The Minnesota Archaeologist Style Guide

Finalized December 2020, approved by the MAS Board January 2021

Danielle Kiesow
Lead Editor, *The Minnesota Archaeologist*

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This style guide provides information for authors necessary for successful publication in The Minnesota Archaeologist. *Authors must refer to this guide and ensure their first drafts comply with all stylistic requirements before submitting their drafts for review. It is in the author's best interest to review this document before inquiring about specific submission policies or article formatting. Style guide questions not answered in this document may be sent to editor@mnarchsociety.org.*

Editorial Policy

The Minnesota Archaeologist is a regional journal that publishes an average of one volume a year. Volumes are published annually in September with the help of the Minnesota Archaeological Society (MAS) Publication Team. The Publication Team includes the Lead Editor, Associate Editor (when filled), Guest Editors (for Special Publications and Thematic Volumes, when filled), Peer Reviewers (volunteers from MAS membership), Technical Editors, the InDesign Formatting Team, Members at Large, and the MAS Board Primary Point of Contact. We encourage authors to submit any archaeological article related to Minnesota or the Upper Midwest whether they are professional archaeologists, students, avocational archaeologists, para-professional archaeologists, or archaeological fieldwork or lab volunteers.

Publication Types

The Minnesota Archaeologist has three types of publications available:

Annual Volumes. Volumes are published annually in September to further promote and celebrate Minnesota Archaeology Month. Articles in these volumes discuss a wide range of topics and subject matter published by various individuals. This is the most common volume published and is sent to all MAS members and numerous libraries.

Thematic Volumes. Thematic Volumes are published annually in September, and serve as Annual Volumes, but all articles are centered around a specific topic or subject. Often, Thematic Volumes are edited by a Guest Editor. These volumes may adhere to separate word, figure, and table limits. For Thematic Volumes to be published by *The Minnesota Archaeologist*, the Guest Editor(s) must submit a Thematic Volume proposal that includes a draft Table of Contents with all Guest Editors, authors, and article titles listed. Thematic Volume proposals may be submitted at any time to discuss the next available publication year with *The Minnesota Archaeologist* Lead Editor. Thematic Volumes may not be publishable until one year or more after the Lead Editor receives the Thematic Volume proposal based upon articles already in review for Annual Volumes. Once the Thematic Volume is approved and scheduled for publication, article draft edits are conducted by Guest Editors at their convenience. All final drafts associated with the Thematic Volume must be submitted to *The Minnesota Archaeologist* by May 13 of the proposed publishing year. Ensuing formatting and technical editing deadlines follow the regular Annual Volume deadlines.

Special Publications. Special Publications are rarely published and are published separately from Annual and Thematic Volumes. *The Red Pipestone Quarry of Minnesota: Archaeological and Historical Reports*, 2nd edition, is one such example of a Special Publication that MAS has published in the past. All Special Publication inquiries should be sent to the President of the Minnesota Archaeological Society and

the Lead Editor of *The Minnesota Archaeologist*. Special Publications are largely dependent upon available funds or may supported through specific grants or donations.

Word Counts and Limits

For journal publication to run smoothly, word, figure, and table count limits are in place for all articles that are not part of a Special Issue or Thematic Volume.

Word Count Limits. Abstracts should be no more than 200 words, in two paragraphs or less. Limit the article to no more than 10,000 words, including Title, Abstract, Body Text, and References Cited. Articles greater than 10,000 words may be considered for Special Publications or Thematic Volumes but note these publications may be dependent upon available funds. Individuals requesting a Special Publication for their own solitary work may be asked to contribute to publication funds.

Figure Count Limits. Limit figures to no more than 10 for articles that are not driven by spatial data. For zooarchaeological or GIS/spatial data-related articles, limit figures to no more than 15, keeping in mind that the editor may ask to cut figures if the article features maximum word counts (9,000-10,000 words) and maximum number of tables, as space within volumes is at a premium.

 Our publisher only allows 10 separate color inserts per volume. Please default to having black and white figures unless full color is needed for readers to see important data or information within the figure that would otherwise be lost. If more than one color figure is needed, please try to "group" color figures together as much as possible. For example, if there are color figures in both the introduction and conclusions sections, that will require at least two separate color inserts.

Table Limits. Limit tables to no more than 5 for articles that are not driven by tabular data. For zooarchaeological or other tabular-heavy articles, limit tables to no more than 10, keeping in mind that the editor may ask to cut tables if the article features maximum word counts (9,000-10,000 words) and maximum number of figures, as space within volumes is at a premium.

 While data transparency is always welcome, the editor may decline to publish complete dataset tables dependent upon various factors (total volume page count, necessity of dataset inclusion), and may suggest an alternate media form (CD-ROM, FTP site) if submitting the complete dataset is necessary.

Submissions Guidelines

Author Responsibilities. To offer an article for consideration, please send an outline of the article and your contact information to editor@mnarchsociety.org. If the article is accepted, please review this style guide and format the article accordingly before submitting. The Lead Editor may reject the article for review until the author completes formatting their article.

Submission Deadlines. The deadline to submit first drafts for the ensuing publication is October 26. First drafts submitted after this date will be rolled over to the next available publication. Table 1 shows all deadlines related to journal volume publication.

 Note: Authors will receive one courtesy reminder email one week prior to their respective deadlines. If authors are unable to meet the required deadlines, drafts may not be ready in time for the final publication and may be rolled over to the next available publication.

Table 1. Deadlines for Annual Volume publication. Authors are responsible for complying with bolded deadlines.[1]

Month	Action	Action Length	Action Deadline
October	First draft submission	---	**October 26th**
December	First draft edits sent to authors	8 weeks	December 21st
January	Second draft submission	4 weeks	**January 22nd**
February	Second draft edits sent to authors	4 weeks	February 19th
March	Third draft submission	4 weeks	**March 18th**
April	Third draft edits sent to authors	4 weeks	April 15th
May	Fourth draft submission	4 weeks	**May 13th**
June	Clean up articles for finalization	4 weeks	June 10th
July	Technical Review	3.5 weeks	July 3rd
July	All article drafts finalized, formatted in InDesign	3 weeks	July 24th
August	Author sign-off on final InDesign formatting	1 week	**August 8th**
August	Finalized volume sent to printers for publication	1 week	August 15th
September	Finalized volume received from printers and shipped to membership	3 weeks	September 5th

Photographs of Human Remains. Human remains and their likeness in photography are sensitive information to Indigenous Nations and to the broader MAS readership. Photographs of human remains are discouraged. Sketch drawings of human remains are acceptable. Approval for the publication of human remains will be based on the scientific merit of the article and may require approval from descendent communities.

Review

Lead Editor's Responsibilities. The Lead Editor reads all article drafts for grammar, punctuation, flow, and formatting. The Lead Editor collaborates with the Associate Editor and Guest Editor(s), when applicable, and collaborates with the Publication Team to publish each journal volume. The Lead Editor works directly with authors throughout the review process. Peer Reviewers communicate directly with the Lead Editor during the review process, and likewise the Lead Editor ensures Peer Reviewers are submitting their comments in a timely matter.

Guest Editor's Responsibilities. Guest Editors are for Special or Thematic Volumes. Guest Editors fulfill the Lead Editor and Associate Editor roles and will often have institutional knowledge or expertise in the subject matter of the articles within the Special or Thematic Volumes. Guest Editors are responsible for contacting potential authors, inviting their submissions and providing each author with a copy of this Style Guide. Approach the Lead Editor with a complete list of committed authors, article titles, and article abstracts for volume approval. Guest Editors will work with the Publication Team to find Peer Reviewers for articles if Guest Editors do not already have Peer Reviewers slated for their volume. In this instance, the Lead Editor will take a more Technical Editor role and be available to answer formatting and style questions. The Lead Editor will be a liaison for the Guest Editor, the Publication Team, and the Publisher.

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[1] Please note that while tables are within the body text for this style guide, tables for an article must be submitted separately in a Microsoft Excel document for easier incorporation into final publication formatting.

Peer Reviewers' Responsibilities. The peer review process for *The Minnesota Archaeologist* will be informal by larger academic publication standards but will still provide useful feedback and subject matter guidance for the authors. Peer Reviewers look at the big-picture subject matter of the articles and should be less concerned with formatting and grammar details. Two Peer Reviewers are used during the review process; a third Peer Reviewer may be required for complex papers. It is highly encouraged to have one Peer Reviewer be an archaeological professional and a subject-matter expert for the specific article under review, and the second Peer Reviewer to be an avocational archaeologist or a non-archaeologist, to align with MAS's public-oriented message.

