

Publishing Policies and Submission Guidelines

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Reviews in Colorado Archaeology (RCA) is an open-access, refereed journal that publishes authoritative and critical syntheses, reviews, thematic studies, and methodological primers for archaeologists and historic preservation professionals working in Colorado and adjacent regions. *RCA* is published by Paleocultural Research Group, a 501[c][3] nonprofit archaeological research and education organization and is available through the Online Resources for Colorado Archaeology and Historic Preservation (ORCA) website at www.archaeologycolorado.org.

This document describes the journal's scope, submission guidelines, review processes, and publishing policies. These guidelines and policies apply to articles contributed to *RCA*'s annual volume and to *RCA*'s book-length special publications. Please contact the editor for additional information about ORCA's distributed publications program.

Journal Scope

RCA publishes contributions on all aspects of the archaeology of Colorado and adjacent regions, from Paleoindian to industrial archaeology. *RCA* articles and special publications are intended both to summarize the current state of knowledge and to provoke new thinking and new research.

RCA publishes five types of contributions, including review articles, research articles, thematic studies, methods reports, and resource reports. The following sections describe the content of each type of article.

Review articles are authoritative topical or regional summaries that highlight new discoveries and recent research. Review articles should:

- Clearly define their temporal, geographical, or thematic scope;

- Review the history of research on the topic, including discussions on the aims and conclusions of the most important prior contributions;
- Summarize that currently is known about the topic, including precis of major recent projects and new data on key sites or collections;
- Use data from outside Colorado as necessary for a comprehensive and up-to-date presentation;
- Critically evaluate the current state of knowledge; and
- Post specific new research questions or data needs.

Research articles are critical syntheses that present new interpretations on long-standing research questions and data gaps or present new conceptual approaches to the study of Colorado archaeology. Research articles should:

- Begin with an explicit description of the research question or data gap, including citations to research questions posed in the 1999 or 2007 CCPA context documents or in other publications, or explain the rationale for the new conceptual approach;
- Summarize the projects, sites, or assemblages that are the source of the new interpretation or data or the inspiration for the new conceptual approach;
- Focus primarily on a concise and targeted presentation of the new interpretations, syntheses, or conceptual approach, rather than on a detailed presentation of data; and
- Lay out future research questions or data needs that are entailed by the new interpretation or approach.

Thematic studies are National Register contexts, multiple property documentation forms, or regional or local planning studies designed

primarily to assist in evaluating the NRHP significance of archaeological resources. Thematic studies should:

- Incorporate the basic elements of an NRHP context or MPDF, including an archaeological or historical overview, a definition of the context's theme, geography, and temporal limits, and a list of associated property types;
- Include maps, drawings, or other graphics that illustrate the themes and typical property types; and
- Use *RCA* formatting and style conventions, rather than those prescribed by the NRHP.

Methods reports are descriptions of state-of-the-art archaeological field or lab techniques, analysis methods, or documentation standards and best practices. Methods reports should:

- Begin with a concise summary of the method or practice;
- Describe the problem or issue that the method or practice is meant to solve, or describe the new technology that the method or practice utilizes;
- Describe the method's scope or context of application in archaeology;
- Describe the method in sufficient detail that it could be replicated by another researcher; and
- Include examples of how the method or practice has been used in recent research, including citations to detailed discussions of those examples.

Resource reports are descriptions of regionally or nationally significant archaeological sites or collections, historic properties, or cultural landscapes. Resource reports should:

- Explain why the site, collection, building, or landscape is regionally or nationally significant, including citations to research questions or data gaps identified in the 1999 or 2007 CCPA context documents or in other recent publications as appropriate;
- Summarize the most important and noteworthy aspects or features of the site or collection;
- As appropriate, present new interpretations or conclusions made possible by data from the site or collection;
- Describe important research questions that could be addressed using data from the site or

collection; and

- Briefly describe and reference all published descriptions of the site or collection.

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RCA is available without charge or restriction. Articles are published online as they become available. Each annual volume opens on January 1 and closes on December 31. Articles are distributed as PDF files. Authors are encouraged to incorporate appropriate supplementary data, including datasets, shapefiles or coverages, images, or supporting documents. These materials can be distributed in a variety of formats. After each volume closes, a PDF of the complete volume (apart from supplementary data) will be made available for download. Printed copies can be obtained from third-party on-demand vendors.

