

## ADVICE TO ANDEAN PAST AUTHORS

1. *Andean Past* seeks original, unpublished articles on Andean archaeology and ethnohistory. Papers submitted to *Andean Past* should not be under consideration elsewhere nor should they be submitted elsewhere until a publication decision is made by *Andean Past*. Prior publication on the Internet, including self-publication, will preclude subsequent publication in *Andean Past*. Ethnohistorical articles must lead to an enhanced understanding of prehispanic times. Well-illustrated papers presenting new data or interpretations are particularly welcome, as are papers with an environmental focus. Interim reports can be considered. We frequently publish papers on the history of Andean archaeology. We also publish papers based on research conducted some time ago. Papers are evaluated on a revolving basis. That is, we consider unsolicited papers as they come to us, not according to strict or arbitrary deadlines.
2. If the Editors agree that a submission is ready for further consideration, it will be sent to a minimum of two external reviewers, scholars with expertise in the subject matter of the paper and who are normally not members of the *Andean Past* Editorial Board. After study of the papers themselves and of external reviews, papers are accepted or declined on the basis of a vote by the Editor, the Founding Editor, and the Editorial Board members. Decisions are generally by simple majority.
3. We are flexible in the length of articles that we publish, as well as in the number of illustrations. However, work that will amount to more than one hundred printed pages may be considered for our separate series, *Andean Past Monographs* (see “Advice to Authors of *Andean Past Monographs*, below).
4. Submissions may be in English or Spanish and may include short passages or quotations in other languages, including South American Indian languages. For submissions in English, quotations not in English should be translated into English in the main text with the original retained as a footnote. Submissions will be read and evaluated in their original language(s). Reviews may be written in a language other than the one in which the submission is composed. Articles, research reports, and obituaries written in Spanish that are accepted for publication will be translated into English by *Andean Past* at no charge to the Authors. Special cases, including submissions in languages other than English or Spanish, may be discussed with the Editors.
5. Contributors should include full contact data on the title page of their submissions.
6. **We do not publish abstracts.** If you submit an abstract and your paper is accepted for publication it will be deleted by the editors or incorporated into the introductory section of your paper.
7. Prospective Authors are advised to examine the latest issue of *Andean Past* and use it as a model for style. If Authors follow *Andean Past* house style closely it greatly reduces the Editors’ workload and improves their moods. When matters of style seem unclear, we urge writers to consult the latest edition of the *Chicago Manual of Style* and/or the Editors. Please note, however, that in matters of punctuation we follow the *Oxford Style Manual*.

8. For articles written in English, the on-line edition of the *Oxford English Dictionary* (OED) should be used as a guide to spelling and word usage. In cases where the OED differentiates between English and American spelling or usage, *Andean Past* contributors should follow American practice. Foreign loan words included in the OED should not be italicized or glossed. Foreign words not in the OED should generally be italicized and glossed. However, if a term-of-art does not appear in the OED but appears in another standard, widely distributed dictionary such as *The Penguin Dictionary of Archaeology* or *The Penguin Dictionary of Architecture*, it may be used in *Andean Past* without italicization or gloss. Original dates for colonial accounts and spellings of authors' names will be taken from Joanne Pillsbury's *Guide to Documentary Sources for Andean Studies 1580-1900*.
9. References may be given exactly as listed on the title pages of the work(s) cited. This style is particularly appropriate for works published before the twentieth century. If Authors elect to follow this convention, they should inform the Editors. In any case, **please give the full names of Authors, not first initials**, in the References Cited, if possible. In the case of multiple editions of works, please cite the most scholarly editions available.
10. **Intertextual references should include specific page numbers supporting the points being made. Only if an entire article, book, or manuscript cited supports the point may page numbers be omitted.**
11. **Authors who cite unpublished papers (except masters' theses or doctoral dissertations, official government reports, and manuscripts in public archives such as the Archivo General de Indias, Seville) should provide the Editors with copies of those papers, as well as written permission for citation from the authors of the unpublished papers.**
12. To make the reading of digital copies easier, footnotes, not endnotes, should be used.
13. ***Andean Past* uses Goudy Old Style BT typeface. Please use this typeface in the text and in illustrations, if possible.** Otherwise, do not try to anticipate how we may format the text and illustrations.
14. Hand lettering is unacceptable in illustrations. All place names, terms for features, etc. must be in English. Avoid sans serif typefaces in illustrations, if possible. When sans serif typefaces are required, please use Univers. Very small fonts will not reproduce well in print form and some type faces reproduce more clearly than others. **Please keep in mind that article illustrations will not be reproduced larger than one full page.** Large site plans do not reproduce well in print formats.
15. **All site names and other place names mentioned in the text should appear on a map drafted specifically for the submission**, unless those toponyms appear in the *Oxford Atlas of the World*. For example, it is not necessary to place Lima or Quito on a map except for purposes of orienting the viewer. Toponyms not mentioned in the text should not appear on the map(s) accompanying a submission unless they are major geographic features needed for orientation, for example, cities and large towns.
16. **If illustrations have been previously published elsewhere, this should be indicated in the captions.** If the illustration is reproduced exactly as it first appeared the caption should read “