Technical Editing. Once the Lead Editor or Guest Editor completes final review and the author has submitted the final draft, *The Minnesota Archaeologist* Technical Editing Team receives the final draft to conduct a final review of grammar and punctuation minutiae. The Technical Editing Team additionally reviews the References Cited and in-text citations to confirm in-text citations are reflected in the References Cited and vice versa. The Lead Editor will forward the finished technical edited draft for the Author to review and make any changes, if necessary.

Final Digital Copy. After technical editing, the article is formatted into the publication template. Authors will have one final review of the formatted digital copy before the volume is published. This gives authors one last chance to make any minor adjustments or correct any errors that may have resulted from inserting the article into the publication template. Major changes to the text are not accepted at this time.

Sections of the Manuscript

This style guide is formatted identically to how submissions should be formatted. Use the Word Document file version available on the MAS website as a template, if possible.

Title

Article titles are flush left, size 14 pt., Times New Roman font. Please be concise and do not exceed two lines of text.

Below the title, include the author name(s) flush left, size 11 pt., Times New Roman font. Affiliations are optional; include affiliations below author names.

Abstract

Abstracts follow the title and author names. Abstracts should be in italics, size 11 pt., Times New Roman font, and can be no longer than 200 words. Authors may be asked to cut sentences in their abstract or to reformat their abstract if it is longer than two paragraphs. There should be one blank space above and below the abstract.

Abstracts should not function as an introduction to the article. Abstracts are a summary of the article's factual contents and conclusions. Abstracts should also emphasize the article's relevance to Minnesota archaeology or the discipline. Abstracts should be in the present tense. Avoid phrases such as "This article will attempt to…" or vague statements like "Implications will be discussed." Instead, rephrase these sentences as statements of conclusions: "This article suggests…"

Body Text

The body text is aligned left, size 11 pt., Times New Roman font with 1" margins on all sides of the page. The first paragraph of a section is not indented; ensuing paragraphs are indented 1/4". Authors can change the default 1/2" indentation in Microsoft Word by going to the top of the screen to the Paragraph Settings,

then clicking on the Expand button in the bottom-right corner, click on the Tabs button in the Indents and Spacing window of the pop-up, then change the Default Tab Stops to 1/4". If authors are unable to do this, they can either use this document as a template for their article, or the Publication Team will do this for them during review.

Note that there is only one space after periods in the body text. Double-spaces after a period only occur in Tertiary Headings (including Notes and Acknowledgments) to distinguish the heading from the rest of the body paragraph, and after the Table and Figure number in the captions.

Notes

Notes are at the end of the article before the References Cited section. Authors do not need to have a notes section. Alternatively, if authors have multiple, unrelated notes, they may incorporate footnotes into their article; this process is further discussed in the following Manuscript Elements section. Keep the Notes section to one paragraph, with one blank space above and below. The section is in Times New Roman font, size 10 pt. and should start with "Notes" in bold with a period, and two spaces following, like so:

Notes. Make sure that the Notes section is before the Acknowledgments section.

Data Management Statement

The Data Management Statement is an optional section to include in lieu of a Notes section if the author so chooses. Format this section like the Notes section: keep this section to one paragraph, with one blank space above and below. The section is in Times New Roman font, size 10 pt. and should start with "Data Management Statement" in bold with a period, and two spaces following:

Data Management Statement. Include how and where data may be housed, and any guidelines or parameters followed.

Acknowledgments

Acknowledgments are at the end of the article after the Notes section (if used) and before the References Cited section. Authors do not need to have an Acknowledgments section if they so choose but bear in mind that authors should include this section to list any funding organizations or permitting agencies. The section is in Times New Roman font, size 10 pt. and should start with "Acknowledgments" in bold with a period, and two spaces following, like so:

Acknowledgments. There may be more than one paragraph of acknowledgments, but please limit acknowledgments to no more than two paragraphs. Be aware that the Acknowledgments section is included in the article's total word count.

References Cited

The References Cited section is the last section of the article, and its formatting is highly regimented. The end of this style guide provides examples for how to cite references – authors *must* reference this guide in order to successfully format references. Formatting References Cited takes a lot of time, and if it is apparent that authors did not reference this style guide to format references before submitting the article, the Editor will not do the work for them, and will rather refer authors back to this style guide. The Editor will correct minor typos, and can help identify how references should be formatted (such as the difference between a book written by a single author versus a chapter in an edited book or monograph), but the bulk of the References Cited formatting should be done by the author.

Manuscript Elements

Headings

There are three types of headings authors can use for organizing the article: Primary, Secondary, and Tertiary. All three of these headings are exemplified in this Style Guide. Note that all headings use title capitalization. Primary headings are centered and bolded, with one blank space above and below the heading. Secondary headings are flush-left and italicized, with one blank space above and below the heading. Tertiary headings are flush left, bolded, with one blank space above the heading. Tertiary headings end with a bolded period, then two spaces after the period separate the heading from the ensuing paragraph. Examples of this can be seen in the above Editorial Policy section, and further below in this section.

Table 2. Different headings and their formatting.

Heading	Font	Size	Style	Aligned	Blank Space Above	Blank Space Below	Within Paragraph
Primary	Times New Roman	11 pt.	Bold	Center	Yes	Yes	No
Secondary	Times New Roman	11 pt.	Italics	Left	Yes	Yes	No
Tertiary	Times New Roman	11 pt.	Bold	Left	Yes	No	Yes

Numbers and Dates

- All numbers above nine should be expressed in Arabic numerals. Spell out numbers zero through nine. The exception to this rule is if numbers are within tables or figures.
- Use commas to indicate places in Arabic numerals (5,000, 10,000, and 1,000,000). This is the same when using general years (5,000 years, 10,000 years).
- Spell out a number if it begins a sentence (Seventy-two years ago) and numbers that are used in a general sense in the text (several hundred sherds).
- Ordinal numbers are always spelled out in text (eighteenth century, fiftieth percentile). Do not spell out ordinal numbers in References Cited to indicate annual meetings (54th Annual Meeting of the Society for American Archaeology).
- Do not use capitals when designating a century (fifteenth century).
- Use leading zeros in text and tables when appropriate (0.18 g)
- Use scientific notation when more than three zeros are needed as placeholders to the right of a decimal point (3.1×10^{-4}).
- Dates should be written out as month, day, year (October 26, 2022).
- Do not include an apostrophe when discussing decades (1970s, not 1970's).
- For a span of historical years, type the whole year (1900-1905, not 1900-5 or 1900-05).
- The official site number should be included with the first reference to a site name in the body text and in all figure and table captions where the site is discussed.
  - Use the full Smithsonian Trinomial System site numbers (21CK6). Do not use hyphens between components of the trinomial, and only use capital letters for county designation. Leading zeros (21CK0006) are not necessary and should be removed to help with readability.
  - For Canadian sites, use the Borden System site numbers (DkPj-1).

Metric Measurements

All measurements (distance, area, volume, weight) should be expressed in the metric system, with three exceptions:

- Exception 1: If reporting an older excavation conducted in the English system, use the English system equivalents with metric units in parentheses.
- Exception 2: Acres (as opposed to hectares) is an acceptable use of the English system when discussing total site area, due to widespread usage within the discipline in this context.
- Exception 3: Feet above mean sea level (as opposed to meters amsl) is an acceptable use of the English system due to widespread usage within the discipline in this context.

Other measurement formatting to keep in mind:

- All units are abbreviated without periods: 20 cm, 5 m, 4 km, 4 m^2, 3 L, 9 mL
- Leave a space between the number and the abbreviation.
- All measurements should be expressed with Arabic numerals and abbreviated except when they are used generally (several kilometers), appear at the beginning of a sentence, or fit one of the exceptions discussed in the Numbers and Dates section above.

Mathematical and Statistical Formulas and Results

- Include one blank space above and below displayed equations and center the text.
- There should be one space between all elements of the equation or formula (2×2; $p < 0.5$). This includes = and ± and ≠ signs, as well as all other mathematical signs.
- Do not cut and paste equations as a graphic.
- Letters that represent mathematical variables should be italicized.
- Do not use Arabic letters when a Greek letter is intended: do not use "x" when χ is intended, or "B" for β.
- Use *p* (for probability), *s* (for sample standard deviation), σ (for population standard deviation), μ (for population mean), χ^2 (for Chi-squared).
- Use leading zeros (0.05) in text, figures, and tables.

