

Editorial, Procedural and Stylistic Policies of the *Plains Anthropologist*

EDITORIAL POLICY

Plains Anthropologist (PA) publishes original papers on the anthropology of the Great Plains and adjacent areas of North America. Manuscripts of a more general nature, or those concerned with other areas, will be considered if they are of theoretical importance or if they bear upon problems of humans in plains environments. Manuscripts should be submitted to the editor for consideration as Articles, Reports, or Comments. The Book Review Editor will solicit Book Reviews from potential reviewers; volunteered submissions are rarely accepted.

Accepted manuscripts will be assigned, at the editor's discretion, to one of the three categories listed above. Typically, articles include manuscripts that present a synthesis of research and the conclusions generated by that research. They are often broader in scope and appeal to a wider audience. Reports tend to be shorter than articles and more technical in nature. They are generally addressed to a much narrower audience. Comments either provide new information of relevance to an article previously published in PA or correct significant errors contained in previous articles. Comments do NOT present differing interpretations or opinions. Comments will be sent out for review, as with other manuscripts, and, if accepted, will be shown to the author(s) of the previous article so that they may reply to the contents. The comment and reply, if given, will be published together.

Authors are responsible for the contents of their work. This includes ensuring that all referenced materials are accurately cited and that all quotations are both accurately worded and correctly cited. Authors also bear the responsibility for obtaining written permission to use all copyrighted materials, including previously published images and tabular data covered by U.S. and international copyright laws.

The editor reserves the right to reject, or return for revision, any manuscript that falls outside of the scope of the Plains Anthropological Society, as well as those manuscripts judged to be of poor quality or excessive length. It is the policy of the Plains Anthropological Society that inappropriate materials, including sexist or potentially sexist language and form, will not be accepted for publication.

PROCEDURE FOR PROCESSING MANUSCRIPTS

The editor and two peer reviewers will evaluate submitted manuscripts. While the editor generally selects the reviewers, authors may make suggestions. Reviewers are usually requested to return the review within five to seven weeks of receipt of the manuscript, and they have the right to remain anonymous in the review. In addition to their comments, reviewers are requested to designate whether the manuscript should be: a) published; b) published with revisions; or c) rejected. If both reviewers agree as to whether the manuscript should be published, the author is informed of the decision and the process continues. If the manuscript receives "mixed" reviews, it is sent to a third reviewer. In cases of genuine stalemate, the editor reserves the right to make a final decision on whether or not to accept the article for publication.

After a manuscript has been accepted for publication, the author receives the reviewers' comments and is asked to make any substantive changes at this time. When all substantive changes have been made, the manuscript is sent back to the editor for final editorial changes. These changes typically consist of minor spelling, grammatical and/or style corrections (such as reference or in-text citation format). Minor changes to images and tables may be made at this time in consultation with the author(s). For multi-

authored manuscripts, it is the responsibility of the lead author to distribute copies of all reviews to junior authors and coordinate all changes before the manuscript is returned to the editor. Accepted manuscripts must be revised and returned to the editor within 12 months following notification of acceptance. After 12 months, the manuscript will be treated as a new submission.

Galley proofs prepared by the assistant editor will be sent to the author, or the lead author in multi-authored papers, for final approval. In order to save time, proofs will be sent electronically as PDF files unless the author specifies paper format. All authors are requested to return the corrected proofs to the editor within two weeks. If they are not returned within the time limit, it will be assumed that they are accurate as proofread by the editors. No substantial changes are allowed at this time. Only those changes needed to correct for typographic, spelling, or punctuation errors in the text or in figures, tables, or illustrations will be allowed. Order forms for reprints of the article will be sent to the author at this time, as will copyright release forms. The lead author is responsible for getting all junior authors to sign the copyright-release form. This form is necessary for on-line distribution of the journal. The authors may also order reprints at a 30% discount at this time.

After the galley has been returned to the editor, no changes are possible. The editors will prepare the manuscript for final publication at this time.

