

mexicon

style guide

These instructions are intended to standardize certain important elements of style and form in order to facilitate the work of the author and editorial assistants. The objective here is to enable contributions to the journal mexicon to be prepared for publication as quickly and as simply as possible.

Quick overview:

- Guidelines: Maximum length of manuscript is 20,000 characters with up to ten illustrations;
- to submit manuscripts (text and tables) digitally, go to section A.4;
- to submit illustrations digitally, consult section A.6;
- for general style instructions, see section B;
- find instructions for citations and references cited in section C.

A. Manuscripts submitted

1. Only manuscripts submitted in English, Spanish, or German, which have never been previously published, will be accepted for publication. In the event that the contribution is accepted for publication the author cedes the manuscript copyright to mexicon. This also becomes valid if manuscripts or parts of it are accessible via internet; in this case authors should give credit to mexicon.

2. The manuscript must be submitted in the original, typed on one side of standard-sized typewriter sheets. All parts of the text must be double-spaced. The total length of the manuscript should not exceed 20,000 characters. If you are submitting a word processor printout, make sure that it is printed in letter quality, with fixed spacing and justified only at left margin.

3. The following must be included with submission of your manuscript:

First page: Title of your article, name of author(s), and name and address of the author's institution.

Second and following pages: Main body of text, provided with section titles if necessary (see item B.1. of these instructions.)

New page: Acknowledgements.

New page: Endnotes.

New page: Bibliography / References cited. (see section C for details.)

New page: Abstracts (English and Spanish).

Separate pages: Illustrations, tables, and their captions.

4. Submission of electronic text:

Authors may submit the final text on a 3.5" HD-diskette or CD-ROM for PC. Please create rich text format files (*.rtf) **only!** Electronic text can be submitted also via e-mail to Nikolai Grube at contributions@mexicon.de as an attachment in rich text format files (*.rtf) only.

Similar to the requirements for manuscript submission, main text, endnotes, list of references, table and figure legends should be stored in separate text files with clearly identifiable file names.

Authors are requested to ensure that contents of the medium correspond exactly to the contents of the hard copy manuscript. Discrepancies can lead to proofs of the wrong version being made. The word-processed text should be in single-column format. Keep the layout of the text as simple as possible; in particular, do **not** use the word processor's options to justify or to hyphenate the words or to create endnotes.

5. Illustrations, tables and photographs:

All illustrations should be numbered consecutively and referred to in the text.

Figure captions should be supplied on a separate sheet.

Tables: Use only tab-stops for creating the columns; avoid any kind of frame for the chart (see item B.13. of these instructions).

Photographs must be of good quality, printed on glossy paper.

Generally, please take into account the possible need for reduction in size: the page and/or column format of mexicon should be considered in creating drawings and photographs (a column is 8.5 cm wide; its maximum length is 25 cm).

Please keep the number of illustrations to a reasonable amount. The editorial board reserves the right to limit the number of illustrations printed with the manuscript.

6. Submission of electronic illustrations:

Line drawings and photographs may be submitted in digital form (preferred file format: TIFF) on HD-disk or CD-ROM. High-quality prints or printouts of the illustrations must still be submitted. Originals without captioning should be submitted together with fully captioned printout.

The digital files must conform to the following resolutions and sizes:

a) for line drawings: 600 dpi; 175 mm width;

b) for photographs: grayscale (8-bit); 300 dpi; 175 mm width.

In case of vector graphics you may also submit the original files (Adobe Illustrator etc.) or eps-files. Please contact Markus Eberl (production@mexicon.de) for further questions.

B. General instructions for style

The following section can provide a cursory overview only. For details please consult the latest edition of *The Chicago Manual of Style* (University of Chicago Press).

1. Headings: Text subheadings should be used to facilitate reading of the article. Subheadings are limited to two levels: underlined and not underlined. Do not number headings.

2. Spelling: For English texts use either English or American spelling consistently: Oxford or Webster's dictionary. Spelling of German texts: Duden.

