

# Information for Authors for the CAA 2009 Proceedings

If you have any questions about this document, please contact Bernard Frischer (bernard.d.frischer@gmail.com).

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## Forms of Publication

The *Proceedings* will be published in three editions:

- 1) **Print**. All papers submitted by the deadline will be peer reviewed and the top-rated papers will be published in a printed version of the *Proceedings* and not in the PDF edition. The book will contain black and white illustrations, and an accompanying CD-ROM will include color versions of illustrations. The CAA 2009 editorial staff will copyedit these papers.
- 2) **PDF**. All papers not selected by the peer-reviewers for inclusion in the print version will be published in a PDF book to be posted to the CAA 2009 web site. The papers in the PDF book must meet the guidelines of our style sheet and our requirements for proper English. It will include color illustrations. These papers will *not* be copyedited by the CAA 2009 editorial staff.
- 3) **Born-digital**. An on-line version enhanced with digital assets (3D animations, databases, GIS, video, etc.) of a subset of the printed papers will also be published by the History E-Book Project (HEB) of the American Council of Learned Societies (ACLS).

In brief, *none* of the papers in the PDF book will appear in the printed or born-digital publications. *Some* of the papers appearing in the printed edition will also appear in the born-digital publication. *All* of the papers in the born-digital edition will be in the print edition. The text of those papers appearing in both the print and born-digital editions will be the same. The difference between the two publications is simply that the papers in the born-digital edition will have additional digital assets associated with them.

Please note that by submitting your paper for consideration, you implicitly agree to any or all of the above-mentioned forms of publication. This means that, at the discretion of the CAA 2009 editorial board, some papers will appear as PDF only, others as PDF and a print publication, and still others as PDF, print publication, and born-digital publication.

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## Editorial Process

### Print Edition

- 1) Authors submit paper and related digital assets (images, videos, databases, GIS, 3D models, etc.) by the deadline.
- 2) Peer review of all papers begins. The Editorial Board will decide which papers are appropriate for the PDF, print and born-digital versions of the *Proceedings*. Papers that are selected for the print edition will be divided into two categories: accepted as is; and accepted with requested revisions. Authors will be informed of the board's decisions.
- 3) Authors whose papers require revisions will have 30 days to make the required revisions and resubmit their papers to the Editorial Board.
- 4) Next, in order to ensure that the print edition is as consistent as possible with proper English usage and with the style sheet guidelines, the editor of the *Proceedings* will correct accepted papers as appropriate. The editor will also verify that all image files have been received and are correctly sized and formatted. The editor will contact authors for clarifications and corrections as necessary.
- 5) Authors will be given a proof copy of the print edition, so that they have a final chance to check their contributions and make any final adjustments before it is sent to the printer.

### PDF Edition

- 6) The papers selected for the PDF edition will be reviewed by the editorial staff for conformity to good English and the CAA 2009 style sheet guidelines (see below). Accepted papers will not be copyedited. When poor English style or lack of conformity to the style sheet guidelines so dictates, papers will be rejected outright or (if the problems are relatively minor) returned to authors for revision within 30 days.
- 7) The PDF edition will be assembled and published on the CAA 2009 web site.

## Born-digital Edition

- 8) The Editorial Board will decide which of the papers in the print edition are appropriate for the born-digital edition and will contact those authors. The authors will then discuss with the Editorial Board what materials can be included.
- 9) Authors and the editor of the *Proceedings* will generate a list of materials and a plan for submitting the material to the editor. Where necessary, additional copyright permissions will be acquired.
- 10) A draft version of the born-digital edition will be made available to the authors. They will have 30 days to submit comments and corrections.
- 11) The born-digital edition will be published on the born-digital web site ([www.humanitiesebook.org/](http://www.humanitiesebook.org/)).

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## Deadlines

*Note: The perfect will not be the enemy of the good. Deadlines will be strictly observed.*

- May 31, 2009: Deadline for submitting full manuscript and illustrations of papers.
- July 31, 2009: Authors will be notified if their papers are accepted, accepted with revisions, or rejected for the print edition. Those that are not accepted for the print edition will be published in the PDF edition.
- November 15, 2009: Authors whose papers have been accepted for the print edition will be notified if their papers are accepted, accepted with revisions, or rejected for the born-digital edition.

### Print Edition

- November 15, 2009: Deadline for revised papers to be returned to the editor.
- February 15, 2010: Proof copies of the print version of the *Proceedings* will be sent to authors.
- March 15, 2010: Deadline for authors to submit final corrections.