SUBMISSION GUIDELINES

New Manuscripts

Authors must submit three (3) hard copies of their original manuscript, including copies (photocopies are fine) of all figures and tables, printed on 8 1/2 by 11 inch paper. The editor cannot accept electronic copies of manuscripts for review at this time. The manuscript should be double-spaced throughout, including quotations and bibliography, with margins of at least 1 inch. Please do not include running heads, except as needed for page numbering. Abstracts followed by up to 5 keywords are required for all manuscripts. Photocopies of figures should be of high enough quality so that the reviewer may assess them. Authors may be requested to submit originals should better quality copies be needed by the reviewers. The cover letter should include the author(s)'s telephone number, fax number, and E-mail address.

Accepted Manuscripts

Following review and acceptance, the final draft must be submitted on either a 3.5-inch IBM- or Mac-formatted computer disk or a cd-rom, and the file name(s) and word processing program should be written on the diskette or cd. Accepted manuscripts may also be submitted via email. A current version of MS Word (97-99, 95/6, 2001) is preferred for text files; electronic images should be saved as TIFF or EPS files. Hard copy originals of all non-computer generated images must be submitted at this time. Please remove all word processing styles before submitting a revised manuscript (see below).

STYLE GUIDE FOR AUTHORS

The Chicago Style Manual is the basic reference for style used by the editor of *Plains Anthropologist*. It is the same style used by *American Antiquity* (<http://www.saa.org/Publications/StyleGuide/saaguide.pdf>), and the *Plains Anthropologist* style guide reflects many of the stylistic policies outlined in the *American Antiquity* style guide.

Authors should pay close attention to style when writing in-text references, bibliographies, notes, and acknowledgments. It should be noted that the stylistic instructions included here are meant to facilitate the final formatting that is applied to accepted and revised manuscripts. Please follow these instructions carefully when preparing the revised manuscript and do not attempt to format your manuscript to look like published *Plains Anthropologist* articles. Upon receipt of the revised manuscript, the assistant editor will apply the stylistic format that is characteristic of published articles.

Consistency within an article and within the journal is the goal of the editor. Please pay special attention to the consistent use of verb tense. Any reference to a past study, excavation, event, or interpretation should be in the past tense. If something is referred to in the past tense once, it should be referred to in that tense throughout the manuscript. Only descriptions of objects, sites, locations that still exist, or to present interpretations of the author should be in present tense. Example: Descriptions of a burial site which has been excavated should be in the past tense, while descriptions of the skeletal material, as they still exist, may be in present tense.

Authors should check their bibliographies carefully for both style and accuracy. Only those sources cited in the text should be included in the bibliography. All dates in the bibliography should match the dates used in the in-text reference. In-text citations and bibliographic references must be formatted in *American Antiquity* style.

Manuscript Format

The following guide should be used to format accepted manuscripts before submission for editorial changes and publication. The manuscript should be double-spaced throughout with margins of 1 inch. Please pay special attention to the guidelines on in-text citations and references, as these tend to be the most problematic areas. Sections of the manuscript should be formatted and ordered as follows:

Title Page

Titles should be kept brief while still conveying the essence of the article. Use title-case to format all titles rather than typing in all-caps. The author's name(s) should be listed below the title. A complete mailing address for each author should be provided at the bottom of the first page. E-mail address is optional:

The "Big House" at Whistling Elk Village (39HU242): Geophysical Findings and Archaeological Truths

Dennis L. Toom and Kenneth L. Kvamme

Dennis L. Toom, Anthropology Research, Department of Anthropology, University of North Dakota, P.O. Box 7094, Grand Forks, ND 58202-7094.

Kenneth L. Kvamme, Department of Anthropology & Center for Advanced Spatial Technologies, Old Main 330, University of Arkansas, Fayetteville, AR 72701.

Abstract

An abstract **MUST** accompany each manuscript and should not exceed 200 words in length. The abstract should present a concise summary of the contents and conclusions of the paper, and should not be an introduction to or outline of the paper.

Keywords

Authors must provide a list of no more than five (5) keywords for each manuscript. Keywords should be descriptive, single words rather than short phrases. Site numbers are not acceptable keywords.

