Archaeometry

Thank you for your interest in Archaeometry, we look forward to receiving your paper.
We are aiming for the printed edition of Archaeometry to publish papers of no more than 15 pages. We have given the guidelines below with this in mind. This means we can publish more of the high quality papers that we receive and that if accepted, your paper will be published sooner. We are able to publish all supporting data in the online edition of Archaeometry and encourage you to include all of your supporting data as separate files marked for online only publication. Archaeometry is not able to accept papers where the primary aim is to discuss authenticity. We welcome papers that discuss the science and methods of testing artefacts.

The editorial office will 'unsubmit' your paper if it is likely to be more than 15 printed pages. The guidelines are based on a maximum of 8,000 words and up to six additional files. If the word count is significantly below 8,000 words we may offer some flexibility on the number of tables and figures and vice versa but **please check prior to submitting** your paper.

Please read and follow the instructions for submitting papers carefully as your paper will be 'unsubmitted' by the editorial office if the guidelines are not met.

The maximum word count is 8,000 words (including Title, Authors, Abstract, Keywords, text, references and Table and Figure captions).
No more than six tables, pictures or figures can be considered for the paper version, although additional files can be submitted for inclusion in the online version of the journal. **Please choose whether a file is for publication in the online only version or both the online and paper version AS YOU UPLOAD IT.**
All picture, tables and figures must be uploaded as **separate files** and NOT included in the main document or put together in one or two documents. Captions in the main document can be used to indicate where they will be placed in a published paper.
All submitted files must be in an **editable format** such as .doc, docx, rtf, .xls or .jpg. Please do not submit files that cannot be edited such as PDFs

Guidelines for Submitting a Paper to Archaeometry

We receive a number of very high quality papers on a variety of topics but are pressed for space in the paper edition of Archaeometry. With this in mind, if your paper is over 8,000 words, please edit your paper so that it has fewer words before submitting it. Papers exceeding the word length will not be passed on to editors or referees.

We have now introduced a system whereby we can publish a large quantity of data such as tables, pictures and figures online, this allows us to publish the scientific date supporting papers. However, the paper version of Archaeometry simply does not have space for all the supporting material that often accompanies papers. We are therefore asking all authors to choose no more than six supplementary files to be considered for the paper version of Archaeometry; all other additional files should be marked as for online only publication, this includes any tables and pictures. As you

upload each file, please pick whether that file is for the online only or both the online and paper versions of Archaeometry (each file must be uploaded separately rather than as part of the main document).

We thank you for your understanding in this matter. All files can be published in the online version of Archaeometry, but by limiting the quantity of supplementary material in the paper version, we are able to publish more of the high quality papers we receive and also to use the online Archaeometry to include more of the supporting scientific data than would be possible in a traditional paper journal.

Please make sure that all pictures, tables and figures are editable files but do not include any of this material in the main document as this is necessary for the production team to typeset the journal. Please use captions within the main paper to show where these files will be inserted in either the online version or the online and paper version as necessary.

When uploading your Main document to the system, please include Title, Authors, Abstract, Keywords, text, references and Table and Figure captions. If these are NOT included, your paper will be unsubmitted by the Editorial Office and returned to you for editing. The whole of this document should be included in the word count.

To submit a new manuscript, click on the "Submit a Manuscript" link
Clicking on the various manuscript status links under "My Manuscripts" will display a list of all the manuscripts in that status at the bottom of the screen.
To continue a submission already in progress, click the "Continue Submission" link in the "Unsubmitted Manuscripts" list.

Frequently Asked Questions

Why has my paper been unsubmitted?
Papers will be unsubmitted by the editorial office if they are:
- Over 8,000 words
- Contain more than six tables, figures or pictures that have not been marked for online only publication or as supplementary files
- Are in a format that cannot be edited such as PDFs
- Tables, figures and pictures have been included in the main document or in one document together rather than as separate files

Can I submit my paper that is over 8,000 words?
No, please edit it to make it shorter. The editorial office do check the word length.

How many tables, pictures and figures can I include in my paper?
For the print and online version of Archaeometry we limit it to six additional files, for the online only version we are not presently enforcing a limit other than that all files support and enhance your paper.

Why can I not upload my PDF?

Wiley will only allow files that can be edited to be considered. This is because if your paper is accepted, the production team need to be able to layout the journal. Fonts, spacing, margins and resolutions will be adjusted to literally allow your paper to fit into the journal.