Radiometric Ages and Dates

- Do not include periods in era designations: AD, BC, BP, etc.
- BC and BP follow the years (10,000 BP, 2355 BC); AD precedes the years when in Arabic numerals (AD 1945), but not for ordinal numbers (nineteenth century AD).
- Uncalibrated radiocarbon ages must be expressed as radiocarbon years BP; do not convert to radiocarbon years to AD or BC.
- Uncalibrated radiocarbon ages must include the sample identification number given by the laboratory (Beta-982375).
- State the material type that was dated (wood, charcoal, corncob, etc.) and state if the data was corrected for isotopic fractionation.
- Calibrated dates must be identified as such, using "cal AD," "cal BC," or "cal BP."
- Identify the type of calibration used (such as IntCal 2013).
- If there are multiple calibrated dates included in the draft, compile them into a table.
- Radiocarbon ages with four or more digits do not have a comma (3249 cal BC).
- The atomic weight of an isotope is indicated as a superscript preceding the atomic symbol. Use ^{14}C, not C-14 or C^{14}.

Quotations

When quoting material, any [brackets] in the original text should be formatted as (parentheses). Save all brackets within quoted material for comments from the current author. Ellipses are not necessary. Page numbers *must* be included in all direct quotation citations.

Quotations Three Typed Lines or Less. Cite the author, year of publication, and page number(s) in parentheses, such as "Expedient bone tools such as these are most often made from spiral-fracture bone" (Koski 2020:127). Note that the period comes after the citation, and the entire quotation is in parentheses.

Quotations Four Typed Lines or More. Quotations longer than three lines of typed text, or "block quotes," need to be set apart from the rest of the article with one blank space above and below the block quote. The block quote is indented 1/4" for the entire paragraph. Do not use quotation marks. Since block quotes use significant amount of space in the volume, limit block quotes to no more than two per article. See this example:

> The quotation starts here with a 1/4" indentation and no quotation marks. No quotation marks are necessary because the block quote is already distinguished from the rest of the text. Notice that all ensuing lines in the block quote adhere to the 1/4" indentation on the left, but there is no additional indentation to the right of the block quote. Keep block quotes to a minimum, as it uses valuable space in the journal, and often authors can easily summarize main points in their own words using a simple in-text citation. Use a period at the end of the last sentence, and then use brackets to cite the source. Include the page number. Do not include a period after the bracketed citation. [Kiesow 2020:10]

Do not indent the ensuing paragraph.

Footnotes

Footnotes can be a useful tool to use when wanting to add additional relevant tidbits of information without waiting for the Notes section. Use footnotes sparingly, if at all, keeping in mind to keep footnotes short so most of the published page is dedicated to the body text, tables, and figures.

To insert a Footnote using Microsoft Word, click on the References button on the top ribbon, then click on Insert Footnote.[2] Note that the superscripted number occurs after the period, and will occur after all punctuation marks except when using a dash[3] - the superscripted number occurs before a dash, as shown. Contact the Lead Editor for further troubleshooting.

Page Numbers

Page numbers are not necessary, as they will ultimately be removed when integrating the article to final volume formatting.

Citing Article Figures and Tables

Figures and tables can be cited right in the text: "Figure 5 shows that…" Additionally, cite figures and tables in parentheses: "The site is in southwestern Carver County (Fig. 1)." Note that the abbreviation "Fig." or "Figs." should be used when citing a figure in parentheses, but not when the figure is mentioned organically in the sentence. There are no abbreviations for Table.

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[2] The Insert Footnote tool automatically creates a superscript number where the cursor is located and automatically creates the footnote section at the bottom of the page.
[3] The Insert Footnote tool will also number footnotes sequentially.

- When citing a figure and a table in the article, separate by comma (Fig. 7, Table 1)
- When citing more than one figure (Figs. 1-4) or (Figs. 3, 6)
- When citing more than one table (Tables 1-3) or (Tables 1, 4)

Submitting Figures and Captions

Submit figures in one or more of the acceptable formats listed below in a .zip folder. Label figures with identifying characteristics: initials of first author, figure number, and notate if the figure should be in color or in black and white, like "DK Fig 1 color.jpg" or "DK Fig 2 black and white.tif." Do not label the figure with the entire caption, as the file name length may restrict how it can be saved for use by the Lead Editor, Peer Reviewers, and the Formatting Team.

Acceptable Formats and Resolutions. Acceptable formats for submitting figures include .jpg, .png, .tif, or .bmp. Figure resolutions should be no less than 300 dots per inch (dpi) at 100 percent (full size as printed).

Color Figures. Color figures must be limited to figures that need color to retain data or information that would otherwise be lost to the reader. If multiple color figures are needed, please "group" the color figures together in the same section of the article so only one color insert (either one page or multiple pages) will be needed for publication.

Captions. Captions should be written in a Microsoft Word document separate from the article document. Caption formatting should have the "Figure #." in bold, with two spaces following the period. Captions are sentence capitalized. Keep captions to no more than two lines unless necessary. If captions are longer, the Editor may suggest moving those sentences into the main body text. Examples are below:

Figure 1. Location of site 21XX1.

Figure 2. Historic photograph taken in 1920 with the schoolhouse in the foreground (MNHS 2020).

Authors must cite figures or photographs that they did not create. These citations should also be in the References Cited section.

Submitting Tables and Captions

Submit tables in a single Microsoft Excel document, where each table is on its own sheet. Label the Microsoft Excel document with key identifiers, like "Lead Author Last Name Tables First Draft.xls." Text should be in Times New Roman font, size 11 pt. Note that larger tables (10 columns wide) will have to be placed sideways on the page. Larger tables may also be in a reduced font. Tables may have to be split into multiple smaller tables if they become too unwieldly.

Captions. Above each table, dedicate one row to the caption. "Table #." should be in bold, with two spaces proceeding the period. Captions are sentence capitalized. Examples are below:

Table 1. Ceramic sherd counts by type.

Table 2. Sites analyzed in this study by county and time period.

Data must be cited if they are from a different source. These citations should also be in the References Cited section.

Grammar, Punctuation, and Abbreviations

The Minnesota Archaeologist follows guidance from The Society for American Archaeology, The Society for Historical Archaeology, and, more broadly, the Chicago Manual of Style.

Spelling

- Use American English spellings except in quotations or references and in referring to an institution, or anywhere else when the original spelling must be preserved.
- For cultural terms, use *period*, *phase*, *culture complex* or *cultural complex*, *focus*, and *point*; but use *Culture*, *Composite*, *Complex*, *Series*, *Ware* and *Tradition* with cultural names.

A greater list of acceptable formatting for other acronyms, cultural terms, general terms, geological terms, and raw materials are listed at the very end of this style guide for reference.

Italics

- Words in languages other than the primary language in which the draft is written are italicized consistently throughout the draft, with some exceptions (commonly used words such as et al. and in situ).
- Generic, specific, and varietal names are italicized (*Homo sapiens sapiens*, *Rattus* sp.). All other taxonomic designations are not italicized.
- Titles of books, journals, and other literary works are italicized when mentioned in the text. Article titles are not in italics and are instead put in quotation marks.
- Letters representing mathematical variables are italicized.
- Do not use italics when defining terms; use "quotations" instead.

Capitalization

- Directional, topographical, and general geographic terms are in lowercase unless they are derived from proper names of political, ethnic, or taxonomic entities.
- Capitalize taxonomic names of generic and higher rank.
- Names of mountains and rivers are capitalized, along with generic terms (lake, mountain, river, valley) when used as part of a name. When a generic term is used descriptively rather than as part of the name or when used alone, it is lowercased.

An exhaustive list of acceptable formatting for abbreviations, cultural terms, general terms, geological terms, and raw materials are listed at the very end of this style guide for reference.

Hyphenation

- Do not hyphenate adjectives formed with measurement numbers (20 mile hike).
- Hyphenate "-like" words for proper nouns and words with more than three syllables (Alberta-like), but do not hyphenate everything else (chertlike).
- Hyphenate non-ly adverbs (more, little, best, long) with adjectives or participles when they are before nouns ("best-loved person" versus "person best loved for their cooking"). There are three exceptions to this rule:
  - Exception 1: Do not hyphenate non-ly words if another descriptor is included ("very best loved person").

