



# Journal of the North Atlantic

## Instructions for Authors

January 20, 2010

The *Journal of the North Atlantic (JONA)* is a multi-disciplinary, peer-reviewed and edited scientific journal focusing on the peoples of the North Atlantic, their expansion into the region over time, and their interactions with their changing environment. Since it is a full-featured online-only journal, articles can be quickly published and made available to researchers worldwide. The journal will publish a wide diversity of research articles, as well as research summaries and general interest articles in closely related disciplines, which, when considered together, will help contribute to a comprehensive multidisciplinary understanding of the historical interplay between cultural and environmental changes in the North Atlantic world. Specifically, the journal's focus will include paleo-environmental reconstruction and modelling, historical ecology, anthropology, ecology of organisms important to humans, archaeology, human/environment/climate interactions, climate history, ethnography, ethnohistory, historical analyses, discussions of cultural heritage, and place-name studies. The journal has no publication fees, even for online versions of Special Issues and large Monographs. The journal will be indexed in a full range of journal content databases. All manuscripts will be peer-reviewed by a guest editor in collaboration with two reviewers, each of whom will be a subject matter expert and each of whom will make editorial recommendations. Manuscripts will be edited in collaboration with the authors for readability, clarity, accuracy, and brevity. Authors are encouraged to seek outside review of their manuscript before submitting it to the journal. Manuscripts generally fall in the following categories:

**Original research articles** should be written for specialists, but remain reasonably accessible to a general audience with a diversity of interests and backgrounds. Condensed versions of dissertations and theses are welcome, especially if co-authored by a faculty member. Research articles should always include an Abstract, Acknowledgments, and Literature Cited section, along with traditional discipline-specific sections, as appropriate, as well as any relevant figures, tables, photographs, and statistical discussions.

**Research summaries and general interest articles** should be condensed, yet generally readable broadly based summaries of previously published articles. The summaries and articles are intended to provide an information link among researchers from different disciplines and between researchers and the general public. Figures, tables, and photographs should be included. Articles can have a variety of formats, but should always include an Abstract and a Literature Cited section.

**Brief notes** which are likely to be of interest to other researchers are welcome. Notes could present unusual field observations or important preliminary findings from an archaeological or environmental research site, introduce a new site, summarize an especially interesting field season, discuss new sampling or lab procedures, present questions to other researchers, etc. Notes should include a concise discussion of their importance. Figures, tables, and photographs should be included. Notes should always have an Abstract and Literature Cited section.

**Special Volumes and Monographs** proposals are welcome. Special volumes can be Symposium or Conference proceedings, but can also be an invited series of papers chosen by a volume editor. Each special volume is overseen by a senior volume editor on behalf of one or more host organization(s).

**Other submissions** will be considered, such as field observations, notes, and archaeological site reports, as well as book reviews, summaries of important news stories, and opinion papers (guidelines vary, please inquire).

**Submission of manuscripts.** Both a Microsoft Word file and either a PDF file or printout of the complete manuscript, with all accompanying figures, tables, etc., should be sent to keith.jona@eaglehill.us or the journal's postal address (given below). A cover letter should include a statement that the manuscript has not been published or submitted for publication elsewhere, either in whole or in part. Authors are encouraged to recommend the name, qualifications, and e-mail contact information of potential guest editors or reviewers for consideration by the Board, whose members will make their own recommendations. The journal's publication language is English. All manuscripts need to meet basic standards for readability (e.g., sentence structure, grammar, spelling, etc.) before being accepted for review. We will acknowledge the receipt of all submissions, so if you do not hear from us within a week of when you would have expected us to receive your submission, please contact us. Upon submission, Please let us know if there are aspects of your manuscripts which may be considered potentially controversial in some way. This helps the journal to better understand such manuscripts and to consider options for an impartial and balanced peer review process.

