Editorial Policy and Style Guidelines

Nyame Akuma is the news bulletin of SAfA that publishes, in English and French, short articles on African archaeology and ethnoarchaeology, including reports on current research, announcements of conferences, and news of people. Because it is not a peer-reviewed publication and the Society for Africanist Archaeologists (SAfA) supports journals dedicated specifically to the African archaeology, *NA* is not intended for major articles. Reports on current work must include references to original research: literature reviews, theoretical or methodological articles without reference to original research are not accepted by the bulletin. Authors have full responsibility for the contents and opinions expressed and for which the editors and the Society cannot be held responsible.

The editorial committee reserves the right to reject, or return for revisions, any material submitted on the grounds of inappropriate subject for the scope of the newsletter, on the grounds of excessive length, poor scientific quality, and deontological concerns. Articles may also be returned for reformatting when text and/or images do not comply with the style guidelines. Manuscripts may be edited for grammar, clarity and content to ensure submissions meet the *NA*'s standards, including international copyright and intellectual property laws. Submissions with unattributed text or figures from other sources will not be accepted.

Manuscripts must be emailed to the editors. Deadlines for submission are: a) November 1 for the December issue; b) May 1 for the June issue.

Text, figures, tables and bibliography should conform to the following Style Guidelines:

1. Text must be sent as a Word document, double spaced, in Times New Roman 12-point font, **a maximum of 3,000 words**, including headers, sub-headers, acknowledgments and abstract, but excluding References Cited.
2. Avoid use of footnotes and endnotes. If absolutely necessary, use endnotes.
3. Abstract: is not required, but if you chose to submit it do it only in one language (can be the language of the paper or the other language) and must be brief.
4. Authors must be clearly identified with name and affiliation. The corresponding author will be only the first author unless stated otherwise.
5. The Acknowledgments section is inserted at the end of the text, immediately preceding the References Cited section and must be brief.
6. Only primary headings should be used, typed flushed to the left and bold, with principal words capitalized.
7. Dates should be expressed as following: 175 years; in the nineteenth century (not 19th); during the 1960s (not 1960's); 1810–1825 (not 1810–5 or 1810–25). Historical years should be expressed as BC or AD. Uncalibrated and calibrated dates must always be identified as such using the conventions bp or BP (for uncalibrated) and cal BC or cal AD (for calibrated).
8. In-text references must be cited in author--date--page form.

9. Bibliographic references must be identified as "References Cited," Not as "Bibliography," "Citations," or other similar terminology. It is placed at the end of the text, after Acknowledgments, and must **not exceed 2 pages**.

10. References Cited should be alphabetized by the last names of authors. Place only the first author's name in reverse order and always use serial commas when two or more authors are included.

11. References Cited must use APA or American Antiquity formatting style for works listed.

12. Authors are responsible for the accuracy of references: all the works cited in the text must appear in the "References Cited" section and all entries in the list must be cited in the text.

13. A list of figure and table captions must be submitted as a separate Word file.

14. All illustrations are referred to as "Figures;" do not use "Plates," "Maps," "Photos," or similar terms. A manuscript must not exceed the **maximum of 6 Figures** that include maps, photos and line drawings. Authors are responsible for image clarity, formatting and captions. Submission of composite or embedded figures that include more than two images must be discussed with the editors.

15. **JPG-format images (photos) must be 300-600 dpi in resolution and line drawings, including maps, must be 800 dpi in resolution.**

16. Use Arabic numerals and number all figures sequentially in the order cited in the text. Refer to the following example of figure captions for placement of essential elements:

    Figure 2: Distribution of ceramic vessels

17. In captions and in text use "Figure," do not abbreviate "Fig."

18. Tables must be in Word format, no more than **one page** and table text no smaller than Times New Roman 10-point font.

19. Figures and tables must be submitted as **individual files** and clearly labeled, including the last name of the author and the number of the figure (e.g., Cruz_Figure 1).

Larger files (above 9 MB) can be sent to the editors via Dropbox or a similar transfer service, but editors still need to be contacted via email informing of submission.

Proofs of articles are not sent to the authors prior to publication. Authors will receive a PDF copy of their article after publication, but a paper copy will not be provided.