Special Publications

Special publications are not part of *RCA*'s annual volume but otherwise follow *RCA* submission, review, and production procedures. Like *RCA* articles, special publications are authoritative, critical, and synthetic; however, they are not assigned to one of the five article categories. Special publications typically exceed 25,000 words in length. Publication fees may be assessed for special publications. Authors interested in submitting a book-length manuscript are encouraged to consult with the editor well prior to submission.

Author Guidelines

RCA accepts manuscripts from authors conducting archaeological research in Colorado and adjacent regions. *RCA*'s editor also periodically solicits commissioned contributions on specific topics. Individuals working in a variety of institutional settings, including colleges and universities, state and federal agencies, and cultural resources management firms, are encouraged to submit article-length contributions. *RCA* does not assess publication fees for articles and accepts contributions of any length.

Style and Audience

RCA contributions are written primarily for archaeologists and other historic preservation professionals engaged in research and cultural resources management. However, authors are encouraged to prepare manuscripts that will be accessible to a wide audience, including knowledgeable avocationalists and undergraduate and graduate students.

For citations, references, table formatting, and technical style, RCA adheres to the guidelines contained in the current style guide for *American Antiquity*, which can be found at http://saa.org/Portals/0/SAA%20Style%20Guide_Final_6-5-17.pdf. For capitalization, non-technical word usage, and other issues not covered by the *American Antiquity* guide, authors should refer to the current *Chicago Manual of Style*.

Manuscript Format

Manuscripts must be submitted electronically in a Microsoft Word file format. Text may be single- or double-spaced. Do not use footnotes and use endnotes only sparingly. Use a standard font and size. Use only minimal formatting. The manuscript should be paginated. Tables may be embedded in the submitted manuscript; however, prior to publication authors will be required to submit them as separate Word files. The editor may ask authors to present data in graphical rather than tabular format.

Manuscripts should be accompanied by an abstract of no more than 250 words, a list of up to five keywords, and a brief biography of the author(s).

Photographs and Illustrations

Authors are encouraged to incorporate maps, drawings, photographs, charts, or other illustrations in their manuscript and imposes no limits on the number of illustrations. Maps should not provide specific site location data. RCA does not publish photographs or illustrations of human remains or objects known to be associated funerary objects.

Illustrations may be embedded in the original

submitted manuscript. However, prior to publication authors will be required to submit all illustrations as separate files. Photograph or drawing resolution must be at least 300 ppi at a width of 7 inches, or approximately 2100 pixels wide (generally greater than 4.5MB file size in JPEG format, although TIFF files are generally larger and are preferred). Maps and charts should be submitted as vector graphics in Adobe Illustrator (AI) format, or as SVG or EPS files. If maps and charts are only available as raster images, the resolution should be at least 600 ppi at a width of 7 inches. Large files can be submitted through Dropbox; contact the editor for additional information.

Supplementary Materials

Authors are encouraged to offer supplementary materials to accompany their contribution, such as datasets, shapefiles, additional images, or supporting documents. Please contact the editor for information on content and file formats.

Peer Review and Editorial Decision Processes

Manuscripts are first reviewed by the editor, who may also discuss the contribution anonymously with a subject-matter expert. The editor reserves the right to reject a manuscript, or to return a manuscript for revision, if its subject does not fall within the journal's scope or if it does not comply with the journal's style or formatting standards. If the manuscript meets the journal's basic requirements it will be distributed for peer review.

All RCA contributions, including special publications and commissioned articles, receive double-blind reviews by at least two subject-matter experts. Authors may suggest potential reviewers but the editor is not bound by those suggestions. Author names and contact information are removed from submitted manuscripts prior to distribution to reviewers. However, authors should ensure that their identity is not disclosed in other sections of the manuscript, including file names, citations, acknowledgements, and so forth. If authors do disclose their identity by choice or error, manuscripts will still be circulated for review. Reviewers may waive their anonymity if

they wish; however, the editor will not disclose a reviewer's identity without their consent. Reviewers ordinarily are given 45 days to complete their evaluation.

Manuscripts will be accepted as-is, accepted with minor revisions, conditionally accepted pending major revisions, not accepted but recommended for revision and resubmission, or rejected. The editor is solely responsible for all manuscript decisions.

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