**Qualitative requirements.** All manuscripts must be written for a multidisciplinary readership; discipline-specific jargon should be briefly explained, as appropriate. Content quality and clarity are both very important and will receive critical review. Manuscripts can be formatted in a variety of ways, with some or all of the following sections: Abstract, Introduction, Methods, Results, Discussion, Acknowledgments, and Literature Cited. The Abstract should give a tight synopsis of what the manuscript is about and should succinctly state the objectives and scope of the research, the methods used, results, and principal conclusions. The Introduction, with all possible clarity and brevity, should identify the problem or question being investigated, include historic perspectives, state any specific hypotheses being examined, and summarize the overall research goals. A Methods section, if included, should describe the research design used, any field-site description, and provide an appropriate level of detail so that others can obtain comparable results. The methodology for all data presented in the Results section should be adequately described in this section. Specialized methods should be defined for understanding by a wide-range of readers. A well written Results section, if included, would present data in a clear and simple format without redundancy. A discussion section should not be merely a restatement of results, but

should appropriately revisit the research objectives and summarize and evaluate the evidence for each conclusion and how well the study answered the research question(s). In addition, a Discussion section can highlight unsettled points, compare study results to previously published relevant work, emphasize practical applications of the research, and raise questions that are worthy of further consideration. The Acknowledgments section should give credit for any significant help received and financial assistance. The Literature Cited section needs qualitative constraint and should include only literature referenced in the manuscript.

**Format basics.** Manuscripts should be in 12 pt. Times New Roman, with left justified text in one column, on A4 letter size or 8.5" x 11" pages, with 2.5 cm (1") margins on all sides of the page. All manuscript pages should be numbered. The cover page should list the manuscript title and author name(s), address(es), phone number(s), and e-mail address(es), and should clearly identify the corresponding author. Major headings, e.g., Introduction, Methods, etc., should be centered and in bold with only the first letter of each word capitalized, with blank lines above and below. Subheadings or 2<sup>nd</sup>-level headings should be in bold on their own left justified lines, with only the first letter of the first word capitalized, and with a blank line above. Sub-subheadings or 3<sup>rd</sup>-level headings should be in italics at the beginning of indented paragraphs, with the first letter of the first word capitalized, without a blank line above. The first line of each paragraph should be indented by using a 0.5 cm (0.25") tab, rather than by using a "split boundary margin" or multiple spaces. Footnotes used within the manuscript text should be placed in a separate section towards the end of the manuscript (not at the bottom of pages embedded within the manuscript).

**Figure basics.** The journal has a page size of 20 x 28.5 cm (8" by 11" ), with a maximum printable area in most instances of 16.25 x 23.75 cm (6.5" by 9.5"). Figures should be submitted in the same size they are to appear in the journal. Widths can be up to 16.25 cm (6.5") in portrait mode, or 23.75 cm (9.5") in landscape mode. Several figures may be mounted together as a composite plate. For initial submissions, figures should be placed in the manuscript Word file on separate pages at the end (not embedded within the manuscript text). Figure captions should be placed on a separate page(s) placed just prior to pages with figures. Figures submitted with final versions of manuscripts that have been approved for publication should be separate Tiff of JPEG files sized as they are to appear in the journal and set at a minimum of 350 dpi resolution. Color photographs and figures can be included at no extra cost. Cover photo suggestions are welcome.

**Table basics.** Tables should be placed at the end of the manuscript (not embedded in the manuscript text). Tables should be formatted as "inserted" Microsoft Word tables or as simple rows of single-tab delimited text (never with a series of spaces). Table widths may be 7.5 cm (3") or 16.25 cm (6.5") in portrait mode, or 23.75 cm (9.5") in landscape mode. Tables created in Excel should be copied and pasted into the Word file, rather than added in by choosing "insert ... object."

