The Publishing Process for Beginners: Start to Finish

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WHO WE ARE

The *American Journal of Archaeology* is one of the world's most distinguished and widely distributed peer-reviewed archaeological journals. It was founded in 1885 and is a leader in ground-breaking articles on archaeology and thoughtful book and museum exhibition reviews. The *Journal* is published quarterly and is available in both print and electronic (PDF) formats.

The *AJA* website (www.ajaonline.org) offers open access book and museum reviews, editorials, supplementary content that complements published articles, volume indexes, and occasional published articles. Article abstracts, author profiles, and current and past tables of content are also freely available. Back issue ordering information, current subscription offers, and non-subscription options are also be found on the website.

WHAT WE PUBLISH

The *AJA* is devoted to the art and archaeology of ancient Europe and the Mediterranean world, including the Near East and Egypt, from prehistoric to Late Antique times.

The *Journal* defines that mandate very broadly and seeks articles that announce discoveries, present new information, break new theoretical ground, or deal with methodological issues, especially those that extend beyond our traditional geographical and chronological scope. We also welcome newsletters on research areas and from parts of the ancient world not traditionally covered by the *AJA*.

The *AJA* includes articles, field reports, newsletters, discussion pieces, tributes, and book and museum exhibition reviews. The *AJA* Outlook supplement includes publishing advertisements, as well as announcements of upcoming events, meetings, fellowships, and other topics of interest to the *Journal*'s readers.

A NOTE ABOUT PROVENANCE

As the official journal of the Archaeological Institute of America, the *AJA* will not serve for the announcement or initial scholarly presentation of any object in a private or public collection acquired after 30 December 1973, unless its existence was documented before that date or it was legally exported from the country of origin. An exception may be made if, in the view of the Editor-in-Chief, the aim of the publication is to emphasize the loss of archaeological context. Reviews of exhibitions, catalogues, or publications that do not follow these guidelines should state that the exhibition or publication in question includes material without known archaeological findspot.

The publication process after a manuscript has been accepted is in five stages:

1.Copyediting
- AJA copyedits as a Word document using the Track Changes function.
- Edit to house style; check works cited lists match citations, abbreviations, figure callouts and captions, footnotes length.
- Likely questions for the author (e.g., missing references, clarification, etc.)
- Author is emailed this "red-lined" document and has one week to review and respond.

Important: first of two times author sees manuscript before it goes to press but the only time where major formatting changes can be made to manuscript , e.g., move around paragraphs, revise figure captions, add references or a few clarification sentences.

2. Layout and Proofreading
- Cleared copyedited manuscript is typeset into the published format, and is reviewed by proofreader, who will check for typos, punctuation, figures and captions match, citations are all included, etc.

3. Draft Proofs
- Proofed typeset article sent to the author as a PDF
- Often minor queries that arose during proofreading; will be outlined in PDF.
- First—and only time before publication—author will see article as it will appear in print –with figures, etc., in place. Very difficult to make radical changes to a typeset document.
- Authors have one week to respond to any remaining queries and sign off on the proofs.

4. Pagination and Printing
- Once AJA receives the corrected proofs from the author, the author's job is done. The article moves to the pagination stage and is inserted into the issue for printing.

Processing time from initial copyedit to pagination: approximately 6 weeks -- important that authors are available to production house throughout this period. Any delay in communication can not only upset the processing of the article at hand but also the processing of all articles that will appear in the scheduled upcoming issues.

Author Reprints
- One complimentary PDF of published article.
- Hardcopy reprints available for purchase by author (in blocks of 25)
- Article is available for reprints purchase for up to six months after publication.

How authors can help make the production stage go more smoothly:
1. Submit all accompanying materials in plenty of time (permissions for figures, warranties, figures, appendices)

2. Format final accepted manuscript as best as possible to the AJA style (see Author Guide on www.ajaonline.org and review published AJA articles):
- o Abstract length
- o Works cited list
- o Footnotes length and content
- o Abbreviations
- o Grammar and AJA spellings
- o Tables, appendices, and catalogues
- o Figures:
    - o Read the guidelines and submit digital files at the requested size and format and be prepared for resizing to fit layout; hardcopy should be original photos, plans, or maps or *very* good copies
    - o Caption - simple description of figure, avoid being too wordy, and be mindful that a figure and its caption should be understood without reader having to refer to the text.
    - o Decide which figures are best for the article; 10-15 a good amount for a typical AJA article but don't need to have any.
    - o Color reproduction: at author's expense.
    - o Permission to reproduce copyrighted illustrations: included in a handout the basic tenets; good and easy-to-read book: *Permissions: A Survival Guide, by Susan Bielstein*

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AJA Publication Facts
- o At least two peer reviews
- o Approximately 40% submitted articles are accepted
- o Approximate time from submission to decision = 3 months
- o Approx submission-to-publication =10–15 months