3. Abbreviations: Please try to avoid abbreviations whenever possible. Never begin a sentence with an abbreviation. Take out points in abbreviations like U.S.A. and write USA, UK, and so on. Use, however, i.e. and e.g. or B.C. and A.D.

4. Use of accents: Within English texts it is customary to use accents for Spanish personal names, but **not** to use accents for geographical names. In the case of German personal names do not replace umlauts.

5. Direct quotations: Incorporate direct quotations within the text if they take up less than five lines. If a direct quote occupies five or more type-written lines, set off this quotation from the main text as a block quotation. Use quotation marks and indicate the exact source of the quote (for style of citation see section C.1.).

6. Emphasis: As a general rule, do not use italics or underlining in your texts to emphasize words, to designate personal or geographical names, or to indicate well-known words from foreign languages (e.g. *in situ*, *a priori*).

Use italics to designate words and uncommon terms from a language other than your text language. This includes biological and zoological generic terms (e.g. *Pomacea flagellata*).

In your manuscript, indicate words to be set in italics by underlining them (e.g. sacbe, chultun). Use the appropriate plural forms of foreign words if necessary (e.g. *tlatoque*, *sacbeob*).

7. Numbers:

Cardinal numbers: Write out the cardinal numbers zero to ten as words. Use Arabic numbers in your text for all numbers greater than ten.

But use Arabic numbers also for all cases of the following in your text:

- a) Numbers used with dimensions, volume, weight, and time (e.g. 2 m; 3 l; 4 g; 5 years).
- b) Indication of date and year (e.g. 1995; 1960-1975; 17 February 1999).
- c) Page references (e.g. on pages 7 and 16) and, of course, source references in your text (e.g. Thompson 1962:9).
- d) Numerical indication in mathematical and statistical contexts (e.g. 8%; $n = 6$).

Please note as well that a number which begins a sentence should be written out in word form.

Ordinal numbers: Use words to express ordinal numbers up to the twelfth position (e.g. in the ninth century; in the 13th century).

8. Units of measure:

Use the metric system of weights and measures, with accepted abbreviations for units of length (mm; cm; m; km), surface area (m_2 ; km_2), volume (cm_3 ; m_3), and weight (mg; g; kg). Do not use a point after the unit abbreviation. Insert required space between number and unit abbreviation, for example "16 km" (not "16km.").

9. Notes:

Use as few endnotes as possible. Use notes for discursive comments only, not for references. Indicate number of note in text by parenthesis (e.g. ...end of the sentence. (4) Next sentence...). Do **not** use the word processor's options to create endnotes.

10. Acknowledgements:

Reduce your acknowledgements to an absolute minimum. Maximum length is 8 lines of your manuscript.

11. Abstracts:

All manuscripts must be accompanied by abstracts in English and Spanish; if possible add a German abstract too. Abstracts should provide a résumé of the essential elements of the article in similar form. The length of each abstract may not exceed ten lines.

12. Figures:

All illustrations of objects, maps and stratigraphic drawings must be accompanied by a graphic metric scale. Please do not indicate a numerical scale or reduction rate, because of illustrations will generally be reduced in size for the reproduction. Maps should also show orientation in the cartographic grid and the (magnetic) north.

13. Tables:

Because of its special layout, create charts with only **one** tab-stop between each column entry. Additionally, provide a separate printout with the 'real' width of columns. Do not create any kind of frame with your word processor.

C. Instructions for citation and bibliography

The author of the contribution is responsible for the correctness and completeness of his text citations and bibliography. All authors and works cited within the main body of the manuscript must also appear in the bibliography.

1. In-text reference citation:

Provide citations within the text in the following manner: author(s), year(s) of publication, volume, page number(s), and reference of illustrations. If several publications are listed for one author add semicolon to differentiate the items.

If there are three or more authors for a publication, please truncate the in-text citation by the use of "et al." after the name of the first author.

