

***Historical Archaeology* Quick Reference Style Guide**

This two-page summary guide is designed to cover the most common queries for authors submitting to *Historical Archaeology*. For the full style guide, please consult <https://sha.org/style-guide-submission-guidelines/>.

Overall Format: Times New Roman, 12 pt. type, 1 in. margins, single spaced. **With the exception of the first line under a heading, which should be flush left**, indent the first line of each paragraph 0.5 in. using the indent feature on the ruler; do not use a tab for this. Set the proofing language to “English (United States).”

Include a *full* mailing address for each author and an e-mail address for the corresponding author.

First-person pronouns: Use only to refer to the author or authors. Other uses require an antecedent in the same paragraph, such as “we archaeologists” or “as archaeologists, we.”

Headings: All headings should be in “title” case. Primary: **Roman Bold**, secondary: Roman Regular, and tertiary: *Italics*. These should be set off by a blank line above and below. Avoid headings below tertiary, if possible.

Footnotes: Use only for tangential information/commentary. Do *not* use for references.

Figures: Each figure must be cited in the text, numbered in order of citation. Cite figures thusly: (Fig. 1) or, in running text, e.g., “as shown in Figure 1.” The typesetter will insert the image when the proofs are prepared. Do not insert the image in the text or write “insert here.” Place images, along with their captions, at the end of the article after the references. Each caption must include an “artist” and a year of creation (Map by Joan Smith, 2003.). As an alternative, a reference citation may be used (Smith 2003). The journal is printed in grayscale; avoid using colors to convey information. Label sections or parts of the figure with lowercase letters, not numbers. Cite in the text as, e.g., (Fig. 6*b*) or “as shown in Figure 6*b*.” The caption and citation should render these letters in italics.

Tables: Tables are typeset documents (use tabs set to align columns or the Word “Table” feature). Images of tables, graphs, histograms, etc., are considered figures and should be numbered as such. Cite tables thusly: (Table 1) or refer to “Table 1” in the text. The typesetter will place the table in the next available position.

In-text citations: Do not include any other words, such as “see,” “compare,” and “for example,” within the citation parentheses. If needed, place them outside the citation itself: “compare Smith (2003:4)” or “(compare Smith [2003:4]).” The author name must appear within or adjacent to the rest of the citation: “Smith (2003:12) confirms this,” *not* “Smith confirms this (2003:12).”

References: Check to be sure that all in-text citations correspond to entries in the reference list and vice versa. Use the authors’ full names, *not* first initials. A single tab should follow the year of publication. Titles should be in “title case,” i.e., capitalizing all important words. Use italics for the titles of *published* books, journals, newspapers, maps, etc. Do not use quotation marks for article and chapter titles. Titles in languages other than English should follow the capitalization norms of those languages. Provide an English translation (in parentheses and in sentence case)

following the *initial title* in a non-English reference. Provide the name of the publisher, city of publication, and the U.S. state or Canadian province abbreviation, or the name of the country spelled out. If the U.S. state is part of the publisher's name, you may omit the abbreviation.

Published Books

Harris, Edward

1991 *Principios de estratigrafía arqueológica* (Principles of archaeological stratigraphy), Isabel García Trócoli, translator. Crítica, Barcelona, Spain.

Mullins, Paul R.

2008 *Glazed America: A History of the Doughnut*. University Press of Florida, Gainesville.

Edited Books

Perez, Tanya M., and Rochelle Marrinan (editors)

2021 *Unearthing the Missions of Spanish Florida*. University Press of Florida, Gainesville.

Chapter in an Edited Book

Deagan, Kathleen A.

1996 Environmental Archaeology and Historical Archaeology. In *Case Studies in Environmental Archaeology*, Elizabeth J. Reitz, Sylvia J. Scudder, and C. Margaret Scarry, editors, pp. 21–42. Springer, New York, NY.

Journal Article (include volume *and* issue number)

McEwan, Bonnie G.

2014 The Historical Archaeology of Seventeenth-Century La Florida. *Florida Historical Quarterly* 92(3):491–523.

Published Book Accessed Online

Schuyler, Robert L. (editor)

1974 *Historical Archaeology: A Guide to Substantive and Theoretical Contributions*. Baywood Publishing Company, Inc., Farmingdale, NY. Google Books
<https://www.google.com/books/edition/Historical_Archaeology/JHGkDwAAQBAJ?hl=en&gbpv=1&dq=Historical+Archaeology:+A+Guide+to+Substantive+and+Theoretical+Contributions.&printsec=frontcover>. Accessed 14 January 2026.

Historical Document (the brackets here indicate that the date is estimated)

Penn Family Papers

[1787] A General Draft of the Sinking Creek Valley Manor—Laid off into Tracts—per George Woods, Surv'r. Manuscript, No. 13784 28/, Collection 0485A, Historical Society of Pennsylvania, Philadelphia.

Conference Paper

Rodriguez Y., Ana Cristina

2007 Hablamos español, comemos en inglés (We speak Spanish, we eat in English). Paper presented at the 22nd International Congress of Caribbean Archaeology, Kingston, Jamaica.