Textual Elements

Paragraphs should be uniformly indented using the ruler or "Format Paragraphs" command rather than tabs. They should be typed as left aligned, running text with no hard returns. Do not use section breaks or page breaks anywhere in the manuscript. The editor and assistant editor decide the placement of figures and tables based on in-text references, and no additional directions (i.e. page breaks or comments such as "Place Figure 1 about here") are necessary. Use a single space between sentences.

Headings

Do not enter additional lines before or after headings; this will be handled during final formatting. Primary headings should be typed in all capital letters and left aligned, but not bolded, underlined or italicized. Do not use "INTRODUCTION" as a header. Secondary headings should be title cased and left aligned, but not bolded, underlined or italicized. Tertiary headings should be underlined and typed as part of the paragraph.

Numbers

Spell out numbers one through ten (1-10) in text. All ordinal numbers should be spelled out in the text. Dates should be expressed as follows: 1920s (not 1920's), 1991-1995 (not 1991-95), 300 years. Give dates in the order of month, day, and year.

Radiocarbon Dates

In order to ensure that complete information on published radiocarbon dates is made available to present and future researchers, the *Plains Anthropologist* has adopted a policy similar to that of *American Antiquity*. Previously published radiocarbon dates may be reported as A.D. or B.C. (or, if calibrated, cal A.D. and cal B.C.), but a full citation, including page numbers, must be provided for the original publication. All previously unpublished radiocarbon dates, on the other hand, must initially be reported in uncalibrated radiocarbon years. The uncalibrated radiocarbon age should be based on the 5,568-year half-life of ^{14}C (divide radiocarbon ages based on the 5,730-year half-life by 1.03) and should be reported in years B.P. (do not convert to radiocarbon years A.D./B.C.). It should also be reported with the 1-sigma standard error provided by the laboratory. The sample identification number assigned by the laboratory should be provided for each date, and the author should identify the material that was dated (e.g. bone, charcoal, seeds, etc). Finally, the author should indicate whether the date has been corrected for isotopic fractionation (the $\delta^{13}\text{C}$ value provided by the lab).

Example: 515 \pm 75 B.P. (A-11084; bone; $\delta^{13}\text{C}$ = -18.5 0)

Calibrated dates must always be identified through the conventions of cal A.D. or cal B.C. The author must identify how the date was calibrated, identify whether it was made for 1 σ or 2 σ , and present the calibrated age as a range (or ranges) of calendar years. If the calibration program assigned probabilities to the multiple date range possibilities, these probabilities should also be cited.

The radiocarbon age 460 \pm 70 BP has calibrated age ranges of 1415–1478 cal A.D. (one sigma) and 1327–1645 (two sigma) (Both calibrated with CALIB 3.0.3c using the INTCAL93 data set [Stuiver and Reimer 1993]).

For the date 3550 \pm 50 BP, the possible calibrated age ranges are 2028-1991 cal B.C. and 1983-1742 cal B.C. (Calibrated at 2 sigma with the program CALIB 4.1 [Stuiver and Reimer 1993] using the calibration dataset INTCAL98 [Stuiver et al. 1998].)

For the date 3550 \pm 50 BP, the possible calibrated age ranges are 2026-1994 cal B.C. (p = 0.058) and 1981-1743 cal B.C. (p = 0.942). (Calibrated at 2 sigma with the program CALIB 4.1 [Stuiver and Reimer 1993] using the calibration dataset INTCAL98 [Stuiver et al. 1998].)

Quotations

Quotations of less than four typed lines should be incorporated into the text and set off by double quote marks (""). A citation must be given for each quote and must include the page numbers for the quote. The citation should be placed directly after the end quote and before the period, unless the author is referenced in the text immediately prior to the quote:

The study noted that “...prestige surely accrued to those who had the metal awls, and social advancement may have followed outside of the usual channels. Those who made bone tools began to feel a decrease in demand for their products, and a change in their role in the community” (Weston 1993:93).

As Story (1986:51) cogently notes, the identification of these political groups as confederacies “has not been challenged seriously enough.”

