Notes for Prospective Authors

Thank you for your interest in ARARA and the *American Indian Rock Art* volumes. Please follow the attached Style Guide in preparing your paper for submission to the Publications Committee for consideration. All papers are subject to editorial and peer review.

The design of each volume is style-driven in our layout software. Submission of clean and error-free copy greatly facilitates our task of producing the book in a timely manner. ***This note is designed to alert you to some of the most common errors we encounter in submitted papers.*** We realize some points seem obvious or simplistic, but we see these errors constantly. *All of these points are covered in detail with examples in the Style Guide.*

1. All copy should be prepared in Microsoft Word or a comparable word processing program with a minimum of formatting. ***All copy***, including Title, Byline, Affiliation, Abstract, Text, Notes, References Cited, and Captions should be submitted left-justified with no formatting other than italics to indicate words that should be italicized in the final book, with the following exceptions:

> 1. Main heads can be centered to help us distinguish them from subheads.

> 2. You may use double indentation to set off quotations greater than four (4) complete manuscript lines.

2. Standard automatic formatting such as paragraph first-line indents and space between paragraphs are allowed. ***Do not use hanging indents, headers, footers, and superscript formatting.*** Line spacing can be left at 1.5-space or double space for your ease in editing.

3. Pay close attention to in-text citations. ***All quoted information and all references to specific points of information require page numbers.*** Citations to multiple sources from the same author are separated by commas. Citations to multiple authors are separated by semicolons. Multiple authors are listed in alphabetical order. Do not put a space after the colon in citations. Note that citations at the end of quoted material go *outside* the quotation mark, and that citations at the end of sentences go *inside* the period.

4. End Notes are allowed. In your text, ***do not indicate notes with superscript numbers.*** Place the note reference in your text in brackets so we can easily find it in layout, e.g., [Note 1]. ***Important:*** do not use automatic footnote/end note functions. Type your notes as plain text in a "Notes" section at the end of your manuscript.

5. Pay careful attention to format in References Cited. In particular note that edited volumes are cited ***in this order:*** "In" followed by the title of the volume, comma, "edited by" and the name(s) of the editor(s), comma, and pp. followed by page numbers (e.g., In *This Is a Book Title,* edited by John Doe, pp. 10-20.). Publishers are identified by publisher name, city, and state of publication, *in that order.* Company abbreviations such as Co., Inc., or Ltd. are not necessary. State is not necessary if the city is well known or if the state is part of the publisher's name. *See the special note on page 4 for common rock art books issued as serial publications with Volume number as part of the book title.*

6. *Illustration guidelines are presented in detail beginning on page 8*—please follow them closely. Illustrations represent some of our most persistent submission problems:

> a. Color illustrations in large, high resolution 24-bit RGB are preferred.

> b. Jpeg figures *must be saved at highest quality level.* In Photoshop this is level 10 or above.

> c. *Do not add letters, numbers, arrows, or lines to your images.* Provide instructions for added elements and cropping with low-resolution copies, sketches, or written notes. Provide separate image files for combined Figures (a, b, c, etc.).

> d. ***Do not include your images and/or captions in your Word document.*** Submit separate photo files.

> e. Line art: Learn your scanner settings. Line art, typically used for drawings and maps, is black and white only, no grayscale or color, and must be submitted as high-resolution 1200 dpi files at sizes larger than intended final size. We prefer "bitmap" scanner settings saved as tiff images.

> f. Include your captions in a separate list at the end of your document.

We look forward to your careful consideration of the Style Guide.

Ken Hedges, Publications Chair
ararapublications@rockart.us

Instructions
for Uploading Files for *American Indian Rock Art*

The text of your paper should be submitted as Microsoft Word-compatible files such as .doc, .docx, or .rtf. We also can accept WordPerfect files. For other programs such as Pages or Open Office, use "Save As" to make Word files.

Submit photos and graphics as .tif files or .jpg files saved at the maximum quality level. ***Do not reduce the size or quality of your photo files***.

You may send individual files or place them in a folder and upload the folder.

1. When you have files ready to submit to the editors, we prefer that you submit them online via our DropBox upload link at:

https://www.dropbox.com/request/7DO6TTUZ75TsF3hhUoRr

You do not have to be a member of Dropbox to use this feature.

