



## Archeological Papers of the American Anthropological Association

### **PROSPECTUS GUIDELINES** (revised August 15, 2019)

Potential contributors are invited to contact the Publications Director prior to submission to discuss the suitability of a proposed volume for the series. All *Archeological Papers of the American Anthropological Association* are digital-only as of 2015.

There are two levels of review for publication in *Archeological Papers of the American Anthropological Association (AP3A)*:

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 AD Publications Committee (Publications Director, President Elect, and two Archaeology Division Board members) reviews the prospectus and subsequently makes a recommendation to the Executive Committee of the Archeology Division of the AAA. *A decision to request a full manuscript, based on the prospectus, is only a provisional acceptance, and the proposed volume is subject to final acceptance after receipt and review of the complete 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, final versions of all papers or chapters, tables, and near-final 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 consists of some combination of the Publications Director, the Archaeology Division President-elect, two Archaeology Division board members-at-large, and external, expert reviewers. A minimum of two reviewers examine each manuscript in detail. At this point, a decision will be made to (1) accept the volume; (2) accept the volume pending minor revisions; (3) request significant revisions before accepting the volume; or (4) reject the volume. 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).

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**

(n.b. 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:

- 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 does the manuscript make 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 any edited volume.

## 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. Chapter Abstracts.

Each chapter should be described individually. To adequately evaluate the volume, it is imperative that chapter 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. Also discuss how each chapter 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). **Note:** If the volume is based on 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 (Lynne Goldstein) electronically as either PDFs or Word documents. The current address is: [lynneg@msu.edu](mailto:lynneg@msu.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). Under some circumstances, the Board might consider and vote on a prospectus electronically. Editors/Authors should submit their prospectus by Monday of the week no less than six weeks before the meeting at which they want them to be considered in order to allow the Publications Director and the Publications Committee 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 2019 (AAA)	Nov 20-24, 2019	<b>October 7, 2019</b>
Spring 2020 (SAA)	April 22-26, 2020	<b>March 9, 2020</b>
Fall 2020 (AAA)	Nov 17-21, 2020	<b>October 5, 2020</b>
Spring 2021 (SAA)	April 14-18, 2021	<b>March 1, 2021</b>
Fall 2021 (AAA)	Nov 15-21	<b>October 4, 2021</b>
Spring 2022 (SAA)	March 30 – April 3	<b>February 16, 2022</b>

Please contact the AD Publications Director to verify these dates.

### **COPYRIGHT AGREEMENTS**

If the volume is accepted, the author identified as the formal corresponding author for each paper will receive an email prompting them to login into Author Services; where via the Wiley Author Licensing Service (WALS) they will be able to complete the license agreement on behalf of all authors on the paper. If the OnlineOpen option is not selected the corresponding author will be presented with the journal's standard license agreement to sign.

Authors are permitted to self-archive the peer-reviewed (but not final) version of the Contribution on the Contributor's personal website, in the Contributor's company/institutional repository or archive, and in certain not for profit subject-based repositories such as PubMed Central as listed at the following website: <http://olabout.wiley.com/WileyCDA/Section/id-820227.html>

### **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. The most efficient way to contact the Publications Director is via email.

#### **AD Publications Director:**

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