- Exception 2: "High" and "low" compound adjectives should be hyphenated after the noun as well ("the microscope is high-powered").
- Exception 3: Do not hyphenate if the adjective or participle modifies a proper noun or a noun phrase ("late Pleistocene era river," "early Middle Archaic period point").

Abbreviations and Acronyms

A list of commonly used abbreviations is at the very end of this style guide for reference.

- Do not use abbreviations in the text, nor in the table and figure titles (such as % and &). These abbreviations are okay in parentheses or within tabular matter.
- Do not use "&" for in-text citations (Smith and Johnson 1999) *not* (Smith & Johnson 1999).
- It is okay to start a sentence with an acronym if it is clear and has been previously spelled out at least one time prior to that sentence.

Contractions, Serial Commas, and other Commas

- Do not use contractions throughout the submitted documents.
- Serial commas should always be used, including in reference citations that have three or more authors.
- Use a comma after introductory phrases in a sentence ("Additionally, there are also…" or "Back in 1975, the site excavators…").

Draft Documents: Submittal Formatting and Checklist

Below is a checklist for authors to use when submitting their articles:

- Article
  - Microsoft Word document
  - File name should have key identifiers: "Last Name Article First Draft.docx"
  - 10,000 word limit
- Figures
  - .jpg, .png, .tif, or .bmp
  - 300 dpi resolution minimum
  - File names should be "Fig # color.jpg" or "Fig # black and white.jpg"
  - Submit all figures in a .zip folder labeled with key identifiers: "Initials Figures First Draft.zip"
  - 10-15 figure limit
  - Black and white figures are a default, unless loss of color negatively affects the reader's understanding of the image.
- Figure captions
  - Microsoft Word document
  - File name should have key identifiers: "Last Name Figure Captions First Draft.docx"
- Tables and captions
  - Microsoft Excel document
  - File name should have key identifiers: "Last Name Tables First Draft.xlsx"
  - Each table is on its own sheet within the document
  - 5-10 table limit

In-text Citations

In-text citations may be incorporated within the sentence, or added at the end of the sentence, or sentence phrase, in parentheses. When citations are incorporated within the sentence, parentheses may or may not be needed. Examples include: "Johnson's 1990 article discusses this…" or "Johnson's (1990) article discusses this…" When the sentences incorporate only the author, the publication year must immediately follow in parentheses like the second example above. Most often, citations will be listed within parentheses at the end of the sentence. The citation must precede the period. Do not include additional words or textual elements (see, e.g., ibid., etc., i.e.).

Below are examples of how to format in-text citations based on reference type.

Simple Citation

A simple citation is when there is just one author associated with the reference. Include the author's last name and the publication year in parentheses with no punctuation in between, such as:

(Johnson 2009)

Two Authors

Do not use an ampersand (&) between the author last names. Include the last names of both authors and the publication year:

(Adams and Johnson 1997)

Three or More Authors

For three or more authors, include the first name only, followed by "et al." and the publication year:

(Washington et al. 2014)

Other options to include in-text citations for three or more authors include "Washington and colleagues (2014) say…" or "Washington et al. (2014) stipulate…" Note that all authors associated with the reference must be included in the citation entry in the References Cited section.

Several Authors Cited in One Place, or Several References by Same Author

When a sentence incorporates data or conclusions from multiple citations, all the citations must be referenced at the end of the sentence in parentheses. The citation order is at the discretion of the author. Examples of orders are alphabetical, oldest to newest, newest to oldest, the order in which the data is discussed in the sentence, or no discernable pattern.

Multiple authors cited at the end of a sentence should be separated by semicolons:

(Adams 2010; Edwards 1995; Johnson 2017; Smith 2019)

If a sentence cites multiple citations from a singular author, the author's last name is stated once followed by the earliest publication year to the most recent, with each publication year separated by a comma:

(de Villefort 1884; Harrison 1990, 1993, 2007, 2018; Iverson 2008)

Also note that de Villefort is alphabetically listed in the References Cited section under "D."

Two or More References by Same Author or Authors in Same Year

If an author has two or more references published in the same year, the years receive a letter designation:

(Kellerman 2014a, 2014b)

Designate the letters based upon when the citation or the citation's data is first referenced in the text.

Two Authors, Same Last Name, Same Year Published

This is the only instance where first names are referenced within in-text citations. Add the first initial in addition to the last name of the authors to prevent confusion:

(M. Matthews 2003; J. Matthews 2003)

Two Authors, Same Last Name, Different Years Published

If two authors have the same last name but publish in different years, treat them as regular citations. The years will distinguish the authors in the References Cited section.

(Peterson 1984; Peterson 2004).

Government Agency, Company, or Similar Entity as Author

Use the full name of the agency or company. If the agency or company will be cited more than once, add the agency's common acronym in brackets in the first instance of the citation, and then use the acronym for ensuing citations.

(National Park Service [NPS] 2009) or (United States Department of Agriculture, Soil Conservation Service [USDA, SCS] 2003)

Citation with Pages, Figures, or Table Specified

When citing a reference with a specific page number, figure, or table, add a colon after the year with no spaces in between, as such:
- (Adams 1990:60) or (Adams 1990:60-70) or (Adams 1990:60, 65)
- (Larson 2009:Fig. 2) or (Larson 2009:Figs. 2-4) or (Larson 2009:Figs. 4, 6)
- (Miller 2014:Table 2) or (Miller 2014:Tables 4-6) or (Miller 2014:Tables 4, 7)
- (Smith 2010:Fig. 2, Table 5)

As shown, use "Fig." or "Figs." instead of "Figure" within parentheses. When citing a figure or a table, it is not necessary to include the page number in the citation.

Multivolume Set

The volume number used in the reference must be included in the citation in brackets with no space between the publication year and the volume number. Format the volume number in Arabic or Roman numerals dependent on how the volume number is formatted within the set. The publication year may be

one single year, or a range of years depending upon when the volumes were published. Add a colon with the page numbers of the specific volume cited, with no spaces.

(Davidson 1999-2004[2]:5-10, [5]:20-40) or (Nelson 1980[5]:10-20)

Forthcoming Book or Article in Journal Issue in Press

Use the publication year slated for the forthcoming citation and format the citation like any other citation. Only use forthcoming citations when they are nearing completion, as it is always possible in the writing and publishing world for publications to be pushed back, sometimes indefinitely. Without the commitment of a publication year, this is otherwise an unpublished manuscript.

For citations that are unpublished and are not currently in press, use the year the work was created as a simple citation (and then format the reference in References Cited as an unpublished manuscript), or cite the work as a personal communication (explained below). Either way, limit the number of unpublished citations that are not accessible to the general public.

No Author Specified

If no singular author is specified, cite the group or the agency issuing the report. Follow the same citation guidelines as the government agency or company citation style listed above.

(St. Croix River Association 2020)

Primary-source Materials

Cite primary-source or archival documents using the last name of the document's author, if there is one:

(McGuinness 1788)

If there is no author, cite the title of the document: (McKinley School Primary 1823).

Earlier Edition Specified

If there are decades between the original publication and the reprinted edition and it is important to notate both dates, include the original publication year in brackets following the publication year of the reprinted edition. The original publication year should also be included in the References Cited section. If page numbers are included, use the page number of the reprinted edition that is being used.

(Waters 2007[1910]:46)

Newspapers

Newspaper articles should be cited with an author, or the title of the newspaper (in italics) if there is no author. Include the year and page number, if available.

(*Star Tribune* 1887:4) or (Harrison 2007:16)

Personal Communication, No Publication Involved

Personal communication citations are the only citations that are not additionally listed in the References Cited section. Use these citations sparingly, and always opt to use published material when it is available.

For these citations, have the person's first and last name followed by a comma, then "personal communication" and then the year:

(John Adams, personal communication 2020)

Web Pages and Electronic Documents

Web page and electronic document in-text citation formatting does not differ from the single author or agency citations.

Social Media

Social media citations may be useful when writing an article about community archaeology or outreach. Cite the last name and the year following by a comma, and then the social media platform.

(Anderson 2018, Twitter) or (MacIssac 2020, Facebook)

References Cited

The reference section begins on a new page with a primary heading like seen above. Do not format references as seen in the published volume – instead, format references with the author flush left on the first line; second line should be [indented two spaces]year[tab]title, etc. Do not include a hanging indentation for ensuing lines – this is shown in the following examples. There is a space above and below each individual author reference – if an author has two or more references, they do not have an extra space between their works.
    All references cited in the text must be included in the References Cited section, except for personal communications. All references in the References Cited section *must* be cited in the text or in a table or figure.