**Supplementary video, database, and audio files.** Authors have the option to have supplementary files linked to their articles (e.g., data and information that enhances, but is not essential for, understanding of the article's research question, methodology, results, analysis, and conclusions, and especially whose size or format would make inclusion in the article difficult) . These files are subject to the peer-review process and the decision to include supplementary files is made by the author in collaboration with the Guest Editor and the Publisher. Supplementary files will be posted in the BioOne database at the same time that the PDF and tagged SGML versions of an article are posted. All supplementary files should be smaller than 5 MB in size because of the difficulties that some users will experience in loading or downloading files of a larger size. Supplementary files should fall into one of the following categories: Dataset, Figure, Table, Text, Protocol, Audio, or Video. Supplementary files may be submitted in a variety of formats (including any standard MS Office format [Word, Excel, PowerPoint, Project, Access], PDF, TXT, CSV, AVI, VRML, SWF, MPG, MOV, TIF, EPS, JPG, GIF) and can be compressed (ZIP or SIT files), but should be publication-ready, since these files are not copyedited. The within-article text reference to a hotlinked supplementary file is as follows: "(Supplementary Table 1; see the file link in the online version of this article at <http://www.bioone.org>)."

**Literature cited.** Literature citations should be formatted as hanging paragraphs with a 0.5 cm (0.25") indent, with a line return only at the end of each citation and no use of tabs or a series of spaces. The following examples should be carefully reviewed. Please note the sequence of information, use of italics, capital vs. lower case letters, initials, the use of spaces, parentheses, abbreviations, inclusion of total number of pages for books, use of capital letters for book titles, use of lower case letters for journal article titles, use of full journal names rather than abbreviations, etc.

Bickham, J.W. 1983. Early settlement of Greenland. Pp. 96–106, *In* C.M. Brown-Cox, S.M. Vermlinson, and J.L. Hiegbord (Eds.).

Complete History of the North Atlantic Region. Vol. 1. Benjamin Publishers, Oxford, UK. 722 pp.

Skoluv, W.A., and C.A. Turna III. 1980. Burial site choice in the Faroe Islands. *Journal of Archaeological Science* 208:18–24.

Bjørnson, H.S., Jr., M.P. McFarley, and P.J. Read. 1979. *The Vikings*. Kluwer Publishers, Dordrecht, The Netherlands. 302 pp.

Keller, G.S. 1941. Livestock care in Norse settlements. Ph.D. Dissertation. University of Oslo, Oslo, Norway. 126 pp.

International Arctic Institute (IAI). 2000. Sea ice data: 1990–1999. Available online at [www.iai/sea\\_ice](http://www.iai/sea_ice). Accessed 12 May 2007.

**Use and acknowledgment of unpublished data.** Authors should have written permission (from original source) for any use of unpublished data that is not their own. Credit for use of unpublished data should be made as a parenthetical within-text reference to the authors of the data, including their affiliation, and location. For example, "(J. Smith, Middlefield University, Akron, OH, unpubl. data) or (L. Hamm, US Geological Survey, Westfield, CT, and T. Plorank, US Forest Service, Northfield, MA, 2005 unpubl. data).

**Additional guidelines.** Additional manuscript guidelines are listed in the accompanying checklist of editorial considerations.

**Revisions, acceptance, and galley.** Revisions of manuscripts should be completed promptly. Once a manuscript has been revised and accepted for publication, the author will be asked to provide: 1) either a printout or PDF file of the complete final version of the manuscript, including all accompanying tables, figures, etc.; 2) high quality printouts or high resolution (600 dpi) TIFF or JPEG files of all figures; and 3) an electronic copy of the manuscript text (in Microsoft Word). Prior to publication, a galley version of

each article will be sent to the author, guest editor, and proof editor, each of whom will review the galley for any necessary changes. The suggested changes will be collated; only if there are suggestions for substantive suggestions will the author be notified.

**Reprints, author involvement, and subscriptions.** The journal does not have publication fees, even for online versions of special volumes and monographs. Article reprints in PDF format are provided free of charge to the corresponding author. The journal is envisioned as a collaborative publishing effort, with strong involvement by authors in discussions about the future of the journal. This encourages the development of a broad intellectual and subscription support base for the journal among authors, thus helping to assure that the journal will be widely distributed and read. We encourage yearly personal subscriptions through the journal's website. Journal content access is also available on a single article basis at [bioone.org](http://bioone.org).