2. Follow the link and you will see the page in Figure 1.

3. Select "Add files." This will give you the option of selecting Files or Folders from your computer (Figure 2).

NOTE: If you are a Dropbox member, selecting "From Dropbox" will open your Dropbox or prompt you to sign in.

4. In the browse window select one or more files and/or folders and click "Open." The file(s) and/or folder(s) will appear in the upload window (Figure 3).

5. To add additional file(s) or folder(s), select "Add more files."

6. When all files are listed (Figure 3), enter your name and e-mail address and click the "Upload" button. Many internet connections have slow upload speeds, so please be patient. You will see a confirmation message (Figure 4) when the upload is finished.

NOTE: Your name and e-mail address identify you as the sender of the files. If you are already signed in to your own Dropbox account, your name and e-mail address will be displayed automatically.
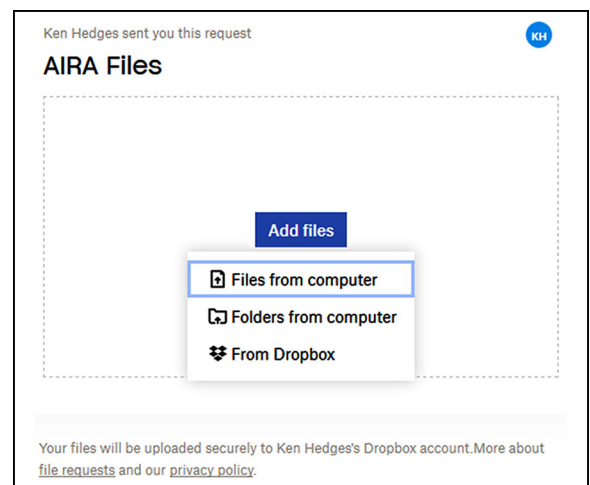
If your files are not too large or few in number, you may send them as e-mail attachments to the ararapublications address—we can receive fairly large files. If you experience any difficulties in uploading files, please address me at the same address:

—Ken Hedges, Publications Chair
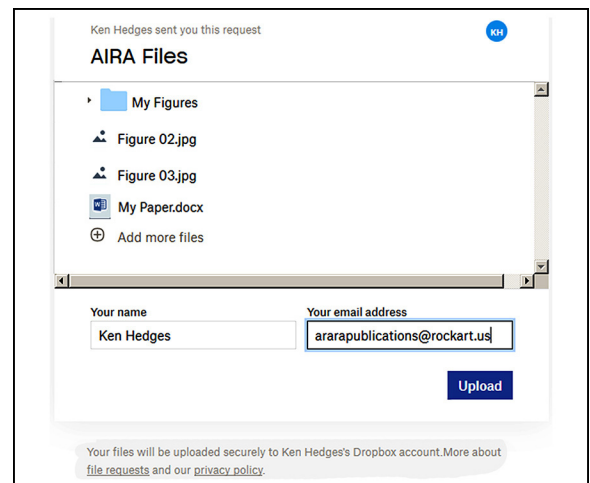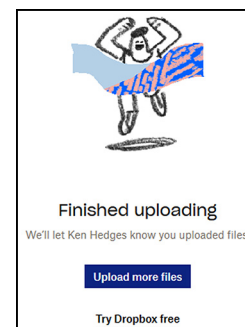**ararapublications@rockart.us**

1
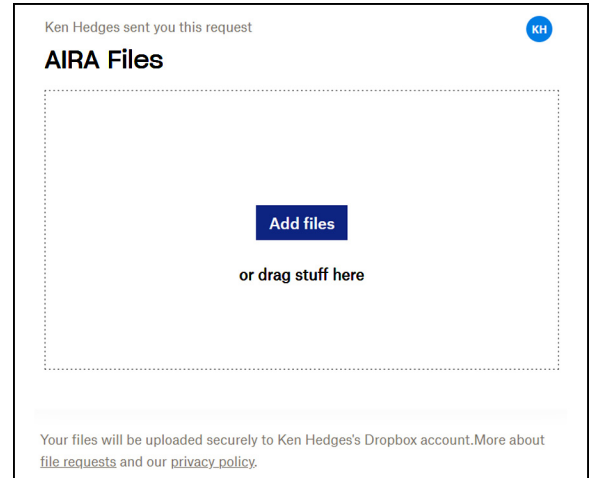
2

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AMERICAN ROCK ART RESEARCH ASSOCIATION STYLE GUIDE

arara.wildapricot.org
For *American Indian Rock Art* volumes questions, address Publications Chair Ken Hedges at
ararapublications@rockart.us
For *La Pintura* consult arara.wildapricot.org or a recent issue for the current editor