. . . from . . .” with a Harvard-style (author-date) reference to the publication or publications. (For a discussion of the Harvard system see the *Oxford Style Manual* [2003]: 566-572). If an illustration is modified the caption should read “. . . after . . .” If Authors do not hold the copyright to these illustrations they are responsible for providing *Andean Past* with written permission(s) to reproduce them.

17. Best quality printed photographs usually originate as fine-grained film negatives shot using a tripod or other camera support and then scanned using a high resolution, dedicated film scanner. Medium format is encouraged. Alternately, uncompressed electronic files, such as tif files, or good quality digital prints, preferably C-prints, may be submitted. Authors should prepare individual electronic illustration files with printing, not PowerPoint or web posting, in mind. That is, each illustration should be a separate tif. Files should be sent at the highest resolution possible with the camera or scanning equipment available. Do not try to anticipate how we may downsize the files unless you have specific instructions from the Editors. If Authors must use electronic formats other than tif files, including jPEGs, they should discuss this with the Editors before submission. Photographs taken with hand-held digital point-and-shoot cameras on automatic settings rarely produce good prints. Captions should be sent separately as Word or WordPerfect files. **Please note that we number illustrations continuously. That is, we do not maintain separate numerations for maps, charts, photos, graphs, etc.** Tables are numbered separately.
18. **Because layout is the prerogative of the Editors, not of the Authors, do not embed illustrations in Word or other programs.** Do not embed captions within the illustration files. Name files so that they can be easily recognized, for example Barnes.Figure1.Profile.tif.
19. In *Andean Past* articles photographs come after the text and are not embedded within it. Please note, though, that illustrations are normally embedded by the editors in the Research Reports section.
20. The on-line edition of *Andean Past* will include color illustrations beginning with *Andean Past* 13. Please note, however, that because of color management issues the colors visible on a reader’s monitor may not match the colors of the original artifact, site, landscape, or section or those of the digital files as sent to the Editors. Because of the technology available, print editions of *Andean Past* will not include color illustrations.
21. **Because large file-sharing sites severely compress and then unzip files, significant corruption can occur, especially with graphics files. To prevent this we prefer that submissions be sent on a CD or DVD, or on a USB 2 flash drive and mailed to:**

Monica Barnes, 1 Harborside Place 426, Jersey City, New Jersey 07311.

CDs/DVDs will not be returned. Flash drives will be returned upon request. We can accept a variety of word processing, graphic, and spreadsheet programs. However, do not send text or graphics as pdf files. If Authors must send a submission over the Internet they should contact the Editor ([monica@andeanpast.org](mailto:monica@andeanpast.org)) to set up a Dropbox folder Do not use the word “final” in the names of any of your files. The editorial process is rigorous and modifications will almost certainly have to be made to your manuscript if it is accepted for publication.

