Society for California Archaeology
Guidelines for Student Paper Submissions

Style Guide

All student papers submitted to the Society for California Archaeology’s Executive Board for review should follow the SCA Proceedings formatting guidelines, found online at http://scahome.org/formatting-guidelines/.

Authorship

The student submitting the paper is expected to be the sole author of the report. In rare cases, the Executive Board will consider a paper with two authors, if the second author is also a student. Papers co-authored with faculty, professional archaeologists, or other non-students are exempt from the student paper award.

In some cases, special studies may form a key component of the report and may have been performed by a third party or laboratory. The author of such studies is not considered a co-author. However, the special study, if conducted by a third party or laboratory, cannot be the end-product of the report. Such studies should contribute to the analysis and conclusions of the author, not be the conclusion itself. For example, if AMS dating is conducted, the paper needs to be about more than the age of the sample dated. The paper needs to put the sample in context and explain what the age of that particular sample says about the culture, behavior, or time period in question.

The author must be a student at the time of the writing and submission of the paper. Papers submitted by individuals who have graduated before the submission will not be considered. In rare instances, a student may graduate after the paper is submitted but before the award is given. In such instances, the paper will still be considered eligible for the award.

Submissions

1. All papers shall be submitted via email to the SCA Business office as a Microsoft Word file.

2. The submission guidelines for the SCA Proceedings should be followed and can be found here at http://scahome.org/formatting-guidelines/.

3. Each page should be numbered, with a header or footer with the paper title. The author’s name should be left off of all pages save the cover to ensure anonymous
review.

4. Palatino Linotype font, size 12, double-spaced is the preferred submittal type format.

5. All graphics should be clearly labeled. Any table, graphic, or figure used should follow its first mention either on the same page or the following page.

6. Submissions are due to the SCA Business office on December 31st of each year. This allows the paper to be reviewed prior to the Winter Executive Board Meeting and the winning author to be contacted in advance of the annual meeting.

Content

1. All papers submitted should have a clearly labeled Introduction, Background, Methods, Findings, Conclusion, Acknowledgements, and References Cited sections. A Discussion section may also be included if relevant.

2. Papers that present the results of original research, with conclusions, will be favored over papers that represent a literature review or proposed, but unperformed, research. It is recommended that papers summarizing the efforts of field or laboratory work conclude with assessments of what the findings imply, not just the details of the methods. Papers that have new analyses or insights based on work with existing collections, the existing ethnographic record, or that are primarily the results of laboratory analysis conducted by the student are highly encouraged.

3. An Acknowledgements section, if applicable, should include funding sources, professors/instructors who oversaw the work, students that participated in the research, tribal representatives that provided project guidance, laboratories or other institutions that provided special studies, and peer reviewers.

4. A 100-word abstract should appear on the cover page, below the title, that summarizes the purpose, methods, and findings of the paper.

5. The title block should include the paper title, author, date, university or college association, and, if appropriate, course associated with the project. This should appear on the cover page as a stand-alone page.