Quotations that are longer than four typed lines should be set off from the text as block quotes:

If you are a thrifty woman, your husband will struggle hard to bring you the best of materials for your tent and clothing and the best of tools. If you have a good tent, men and women will desire to enter it. They will be glad to talk with you and your husband. If you are willing to remain in ignorance and not learn how to do the things a woman should know how to do, you will ask other women to cut your moccasins and fit them for you. You will go from bad to worse; you will leave your people, go into a strange tribe, fall into trouble, and die there friendless (Fletcher and LaFlesche 1992:333).

Spelling, Capitalization, and Hyphenation

In general, authors should follow the spellings in Merriam-Webster’s English Dictionary xx ed.

Because there are multiple spellings for many of the anthropological words commonly used in *Plains Anthropologist* manuscripts, we have provided a list of the preferred spellings for some of the more common words and terms:

archaeology, cross section (noun), cross-section (verb), field house, fieldwork, ground stone, posthole, pithouse, pit structure, plow zone, post mold, rockshelter, use life, usewear, X-ray (noun), xray (verb).

Capitalize names of specific archaeological and geographical areas or features, such as the Plains or the Mississippi River; however, do not capitalize the directional or geographic descriptors typically combined with such terms unless they are part of a proper name:

central Plains, Missouri River bottomlands, northern Plains, southern Canada, southwestern Manitoba, valley of the Mississippi, Eastern Woodlands.

Do not hyphenate compounds that can be considered permanent combinations or words containing commonly used prefixes:

preceramic, Postclassic, Paleoindian, Preconquest, rockshelter, usewear; infrastructure, intercommunity, intrasite, noncultural, nonlocal, reanalyze.

Hyphenate compound modifiers (e.g. obsidian-hydration dating, cord-marked body sherd, heat-treated silicates, 25-cm length) and descriptive terms that include a preposition (e.g. 1-x-1-m unit, 18-cm-thick horizon, 15-cm-deep pit).

Use open compounds for directional adjectives such as “north central”.

In-text Reference Citations

Only cite those references that have been viewed first-hand by the author(s). In the case of hard-to-get primary sources, such as out of print books or unpublished documents, the author(s) should make every effort to use the original source. Authors are strongly discouraged from relying on secondary source citations of primary source materials (e.g. Mason 1891:585–586 cited in Hayden 1979:225); however, this will be allowed if the author can demonstrate that every effort was made to use the original source. This policy has been implemented in an attempt to reduce misquoted primary materials.

Please follow the *American Antiquity* style of in-text citations. Some of the more common forms are

included here for the author's benefit:

One author: (Vehik 2002) or Vehik (2002)

Two authors: (Toom and Kvamme 2002) or Toom and Kvamme (2002)

Three authors: (Hughes et al. 2002) or Hughes et al. (2002)

Multiple references, different authors: (Cornell 1981; Fries 1980:20; Kehoe 1954, 1972 ; Kehoe and Kehoe 1977:86; Robinson 1980)

Note: please list in alphabetical, not numerical, order

Multiple references, same author: (Kvamme 1999, 2001, 2002; Toom 1992).

Multiple references by same author(s) in same year: (Jackson 1991a, 1991b)

Two authors, same last name and date: (S. Baugh 1986; T. Baugh 1986)

Two authors, same last name but different dates: (Baugh 1986; Baugh 1982)

Government agency, company, or similar entity as author: (National Archives and Records Service [NARS] 1960)

Note: The next citation of this reference would be (NARS 1960).

Multivolume set: (Windes 1987:I:68)

Earlier edition specified: (Catlin 1973 [1844])

Unpublished materials: (Buker 1934-35; Deloria ca. 1937)

Note: everything has a date. It is no longer acceptable to use "n.d."; please give a best estimate if a date is not available (e.g., ca 1931, ca. 1920s).

