiplication symbol can be found using the insert special character function and searching for a multiplication symbol. It looks like an x, but is placed differently. It looks like this: ×



analyzed (sample of charred wood, walnut hulls, etc.). Finally, indicate whether the age has been corrected for isotopic fractionation (if the lab has provided sigma ¹³C value, then the date has been corrected). The radiocarbon age is to be presented as years B.P. and not converted to calendric years B.C./A.D.

- Example: The age of UCR-2141 [Goleta rope fiber] was determined to be 120 ± 50 ¹⁴C years B.P. ([L-303] Stuiver and Polach 1977:355–363); or 120 ± 50 B.P. (L-303; UCR-2141, rope fiber).
- Tree-ring dates should be given as calendric dates (A.D./B.C.).
- Place a space between the hue designation and color code when using Munsell soil-color designations, i.e., 10YR 4/5.

Formatting Quotes

- Quotations longer than three full lines or two full sentences should be formatted as a block quote. You should skip a line before and after the quote, which should be indented and double-spaced. Do not place quotation marks around a block quote. For quotations appearing within a block quote, use regular double quotes (“”) not single quotes (‘’).
- Use square brackets to indicate any words you changed or to add any of your own commentary to a quote.
- For quotes with italics, you should either insert the phrase [emphasis in original] if the italics appeared in the original quote or [emphasis added] if you added the italics yourself. These comments should appear at the end of the quotation but before the end quotation mark/punctuation.
- Insert the word [sic] to note an error that appeared in an original quotation. It is not necessary to include this for minor typos, but only for errors which may impact content, such as the mis-spelling of an individual’s name. You should also not use [sic] when quoting archaic English.
- Use an ellipsis (...) when removing information from within a sentence in a direct quote. It is not necessary to use square brackets around an el
- When removing multiple complete sentences from a quote, you should use a 4-dot ellipsis with the first dot serving as a period. Note that the first letter of the next complete sentence should be capitalized.
 - Ex: “This work does nothing. ... His view was similar.”
- Direct quotes of inscriptions or mottos should be set off from the text with a colon. Do not use quotation marks or italics. Periods should be used in place of

Speaking and Writing Center [18]: This is the sample number or compound.

Speaking and Writing Center [19]: This is the material of the sample being dated.

Speaking and Writing Center [20]: This is the radiocarbon age in years B.P.

Speaking and Writing Center [21]: This is the sigma error in years B.P.

Speaking and Writing Center [22]: Lab number

Speaking and Writing Center [23]: This is the bibliographic reference where the dating was previously published.

Speaking and Writing Center [24]: This is the format to use if the age has not been corrected for isotopic fractionation.

Speaking and Writing Center [25]: Left indent .5 inch.



missing letters. Brackets should be used to indicate assumed letters. Backslashes should be used to indicate line breaks in the original text. Upper and lower case should reflect the original text.

- Ex: The inscription on the crock reads: C CROL...
\MANUF[ACTU]RER\N[e]w York.

Speaking and Writing Center [26]: Use one period for each missing letter.

Speaking and Writing Center [27]: This would indicate that three letters are missing.

Common Spellings in American Archaeology

- In general, American spelling is preferred to British.
- When alternate spellings exist for a word, use the version listed first in *Merriam-Webster's Collegiate Dictionary*. For words not appearing in this source, consult *Webster's Third New International Dictionary, Unabridged*.

Partial List of Preferred Spellings

- acknowledgments, not acknowledgements
- archaeology, not archeology
- cannot, not can not
- catalog, not catalogue
- data (plural) = information; datum (singular) = bench mark
- database, not data base
- datable, not dateable
- disk, not disc
- email, not e-mail or E-mail
- European American, not Euro-American or Euroamerican
- focused, not focussed
- gauge, not gage
- gray, not grey
- hollowware, not holloware
- honor, not honour
- lifestyle or lifeways, not life-style or life-ways
- mindset, not mind set or mind-set
- modeled, not modelled
- percentage rather than percent is the usual form, but always % with Arabic numerals
- worldview, not world-view or world view
- sociocultural, socioeconomic, sociopolitical (no hyphen)
- totaled, not totalled
- usable, not useable
- x-ray (verb, adjective); X ray (noun)



Problematic Words and Phrases

- The article “an” should be used to precede “historic” or “historical,” not “a.”
- The federal government prefers the term “Native Americans,” but some tribes prefer “American Indian.” “First Nations” should be used when referring to indigenous peoples of Canada. The plural for Native American tribal members will use a final *s* (e.g. Powhatans, Apaches, etc.).
- Maker’s mark (one maker, one mark); maker’s marks (one maker, more than one mark); makers’ marks (more than one maker, more than one mark).
- Unfamiliar (or foreign words) may be defined or explained using the format: *machicolations*, or arched overhangs; *hornos arabes*, or Moorish kilns; *tinajas*, or large fermentation jars. Italicize each use of foreign terms throughout the text; others may be italicized on first use.
- Wares—whiteware, yellow ware, pearlware, flatware, hollowware, tableware, tea ware; tea and table wares.