The American Rock Art Research Association requires that authors follow these format rules to make our job easier in getting the book ready for printing:

General Guidelines

1. Prepare your manuscript as a single digital document with these sections: Title, Byline, Affiliation, Abstract, Text, Acknowledgments, Notes (if any), References Cited, and Captions. For Affiliation, provide an abbreviated statement of affiliation or other identifying information that may be used in conjunction with your name on the first page of your paper. Send your manuscript as a clean, standard word processing file (WordPerfect .wpd file, Microsoft Word .doc or .docx file, or Rich Text .rtf file).

2. Put all photographs and drawings (including maps) in one series of "Figures" with a separate series of "Tables" if applicable. Do not abbreviate "Figure" and do not use Roman numerals for numbering. Number figures and tables in the order in which they are called out in the text. Captions must use the following format (flush left, "Figure" plus number followed by a period, one space, and caption text):

Figure 1. This is an example of caption formatting.

3. Do not use footnotes; avoid end notes if possible. If information is important enough to be said, try to work it into the text. Identify note references with brackets in text: [Note 1]. DO NOT use any "notes" numbering functions in your word processor and do not format Note numbers as superscripts.

4. Use a standard Word processing format for your text. Standard automatic formatting such as paragraph first-line indents and space between paragraphs are allowed. ***Do not use hanging indents, headers, footers, and superscript formatting.*** Line spacing can be left at 1.5-space or double space for your ease in editing.

5. DO NOT TYPE ANYTHING IN ALL CAPS (not even the title), and use plain text for everything except words that need italics. For *emphasis,* use *italics,* **not bold.** We will provide italics for References Cited, so you may enter them as plain text.

6. Do not center text. Type everything (including titles and bylines) flush left **except** main heads, which should be centered so we can distinguish them from subheads.You may use double indentation to set off quotations greater than four (4) complete manuscript lines.

7. Try to restrict use of headings to main headings and subheadings only. Third-level headings are discouraged. ***Do not use a main head such as "Introduction" at the beginning of your paper***—initial paragraphs are assumed to be introductory in nature and initial headings before first text are eliminated.

8. Avoid large or complicated Tables. In general tables are limited to a width of 4.4 inches and maximum length of 8.8 inches. Consider legibility at final published size when designing tables.

9. Check spelling, punctuation, and grammar carefully.

- Spacing after punctuation: no space after colon used between year and page number, single space after ***all*** other punctuation. Do not use double spaces after periods or anywhere else in text.

- We use serial commas: be sure to use the final comma before "and" in series such as "cats, dogs, and horses." Serial commas are also required for multiple authors in References:

  Doe, John, Bill Smith, and Sam Jones

- The phrase "as well as" cannot be substituted for "and" in a series, but can be used to extend a series:
  Correct: "…dogs, cats, and horses."   Incorrect: "…dogs, cats, as well as horses."

  Correct: "…dogs, cats, and horses, as well as pigeons and doves."

- Names referenced in conjunction with titles or other descriptive terms are set off by commas if the title or other term is preceded by "the," "a," or "an" (often indicating that the individual is part of a generalized group) and the sentence still makes sense if the name is removed. If the title or descriptive term refers exclusively to the individual and the sentence does not make sense with the name removed, commas are not used. Compare:

  "The project archaeologist, John Smith, said the site was ancient…" ("The project archaeologist said the site was ancient…" still makes sense and is grammatically correct).

  "Project archaeologist John Smith said the site was ancient…" ("Project archaeologist said the site was ancient…" is not grammatically correct).

- Periods and commas always go inside quotation marks. All other punctuation marks go outside quotation marks unless they are part of the original quotation.

- Primary quotation marks are always double quotation marks—use single quotation marks only for quotes within quotes.

- Abbreviations require periods: a.m., p.m., U.S., U.S.A., A.D., B.C., C.E., B.C.E.

- Standard acronyms and initialisms do not use periods: SDRAA, ARARA, IFRAO, AMS, OSL, ASL, AOL, GIS, UNESCO, etc.

- For times, use full format including the colon (:), followed by a space and the abbreviation in lower case letters: 8:00 a.m., 11:30 p.m., etc. (not A.M. or AM, not P.M. or PM).