Newspapers (non-authored): (Sioux Falls Argus Leader [SFAL], 4 July 1932:page numbers (if available)

Primary source materials: (McHenry County Courthouse, Woodstock, Illinois [MCC] 1880:Deed Book [DB] 1:5) subsequent citation: (MCC 1880:DB 1:5)

(F. Boas to E. B. Howard, letter, 9 May 1935, Boas Papers, American Philosophical Society, Philadelphia)

Note: Do not include primary-source citations in the References Cited Section.

Personal communications: (Mary Adair, personal communication 2001)

Do not separate the phrase "personal communication" from the date with a comma. Personal communications should be cited in the text but not in the reference section. All personal communications should be mentioned in the acknowledgements, and the individual's affiliation should be listed here.

Tables

Tables should be submitted electronically as individual files, and they should be formatted preferably as Microsoft Word table files, rather than Excel, or other spreadsheet, files. Tables should be numbered sequentially in the order cited in the text. Table titles should summarize the contents of the table;

they should not provide background information or describe results:

Table 3. Radiocarbon and thermoluminescence dates at northeastern Plains sites.

The author should make every effort to construct the table in such a way that it fits on the vertically-oriented journal page. Generally, this requires restricting the number of columns in text tables to six or less and in data tables to 12 or less. Larger tables may be broken down into consecutive parts, where appropriate. If a column heading does not apply to a particular cell in that column, insert a dash (-); do not use N.A. for “not applicable”.

Illustrations, Figures, Photographs

Authors should pay special attention to the quality of their figures, photographs, illustrations, and tables. Photographs that lack sufficient contrast will not reproduce well, and this generally weakens the effectiveness of the article. If an author questions how well the photographs will reproduce, it may be advisable to consult a professional photographer. Special photographic finishing may be needed or a different photograph may need to be used if there is not enough contrast in the original.

Authors should also ensure that figures are designed in such a way that important details, such as the lettering on maps, will not be lost during reduction. If one needs a magnifying glass to see the important detail on a figure, the figure loses its effectiveness. The smallest area possible should be included on maps. Any problems with figures should be discussed with the editor. Scales, lettering, directional arrows, or other devices necessary for the proper interpretation of figures or photographs should be included on the original and are the responsibility of the author. Authors should try to be consistent in lettering styles used on figures. The editor reserves the right to reject any figure that will not reproduce well or does not fit into the format of the *Plains Anthropologist*.

Figures (line drawings, photographs, and other graphics) and tables should be numbered and referenced sequentially in the text. Include a list of captions on a separate sheet. Do not incorporate captions or titles into the artwork itself. Line drawings should be carefully drawn in ink on good quality white paper or tracing medium. Photographic prints should be submitted unmounted and numbered lightly on the back in pencil. Photographs should have good contrast. Authors should be aware that figures may have to be reduced. Computer generated graphs, charts, or other figures should be submitted in electronic form, either as TIFF or EPS files. If this is not possible, they must be printed in black ink on a laser printer. Dot matrix reproductions will not be accepted.

Acknowledgments

If acknowledgments are desired, please place them immediately after the text and before the references.

References Cited

Only list those sources that have been directly checked by the author(s) in the References Cited section; do not list any sources that were cited in another source and not directly checked by the author(s) (see In-Text Reference Citations section above).

References should follow the *American Antiquity* style (<http://www.saa.org/Publications/StyleGuide/saaguide.pdf>). Do not, however, indent the date line of the references, as the assistant editor will do this. Instead, submitted references should look like this:

Blackmar, Jeannette M.
2001 Regional Variability in Clovis, Folsom, and Cody Land Use. *Plains Anthropologist* 46:65-94.

Accepted manuscripts MUST follow these guidelines upon submission for publication. The editor retains the right to return any accepted manuscript for further revision that does not follow these guide-

lines. Examples of some of the more common problematic styles of references are:

Multivolume set:

Moulton, Gary E. (editor)

1986 *The Journals of the Lewis & Clark Expedition*, vol. 2. University of Nebraska Press, Lincoln.

If the entire set is referenced, use this format:

Moulton, Gary E. (editor)

1986 *The Journals of the Lewis & Clark Expedition*. 8 vols. University of Nebraska Press, Lincoln.