Cities and States

- Except in obvious cases both world-wide and locally (New York, Los Angeles, Chicago, Boston, London, Minneapolis, St. Paul, Duluth, Mankato), include the state name for citations – spell out the entire state, do not use the US Postal Service abbreviations (MN)
- Use Washington, D.C. for District of Columbia.
- If the state of publication is in the name of the publisher (University of Minnesota Press), do not repeat the state name after the city of publication.

Author Names

- Alphabetize the Referenced Cited section by the last name of the authors. Spell the entire first name and follow how the author formats their middle name (initial or full name) for all names referenced (authors, editors, etc.). If only initials are available, use the initials, but do not include spaces between initials, such as Kidder, A.V.
- Names beginning with Mac and Mc should be alphabetized as they are spelled. "St." is alphabetized as if it were spelled out but spelled according to the preference of that person. Names beginning with d', de, du, van, or von are listed under the first letter of the beginning prefix. Treat two-part names as if they are one word (Ivor Noël Hume is listed under "N").
- Repeat the family name of a married couple (Mulholland, Stephen and Sue Mulholland)
- Place a comma between a name and "Jr." or "Sr.," but not roman numerals (I, III).

- If agency names are used in references and abbreviated within in-text citations, spell out the full agency name and list the abbreviation in parentheses at the end, such as: National Park Service (NPS)

Dates

- Avoid using "n.d." for No Date – approximate dates or the date range for a work that has no specified publication date, and place the date in brackets: [1880] or [1930s]
- All works attributed to one author should be listed under the author's name (listed only once) and arranged chronologically by publication date, from earliest to most recent (1995, 2000, 2010). If there are two or more works by a single author in a single year, alphabetize by title and distinguish individual titles by letters after the date – these letters must correspond to how the title is referenced in the text (1995a, 1995b). There is no extra space between multiple works by a single author, as such:

Child, Brenda
  1998 *Boarding School Seasons: American Indian Families, 1900-1940*. University of Nebraska Press, Lincoln.
  2014 *My Grandfather's Knocking Sticks: Ojibwe Family Life and Labor on the Reservation*. Minnesota Historical Society Press, St. Paul.

Example Citations

The following citations are examples for the various publication types that may be referenced in the journal:

Book, Single Author. Use headline-style capitalization for all English-language titles. This includes articles, book chapters, reports, etc. Foreign-language titles should be formatted as they originally appear in respect to capitalization and accents. For titles published in non-Roman alphabets, give the Romanized transcription when possible, and an English translation in brackets immediately following the title. Always italicize published titles.

Spector, Janet D.
  1993 *What This Awl Means: Feminist Archaeology at a Wahpeton Dakota Village*. Minnesota Historical Society Press, St. Paul.

Book, Multiple Authors. Only place the first author's name in reverse order (last name, first name) and always use serial commas when two or more authors are included.

Oneroad, Amos E., Alanson B. Skinner, and Laura L. Anderson
  2005 *Being Dakota: Tales and Traditions of the Sisseton and Wahpeton*. Minnesota Historical Society Press, St. Paul.

Edited or Compiled Book. Add (editor) in parentheses at the end of the author line to differentiate the edited book from a book written by a singular author.

Singleton, Theresa A. (editor)
  1985 *The Archaeology of Slavery and Plantation Life*. Academic Press, Orlando.

Reissued or Reprinted Book. The example reference below includes the word "Reprinted" with a period between the title of the book and the publisher. Normally in a book reference, the publisher and the

city of publication is the last item. However, add "Originally published" and the year, followed by the reference of the original issued or printed book. In this case, the original reference follows the format for a titled volume or monograph in a series, which was the format for the original publication.

Densmore, Francis
  1970   *Chippewa Customs*. Reprinted. Ross and Haines, Minneapolis. Originally published 1929, Bulletin No. 86, Bureau of American Ethnology, Smithsonian Institution, Washington, D.C.

Book or Other Item, No Author. If there is no individual author or a list of authors, use the agency or company name in the author line. If the agency or company name is abbreviated in the article, put the abbreviation or acronym in parentheses directly following the full name. If the group or agency starts with "The," "A," or "An," alphabetize the reference with the word directly following it. Otherwise, format the rest of this citation like you would a regular article in a journal.

National Park Service (NPS)
  2014   *Scaling Up: Collaborative Approaches to Large Landscape Conservation*. National Park Service, Chesapeake Bay Office, Annapolis.

Chapter in Edited Book or Monograph. The editor's name, beginning with the first name, follows the volume title or series name. Include the page numbers of the chapter after the editor's name. Report numbers must be provided when available.

Haecker, Charles
  2012   Fire Effects on Materials of the Historic Period. In *Wildland Fire in the Ecosystems: Effects of Fire on Cultural Resources and Archaeology*, edited by Kevin C. Ryan, Ann Trinkle Jones, Cassandra L. Koerner, and Kristine M. Lee, pp. 131-142. General Technical Report RMRS-GTR-42-Volume 3. USFS Rocky Mountain Research Station, Fort Collins.

Multivolume Set. If only one volume of a multivolume set is cited, end the volume title with a comma, and then add "Vol. #" with the numbered volume referenced in the article. If the entire multivolume set is used, end the volume title with a period. Follow this with "# vols." with the number being the total number of volumes in the set.

Cordell, Linda S., Kent Lightfoot, Francis McManamon, and George Milner (editors)
  2008   *Archaeology in America: An Encyclopedia*. 4 vols. Greenwood Press, Santa Barbara.

Titled Volume or Monograph in a Series. When the volumes are individually titled, the volume title is italicized; otherwise, the series name is italicized.

Harrison, Christina, E. Redepenning, C.L. Hill, G. (Rip) Rapp Jr., S.E. Aschenbrenner, J.K. Huber, and S.C. Mulholland
  1995   *The Paleo-Indians of Southern St. Louis Co., Minnesota*. Monograph 4, Interdisciplinary Archaeological Studies, University of Minnesota. Kendall/Hunt Publishing Co., Dubuque.

Chapter in Edited Volume in a Series. The title of the chapter has no unique formatting. The title of the volume is in italics, but the title of the series does not have any unique formatting.

Chenoweth, John M., and Meta F. Janowitz
  2016   A Primer in Historical-Period Ceramics. In *Patterns and Analysis*, edited by John M. Chenoweth, pp. 51-70. The Historical Archaeology Laboratory Handbook, Vol. I. Society for Historical Archaeology, Germantown, Maryland.

Trigger, Bruce G.
  1978   Cultural Unity and Diversity. In *Northeast*, edited by Bruce G. Trigger, pp. 798-804. Handbook of North American Indians, Vol. 15, William C. Sturtevant, general editor, Smithsonian Institution, Washington, D.C.

Article in a Journal. Issue number is not used when the journal is paginated continuously (Issue #2 page numbers start where Issue #1 left off). If each issue of a journal begins with Page 1, the issue number must be included, in parentheses, following the volume number. For articles with more than one author, type all author names in full - do not use "et al." in the References Cited, only in the in-text citation.

Walder, Heather and Kaleigh Perry
  2018   Analysis of Copper-Base Metal Artifacts from Upper Michigan: A Student-Centered Research Project. *The Wisconsin Archeologist* 99(1):177-194.

Note here that *The Wisconsin Archeologist* and the Wisconsin Archeological Society does not include the "a" after "arch."

Hayes, Katherine
  2010   Minnesota Connections: Investigating Archaeologies of Colonialism. *The Minnesota Archaeologist* 69:189-191.

Seifert, Donna J.
  1991   Within Sight of the White House: The Archaeology of Working Women. *Historical Archaeology* 25(4):82-108.

Emerson, Patricia M., and Michael A. Magner
  2001   Scott's Road: Archaeology at Mud-Goose Wildlife Management Area, Cass County, Minnesota. *The Minnesota Archaeologist* 60:55-70.

When *The Minnesota Archaeologist* publishes multiple issues per volume, use the following format. Note that *The Minnesota Archaeologist* currently formats site trinomials without spaces, but in the following example, conform to the original title format when referencing the citation.

Gibbon, Guy
  1975   The Crace Site: A Late Woodland Special Activity Site on Lake Onamia (21 ML 3). *The Minnesota Archaeologist* 34(3&4):49-70.