- Always spell out state and province names. DO NOT use two-letter Post Office codes for state names: California, NOT CA; Arizona, NOT AZ, etc. Use Postal codes ONLY in addresses.

- For dates, note that A.D. comes before the year, B.C., C.E., and B.C.E. all come after the year. For date ranges, use all digits in the years: 1996-1998 (NOT 1996-8 or 1996-98).

- Be careful when writing date ranges in text: "from" always requires "to" and "between" always requires "and." Do not mix words and dashes for date ranges. Examples:

  "…from 1995 to 1998" or "…between 2005 and 2007." NOT "…from 1995-1998"
  NOT "…between 2005-2007."

- Internet usage: internet, web, website, webmaster, e-mail, URL.

- For other questions about style, consult the Publications Chair.

10. Pay close attention to bibliographic citations in text:

- Place year and page numbers close to author's name:

  "Smith (1985:23-25) says..." or "...it was said (Smith 1985:23-25) that..."

• For citations in text, use (1985) for reference to an entire source, (1985:23) for a single page, (1985:23-25) for a series of pages, and (1985:23, 27) or (1985:23-25, 29) for discontinuous pages. There is no space after colons (:) but there is a space after commas (,) in citations. For more than one reference to a single author in one year, use 1985a, 1985b, 1985c, etc. Use n.d. if reference is not dated, e.g., Jones (n.d.:23-25) or (Jones n.d.:23-25) but avoid n.d. if possible..

• For multiple sources in citations, list references in alphabetical order by author or primary author. Use semicolons to separate references to different authors.

• For multiple sources by the same author, list in numerical order by date. Use commas to separate dates of references to the same author.

• For text citations to references with three or more authors, use et al.: "(Smith et al. 1998)"

• **SPECIAL NOTE:** All citations to direct quotations, definitions, paraphrasing, or specific points of information *require* page numbers. All citations to books or monographs *require* page numbers.

11. Place personal communications in the text, using full name of the source and full date if available:

"...according to Joe Smith (personal communication June 5, 1985)."
                        or
"...has been noted (Joe Smith, personal communication 1985)."

References Cited

Special Notes for References Cited:

• Use "References Cited" as the title for your bibliography. Include *all* references cited and *only* those cited. ***Double-check the accuracy of your references, and then check them again.***

• Provide the full first name of all authors and editors unless you absolutely cannot find them. With multiple authors/editors, only the first author/editor is given with last name first.

• For date of publication, be sure to distinguish between actual date of publication and dates of later *printings* (as opposed to *editions*). If there is confusion, use the copyright date as the final authority. A second or later printing does not affect the date of publication, even if it appears on the title page (as in some early books). Subsequent or revised *editions* (as opposed to *printings*) constitute separate volumes and are cited with the date of the edition.

• **DO NOT use italics or other word styles (underlines, quotes, etc.) in the titles of your References Cited UNLESS** words are *italicized,* underlined, or placed in quotation marks in original Reference titles. We will take care of applying italics to book and journal titles when we format your chapter, but you may provide them if you wish. Roman numerals used in references are cited as Arabic numerals, i.e, "Volume XXX" is cited as "Volume 30."

• For references in English, use conventional title style capitalization with major words capitalized for all titles of papers, chapters, books, or journals. For foreign-language references use the standard style appropriate to the language.

• Use page numbers only for journal articles, papers in collected works, and other sources which consist of less than an entire number of a volume. If a reference is an entire number of a serial publication, use only the volume and number in citing it in References Cited.

- For publisher information, give name of publisher first, followed by comma and city of publication. For publishers, company information such as Co., Inc., and Ltd. are not necessary. State of publication following city is not necessary if the city is well known or if the name of the state occurs in the name of the publisher. Publisher and city of publication are not necessary for journals. For references such as anthropological paper series, city and publisher generally are not necessary unless obscure; if in doubt, include them.

- Works translated from another language may have the phrase "Translated by...." and the name of the translator inserted following the title.

- Do not include personal communications in References Cited. If it is necessary to clearly identify the person cited or specify why he or she is an authority, use the Acknowledgments for this purpose (e.g., "I wish to thank Joe Smith, Director of the Smith Research Foundation, for his comments...").

- In certain cases, the word "Volume" or "Part" appears as part of a book title and is NOT abbreviated. Examples: Rock Art Papers, Volume 1; American Indian Rock Art, Volume 37; Pictographs and Petroglyphs of the Oregon Country, Part 1.

