



## Archeological Papers of the American Anthropological Association

### **PROSPECTUS GUIDELINES**

Potential contributors are invited to contact the Publications Director prior to submission to discuss the suitability of a proposed volume for the series.

There are two levels of review for publication in *Archeological Papers of the American Anthropological Association*:

**1. Prospectus:** Anyone interested in publishing with *Archeological Papers of the American Anthropological Association* must submit a formal prospectus following the guidelines outlined below. The prospectus will be reviewed by the Executive Committee of the Archeology Division of the AAA. The decision to accept or reject a proposal is made by the Executive Committee at its next meeting (see schedule of meeting dates below). This decision, based on the prospectus, is only a provisional acceptance and is subject to final acceptance after receipt of the full manuscript.

**2. Full Manuscript:** The editor(s) or author(s) of the provisionally accepted prospectus are expected to assemble a complete draft manuscript, with full versions of all papers or chapters, tables, and drafts of the illustrations by an agreed upon deadline. The full manuscript will be reviewed by the members of the Archaeology Division Editorial Review Committee, which normally consists of the Publications Director, the Archaeology Division President-elect, and the two Archaeology Division board members-at-large. Comments from the Review Committee members are collated and summarized by the Publications Director, who communicates with the volume editor(s) or volume author(s). At this stage, in the rare case of a manuscript that fundamentally fails to meet the committee's expectations, the manuscript could be rejected. In most cases, however, a manuscript is given final acceptance and the Publications Director transmits a list of any necessary changes, additions, or deletions which are to be made to the satisfaction of the Publications Director. The volume editor(s) may add their own suggestions for improving the manuscripts at this point.

After a volume is accepted for publication, the volume author(s)/editor(s) will work with the Publications Director to develop a publication timetable. Information about the production process will be conveyed to the editor(s) or author(s) after the full manuscript has been accepted.

### **PROSPECTUS CONTENTS**

#### **I. Title and Authors/Editors**

Names and titles. CVs of principal authors or editors are not required.

## **II. Table of Contents**

The list of contributions is expected to be complete at the time the prospectus is submitted. We cannot adequately evaluate a prospectus based on a “preliminary” set of titles and/or contributors.

## **III. Volume Content/Overview**

Describe in concise, clear language (this *usually* requires 10-12 double-spaced pages):

- The content of the work. What is it about? Describe the subject and major argument or approach of the manuscript.
- The scholarly significance and context of the work. Why does it need to be published? Why would anyone care to read it? How does it connect to and depart from current scholarship in this area?
- How the manuscript makes a significant contribution to the literature.
- The organizational plan behind the work. How does the work cohere as a whole? How do the chapters/articles connect to one another? This issue is particularly critical for edited volumes and readers.

## **IV. Fit with the Series’ List of Publications**

Briefly explain how the proposed work would fit in with the current publishing strategy and efforts of *Archeological Papers of the American Anthropological Association*. Does AP3A publish in the subject matter covered by the proposed book? You may look at past issues of the series on Anthrosource (<http://www.aaanet.org/publications/anthrosource/>) or via the Wiley-Blackwell web page (<http://www.wiley.com/bw/journal.asp?ref=1551-823X>).

## **V. Audience/Market**

- Who is the intended audience for this volume? Be as realistic as possible about its audience and appeal. Remember, AP3A is distributed as a benefit of membership in the Archeology Division of the AAA, and therefore should have broad interest and relevance.
- Is this volume likely to be used in classes? If so, what kinds of courses, and at what level?
- To what extent will the manuscript be useful to readers in other disciplines?

## **VI. Detailed Chapter Abstracts.**

Each chapter must be summarized in detail (this *usually* requires 2 doubles spaced pages (400-600 words) each. Contributors must discuss the content of their chapter and demonstrate how it fits into the theme and organizational plan of the volume as a whole (however, if the latter overlaps appreciably with the Book Content/Overview section, it need not be repeated word for word). To adequately evaluate the volume, it is imperative that abstracts provide full synopses of each chapter’s arguments, including not only the general ideas, but also specifics about their analyses (methods, data) and conclusions. Note: If the volume is based on a papers originally presented at a professional meeting, editors are advised to not simply submit the package originally sent to the sponsoring organization but to ask contributors to rewrite their abstracts, including the greater detail requested above.

## **SUBMISSIONS AND REVIEW**

- Prospectuses should be submitted to the AD Publications Director (Cathy Costin) electronically as either PDFs or Word documents. The current address is: [cathy.costin@csun.edu](mailto:cathy.costin@csun.edu).
- Prospectuses are voted on twice annually, when the AD Executive Committee meets at the Annual Meeting of the American Anthropological Association (Fall) and Annual Meeting of the Society for American Archaeology (Spring). Editors/Authors should submit their prospectuses at least six weeks before the meeting at which they want to be considered in order to allow the Executive Committee and the Publications Director sufficient time to read and evaluate. Based on currently announced meeting dates, submission deadlines for the next few years are expected to be:

Submission Round	Meeting Date	Anticipated Submission Deadline
Fall 2009 (AAA)	December 2-9, 2009	<b>October 15, 2009</b>
Spring 2010 (SAA)	April 14-18, 2010	<b>March 1, 2010</b>
Fall 2010 (AAA)	November 17–21, 2010	<b>October 1, 2010</b>
Spring 2011 (SAA)	March 30 - April 3, 2011	<b>February 10, 2011</b>
Fall 2011 (AAA)	TBD	<b>TBD</b>
Spring 2012 (SAA)	April 18 – 22, 2012	<b>March 1, 2012</b>

Please check the websites of the two organizations (AAA and SAA) and/or contact the AD Publications Director to double check these dates.

## **QUERIES**

Potential contributors are invited to contact the Publications Director prior to submission to discuss the suitability of a proposed volume for the series. The Publications Director can generally review a prospectus for completeness, but cannot comment on its likelihood of acceptance or rejection prior to a formal vote by the AD Executive Committee.

### Current Publications Director:

Cathy Lynne Costin  
Department of Anthropology  
California State University, Northridge  
Northridge, CA 91330  
office phone: 818-677-3331  
email: [cathy.costin@csun.edu](mailto:cathy.costin@csun.edu)