Why do tables and pictures need to be in separate files?

All additional information such as tables, picture and figures must be in a separate file, up to six of which can be considered for the paper version as well as the online version of Archaeometry. This enables the production team to put the journal together in its usual format. Captions can be included in the main document to show where files are to be placed.

Can I put more than one table or figure into the same file?

No, each file is checked before passing your paper to the editors. If your paper is accepted, the production team need each file, picture and figure as a separate file that can be edited so that they can typeset the journal. The editorial office check that no more than six files are marked for both paper and online version and check that these files contain only one item each before forwarding papers to the Editors.

My figure is a composite picture, should I upload it as one image or separate images?

Please put images together and submit them as a single image to ensure accurateness of the image whenever this is possible. This will mean the production team reproduce your pictures as you intended them to be shown. However, if it is not possible, they can be submitted as separate files with appropriate labels so that the production team can put images together in a correct sequence. Please e-mail us to say you have done this so that your manuscript is not automatically unsubmitted for having too many files.

Older editions of Archaeometry have papers that are over 8,000 words or more than six files so why do I have to limit my paper?

There has been a growing interest in this area of research with Universities across the world now supporting research in this area. Consequently we are receiving a growing number of papers, many of which are worthy of publication. In order to publish more of these we are now limiting the length of the printed versions of papers and giving the option of more supplementary material being available in our online version.

I have a great deal of data which supports my research, is it possible to publish this?

Absolutely. We are very keen to use the facility to publish papers online to include as much of the underlying data as possible in the online version of Archaeometry. We can include full tables and further details of methodology, control data and information on laboratory equipment. We are pressed for space in the paper version of Archaeometry so do ask that as you upload large quantities of data you clearly mark which is for the online only and which is for both the online and paper version of the journal. Up to six pictures and tables can be published in both the paper and online version whereas as much data as you need to support your paper can be considered for the online only version.

Why is it taking so long for a referee to report on my paper?

We work with potential referees to find one with relevant expertise and sufficient time to write a helpful review of your paper.

The managing editors and the Archaeometry office are aware if a paper has not been reviewed and reminders are sent to potential referees. However, referees are volunteers who may have busy schedules and want to set aside sufficient time to properly review your paper, this may mean a delay.

Referees that we approach may not always feel they have appropriate expertise or enough space in their schedule at that time to review your paper, this may be the case with referees you have suggested as well as ones we have approached.

We always seek a minimum of two reports before making a decision and when it is helpful a third report.

We will be in touch when there is news.

Do I need to recommend referees?

We ask you to suggest a couple of referees that you know have a grounding in your area of research. This can be useful if none of our regular referees has sufficient knowledge of your research area or if they are too busy. Editors often approach your suggested referees but are also likely to ask other referees that they know are familiar with the topic. We do not reveal the identities of the referees of your paper.

We do not normally approach referees you have asked us not to.

How many referees do you ask for a report?

We normally ask two referees in the first instance. If they are unable to give a suitable report within a couple of months we ask further referees. If an editor is not able to make a recommendation based on reports additional reports will be asked for. Sometimes a number of referees are approached before we find one who is familiar with your topic and able to give a report.

Why does the status of my paper say that a Managing Editor has made a decision but I have not yet heard anything?

Managing Editors make a recommendation based on referee reports and their own reading of your paper. This then is passed to the University of Oxford editor where it is looked at alongside other papers. We have many strong papers and need to consider how it compares to other papers and whether or not Archaeometry is the best place for you to publish the paper.

What possible outcomes are there for my paper?

A very strong well written paper may be accepted the first time you submit it. However, it is more usual for revisions to be suggested by the editors and referees in which case you are invited to edit your paper in line with referee reports and resubmit it. It will then either be accepted or further revisions will be asked for. These may relate to the content, the translation or the length of your paper.

Sometimes Editors may suggest that an alternate journal is more appropriate for your paper.

If major revisions are needed the Editor will invite you to resubmit a revised version of your paper following further work.

As we receive so many papers, sadly we cannot possibly accept them all, so unfortunately do have to say no to many papers. This does not mean they are without merit, just that at this time, they are not suitable for Archaeometry.

If I revise a paper will the same referees review it?
In most cases the same referees will consider your paper particularly if they have made specific suggestions. Sometimes previous referees do not have time for the revised paper when it is submitted and sometimes editors may need an additional appraisal of your paper.