Hohman-Caine, Christy A.
  1966   The Neubauer Late Woodland Site in Pine County, Minnesota: An Analysis Showing Temporal and Spatial Relationships. *The Minnesota Archaeologist* 28(2):74-107.

   Omnibus Volumes. Minnesota Archaeologist Omnibus volumes combined multiple yearly issues into one publication. Use the year of volume publication. Instead of the issue number, write "1996 Omnibus" in parentheses, with 1996 being the yearly issue the article is attributed to within the Omnibus volume. Use the following format as an example:

Myster, James E.
  1999   A "Weighted" Methodology for Determining the Lithic Reduction Technologies at Six Galena Chert Acquisition Sites in Fillmore County, Minnesota. *The Minnesota Archaeologist* 55(1996 Omnibus):16-33.

Reprinted Articles. Reprinted articles have the current information first, with "Reprinted" between the article title and the publication. Following the reprinted publication, add the original publication information as shown below. Note that reprinted articles do not need to be cited if the original article is available to the author for reference citation.

George, Douglas C.
  2020   The Knife Lake Historic District: A Preliminary Study. Reprinted. *The Minnesota Archaeologist* 76:7-20. Originally published 1974, Minnesota Historical Society, St. Paul.

Government Documents. Do not use the Government Printing Office as the publisher. The Government Printing Office is only the printer; the publisher is the bureau or division responsible for the publication, such as the Smithsonian Institution, the National Park Service, the Bureau of Indian Affairs, or the United States Forest Service. Note here that the federal government writes "Archeology" instead of "Archaeology" and the spelling should be retained. This is also true of The Wisconsin Archeological Society and *The Wisconsin Archeologist*, as mentioned above.

Fay, Robert P.
  1978   *A Records and Literature Search of Archeological Sites in Wisconsin Counties Located within the Lake Michigan Costal Zone*. Office of Coastal Zone Management, National Oceanic and Atmospheric Administration, Washington, D.C.

Newspaper Articles (Print and Online). Article titles are not in quotations. Italics are saved for the name of the newspaper. Include the date and the month the article was published. If the article appears in print, cite the page number followed by the city (and state, if the city is not well known).
  Articles born digital should include "Electronic document," and then the URL. Do not include the hyperlink and do not underline the URL. Add the date when the article was accessed online.

May, Tiffany
  2020   Archaeologists Find Ancient Cat Etching on Peru Heritage Site. *New York Times* 20 October:A13. New York.

Most, Becca
  2020   Art Museum Criticized for Keeping Native American Objects. *Star Tribune* 31 October. Minneapolis. Electronic document, https://www.startribune.com/art-museum-criticized-for-keeping-native-american-objects/572932731/, accessed November 8, 2020.

Newspaper Advertisement. Provide the title or a brief description of the advertisement and the name of the advertiser followed by a colon and then "Advertisement." List the date as day followed by month, with the page number, if available, after the date with no space.

Minneapolis Tribune
  1889   50 Stone Cutters Wanted, Therien Tool Works: Advertisement. *Minneapolis Tribune* 2 October:7. Minneapolis.

Paper Presented at a Meeting. Do not italicize the title of the paper. Do not superscript the ordinal numbers (use 63rd, not 63rd).

Terrell, Michelle M.
  2019   Investigations of Early Aspect of Historic Fort Snelling. Paper presented at the 63rd Annual Midwest Archaeological Conference, Mankato.

Book Review. Write out all author names for the book that is being reviewed – do not use "et al." and write the author names as first, middle, last. For a book that was edited, use "edited by." The book review should have the following format:

Feagins, Jim D.
  1979 Review of The Worlds Between Two Rivers: Perspectives on American Indians in Iowa, by Gretchen M. Balaike, David Mayer Gradwohl, and Charles L.P. Silet. *The Minnesota Archaeologist* 38(3):146-148.

Contract and Proprietary Reports. When available, report numbers should be listed as "Report No. #." after stating the contractor. If the report is published as part of a series, follow the format for volumes/monographs in a series. Indicate where copies may be obtained.

Gibbon, Guy E., Gwen Bennett, K. Anne Ketz, and Thomas W. Bailey
  1993 *Phase III Data Recovery Operations at Site 21AN17, Anoka County, Minnesota*. BRW, Inc. Report prepared for the Anoka County Highway Department. Copies available from the Office of the State Archaeologist, St. Paul.

Halloran, Teresa, Elden Johnson, and Riaz Malik
  2000 Groundstone. In *The Lake Onamia-Trunk Highway 169 Data Recovery Project, Mille Lacs County, Minnesota*, edited by D. Mather and E. Abel, section 16.1-16.37. Loucks & Associates, Inc. Report No. 96506-1. Report prepared for the Minnesota Department of Transportation. Copies available from the Office of the State Archaeologist, St. Paul.

Draft Reports. Avoid using unpublished drafts of reports. However, if only the draft report can be accessed, use the following format:

Author
  Year Title. Draft Report. Name of Survey Company/Contractor. Copies available from Name of Repository, City.

Dissertation or Thesis. Titles of published dissertations or theses are not italicized. For a thesis, use "Bachelor's Thesis" or "Master's Thesis" in lieu of "PhD Dissertation." Other options may include "Master's Plan B Paper," "Master's Papers," or "Bachelor's Plan B Paper" based upon the title page of the work.

Carpenter, Leah J.
  2008 Tracking the Land: Ojibwe Land Tenure and Acquisition at Grand Portage and Leech Lake. PhD Dissertation, American Indian Studies Department, University of Arizona, Tucson.

In-press Manuscript (Article or Book). Avoid using an in-press manuscript when possible, but if used, list the date of future publication. <u>Note:</u> if the cited article will be included in the same *Minnesota Archaeologist* volume as the author's article, use this format in the article draft – the editing team will complete this citation with the appropriate page numbers during final volume formatting.

Schroeder, Sissel
  2007 Evidence for Paleoindians in Wisconsin and at the Skare Site. *Plains Anthropologist*, in press.

Unpublished Manuscript. There are some occasions where unpublished manuscripts are cited. However, use unpublished manuscripts sparingly and preferably with written permission of either the

authors or the repository. Cite the year in which the manuscript draft was completed. Give complete information about where a copy may be obtained, including university department name, university, and city or state (if applicable). Avoid using manuscripts that are only in possession of the author if the author is you. If you cite manuscripts in your possession, they must be available for other researchers.

Scullin, Wendy Munson and Michael Scullin
  2014   Phytolith Analysis for 13WD134 and 13WD130, Woodbury County, Iowa. Manuscript on file, Midwest Ethnohorticulture, LLC, Indianola, Iowa.

If materials such as field notes, reports, etc. are referenced and are on file in a repository, consider the following example. If the material is untitled, give it a brief description using sentence-style capitalization.

Clayton, William J. (supervisor)
  2017   Unit 74 South Wall Excavation Drawing, Comfort Station Relocation Section 106 Survey, Grand Portage National Monument, Minnesota. Drawings on file, Grand Portage National Monument Archives, National Park Service, Grand Portage.

Web Pages, Electronic Documents, Blogs, and Social Media. For web pages or websites, use the following format. If there is an agency in addition to an individual author, list the agency after the title. Use "Electronic document," before typing the link. Do not include a hyperlink, and do not underline the link. Add the date the web page was accessed at the end.

Kiesow, Danielle L.
  2020   *The Minnesota Archaeologist* Style Guide. Minnesota Archaeological Society. Electronic document, mnarchsociety.org/mnarch.html, accessed November 8, 2021.

Primary Documents and Archival Materials. Primary documents should be described in a logical sequence from the specific document, to the file, to the collection, to the repository, to the institution, to the city, and to the state or country (if applicable). If the documents are recorded in another medium (film, microfiche, tape, etc.) indicate which medium.

La Pointe Agency
  1927   Record of Employees. Manuscript, Record of Employees, 1883-1927. Box 1, Row 362, Compartment 924027-624024, Record Group 75, National Archives, Chicago.

   Letters. The title of the letter should include to whom the letter was written and the day and month the letter was written.

Madwayosh, Moses
  1894   Letter to W.A. Mercer, U.S. Indian Agent of the La Pointe Agency, 21 May. Manuscript, Letters Received from Grand Portage Reservation, 1881-913. Box 1, Row 362, Compartment 923996-632996, Record Group 75, National Archives, Chicago.