### PDF Edition

- August 31, 2009: Authors of papers selected for the PDF edition will be notified if they need to revise their papers.
- September 30, 2009: Deadline to submit revised papers for the PDF edition to the *Proceedings* editor.
- December 1, 2009: PDF book will be posted on the conference web site.

## **Born-digital Edition**

December 15, 2009: Deadline for generating and final list of materials for the born-digital edition.

May 15, 2010: Draft version of the born-digital edition will be made available to authors for comments and corrections.

June 15, 2010: Deadline for authors to submit final corrections.

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## **Style Guidelines**

### **Files**

These must be uploaded to the CAA 2009 Conftool website ([www.conftool.net/caa2009/index.php](http://www.conftool.net/caa2009/index.php)). The body of the text, footnotes, bibliographies, and author biographies should be in a single .doc, docx, .txt, or .rtf file. All content must be utf-8 encoded. Images must be in .jpg or .tiff files and uploaded in zip format. Please also upload a PDF laid out as you wish to integrate text and figures.

### **Text**

The text should be no more than 25 pages long (including illustrations), single-spaced, 11-point, and use a standard font, such as Arial or Times New Roman. Please set paper size to 8.5"x11" portrait with 1" margins. Please do not indent the beginnings of paragraphs, but insert a space between paragraphs.

Use American numbering and spelling, not British. E.g.,

5,000 instead of 5.000  
color instead of colour

Similarly, use American punctuation. Use double-quotation marks for quotations and single-quotation marks for internal quotations. Place commas and period inside quotations. For example,

“But I told you, ‘yes, we have no bananas,’” the grocer protested. “We have no bananas today.”

Spell out names of centuries (nineteenth century instead of 19<sup>th</sup> century).

Use italics for titles and for non-English words. For example,

*A frisson* ran down my spine at the discovery, but after serious consideration I reluctantly concluded that *Whoa! Get Rich the Keanu Reeves Way* was not the best long-term investment guide.

Use an em-dash (—), not an en-dash (–) or hyphen (-) for parenthetical comments. E.g.,

Suddenly I heard the roar of an expensive engine and looked out the window to see a sky-blue Corvette — the car of my dreams — careening down the gravel drive.

## **Images**

Note that the print version of the *Proceedings* will have black and white images only. The CD-ROM copy of the *Proceedings* can have color versions of the images, but be sure that all of your color images are usable when converted to grayscale.

All images must be at least 300-dpi and either 8-bit grayscale or RGB. Please use either .jpg or .tiff files (note that images for the born-digital edition will need to be .tiff files). Please verify that all images are the correct size. For the print and PDF editions, images must be less than 6" wide and 7" high. For the born-digital edition, they should be no more than 750x750 pixels (although exceptions can be made for detailed or large-scale images).

## **Digital assets for the born-digital edition**

*Images:* All images must be high-resolution 300-600 dpi .tiff files, image quality: high, and either RGB or 8-bit grayscale. In general, they should be no more than 750x750 pixels in size.

*Audio/Video:* We will accept videos of up to 3 minutes in length in QuickTime .mov format. Audio clips in several standard formats may be included (e.g., .mp3 and .mov). HEB recommends that the file size on individual clips be kept to 20 MB and under to minimize download times (longer clips may need to be broken down into several subcomponents prior to submission). Dimensions for video should ideally be 320 X 240 pixels to match the default pop-up window in which clips will be displayed, but can be larger if required.

*Flash Animation:* Authors should consult the editor on a case-by-case basis.

*GIS:* Authors should consult the editor on a case-by-case basis.

*Database:* Authors should consult the editor on a case-by-case basis.

*3D Models:* We will not publish 3D models per se. You should submit them either as QuickTime object movies (suitable for a static artifact such as a statue or vase) or as a fly-through animation in QuickTime .mov format. See guidelines for audio/video, above.

## **Citations**

For citation formatting, see

<[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)>. Note that you want to follow the humanities style (N).

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## Copyright Release Form

All authors must sign and submit a copyright release form. This includes co-authors. The form will be available on-line and should be printed, signed, and mailed to Bernard Frischer at:

Bernard Frischer  
130 Terrell Road East  
Charlottesville, Virginia  
USA 22901

The signed form can also be scanned and emailed to Bernard Frischer at:

[bernard.d.frischer@gmail.com](mailto:bernard.d.frischer@gmail.com)