

## INSTRUCTIONS FOR AUTHORS

*Kiva* publishes high-quality synthetic and data-oriented articles concerning all aspects of the human occupation of the Southwest (broadly defined). Papers may relate to any aspect of Anthropology, Archaeology, History, and Ethnology in the prehistoric or historic southwestern United States or northern Mexico. Papers should be previously unpublished, contain fewer than 9000 words, and conform to *American Antiquity* and *Kiva* style. Longer submissions and guest-edited "theme issues" will be considered for publication after preliminary consultation with the Editor. The journal also contains book reviews and book notes on recent academic and contract-related publications. All manuscripts are reviewed by scholars familiar with the subject matter. The Editor reserves the right to evaluate manuscripts (with or without peer review) for appropriate subject matter, quality, length, and compliance with style guides. Manuscripts may be returned to authors if they fail to meet expectations or conform to the guidelines. The Editor has final responsibility for all decisions regarding manuscripts. Published papers become the copyright of *Kiva* and the Society.

**MANUSCRIPTS.** Manuscripts must be typed, double-spaced, on one side of 8½ × 11 inch bond paper. An original and two copies must be submitted, each accompanied by photocopies of all illustrations. Manuscripts should be paginated consecutively beginning with the title page. Content of the paper should be indicated by appropriate headings and subheadings. A brief abstract (in both English and Spanish) of 100 to 150 words must accompany the paper. If this is not possible, we will translate the abstract for a small fee. The listing of references should include only those cited in the text. Accepted manuscripts must have their text made available in electronic format as word-processed, Windows-based files. Delivery may be by disk, CD-ROM, or via email attachment. Do not send electronically formatted manuscripts until requested.

**TABLES, FIGURES, AND ILLUSTRATIONS.** *Kiva* printed pages are 6 × 9 inches wide with ½ inch border on all sides. Authors should scale photographs and line art to a 5:8 ratio. Photos should be in Photoshop TIFF format, black and white, and 300 dpi resolution at 5 inches wide. JPEGs are acceptable but should be 300 dpi resolution. Artwork, charts, and graphs should be in Illustrator EPS, bitmap, and 1,200 dpi resolution at 5 inches wide. PDFs of artwork should have fonts embedded, or all fonts used in the artwork should be supplied separately. Charts and graphs should be provided in Illustrator or as PDFs. Artwork supplied in Word documents should be accompanied by the source (Photoshop) photos, along with all the fonts used to create the artwork. All figures and tables should be cited in the text, be numbered consecutively, and have descriptive titles. The space used by photographs, line art, and tables is included in the page allowance for manuscript length. Authors are requested to keep all original illustrations until these materials are requested by the editor. *Kiva* is not responsible for lost or damaged artwork. Authors are responsible for obtaining permission from copyright holders for reproducing illustrations, maps, tables, figures, or lengthy quotations previously published elsewhere.

**GALLEY PROOFS AND OFFPRINTS.** Galley proofs only will be sent to authors. Proofs should be read, corrected, and returned to the Editor within 48 hours of receipt. Minor alterations of the text in galley proofs are permitted, but major alterations will be charged to the author. The author(s) of each article will receive 2 complimentary copies of the *Kiva* issue in which the paper appears and permission to photocopy a fixed number of additional copies of the article for circulation to professional colleagues. In the event that there are two or more authors of an article, each co-author will receive one complimentary issue.

**STYLE.** Manuscripts should be prepared according to the Style Guide for *American Antiquity* (57[4]:749–770, or <http://www.saa.org/publications/StyleGuide/styframe.html>), and to *The Chicago Manual of Style* (14th ed., University of Chicago Press, 1993). Manuscripts submitted in an inappropriate style will be returned.

**BOOK REVIEWS.** Books for review should be sent to Jerryll L. Moreno, *Kiva* Book Review Editor, 4820 West Flint Street, Chandler, AZ 85226.

**CORRESPONDENCE.** Manuscripts and correspondence should be sent to the editor of *Kiva*, James E. Snead, Department of Anthropology, 232 Sierra Hall, CSU Northridge, 18111 Nordhoff Street, Northridge, CA 91330–8244.