22. For the preparation of Research Reports see “Advice to Authors of Andean Past Research Reports” below.
23. Obituaries are written at the invitation of the Editors, although people wishing to write an obituary of a particular individual are welcome to consult with the Editors. See “Advice to Authors of *Andean Past* Obituaries” below.
24. We do not publish book reviews.
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#### ADVICE TO AUTHORS OF ANDEAN PAST RESEARCH REPORTS

*Andean Past* publishes Research Reports in a special section of our journal. Reports should focus on unpublished results that can be presented succinctly. Research may have taken place recently, or may be old field, lab, collections, or archival work that has never appeared in print or on the Internet. The text of reports should not normally be more than 5,000 words. In addition, reports may include small tables, line drawings, and/or photographs usually no more than eight in all. These will normally be reproduced in a single column format and should be designed to fit that format. In exceptional cases (for example, complex maps or plans), and with the permission of the editors, illustrations may exceed that size. Bibliographic references generally should not exceed ten. See *Andean Past* 6, 9, 10, 11, and 12 for examples of this section. Individual researchers or teams may submit more than one report for a single volume of *Andean Past* so long as they pertain to different projects, or different aspects of a larger project.

Research Reports will be subject to editorial review only. That is, Research Reports are not peer-reviewed. The editors have the right not to publish any Research Report submitted. If in doubt about whether to submit work for the peer-reviewed portion of our journal or to Research Reports, please consult with either of the editors, Monica Barnes ([monica@andeanpast.org](mailto:monica@andeanpast.org)) or Dan Sandweiss ([Dan.Sandweiss@umit.maine.edu](mailto:Dan.Sandweiss@umit.maine.edu)). Reports submitted in Spanish and accepted will be translated into English free of charge to the authors. Reports will be considered for publication as they are submitted.

The text of Reports submitted should be in Word or WordPerfect. Illustrations should be in the form of tif files, 600 ppi or greater, sized for reproduction at 2 inches by 2 inches (approximately 5 cm. x 5 cm.), and not embedded in the Word or WordPerfect text document. Because of the double-column format of Research Reports, vertical format (portrait style) illustrations will reproduce better than horizontal format (landscape) illustrations. Illustrations should not contain embedded captions. Any text within the illustrations should be in English. If files are too large to send as e-mail attachments they should be written onto a CD-Rom, DVD or USB 2 flash drive and mailed to:

Monica Barnes, 1 Harborside Place, 426, Jersey City, New Jersey 07311

Alternately, people who wish to submit research reports on-line may contact Monica Barnes about setting up a DropBox file.

## ADVICE TO AUTHORS OF ANDEAN PAST OBITUARIES

We aim to serve several groups of people with the obituaries we publish. First and foremost, our obituaries elucidate the contributions the deceased made to Andean studies. Many readers will be friends, close colleagues, and family members of those being memorialized. We strive to portray our subjects as individuals in social, academic, and intellectual contexts. Finally, because genealogy is increasingly popular, we provide information to help researchers in that field.

*Andean Past* obituaries are generally longer and more detailed than those which appear in newspapers and most other journals. We have published obituaries as long as sixty-four pages, although much shorter tributes are often appropriate, especially in the cases of scholars who died young, or whose work was tangential to the field of Andean studies. If a scholar made important contributions to more than one area of the world, we focus on South America, although other work should be mentioned. Examples of people who worked in more than one geographical area are Edwin Nelson Ferdon and Gordon Willey whose obituaries appear in *Andean Past* 8. *Andean Past* obituaries are not peer-reviewed, although the editors may seek the advice of selected colleagues prior to publication. Persons commissioned to write obituaries may recruit co-authors in consultation with the editors.

