

LSC 2010: INFORMATION FOR AUTHORS

TO BE PUBLISHED BY  **Radiocarbon**

1.0 SUBMISSION OF MANUSCRIPTS

Submissions should be sent as email attachments, addressed to lsc2010.lnhb@cea.fr. Authors need not mail a hard copy; if a hard copy is needed, we will request one from you.

Figures should be submitted in electronic form. We can use most formats, although .tif files are preferred. Final versions of figures should be at least 300 dpi resolution.

Page limits, if any, will be announced at the conference.

2.0 PROFESSIONAL CONSIDERATIONS

Authors listed on the title page should all have had some involvement in the writing of the article and/or the research and development underlying it. Authors should be listed in descending order of responsibility.

We do publish technical descriptions of commercial products, but they should be written as scientific reports and not as advertisements.

3.0 EDITORIAL AND REVIEW PROCESS

All submissions are reviewed by at least one outside reviewer who, in the judgement of the editors, is an expert in the subject matter of the paper. Authors may suggest reviewers for their manuscripts, but the Editors retain the right of final decision regarding assignment.

Page proofs, offprints. Authors will always receive page proofs of their articles for correction prior to publication. We accompany the proofs with a *reprint order form*.

4.0 MANUSCRIPT STYLE AND FORMAT

4.1 Style Manual

Our basic style manual is

Style Manual Committee, Council of Biology Editors. *Scientific style and format: the CBE manual for authors, editors, and publishers*. 7th ed. Cambridge: Cambridge University Press.

We recommend that authors refer to this guide for basic information on citation and reference formats, abbreviations, SI units, scientific terminology and conventions, and general issues of style.

We edit articles to follow American spelling conventions.

4.2 Manuscript Organization

If a manuscript contains tables and figures, please attach them at the end of the paper, numbered and in consecutive order. Likewise, tables and figure captions should be included at the end of the word processing file

corresponding to the article. Graphics and special file formats (for example, Microsoft Excel charts) should each be in separate files, not included in the text file.

Research articles and reports usually contain the following elements and sections (* indicates mandatory elements):

1. **Title*. Avoid abbreviations unless they are universally known.
2. **Author names and addresses*. We prefer full first name plus initials for each author, but two or more initials plus last name are acceptable. Full mailing addresses should be provided for each author, and email address for at least the primary or designated corresponding author.
3. **Abstract*. Should be 250 words or less in a single paragraph.
4. *Introduction*. An overview of the article, presenting the problem or context, the design of the experiment or research, and relevant previous publications. For a brief note, a formal introduction may not be necessary.
5. **Methods or Descriptive Background*. Articles presenting dating results should include specific detail on sample treatment and measurement methodology. Field procedures for collection of samples should be presented; archaeological papers should include site descriptions.
6. **Results*. See “Appendix” for long data tables. Use subheadings to separate results of different types, from different geographical areas, and so on.
7. **Discussion*. May be combined with “Results” in a brief article or note, or where the content is such that findings and interpretation need to be interwoven.
8. *Conclusion*. Useful in longer articles to summarize the paper. Should contain no new material or references; avoid simple restatements of introductory material.
9. *Acknowledgments*. Include sources of grant funding here.
10. *References*. See CBE Manual. General format: Author last name Author initials (repeat for all authors). Year of publication. Article, chapter title, book title. Details of publication. Journal articles should include full volume, issue, and page range information. Articles within books need the book title and publication information (Publisher name, city, etc.).
11. *Appendix(es)*. Long data tables (over two pages) should be moved to the end of the text to avoid inconveniencing the reader. Refer to it in the appropriate place in the text.

4.3 Company Names, Products, Trademarks

Give the address of a company, designating the specific branch, after its first use in the text. Quote the exact product name, with model number, if applicable, followed by a trademark (™) or registered trademark (®) symbol. Use the appropriate symbol only for the first occurrence in the text, including titles, tables and figures.