   Other Primary Sources. If documents are recorded in another medium other than paper documents (film, microfiche, tape, etc.) indicate which medium.

Missouri Historical Society
  1983   American Fur Company Account Books. Microfilm, Missouri Historical Society, St. Louis.

Datasets. Online dataset references are formatted similarly to other electronic documents and web pages. List the name of the dataset, the publisher or the data repository. This is followed by "Electronic dataset," and then the URL, or the unique online identifier, and the date the data was accessed. Do not include the hyperlink and do not underline the website address.

Office of the State Archaeologist and State Historic Preservation Office (SHPO)
  2016   Archaeological Inventory Database, Minnesota. Minnesota Geospatial Information Office. Electronic dataset, https://www.mngeo.state.mn.us/chouse/metadata/arch_inv.html, accessed May 5, 2017.

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Style Examples

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Abbreviations

AMS = accelerated mass spectrometry
amsl = above median sea level

BLM = Bureau of Land Management
BWCAW = Boundary Waters Canoe Area
    Wilderness

CADD = computer aided design and drawing
CCC = Civilian Conservation Corps
cmbd = centimeters below datum
cmbp = centimeters below paleosurface
cmbs = centimeters below surface
CRM = cultural resources management

DNR = Department of Natural Resources
DRG = digital raster graphics

EDXRF = energy dispersive X-ray fluorescence
ELT = environmental land type

fasl = fathoms above sea level
FERC = Federal Energy Regulatory
    Commission

HABS = Historic American Buildings Survey
HAER = Historic American Engineering Record
HRM = heritage resources management

INAA = instrumental neutron activation analysis
IRRRB = Iron Range Research and
    Rehabilitation Bureau

LA-ICP-MS = Laser Ablation Inductively
    Coupled Plasma Mass Spectrometry
lidar = light detection and ranging
LLHSP = Leech Lake Heritage Sites Program

MAP = Museum Archaeology Program
    (Wisconsin Historical Society)
MCR = misclassification rate
MHS = Minnesota Historical Society (prior to
    2005)
MnDNR = Minnesota Department of Natural
    Resources
MnDOT = Minnesota Department of
    Transportation
MNHS = Minnesota Historical Society (from
    2005 to present)
MNI = minimum number of individuals
MnLMIC = Minnesota Land Management
    Information Center
MNSAS = Minnesota Statewide Archaeological
    Survey (pre-1982)
MnSHPO = Minnesota State Historic
    Preservation Office
MSPCRMP = Minnesota State Park Cultural
    Resource Management Program
MSUM = Minnesota State University Moorhead
MTHARS = Minnesota Trunk Highway
    Archaeological Reconnaissance Survey

NISP = number of identified specimens
NPS = National Park Service

OHM = ordinary high-water mark

PIT = Passport in Time program
pXRF = portable X-ray fluorescence

REE = rare earth element

SAS = Statewide Archaeological Survey
SHPO = State Historic Preservation Office
SLRP = St. Louis River Hydroelectric Project

THPO = Tribal Historic Preservation
   Office/Officer

UMD = University of Minnesota at Duluth
UMN = University of Minnesota
USFS = United States Forest Service
UTM = Universal Transverse Mercator

WisDOT = Wisconsin Department of
   Transportation
WPA = Works Progress Administration (1936-
   1940); later Work Projects Administration

XRF = X-ray fluorescence

Cultural Time Periods in General and in Order

Paleoindian (Early = Fluted, Late = Lanceolate) period
Archaic (Early, Middle, Late) period
Woodland(s) (Early, Middle, Late) period, but late Middle Woodland
Mississippian period
contact period, precontact period
Historic period
Fur Trade period or era
Victorian (Early, Late) period or era
Modern period or era

But Specifically: Initial Woodland, Terminal Woodland, Plains Woodland
Late Prehistoric period
late prehistoric for all others
Holocene (early Holocene, mid-Holocene, late Holocene)

Cultural Terms

Alberta Complex
Alexander Fabric-impressed ceramics
Allamakee phase [NE Iowa]
Altern Mount
Angelo Punctate(d) pottery
Angled stamp
Archaic Side-Notched Cluster
Arvilla Complex
Avonlea point

Besant point
Bird Lake Ware
Blackduck ceramics
Early Blackduck
Black Sand phase [Illinois]
Bradbury Brook site
Brainerd ceramics
Bremmer Triangular Punctated

Cambria ceramics
Caribou Lakes Complex
Cemetery Point Corded Ware

Ceramic/Mound Stage (of Woodlands Tradition)
Clam River Ware
Clearwater Lake Complex
Clearwater Lake Punctate(d)
Co-Influence Sphere Model

Dalton Cluster
Danker Shouldered point
Duncan point
Durst point

Early/Late Arrow Point Cluster
Early Plano Lanceolate Cluster
Early Woodland Stemmed Cluster
Eastern Archaic (Early, Middle, Late)
Eastern Triangular point
Eastman phase [SW Wisconsin]
Elk Lake Culture
Effigy Mound Tradition

Fluted Point Cluster
fluted point pattern
Fox Lake Horizontal-Cordmarked ceramics

Fox Lake Vertical-Cordmarked
Fox Valley Stemmed point
Francois Punctate(d)

Gibson
Gull Lake Net-impressed

Hanna point
Hanneford Ware
Havana Broad-Trailed
Havana Cordmarked
Havana Cord-wrapped-stick-impressed
Havana Hopewell Tradition
Havana Plain
Havana Ware
Havana Zoned Dentate Stamped
High Island mound group
Hi-Lo point
Hopewell Cluster
Hopewell Interaction Sphere
Horizontal Corded
Howard Lake focus [Havana-related, Minnesota]

Indian Isle phase [SW Wisconsin]
Initial Middle Missouri ceramics

Kame Hills Complex
Kathio focus
Kathio Series
Keyes phase [NE Iowa]
Kirk Corner-Notched Cluster
Kisis Complex

La Moille Thick
Lake Benton Vertical-Cordmarked Ware
Lake Forest Archaic
lanceolate point pattern
Lane Farm Cord-impressed
Lane Farm Stamped
Large Corner-notched Point System
Large Plains Notched Cluster
Late Archaic Stemmed Cluster
Laurel ceramics
Laurel Ware
Levsen Dentate Stamped
Levsen Stamped
Linn Ware
Llano

Madison Cord-impressed
Madison Fabric-impressed

Madison Plain
Madison Punctated
Madison Triangular point
Madison Ware
Malmo, Malmo-Kern [Havana-related, Minnesota]
Manker point
Marion Thick Ware
McGregor phase [NE Iowa]
McKean Complex
Mill phase [SW Wisconsin]
Milleville phase [SW Wisconsin]
Monona Stemmed

Naples Ovoid Stamped
Naples Straight Dentate
Nininger Cord-wrapped-stick-impressed
Nipawin Horizontal
Northeastern Plains Village Ceramics

Ogechie Series
Old Copper Complex, artifacts
Onamia Series
Oxbow point

Paleoindian point
Parallel-Oblique Lanceolate Cluster
Parkdale Eared point
Pehonin Complex
Plain Cord-wrapped-object stamped
Plains Archaic (Early, Middle, Late)
Plains Side-notched
Plains Village component
Plano Stemmed Lanceolate Cluster
Pokegama Smooth [Havana-related]
Prairie Archaic (Early, Middle, Late)
Prairie Bossed
Prairie Corded Stamped
Prairie Cordmarked
Prairie Incised
Prairie Linear Stamped
Prairie Punctated
Prairie phase [Wisconsin variant]
Prairie Side-notched
Psinomani

Red Wing locality
Reed Stamped
Ryan phase [NE Iowa]

Samantha point

Sandy Lake
Scottsbluff
Sedalia/Nebo Hill Cluster
Selkirk Composite
Shield Archaic
Small Side-notched Point System of the
　　Northern Plains
Snake River Incised [Havana-related,
　　Minnesota]
Snyder's point
Sorg Banded Dentate
Sorg Banded Trailed
Sorg focus
Sorg Zoned Dentate
Spring Hollow Cordmarked
Spring Hollow Incised
Spring Hollow Plain

St. Croix Ware
St. Croix Stamped Series
St. Croix Comb-stamped
Steuben Expanding-stem
Sturgeon Falls Fabric-impressed ceramics
Sturgeon Punctated

Thebes Cluster
Trempealeau phase [SW Wisconsin]
Turkey Tail Cluster

Vach Trailed [Havana-related]

Waskish Vertical, Punctate
Waubesa Contracting-stem
Weaver focus [Illinois]
Winnepeg River Complex

General Terms

1. Terms of more than one element spelled open here should not be hyphenated when found as an adjective term preceding a noun unless so indicated.
2. See Raw Material List for spellings and capitalization of all specific raw materials.