- **Note especially formatting for the three major rock art publications in the United States:** *American Indian Rock Art* (ARARA), *Utah Rock Art* (URARA Volume 1 through Volume 33; subsequent papers are published individually as online documents only), and *Rock Art Papers* (San Diego Museum of Man through Volume 17, San Diego Rock Art Association from Volume 18 on). ***These are not journals.*** They are individually edited volumes with separate editors, and ***the Volume number is part of the title.*** Use the following examples as models in formatting references to these volumes:

For American Indian Rock Art:

Conti, Kevin
2015 In the Den of the Spirit Bear. In American Indian Rock Art, Volume 41, edited by James D. Keyser and David A. Kaiser, pp. 87-97. American Rock Art Research Association, San Jose, California.

For Utah Rock Art:

Jenkinson, Richard
2012 Rock Art on an Ancient Migratory Route. In Utah Rock Art, Volume 30, edited by Joe Brame, Christine Oravec, and Nina Bowen, pp. 29-75. Utah Rock Art Research Association, Salt Lake City.

For Rock Art Papers (Museum of Man volumes, which are also in a separate paper series):

Christensen, Don D.
2005 Preliminary Report on Cupules in North-Central Arizona. In Rock Art Papers, Volume 17, edited by Ken Hedges, pp. 71-80. San Diego Museum Papers 43. San Diego Museum of Man, San Diego.

For Rock Art Papers (San Diego Rock Art Association volumes, which are standalone books):

Ewing, Eve
2016 The Heads of Snakes. In Rock Art Papers, Volume 18, edited by Ken Hedges, pp. 101-114. San Diego Rock Art Association, San Diego.

• Use examples below as models when preparing your References Cited. **In preparing References Cited, FOLLOW THE SIMPLE FLUSH LEFT BLOCK FORMATS SHOWN ABOVE AND BELOW. DO NOT INDENT THE DATE OR ANY LINES OF TEXT. DO NOT USE ANY KIND OF AUTOMATIC FORMATTING OR HANGING INDENTS.**

For journals or magazines:

Smith, Joe
1985 Recording Rock Art. American Antiquity 27(3):5-10.

>**Note:** 27(3):5-10 means Vol. 27, No. 3, pp. 5-10; use the above abbreviated form in citing journals.

For books:

Jones, Sam
1985 Petroglyphs of the New World: The Study of Prehistoric Artistic Traditions. Random House, New York.

For edited volumes of collected works:

Jones, Sam, and Joe Smith, eds.
1985 The World of Rock Art. University of Arizona Press, Tucson.

For a work in a collection:

Williams, Bill
1985 Notes on American Rock Art. In The World of Rock Art, edited by Sam Jones and Joe Smith, pp. 15-22. University of Arizona Press, Tucson.

>**Note:** For edited volumes, note the correct order of In, book title, editor name(s), and page numbers.

For a book or paper in a series:

Smith, Joe
1985 The Study of Rock Art. Anthropological Papers of Midlands University 24.

For a book or paper in a multiple series or series within a series:

Jones, Sam
1985 Utah Rock Art. Anthropological Papers of Midlands University 25, Rock Art Research Series 10.

For subsequent and revised editions:

>**Note:** If a book is identified as a second or later edition or as a revised edition, this information must be included in the citation. In the following examples, note the edition identification and the differences in the subtitles (1984 edition was published without subtitle).

Crosby, Harry W.
1975 The Cave Paintings of Baja California: The Great Murals of an Unknown People. Copley Books, La Jolla, California.

Crosby, Harry W.
1984 The Cave Paintings of Baja California. Revised Edition. Copley Books, La Jolla, California.

Crosby, Harry W.
1997 The Cave Paintings of Baja California: Discovering the Great Murals of an Unknown People. Revised and Expanded Edition. Sunbelt Publications, San Diego, California.

For facsimile reprints:

>**Note:** Facsimile reprints are exact reproductions of the original with original pagination. Cite them as if they were the originals, but provide date and publisher of the reprint along with any additional useful information at the end of the citation, as shown in the examples below.

Spier, Leslie
1933 Yuman Tribes of the Gila River. University of Chicago Press, Chicago. Facsimile reprint 1978, Dover Publications, New York.