**Publishing and indexing (abstracting) of journal.** The full-text version of the *Journal of the North Atlantic* will be published online in the BioOne database ([www.bioone.org](http://www.bioone.org)), and will be available in the journal's website. All articles in regular and special volumes, as well as all monographs, will be indexed in abstract form in a full range of online journal content databases, including SCOPUS/Elsevier, the world's largest abstract and citation database.

**Manuscripts and inquiries.** The *Journal of the North Atlantic* (ISSN #1935-1933) is a broadly based collaborative publishing effort of the Eagle Hill Foundation, a tax exempt nonprofit corporation in the State of Maine, United States (Federal ID # 01-0539901). Manuscripts for the journal may be sent to the Production Editor, Keith Goldfarb, at:

Journal of the North Atlantic  
Eagle Hill Foundation  
PO Box 9, 59 Eagle Hill Road, Steuben, Maine 04680-0009, United States.  
207-546-2821; FAX 207-546-3042; [jona@eaglehill.us](mailto:jona@eaglehill.us), [www.eaglehill.us/jona](http://www.eaglehill.us/jona).

The following is a routine checklist to be used to review whether your manuscript has met basic journal formatting guidelines. Manuscripts which significantly depart from these guidelines will be returned for revision prior to being considered for review.

#### **Title, author names and affiliations, Abstract, and Acknowledgments**

- The title should generally be no more than 60 characters long, including spaces.
- Capitalize first letter of words in the title, other than minor words like "and, by, for, from," etc.
- Spell out at least the full first names of all authors.
- Flag each author name and address with a matching superscripted number, and add an asterisk for the corresponding author.
- Include a brief Abstract for your manuscript, generally with no more than 120 words.
- Include an Acknowledgments (note spelling) section.

#### **Main body of the manuscript**

- Paragraphs should be indented using a 0.5 cm (0.25") tab, not by using a "split boundary margin" or multiple spaces.
- Do not use ampersands (&).
- Do not italicize ... i.e., e.g., or et al.
- Follow quotation mark conventions ... "xxx," ... "xxx." ... "xxx?" ... "xxx" (Smith 1972). ...
- Follow comma conventions ... a, b, and c ... e.g., ... i.e.,
- Use "xxx" instead of 'xxx'
- Preferentially use parentheses instead of brackets, except when nesting ... (xxx) instead of [xxx] ... (xxx [mmm] zzz).
- For major headings, i.e., Introduction, etc., capitalize the first letter of each word, other than "and, by, for, from," etc., and insert a single blank line above and below.
- For Subheadings or 2<sup>nd</sup>-level headings, capitalize the first letter of the first word and proper names, and insert a single blank line above.
- For sub-subheadings or 3<sup>rd</sup>-level headings, capitalize the first letter of the first word and proper names, and italicize all words.
- When referring to a figure, use Figure within a sentence, but Fig. if referenced within parentheses.
- Use only subscripted and superscripted characters as automatically provided by the word-processor.
- Cite informal observations by colleagues as ... (name, affiliation including location, pers. comm. [or unpubl. data]).
- Remove all double spaces in the manuscript.

#### **Citations within main body of text**

- Citations within text should be listed alphabetically rather than chronologically.
- Do not use commas between authors and year published ... (Svenson 1999) ... not (Svenson, 1999).
- Use commas as separators when listing references to citations. Note the use of semicolons when list includes multiple works by same author(s). Note use of page numbers ... (Boltor et al. 1988:57-64, Heldig and Jurin 1989, Scotsdale 1966) ... (Botlor et al. 1988:57-64, 1989:125-162; Heldig and Jurin 1989; Scotsdale 1966).

## Figures

- Scale figures to fit the printed page (up to 16.25 cm [6.5"] width in portrait mode or 23.75 cm [9.5"] in landscape mode).
- Once figures are scaled to actual size, make sure text font is sized so that capital letters and numerals are no larger than 2 mm in height (generally equivalent to 9 pt.).
- Use a sans serif font such as Helvetica for figure text and labelling.
- Bold formatting of text should be generally avoided. Lines heavier than hairlines should be avoided.
- Make sure all scientific names within figures are italicized.
- For each character string (axis labels, legends, etc.), capitalize first letter of first word and proper names.
- Avoid using gridlines in figure graphs.
- Figures should have no overall background color or patterning and should be printed on white paper.
- Avoid filling in figure elements with solid black. Use different shades of gray or different line patterns instead, making sure there is sufficient contrast between them so they can be easily distinguished.
- Make sure all printouts are crisp and clear with ample contrast (no fuzziness or jagged lines).

