

ACUA Underwater Archaeology Proceedings
Author's Manuscript Checklist

Name: _____ Email: _____

Phone Number: _____ Fax Number: _____

CAREFULLY FOLLOW THESE REQUIREMENTS to insure that your paper is accepted for inclusion for the *ACUA Underwater Archaeology Proceedings*. This checklist is to be used in conjunction with the *ACUA Manuscript Example* and the *Manuscript Preparation and Style Guide*.

MANUSCRIPT PRELIMINARIES

- 1. Single space, full justified except as noted below _____
- 2. Set default tab stop at 0.3 inches for all paragraph indents _____
This is not the same as spaces on the space bar
- 3. Margins set as follows:
 - Left: 1 in or 2.54 cm _____
 - Right: 1 in or 2.54 cm _____
 - Top: 0.748 in or 1.9 cm _____
 - Bottom: 0.748 or 1.9 cm _____
 - Header: 0.5 in or 1.27 cm _____
 - Footer: 0.649 in or 1.27 cm _____
- 4. ONE space after a colon or period at the end of a sentence _____
- 5. Font Times Roman (like this) 12 pt unless otherwise specified _____
- 6. NO page numbers, NO underlines*, NO footnotes/endnotes _____
*Exception: Underlines are used **only** when a ship's name appears in an italicized title:
Ironclad Intruder: USS Monitor.

MANUSCRIPT LAYOUT

- 7. Paper title upper/lower case, flush left, **BOLD**, 14 pt _____
2.5 line space between title and Author's name _____
- 8. Author's name flush left, upper/lower case, 12 pt. _____
Address of author, flush left, upper/lower case immediately below name _____
The address should be all on one line, separated by commas, see manuscript example

- For multiple authors, each author is on separate line _____
2.0 line space between each author/address combination _____

The word "and" is NOT used between authors
Do not used Ph.D. or Dr. or other titles with name

9. Summary of 100 words, single space, full justified, 10 pt (like this) _____
 2.0 line space between author address and first line of summary _____
 3.0 line space between last line of summary and first primary heading in ms. _____
 10. Body of manuscript is two columns, equal width, with spacing set at 0.25" _____
 See manuscript example
 11. Primary headings upper/lower case, flush left, **bold, 12 pt** _____
 1.5 line space between heading and first line of text _____
 2.0 line space between last line of text and next heading _____
 12. Secondary headings italics upper/lower case, flush left, **bold, 12 pt** _____
 First line of text begins immediately below heading _____
 2.0 line space between last line of text and next heading _____
 13. Text full justified, indented paragraphs per tab setup item 2 above _____
 14. Acknowledgments follow text, limited to 100 words _____
 15. Acknowledgments set at single column, see manuscript example _____
 13. Acknowledgments title upper/lower case, flush left, **bold, 12 pt.** _____
 1.5 line space between title and first line of text _____
 2.0 line space between end of manuscript and Acknowledgments title _____
 Text not indented, full justified _____
 14. References follow acknowledgments _____
 15. References title upper/lower case, flush left, **bold, 12 pt.** _____
 1.5 line space between title and first line of text _____
 2.0 line space between end of Acknowledgments and References title _____
 16. References authors' names upper/lowercase, flush left, 12 pt _____
 17. Reference date flush left, below author name _____
 18. Reference information formatted with 0.5 hanging indent, full justified _____
 19. No line spaces between references _____
- ILLUSTRATIONS (LINE DRAWINGS AND PHOTOGRAPHS):**
20. Line art and photographs referred to only as Figures _____
 21. Figure caption title (ie., Figure) _____

- 22. Figure caption upper/lower case followed by period _____
- 23. Maximum number of illustrations **4** _____
- 24. Line art **MUST FIT WITHIN** single or double column widths _____
- 25. No neat lines (i.e. no box) around illustrations _____
- 26. Photographs, graphics, and similar saved at 300 dpi _____
- 27. Images and tables fully embedded in the printed and digital versions _____

MANUSCRIPT PREPARATION REVIEW

- 28. All references cited in text included in reference section _____
- 29. Reference style checked against HA Style guide sections V, VI, VII and Nautical Terminology Style _____
- 30. All figures/tables referenced in text; word Figure/Table in text upper/lower case _____
- 31. Spell check manuscript _____
- 32. **Save as** an MS Word for Windows.**.doc** _____

YOUR PACKAGE MUST INCLUDE:

- 33. Final printed hard copy _____
- 34. Permission to reproduce images letters, as necessary _____
- 35. Original signed Copyright Form on ACUA letterhead
NO photocopies accepted. _____
 Signature, printed name, and name on MS match **exactly**. _____
 Title on form matches title on MS **exactly**. _____
- 36. CD/DVD with your manuscript saved in ONE file as **.doc** _____
 Properly labeled CD/DVD _____
- 37. This checklist _____

**PACKAGE DUE TO EDITOR
BY APRIL 1**