Russell, Frank
1908 The Pima Indians. Twenty-sixth Annual Report of the Bureau of American Ethnology 1904-1905, pp. 3-389. Facsimile reprint 1978 with new Introduction and Bibliography by Bernard L. Fontana, University of Arizona Press, Tucson.

For other reprint editions:

>**Note**: If a reference has been reprinted with new typesetting and pagination, cite it as a new book using the date of the reprint, but provide the date of the original source as part of the citation.

Austin, Mary
1974 Land of Little Rain. University of New Mexico Press, Albuquerque. Reprint edition, original publication 1903, Houghton, Mifflin and Company, Boston and New York.

For PDFs and photocopies:

>**Note:** PDFs and photocopies that reproduce original publications are cited exactly as original sources and require no further annotation. If you obtain a PDF from an Internet source, you may provide the URL (see electronic documents, below) as a courtesy to your readers.

For theses and dissertations:

Smith, Joe
1975 An Analysis of Western Rock Art. Ph.D. Dissertation, San Diego State University.

Hedges, Ken
1971 An Analysis of Diegueño Pictographs. Master's Thesis, San Diego State University.

For Bureau of American Ethnology Documents:

>**Note:** Since Bureau of Ethnology publications are from a single unambiguous source, we no longer include the publisher line "Government Printing Office, Washington, D.C."

>**Note:** The "Bureau of Ethnology" became the "Bureau of *American* Ethnology" beginning with the Sixteenth Annual Report. Use these simplified forms of the "edited volumes" format for citing BAE Annual Reports. Even though each one is submitted by a Director, he is neither editor nor author and that information is superfluous to finding these references.

Mallery, Garrick
Sign Language Among North American Indians. First Annual Report of the Bureau of Ethnology 1879-'80, pp. 269-552.

Stevenson, Matilda Coxe
1904 The Zuni Indians: Their Mythology, Esoteric Societies, and Ceremonies. Twenty-third Annual Report of the Bureau of American Ethnology 1901-1902, pp. 1-634.

Kroeber, Alfred L.
1925 Handbook of the Indians of California. Bureau of American Ethnology Bulletin 78.

> **Note:** Most BAE Bulletins contain only one paper, in which case page numbers are not necessary. For Bulletins with multiple papers, treat them as standard edited volumes. Some multi-paper Bulletins do not have editors, in which case the editor is omitted in the citation, as in the following example.

Stirling, Matthew W.
1957 An Archeological Reconnaissance in Southeastern Mexico. Anthropological Papers 53. In Bureau of American Ethnology Bulletin 53, pp. 213-240.

For electronic documents:

> **Note:** Provide information for author, date, title, and publisher as completely as possible depending on the website. If author is not given use the name of the website. For year of publication, provide date specified on website, copyright date, or date of access (in that order of preference). For standard publications such as newspapers and magazines, give the name of the publication followed by "(online)." Provide URL preceded by "Electronic document," and followed by date of access. Copy URLs directly into the citation and do not artificially break lines to make them fit the page—leave them the way your word processor imports them. For references with DOI numbers, provide a URL that refers to the publication itself if available. Examples:

Archaeology Southwest
2014 Protecting Places on the Land: Quail Point. Archaeology Southwest, Tucson, Arizona. Electronic document, http://www.archaeologysouthwest.org/what-we-do/initiatives/protected/quail-point/, accessed June 30, 2014.

Zimmer, Carl
2013 Baffling 400,000-Year-Old Clue to Human Origins. New York Times (online). Electronic document, http://www.nytimes.com/2013/12/05/science/at-400000-years-oldest-human-dna-yet-found-raises-new-mysteries.html, accessed December 6, 2013.

Murray, William Breen
2013 Pasos en el Camino: Arte Rupestre en el Corredor de la Sierra Madre Oriental (Noreste de México). Rupestreweb, Bogota, Colombia. Electronic document, http://www.rupestreweb.info/sierramadreoriental.html, accessed November 4, 2013.

For unpublished manuscripts:

Jones, Sam
n.d. Notes on Rock Art Research. Unpublished manuscript in the possession of... [or] Unpublished manuscript on file at....

> **Note:** If a manuscript is clearly dated, use the date in citing it. We strongly discourage citation of manuscripts that are found only in possession of the author. A copy of a cited manuscript should be deposited in a library or archive where it is accessible to other researchers.

