

The INA Annual and INA Website: Submission Guidelines

It is the responsibility of INA Researchers to verify accuracy of all facts contained in submissions and in all cases acquire permission to use copyrighted materials including photos, drawings, maps etc. and be prepared to produce written permission if necessary. *Please note:* Articles submitted for *The INA Annual* will be published both online and in print.

A. The INA Annual

The INA Annual presents projects and research conducted by INA Research Associates, each calendar year. It is an informed outlet for INA research, featuring the findings of annual field seasons as well as ongoing analysis and study with an editorial advisory board of Texas A&M University faculty, INA staff, and scholars from other universities and institutes. As well as being offered in print, it is available on-line as a downloadable PDF. *The INA Annual* is a benefit of INA membership and is therefore mailed to all INA members.

A.1 Submission Process and Guidelines

A.1-1 Deadline. **March 31, 2012 (2011 edition).**

A.1-2 Initial Submissions. All INA Research Associates are asked to write and submit articles and supporting materials electronically. Upload submission to: <http://dropbox.yousendit.com/PoWan5459114> or emailed to pwanblackberry@shaw.ca. Submissions will be proofread, lightly edited (for basic grammar, spelling and style) and the content reviewed and then returned to or discussed with contributors within 2 months of the submissions deadline. Formatting may be required to conform to style guidelines. Upon receipt of the proofread version, your revised manuscript should be resubmitted to INA within 1 month, after which no major changes to the text will be allowed.

A.1-3 Proof. PDF-formatted page proofs with figures and tables in place, will then be emailed to contributors along with instructions for submitting minor text corrections. No major text revisions will be permitted. Corrected proofs should be returned to INA within two weeks of receipt.

A.1-4 Length. Maximum 5,000 words. Contact INA to discuss longer submissions. Address written requests to Po Wan via email: pwanblackberry@shaw.ca.

A.1-5 Author's photo. Please submit a digital photo of yourself. See below for file requirements.

A.1-6 Images and Illustrations. Up to 15 figures including photos, maps and line drawings (unless previously discussed). Address written requests to Editor, *The INA Annual*: info@inadiscover.com

Figures & Captions. Include figure numbers sequentially within the text of the article.

Sample text

The site is situated off La Manga on the southeastern coast of Spain, approximately 40 km northeast of Cartagena (Fig. 1).

Do not embed images within the text. On a separate page at the end of your article/report, submit a list of figures with accompanying captions and credits (name of photographer or owner of the image and date that the image was taken or created, if available). Separate credits with parenthesis.

Example

Fig. 1. The location of Bajo de la Campana and the shipwreck site. June 2008 (M. Polzer).



A.1-7 *Word Processing and General Matters of Style.* The preferred software is MS Word. For detailed style information, unless otherwise noted in this document, please refer to the guidelines as set by the *American Journal of Archaeology* (AJA guide) at <http://www.ajaonline.org/submissions#style>. For subjects not covered in the AJA guide, please refer to *The Chicago Manual of Style*, 15th edition (*Chicago Manual of Style*). <http://www.chicagomanualofstyle.org/home.html>

A.2 How to Submit Photos and Illustrations

A.2-1 *Where to upload images.* Submit hi-resolution images electronically to <http://dropbox.yousendit.com/PoWan5459114>. Include the project name and figure numbers in file names (e.g. Bajo-fig1.jpg).

A.2-2 *File Size.* Image files should be saved at 300 dpi at the size they will appear in the publication. In general, consumer cameras with a maximum resolution below 2.1 megapixels are not acceptable. Maps and labelled drawings must be saved to sizes large enough to be legible. Generally, most images will not exceed the size of a single page (8½" X 11"). Some images may be selected for application to a maximum double-page spread.

A.2-3 *Digital Camera Settings.* As a rule, take photos at the highest resolution possible on digital cameras unless you are confident that the resulting file size will meet commercial printing requirements.

A.2-4 *Color.* Submit images in full color. They may later be used to update project pages on the INA website.

A.2-5 *Drawings and Maps.* Convert illustrations and maps created with specialized drafting software to raster files (JPG, BMP or TIFs) and save at 300 dpi at the size it will appear in the publication (max. 8½" X 11").

A.3 Notes

Do not use in-text citation, except for references to primary ancient sources. Format notes as endnotes, not footnotes. Refer to style guides as directed earlier in this document (A.1-7).

A.4 Referencing Guidelines

Submit a list of works cited at the end of your article. Refer to style guides as directed earlier in this document (A.1-7).