Reissued or reprinted book:

Catlin, George

1973 [1844] *Letters and Notes on the Manners, Customs, and Condition of the North American Indians*.

Reprinted by Dover Publications, New York.

When less than a century separates the original date of publication from the reprint or reissue date, use this style:

Lowie, Robert H.

1983 *The Crow Indians*. Reprinted. University of Nebraska Press, Lincoln. Originally published 1935, Rinehart, New York.

Title volume/monograph in a series:

Densmore, Frances

1923 *Mandan and Hidatsa Music*. Bureau of American Ethnology Bulletin 80. Smithsonian Institution, Washington, D.C.

Lowie, Robert H.

1913 *Dance Associations of the Eastern Dakota*. Anthropological Papers Vol. 11, Pt. 2. American Museum of Natural History, New York.

Government agency as author:

United States Congress

1834-56 16th Congress, 1st Session. In *Annals of the Congress of the United States*. Gales and Seaton, Washington D.C.

1835-36 *Senate Document No. 206*. 24th Congress, 1st Session.

Article in edited book or monograph:

Kehoe, Alice B.

1983 The Shackles of Tradition. In *The Hidden Half: Studies of Plains Indian Women*, edited by Patricia Albers and Beatrice Medicine, pp. 53-73. University Press of America, Washington D.C.

Whitley, David S.

1994 Ethnography and Rock Art in the Far West: Some Archaeological Implications. In *New Light on Old Art: Recent Advances in Hunter-Gatherer Rock Art Research*, edited by David S. Whitley and Lawrence L. Loendorf, pp. 81-93. Institute of Archaeology Monograph 36, University of California, Los Angeles.

Note: always include the page numbers when referencing an article or chapter in an edited volume.

Article in a journal:

Wissler, Clark

1914 The Influence of the Horse in the Development of Plains Culture. *American Anthropologist* 16:1-15.

Note: do not use the issue number when the journal is paginated continuously throughout the volume (e.g. *Plains Anthropologist*)

Lopinot, Neal H.

1999 Archaeobotany. In Neosho Tradition Occupation in Lawrence County, Missouri, edited by Michael D. Conner, pp. 71-81. *Missouri Archaeologist* 60.

Note: in this case, the article is published within a titled journal issue. Because the issue is not a memoir, the journal title is italicized rather than the issue title.

Titled Memoir:

Tiffany, Joseph A. and Lynn M. Alex

2001 *Great Oasis Archaeology: New Perspective from the Decamp and West Des Moines Burial Sites in Central Iowa*. Memoir 33. *Plains Anthropologist* 46(178).

Wheat, Joe B.

1978 Olsen-Chubbuck and Jurgens Sites: Four Aspects of Paleo-Indian Economy. In *Bison Procurement and Utilization: A Symposium*, edited by Leslie B. Davis and Michael Wilson, pp. 84-89. Memoir 14. *Plains Anthropologist* 23(82) part 2.

Item in a newspaper:

Authored item:

Martin, J. C.

1991 A Plug for Radio: Anthropologist Has Good Word for U.S. Techno-wizardry. *Arizona Daily Star* 2 December:B5. Tucson, Arizona.

Nonauthored item:

Sioux Falls Argus Leader [Sioux Falls, South Dakota]

ca. 1931 "Indian Says Carved Rock in State Done by Members of Tribe". Photocopy of undated clipping in author's possession.

Note: give date of paper and page numbers when present

Book or other item, no author

North Dakota Writers' Project, Works Project Administration

1938 *North Dakota: A Guide to the Northern Prairie State*. Oxford University Press, Oxford.

Article in proceedings, transactions, or annual reports series:

Hughes, Richard E. and William B. Lees

1991 Provenance Analysis of Obsidian from Two Late Prehistoric Archaeological Sites in Kansas. *Transactions of the Kansas Academy of Science* 94:38-45. Topeka.

O'Connell, James F.

1999 Commentaries - Genetics, Archaeology, and Holocene Hunter-Gatherers. *Proceedings of the National Academy of Sciences of the United States of America*. 96(19):10562-10563. Washington D.C.