Illustrations

1. Prepare illustrations as high quality digital files, preferably in tiff (.tif) format. If you must use jpeg (.jpg), save files at the highest quality setting (level 10 or above). Do not downsize files or reduce resolution or quality levels. **We prefer camera original files** (highest quality jpeg or tiff converted from RAW files) and **we always prefer files larger than required for final reproduction** to give us as much digital information as possible for editing. We suggest that you do not edit your files for clarity, contrast, color correction, gamma correction, and saturation. Include cropping instructions if applicable, but do not crop images. We will edit your files in Photoshop for best results tailored to our publication.

2. **Enhancement and DStretch:** If photos have been specially enhanced, specify that fact in your caption. For DStretch enhancements, provide the specific enhancement used for your image. Note that DStretch is a trade name with uppercase D and S, no hyphen. Citation of DStretch in abbreviated form is acceptable:

   Example: "DStretch crgb enhancement." or simply "(DStretch crgb)"

3. **Save illustration files with your last name and the Figure number in the file name.** Pad numbers with leading zeros in the file name so all numbers have two digits. *Do not* add additional information to the file name after the Figure number.

   Example: "Smith Figure 01.tif" **NOT** "Smith Figure 01 view of site from across the valley.tif"

4. To submit large files over the Internet, follow the detailed instructions provided with this Style Guide. Consult the Publications Chair with any questions. If you are already a registered Dropbox user you can use the option to submit files from your Dropbox using the system.

5. Scan color images in 24-bit RGB color space and black-and-white in 8-bit grayscale. We prefer scanned files saved in .tif format. Jpeg files MUST be saved in maximum quality level. For scans from 35mm slides or film, scan at 2400 dpi or higher. For scans from prints, scan at 600 dpi.

   >**Note:** many scanners default to low-resolution and low-quality jpeg files. Always adjust your scanner to save in .tif or the highest quality jpeg format, using the minimum suggested resolutions.

6. Line art: Learn your scanner settings. Line art, typically used for drawings and maps, is black and white only, no grayscale or color, and must be submitted as high-resolution 1200 dpi files at sizes larger than intended final size. We prefer "bitmap" scanner settings saved as .tif images. The most common error we see is line art submitted as low-resolution jpeg files in RGB color space. You must adjust your scanner settings to produce high-resolution line art files.

7. **Learn to view your files in terms of total pixel count.** We recommend *minimum suggested widths* larger than intended final size as given here:

   Line art: 6000 pixels minimum 10,000 pixels for full page width

   Grayscale/color   2000 pixels minimum 3000 pixels for full page width

8. Do not submit large horizontal-format illustrations that must be placed sideways on the page. Our maximum image width is 6.7 inches final published size. If any other unusual format seems necessary, consult the Publications Chair.

9. **Do not add letters (a, b, c, d, etc.), labels, or arrows to digital photos or illustrations.** We will add these per your placement instructions to maintain consistency in book design. Provide a low-resolution copy or sketch for us to use as a guide for placement.

10. For images that can be cropped to relatively small size or for subjects that are too small or narrow for full column width, we encourage grouping them into Figures with multiple subdivisions: a, b, c, etc. Do not submit images already combined—provide separate images and we will combine them according to your instructions subject to layout considerations. **Exception:** line art with multiple combined images can be submitted as single figures.

11. Tables should be submitted as high resolution line art, simple text layouts, PDFs, or, in some cases, Excel spreadsheets. Avoid complicated or highly detailed tables. Consult the Publications Chair with any questions.

Copyright

For *American Indian Rock Art* volumes, we will publish your paper with one-time permission assigned to the American Rock Art Research Association for use only in a copyrighted compilation of papers, with no claim on content. All authors will receive a statement that the paper has been published as part of a compilation volume with permission for *single use of the manuscript submitted for publication.* All other rights to the manuscript and the information it contains, including illustrations, remain with the author(s). This transfer does not affect future use of the same manuscript, the same layout, or any version of the information contained therein. If the same paper is reprinted in some other publication or posted online, the Association asks that publication be delayed until after the *American Indian Rock Art* volume is released. Any re-use of the published version of your paper must retain the information line at the bottom of the first page acknowledging first publication in the *American Indian Rock Art* volume.

Submit all manuscripts and illustrative materials via the AIRA Upload Link following instructions provided with this Style Guide. For questions, address:

Ken Hedges, Publications Chair
American Indian Rock Art
ararapublications@rockart.us

For *La Pintura* consult arara.wildapricot.org or a recent issue for the current editor

Revised June 15, 2022