## Tables

- Format tables as "inserted" Microsoft Word tables, or alternatively, as simple rows of single-tab delimited text (never using multiple tabs or spaces). Tables created in Excel should be copied and pasted into the Word file, not inserted as an "object."
- Do not insert vertical or horizontal lines in tables.
- Tables should be formatted to fit within 7.5 cm (3"), 16.25 cm (6.5"), or 23.75 cm (9.5") width, with a font size of 8 pt. Times.
- For column headings and table "cells," capitalize the first letter of the first word and proper names.

## Numbers, measurements, dates, and ages

- Numbers should generally not be written out, except at the beginning of a sentence or to avoid ambiguity.
- Separate mathematical symbols by spaces ...  $37.8 \pm 3.46$  mm ... not  $37.8\pm 3.46$  mm
- Do not create mathematical symbols using underlining; use actual font symbols (e.g., use  $\pm$   $\leq$  rather than underlined  $+$   $<$   $>$ ).
- Use commas as part of 5-digit or greater numbers, but not 4-digit numbers ... 20,000 fragments ... 1200 animals
- Use metric units (with English units in parentheses when necessary).
- Dates should be given as month, day, and year ... February 12, 1983.
- When giving just a month and year, no comma is used ... February 1983.
- Do not use an apostrophe when referring to a decade, ... 1980s ... not 1980's
- Use B.C. and A.D., rather than B.C.E or C.E., and place A.D. before the date, B.C. after the date ... A.D. 1200 ... 4200 B.C.
- Radiometric ages published for the first time must be reported by providing the uncalibrated conventional radiocarbon age, followed by the 1-sigma standard error provided by the lab, followed by the name of the lab, the sample number, and the nature of the material dated. e.g., ...  $540 \pm 120$  B.P. (Beta 98845, bone).
- Calibrated dates should be identified with the word "cal" placed before the date. The calibrated date should be given in a calendar age range using A.D. and B.C. The calibration program which was used should be given in the text, in a table, or in an end note, along with an explanation of whether the calibration is made for 1 or 2 sigma.

## Literature Cited section

- Do not use paragraph returns, tabs, or multiple spaces within a citation.
- Use single paragraph returns between citations.
- Names of authors should not be fully capitalized ... M.G. Connolly ... not M.G. CONNOLLY
- Substitute initials for full first and middle names of authors, with a period after each initial.
- There should be no space between initials of author's names ... R.B. Smith ... not R. B. Smith.
- Note sequence of author names and initials ... Elksøn, Sr., A., B.B. Benson, Jr., and C.C. Gold III. 2000.
- The word "and" in author lists should always have a comma before it ... Olaf, A., and B.B. Bretborg.
- If author names are identical for multiple articles, repeat names of authors rather than using an underscore.
- Remove spaces between journal volumes, issues, and pages ... Arctic Anthropology 54(1):83-87.
- In titles of books, capitalize first letter of each word, other than "and, by, for, from," etc.
- For titles of articles, dissertations, and theses, capitalize first letter of first word and proper names.
- For titles which contain a colon, always capitalize first letter of first word after the colon.
- Use full journal names rather than abbreviations.
- For publishers of books and reports, as well as university affiliations of theses and dissertations, etc., list city, state or province, and foreign country.
- Cite web pages like other citations, giving the individual or institutional author(s), year page was created or last revised, the title of web page, web address where it can be found, and date accessed ... International Arctic Institute (IAI). 1999. Sea ice data: 1990–1999. Available on line at [www.aia/seaice/1999](http://www.aia/seaice/1999). Accessed September 25, 2006.