Book review:

Kvamme, Kenneth L.

2002 Review of *Ground-Penetrating Radar: An Introduction for Archaeologists*, by Lawrence B. Conyers and Dean Goodman. *Plains Anthropologist* 47:188-189.

Contract report:

Calabrese, Francis A.

1969 *Doniphan Phase Origins: An Hypothesis Resulting from Archeological Investigations in the Smithville Reservoir Area, Missouri: 1968*. University of Missouri Archaeological Research, Department of Anthropology, Columbia. Submitted to the National Park Service, Midwest Region, U.S. Department of the Interior, Lincoln.

O'Brien, Michael J., and Robert E. Warren

1979 *Cannon Reservoir Human Ecology Project – A Regional Approach to Cultural Continuity and Change*. Division of Archeological Research, University of Nebraska, Lincoln. Submitted to the U.S. Army Corps of Engineers, St. Louis District, Contract No. DACW43-78-C-0182. Copies available from the Division of Archeological Research, University of Nebraska, Lincoln.

Dissertation or thesis:

Buckles, William G.

1964 *An Analysis of Primitive Rock Art at Medicine Creek Cave, Wyoming, and Its Cultural and Chronological Relationships to the Prehistory of the Plains*. Unpublished M.A. thesis, Department of Anthropology, University of Colorado, Boulder.

If you consult a University Microfilms copy of a dissertation or thesis, use this style:

Chapman, Carl H.

1959 *The Origin of the Osage Indian Tribe: An Ethnographic, Historical, and Archaeological Study*. Ph.D. dissertation, Department of Anthropology, University of Michigan, Ann Arbor. University Microfilm, Ann Arbor.

Internet document:

United State Congress (24th, 1st Session):House of Representatives

1846 *United States Statutes at Large*. Volume IV:411-412. Retrieved May 15, 2002 from <http://memory.loc.gov/cgi-bin/ampage?collId=llsl&fileName=004/llsl004.db&recNum=2>

North Dakota State University Agricultural Extension Service

2002 *Frost Dates in North Dakota*. Retrieved January 16, 2002 from <http://www.ag.ndsu.nodak.edu/horticulture.htm>.

Gill, David W. J.

1995 *Archaeology on the World Wide Web*. Retrieved May 15, 2002 from <http://www.swan.ac.uk/classics/antiquity.html>.

Huckleberry, Gary, Charlotte Beck, George T. Jones, Amy Holmes, Michael Cannon, Stephanie Livingston, and Jack M. Broughton

2001 Terminal Pleistocene/Early Holocene Environmental Change at the Sunshine Locality, North-Central Nevada, U.S.A. [Electronic version] *Quaternary Research* 55:303-312.

Lyall, James & Dominic Powlesland

1996 The Application of High Resolution Fluxgate Gradiometry as an Aid to Excavation Planning and Strategy Formulation. *Internet Archaeology* 1. Retrieved May 20, 2002 from (http://intarch.ac.uk/journal/issue1/lyall_index.html)

In-press manuscript:

Peck, Trevor R., and C. Hudecek

2002 *Archaeology on the Alberta Plains*. In *Archaeology in Alberta: The Last 2000 Years*, edited by J. Brink and J. Dormaar. Archaeological Society of Alberta, Medicine Hat Centre, in press.

Thomas, Larissa A., and Jack H. Ray

2002 Exchange at the Dahlman Site (23LA259), A Late Prehistoric Neosho Phase Settlement in Southwest Missouri. *Plains Anthropologist*, in press.

Unpublished materials:

Cite the year that the manuscript, field notes, etc. was written; if no date is available, give a best estimate (e.g. ca. 1936, ca. 1920s). Do not use “n.d.”. Furthermore, it is no longer acceptable to simply say “Ms. in possession of author”; complete information must be provided about where a copy of the manuscript may be obtained, such as a university department or agency.

Corbyn, Ronald C.

1975 National Register of Historic Places Inventory - Nomination Form, Leary Site (25RH1). Manuscript on file, Nebraska State Historical Society, Lincoln.