B. INA Website

B.1 Research Associate Profile

B.1-1 All INA Research Associates are featured on personal profile pages. Research Associates are responsible for ensuring that personal information is up-to-date and accurate.

Sample profile page. http://inadiscover.com/about/our_team/research_associates/piotr_bojakowski/

B.1-2 *Maximum word count.* 300

B.1-3 *Content.* Aside from personal information such as University and professional affiliations, include information on recent and/or pivotal research or projects, area of study and specialty. Provide links to relevant project pages within the INA website or to external sites, either in the body of your profile or listed at the end of the text. A short summary or introduction to your most recent project(s) may be added to the end of your profile, again with links to relevant web pages.

B.1-4 *Photo/File Specs.* Please submit a photo of yourself saved as a hi-resolution file if available. Photos may later be included in the *INA Quarterly* and *The INA Annual*. Maximum size for use on the INA website is approximately 800 X 800 pixels (0.6 megapixels or raw size of approx. 1 MB). Digital cameras should be set at the highest setting. Files that are also intended for print can range anywhere from 1 to 6M.

B.2 Projects

The INA website houses over 170 projects and each year will be updated with the ever growing body of research resulting from the field, the laboratory and libraries. Redesigned in 2008, the site has been built to present information consistently across all INA projects. To maintain and build on this standard of consistency, information should be submitted in accordance to the subject headings below. Please note, however, this list is not exhaustive and additional headings can be discussed. Contact Po Wan (250) 752 6100 or email pwanblackberry@shaw.ca. All written communication should be copied to Dr. Deborah Carlson at dnc@@tamu.edu.

B.2-1 Word Processing and General Matters of Style. While there are limitations to displaying special characters, diacritics, and foreign language fonts on the Web, for general formatting refer to style guides as directed earlier in this document (A.1-7).

B.2-2 Introduction

B.2-2a Summary. The Introduction page of each project begins with a summary in point-form using the following headings: Period, Project Director(s), Excavation (dates), Location, Important Finds. Other headings can also be included: Hull (length and width); Cargo; Number of dives; Depth; Found by.

Sample summary (Kızılburun Project)
 Project Director - Dr. Donny L. Hamilton
 Archaeological Director - Dr. Deborah Carlson
 Location - southwest of Izmir, Turkey (Kızılburun)
 Discovered - 1993 INA shipwreck survey
 Excavated - 2005-present
 Period - ca. early first century BC

B.2-2b Content. This provocative introduction to your project can include project or season highlights, historical and archaeological significance, important finds and future plans etc.

Sample page: http://inadiscover.com/projects/all/southern_europe_mediterranean_aegean/kizilburun_turkey/introduction/

B.2-2c Length. 1,000 words

B.2-3 The Report

B.2-3a Length. As the INA website is ultimately a research site, there is no limit to the length of reports... additional pages may be added to accommodate longer reports that result from multi-year projects.

Sample of extended project: http://inadiscover.com/projects/all/central_america_caribbean/columbus_caravels_archaeological_project/1992_season/

B.2-3b Using Images. Images can be used on any page. Include a separate list of images and accompanying captions and credits for each page (date image was taken; location; short description including the names of people shown in the images; photographer if credit is due). Copyright responsibilities apply. Refer to file size specifications as previously discussed

(B.1-4). The Photo Gallery is discussed below (B.2-4).

Sample of images used with reports.

http://inadiscover.com/projects/all/southern_europe_mediterranean_aegean/kizilburun_turkey/full_report/

Sample Caption.

The location of Bajo de la Campana and the shipwreck site. June 2008 (M. Polzer).

B.2-4 Photo Gallery

B.2-4a File Size. Refer to file size specifications as previously discussed (B.1-4).

B.2-4b Categories. For large collections, sub-divide images into categories.

Sample Gallery. http://inadiscover.com/projects/all/southern_europe_mediterranean_aegean/serce_limani_turkey/photo_galleries/

B.2-4c Maximum number of images (inclusive of all galleries): 200 of the most relevant images.

B.2-4d Captions & Credits. Submit a caption for each image as previously discussed in this document (B.2-3b). Copyright responsibilities apply.

B.2-5 Site Plan Convert illustrations and maps created with specialized drafting software to raster files, saved in JPG format. Maximum size for use on the INA website is approximately 800 X 800 pixels.

B.2-6 Bibliography and Publications (resulting from projects)

Refer to AJA guide for formatting style.

B.2-7 Acknowledgements

B.2-8 Sponsors and Partners. Submit logos and website links if available.

Sample page. http://inadiscover.com/projects/all/southern_europe_mediterranean_aegean/kizilburun_turkey/sponsors/