

Ñawpa Pacha – Style Guide

Please submit one hard copy and one electronic copy of everything, including figures (see instructions below). Text should be submitted in Word, using a Times 12-point font. Everything, including bibliography and notes, should be double-spaced. Figures should be at a resolution of 300-600 dpi, in jpg format.

Parts of the manuscript:

Title – CAPS, centered

Author(s) – include contact information for footnote

English abstract, 100 words (150 words, more inclusive, if paper is in Spanish)

Spanish abstract, 100 words (150 words, more inclusive, if paper is in English)

Text (see headings style, below)

Leave at least 1” margins on all sides; double-space all

Please do not right-justify the text

Acknowledgments (secondary heading)

Notes (secondary heading)

References Cited (primary heading)

Be sure to double-space!

Spell out author first names

Tables – put each in a separate file, named “[your name] Table 1”, etc.

Number tables consecutively

Title at the top

Figure captions (separate file; do not include on figures)

Figures (submit hard copy, plus jpg @ 300 dpi)

Color OK if crucial, otherwise B/W

No captions on figures (these get type-set separately)

For labels use a sans serif font such as Helvetica Neue

Put each in a separate file, named “[your name] Figure 1”, etc.

Note: Figures will be placed within the text, rather than at the end of the article, so keep in mind that the final width after reduction will be 3-3/8” (one column wide), 7” (2 columns wide), or 9” (landscape, full page turned sideways).

Heading style:

Primary	CAPS, centered, bold 2 blank lines above, 1 below
Secondary	Title Case, flush left, bold 1 blank line above, 1 below
Tertiary	Title Case, indented, bold, followed by period. Text follows on same line. 1 blank line above

In-text citations/call-outs:

References – use *American Antiquity* style: (Author year: pages)
Figures, Tables – in parentheses, spell out “Figure” or “Table”

Bibliography:

Generally follow *American Antiquity* style.
When in doubt, consult the most recent issue of *Ñawpa Pacha*.

INSTRUCTIONS FOR ELECTRONIC SUBMISSION:

Please create files for:

- 1) Text of the paper, plus abstracts, bibliography, etc. Multiple text files are OK if files are clearly named. Do not send text as a pdf file.
- 2) Figures, each in a separate file; we prefer jpg files, but pdf files are OK for initial submission.
- 3) Tables, each in a separate file; please use Word tables, not Excel.
- 4) Figure captions.

Naming the files (IMPORTANT):

Please include **your name** in the file name. For example: “Protzen text.doc”, “Protzen Figure 1.jpg”, “Protzen Table 1.doc”.

INSTRUCTIONS FOR HARD COPY SUBMISSION:

Hard copies do not have to be fancy; figures can be printed on normal paper. We just use these to check the electronic files, and to copy for reviewers who do not accept digital manuscripts.