Normally the editors of *Andean Past* invite close colleagues or students of the deceased to compose their obituaries. Naturally, these people will have personal points-of-view, and we encourage their expression. However, an obituary is about the deceased, not generally about the relationship he or she had with the writer. While we urge senior scholars to write their own reminiscences such as the one by Gordon R. Willey in *Andean Past* 9, obituary writers must focus on the deceased. For an example of an obituary that reveals personal knowledge while backgrounding the writer, see Monica Barnes' obituary of Gertrude Evelyn Dole published in the *American Anthropologist*, (105[2]:484-486, 2003; available on Monica's Academia.edu page). Writers may be frank, but should also be sensitive to the feelings of readers who may have been deeply attached to the deceased. It is not normally appropriate for a spouse, child, or other close family member of the deceased to write his or her obituary, although family members should be consulted whenever possible.

In exceptional cases we have published reminiscences of writers' relationships with the deceased. For examples see the contributions of Freda Yancy Wolf de Romero, Heather Lechtman, Patricia Netherly, Rolena Adorno, Ana María Lorandi, Victoria Castro, Inga Maria Harman, and Silvia Raquel Palomeque on John Victor Murra in *Andean Past* 9 and of Robert L. Carneiro and William I. Woods on Betty Jane Meggers in *Andean Past* 11.

An *Andean Past* obituary may be the only biography a person will ever have or the only one an individual reader may see. Writers should contribute to the historical record by setting down basic facts about a person's life including birth and death dates, education, major projects, positions, honors, and accomplishments. An interpretative framework is desirable. How does the subject's work fit into archaeology, anthropology, or ethnohistory as a whole? Because biographies have a long shelf-life, *Andean Past* obituaries may appear several years after the deaths of their subjects.

Each *Andean Past* obituary incorporates a full bibliography of works by and about the subject, in so far as possible. These bibliographies include book and film reviews, commentaries, letters to the editor, and articles aimed at a popular audience as well as academic articles and books. If such a bibliography has already been published, that should be noted and a full bibliography in *Andean Past*

may be omitted. It is normally the responsibility of the writer to obtain or construct the bibliography. Other published obituaries, biographies, and autobiographies should be cited. Other works cited in the body of the obituary may be cited as vague references. For instance, it is acceptable to write “in a 1986 issue of the *American Anthropologist* . . .” without giving specific volume, title, and page number. The smooth, effective, and informative use of vague references requires skillful writing.

Each obituary published in *Andean Past* includes at least one photo of the deceased. This may have been taken at any point in the subject’s adult life and may be either a formal or a casual shot, provided it has good photographic qualities. Field or lab photos showing the deceased’s face clearly are encouraged. Sometimes a second photo can be included at the back of the obituary. For an example, see the obituary of Francis A. Riddell in *Andean Past* 7 or that of Edwin Nelson Ferdon in *Andean Past* 8. It is normally the responsibility of the obituary writer to obtain a photograph suitable for publication. Please refrain from using more than two photographs, although obituary writers may send several to the editors and allow them to make the final selection.

Genealogists often consult obituaries in the course of their research. Therefore, *Andean Past* obituaries may include facts not usually part of academic obituaries. These include information on marriages, ancestry, and survivors, as well as burial or cremation information. While religion may be mentioned, writers should keep in mind that *Andean Past* is a secular publication.

Obituary writers are welcome to consult the editors of *Andean Past* as they prepare their drafts.

#### ADVICE TO AUTHORS OF ANDEAN PAST MONOGRAPHS

From time to time *Andean Past* will publish monographs in digital and print-on-demand editions. These are book-length works on a single topic within the scope of *Andean Past*. *Andean Past Monograph* 1 is *Julio C. Tello, Politics, and Peruvian Archaeology 1930-1936* by Richard E. Daggett. *Andean Past Monographs* are subject to editorial review only. That is, they do not count as peer-reviewed publications. For more information on submitting a manuscript for possible publication as an *Andean Past Monograph* please contact the editors.

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