Buker, Leon W.

1934-35 Sites, Pictographs, Artifacts, and Pottery of the Red Canyon and Coal Creek Districts of Fall River County, South Dakota. Manuscript in author’s possession and on file at South Dakota State Archaeological Research Center, Rapid City, South Dakota.

Deloria, Ella C.

ca. 1937 Unpublished translation of George Bushotter texts. Microfilm Reel 32 x8C.3, Story 39, American Philosophical Society Library, Philadelphia.

BOOK REVIEW POLICIES

The reviewer of a book has at least three important responsibilities: (1) to the author of the book reviewed, (2) to the journal, and (3) to the Book Review Editor. Each of these responsibilities must be met to insure that the review process operates smoothly and professionally. Specifically, all book reviewers should follow the following guidelines:

1. Page length: Reviews should be between three and five double-spaced pages. Longer reviews will be considered in special cases.

2. Heading. At the top of a review, the reviewer should place the title, author’s or editor’s name, and other pertinent information in the following format:

Title of Book (bolded). Edited by AUTHORS’S NAME. Name of Press, City, publication date. xii + ### pp., figures, tables, appendices, bibliography. \$ price (Cloth), \$ price (Paper).

3. Due date. Each reviewer must submit his/her review on or before the date requested by the Book Review Editor. Typically, reviewers are given a minimum of two months to complete a review.

4. Review content and impartiality: The reviewer should briefly summarize the author’s central thesis and critically evaluate the book’s strengths and weaknesses in presenting and supporting this thesis. The reviewer should also state the utility of the book to the book’s target discipline, to related disciplines, and to the journal’s readers in general. The Book Review Editor reserves the right to edit the review for grammar and style. If, however, content is altered the author of the review will be asked to approve such changes.

Each reviewer must be impartial and professional in the review. A reviewer who is emotionally involved in the research supported in the book under review, to the extent that impartiality cannot be assured, should decline to do the review. This is not to say that reviewers cannot express their true feelings about a book, only that these feelings must be independently motivated by the book. A book review is not the place for the statement of personal grievances or for unfair criticism. The Book Review Editor reserves the right to reject or to ask for revision of any review that is unfairly biased.

5. References: Book reviews should contain no references to other works unless absolutely necessary. If references are used, they should be in the format used throughout the journal. The reviewer is responsible for the accuracy of the references.

6. Author's copy: Each reviewer is required to send the review to the author of the book at the same time it is sent to the Book Review Editor. This process will insure that factual errors are kept to a minimum and will keep the number of rebuttals down. The Book Review Editor will assume that every reviewer has fulfilled this requirement.

7. Review essays and Book Notes: The Book Review Editor will occasionally ask a reviewer for a longer review of a number of books that address one topic or concern an issue of particular importance. The Book Review Editor will accept ideas about review essays. The Book Review Editor may also seek short (1-3 paragraph) "Book Notes" for books that may not justify a full review. Book Notes are typically a summary of the book rather than a critical review.

8. Unsolicited reviews: Reviews not solicited by the Book Review Editor will sometimes be accepted. Impartiality is, however, difficult to insure in such reviews, and unsolicited reviews will be carefully evaluated.

9. Potential reviewers: Individuals interested in serving as reviewers should send the Book Review Editor a note stating their areas of expertise. Although the effort is made to find appropriate reviewers, many potential reviewers cannot be easily identified.

MEMOIRS

Memoirs are issued irregularly by *Plains Anthropologist* and are monograph-length treatments of topics of special interest. Production, stylistic, and submission policies are the same as for articles. No set number of memoirs is required per volume, but, generally, at least one per year is published.

By Plains Anthropological Society policy, an editor can accept no more than three memoirs (one for each year of the editor's term). If the number accepted is met, new submissions are returned to the author. Memoir submissions take longer to review and produce than articles. If a manuscript is unusually long, the author may also be asked to seek additional publication support.

Any questions concerning the processing of manuscripts or the policies of the *Plains Anthropologist* should be directed to the editor.