Examples:

... in the work of Dibble (1962:33, fig. 2);

... investigations conducted by Hammond (1981; 1994; 1999);

... has been known for a quite some time (Anderson and Cook 1944:127-139);

... following the conclusion of Cobean et al. (1991).

For a citation of personal communication give full name and date (for example: Nikolai Grube, personal communication 2000). Personal communication should be used sparingly and written permission must be obtained from the person providing it. Personal communication citations appear in the text only and are not duplicated in the bibliography.

2. Bibliography:

Alphabetize the bibliography in accordance with the authors' last names. If several works are listed for one author, list them in chronological order (e.g. 1987; 1990; 2001). If you cite several publications for one author which have appeared during one year, add a small letter after the date to differentiate the items (2000a; 2000b; 2000c). Multiple authors are listed in full; the truncation "et al." is not used here (only in case of in-text citation [see above]).

Please write out the first name of author/editor at full length, do **not** use initials only. Place only the first author's name in reverse order and always use serial commas.

Arrange each entry in the bibliographical part in accordance with the following system: author(s) / editor(s), (next line:) year of publication, (tab-stop:) title of the publication (followed by, if applicable:) In: editor(s), title of edited volume, series / journal title, volume number, pages, place of publication.

Do **not** use italics or underlining in bibliographical entries. Do **not** use capitals for nouns in English or Spanish book or article titles.

Listed below please find a number of examples of bibliographical entries:

Monograph:

Pérez Galaz, Juan de Dios

1983 Derecho y organización social de los Mayas. México, D.F.

Monograph in a series:

Weeks, John M.

1983 Chisalin: A late Postclassic Maya settlement in Highland Guatemala. BAR International Series, No. 169, Oxford

A work by a group of authors:

Brady, James E., Gene A. Ware, Barbara Luke, Allan Cobb, John Fogarty, and Beverly Shade

1997 Preclassic cave utilization near Cobanerita, San Benito, Peten. In: Mexicon XIX:91-96

(Note that the names of the second and all following authors are not given in reverse order. The in-text citation of this article is: Brady et al. 1997 [see item 1 above]).

Article in edited book:

Coe, Michael D.

1981 Religion and the rise of Mesoamerican states. In: Grant D. Jones and Robert J. Kautz (eds.), The transition into statehood in the New World, pp. 157-171, Cambridge, Mass.

Publications without indication of author:

(like governmental publications)

Coordinación general de los servicios nacional de estadística, geografía e información

1982 Anuario estadístico de los Estados Unidos Mexicanos 1980. México, D.F.

Unpublished dissertations:

Dunnel, Robert C.

1967 The prehistory of Fishtrap, Kentucky: archaeological interpretation in marginal areas.

Unpublished Ph.D. thesis, Dept. of Anthropology, Yale University

Article in a periodical:

Hammond, Norman

1983 Archäologische Untersuchungen in Nohmul, Belize. In: Mexicon V:106-113

(Note: The issue number is not used when the journal is paginated continuously throughout the volume. If each issue of a journal begins with page 1, the issue number must be included, in parentheses, following the volume number, for example: Historical Archaeology 25 (4):82-108)

Manuscript in press:

Mayer, Karl H.

1983 Maya monuments III: sculptures of unknown provenance in Middle America. Berlin, in press

(The year given refers to the time of submission of the manuscript.)

An unpublished manuscript:

Adams, Richard E. W.

1968 Maya Highland prehistory: new data and implications. Unpublished MS., Dept. of Anthropology, University of Minnesota

(The year given refers to the time of writing.)

Citation of unpublished sources:

AGI

Archivo General de Indias, Sevilla, Papeles de Cuba, legajo 2365, fol. 345

(Note: The in-text citation of this primary-source is AGI, Cuba, leg. 2365, fol. 345. It is preferable to cite Latin American codices by the editor of the particular edition of the codex used unless the actual document was consulted.)

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