A-horizon (B, C etc.)
A.D.; B.C.; B.P.
Altithermal period, maximum
aluminum (Al)
Alundum
American Bottom
Arcadia Ridge Archaeological District
artwork(s)
Assiniboine

bifacial core technology
Big Woods, the
bioturbation
bipolar
body sherds
bone knapping
bone work, working
Border Lakes region
bottom-feeders
bowfin
braided stream complex
burnt bone
by-products

^{14}C date [radiocarbon dates]
campsite(s)
Canadian Shield
canvasback duck
catalog, cataloguing
catlinite
Central Deciduous Lakes region
cesium (Cs)
chalcedony
chert
chipped stone
chromium (Cr)
clamshell
cleithra
comb-stamped [adj]
comb stamping
compass
contact, precontact, postcontact
copper mining [n], but copper-mining [adj]
copper work
copper working
cordmarked
cord-roughened
cord roughening
cord-wrapped
cord-wrapped-paddle
cord-wrapped-stick
core-flake technology
core reduction [n], but core-reduction [adj]
cottontail rabbit
crisscross
cross mends

cross-reference
cross section [n], cross-section [v]
cuesta
cutmarks

database
dataset
data sheet
downcutting
downriver
drawdown(s)
Driftless Area

earthmoving
edge modification
edge-modified
epipedon
endscraper
esker
escarpment
Euroamerican
europium (Eu)

fabric-impressed
field map [n], but field-mapped [v or adj]
field notes
field walker(s)
field school
fieldwork
findspot
fine-screen
fine-grained [adj before nouns only]
fire-cracked rock
fish bone
flintknapper, flintknapping
floodplain
follow-up (n, adj)
footwear
forb
freehand
freeze-dried
freshwater [adj]
fur-trading [adj]

geoarchaeological
geologic
Glacial Lake Agassiz, Lake Agassiz
gray
Great Depression
Great Plains
grit-tempered

ground stone
ground truth [v] ground-truthing
Gunflint Range

hammerstone
hand-held
hazelnut
heat-treated [adj before nouns only]
heat treatment
hide worker, hide working
hinge fracture [n], but hinge-fracture [adj]
Historical Records Survey for Minnesota [WPA,
    1930s, report 1941 84 pp.]
horizontal-corded
human-made
hunter-gatherer [n, adj]
Hypsithermal period

in-house
interglacial
iron ore [n], but iron-ore [adj]

krotovina

labeled
Lake Winnibigoshish
Lake Winnipegosis, Manitoba
layoff [n], but lay off [v]
landowner
lanthanum (La)
largemouth bass
lidar
lifestyle
limestone
lithic workshop [n], but lithic-workshop [adj]

mapmaker, mapmaking
Mesabi Range
meltwater
mesic
MHS Institutional Archives
Midwest
mineralogic
Mississippi Headwaters, Headwaters
Mississippi River headwaters
Mississippi River valley, basin
Mississippi Valley, Basin
mollisol, mollic
Mound Builder Theory, but mound builder(s),
    mound-builder [adj]
multicomponent

multidirectional
multi-use
muskellunge

near-rim sherd, near-rim
net-impressed
non-chipped stone
North American Grasslands [Borchert 1950]
north central
North Shore [Superior]
northeastern plains
Northern Plains
northwestern
Northwestern Archaeological Survey (NAS)
    [Hill and Lewis, 1880s]
northwestern plains

obsidian
offsite
Ojibwe
onsite
outwash

Paleoindian
parallel-sided
Phase I (or II or III) mitigation
pipestone
pithouse
pit structure
plains, but Great Plains
Pleiades
Pleistocene (early, middle, late)
plow zone
postglacial
posthole
post mold
prairie-forest border
Prairie Lake region
projectile point
Psammentic Eutroboralf soil

quarter-section
Quetico-Superior Underwater Research Project

rare earth element (REE)
raw material analysis
red clay
resorbed
rim sherd(s)
rights-of-way
Red Wing locality

Rochester Till Plain
run-off

samarium (Sm)
sandstone, but e.g. Hixton Silicified Sandstone
sand-tempered
seawater
Second World War, World War II, WWII
semi-aquatic
sheetwash
shell-tempered
short-lived
side-notched
siltstone
slopewash
smallmouth bass
Solum
south central
southwestern
step fracture [n], but step-fracture [adj]
stoneworking
streambed
subconoidal
subadult
subfamily

tercentenary
terrigenous
thermoluminescence dating
thin section [n], but thin-section [adj]
thong-paddled
thumbnail scraper(s)
time frame
tool kit
toolmaker, toolmaking
totaled
trace element [n], but trace-element [adj]
tri-state

Upper Great Lakes
Upper Midwest
Upper Mississippi, Upper Mississippi River
Upper Mississippi Valley
upriver
use life
use wear [n], but use-wear [adj]

walkover [n, adj], but walk over [v]
ware (Ware when used with proper noun, such
    as Madison Ware)
waterfowl

watershed
Western Aspen Area
Western Upland province
White-tailed deer
woodworking
workshop

workstations

xertic
X-ray [n], x-ray [v]

Geological Terms

Alborn phase
Animikian Formation
Anoka Sand Plain
Automba phase

Bagley Outwash Plain
Bemidji Sand Plain

Cedar Valley Formation, but formation
Cummingsville Member, but member

Des Moines drift
Des Moines lobe
Driftless Area

Galena Formation, but formation
Golden Valley Formation

Highland moraine
Holocene (Early, Middle, Late)

Ice Age (last one only; use "ice age(s)" for earlier episodes)
Independence till

Little Ice Age

Menahga Soil Series

Oneota Formation
Ordovician age (Upper, Middle, Lower)

Pleistocene era
Prairie du Chien group
Prairie du Chien Terrace

Rainy lobe
Rainy-Superior lobe
Rapid Member [Cedar Valley Formation]

Shakopee Formation
Spillville Formation
St. Croix phase
St. Louis sublobe
Superior lobe

Toimi drumlin field

Upper Cromwell till

Waconia-Waseca moraine
Wapsipinicon group
Wisconsin glaciation (Early, Middle, Late)

Raw Materials List

agate
agatized wood
algal chert
Alma Quartzite
Animikie Silicates
Arcadia Quartzite
arenaceous chert
argillite
argillite-quartzite

baked shale
Barron County Pipestone or Cooperite (Barron Silicified Siltstone)

Bayport Chert
Bijou Hills Quartzite
Bijou Hills Silicified Sediment
Biwabik Silica
Brandon Flint
brown chalcedony
Burlington Chert

Cathead Chert
Cedar Valley Chert
Cedar Valley Jasperoid
chalcedony
Cobdon/Gondola Chert
Cochrane Chert

drusy quartzite

felsite
fired brick
fossilized wood
Fusulinid Chert

Galena Chertgold chalcedonyGrand Meadow Chert
green recrystallized chert
Gunflint Silica

Hixton Quartzite
Hudson Bay Lowland Chert

jasper
Jasper Taconite
Jaspilite

Kakabeka Chert
Kakabeka Quartzite
Knife Lake Siltstone
Knife River Chalcedony
Knife River Flint

Lake of the Woods Chert
Lake of the Woods Rhyolite
Lake Superior Agate
light brown chalcedony

Maquoketa Chert
metamorphosed siltstone
Moline Chert
Moss Agate

Natural Brick
Nehawka Flint

obsidian
Oneota Chert
oolitic jasper

Pebble Chert
petrified wood
porcellanite
porous quartzite
Powder River Chert
Prairie du Chien Chert
pseudoquartzite

quartz
quartzite

recrystallized rhyolite
Red River Chert
rhyolite
Root River Chert

Selkirk Chert
Shakopee Chert
Shell Rock Chert
silicified shale
silicified wood
siltstone
Silver Hill Quartzite
Silver Mound Quartzite
Sioux Conglomerate Jasper
Sioux Quartzite
Swan River Chert

taconite
Taconite Jasper

Tongue River Silica
Tongue River Silicified Sediment

waxy brown chert
West Patricia Chert