



## APCONF 2020 Authors' Guidelines and Style sheet

### ***Abstract submission deadline***

Each session will be coordinated and organized by the respective session organizer(s). Session organizers shall receive, review and then transmit by email the abstracts and papers to the co-chair and publication committee lead [brian.fahy.arch@gmail.com](mailto:brian.fahy.arch@gmail.com). The extended deadline for submission of **paper abstracts** has expired. Guidelines for abstract and paper preparation are provided below and should be read carefully prior to submission.

All contributors are requested to submit an abstract of no more than 300 words. For consideration of your abstract, the following information must be included when submitting your abstract:

- Title
- Name, affiliation and e-mail address of the first author and co-authors;
- Designation of the corresponding author if other than the first author.

### ***Paper submission deadline***

After receiving the acceptance letter from the publication committee, the author should submit the **full paper** to the session organizer for email transmission to the publications committee lead [brian.fahy.arch@gmail.com](mailto:brian.fahy.arch@gmail.com) by **September 15<sup>th</sup>, 2021**.

The paper should be up to a maximum of 4000 words (including abstract, main text, references, acknowledgements), and can include up to 6 illustrations including tables, drawings, and photographs (see further below for instructions regarding illustrations). Authors are requested to send a short biography (up to 100 words), which will be printed in the volume.

### ***Format of the paper***

Text: Arial 14, 1.15 line space, justified text, margins: top/bottom 0.63" (1.6cm), left/right 1.0" (2.5cm)

Headings (default word template):

- Heading 1 = Bold, Arial, 14pt
- Heading 2 = Bold, italic, Arial, 12pt
- Heading 3 = Bold, Arial, 12pt

PDFs will be created of the final edited papers to be hosted on the MUA site (<http://www.themua.org>) and published in a hardcopy proceedings publication.

## **Referencing Style Guide**

### **Monographs**

Boxer, C. R., 1980. *Portuguese India in the Mid-Seventeenth Century*. Oxford University Press, New Delhi.

### **Collections of essays, or conference proceedings**

Mathew, K. S., 2002. Life on board a Portuguese ship during the Sixteenth century. In M. A. Nayeem and Aniruddha Ray (Eds.), *Studies in History of the Deccan (Medieval and Modern)*, Pragati Publications, New Delhi: 162-178.

### **Articles in journals**

Raban, A., 1990. Medieval anchors from the Red Sea. *International Journal of Nautical Archaeology*, Vol. 19 (4): 299-306.

Gray, B., 1964. The export of Chinese porcelain to India. *Transactions of the Oriental Ceramic Society*, Vol. 36: 21-37.

Sassoon, H., 1981. Ceramics from the wreck of a Portuguese ship at Mombasa. *Azania*, Vol. 16: 97-130.

### **Citing references**

References in the text should be cited according to the name and date system, as Bass (1967) or (Bass, 1967). For two authors include both names (Trott and Tomalin, 2003), but for more than two authors use et al. (Bass et al., 1967) in the text, but list all names in the bibliography at the end of the article. If you refer to several works of a particular author, list them chronologically, latest at the top, in case the same author is cited many times for a particular year, kindly refer them as 1998a, 1998b, etc. In the references the citations should be mentioned in alphabetically order.

### **Footnotes**

Footnotes can be cited in the text with superscript, and the footnote details should be provided before References.

### **Tables, charts, graphs**

All tables, charts, graphs etc. should be in Microsoft Word format (not Excel).

### **Illustrations**

All illustrations, whether drawings, tables, maps, or photographs, should be numbered in one series in their order of mention in the text and referred to at the appropriate place in the text as (Fig. 1) or (Figs. 2-4) and tables should be separately numbered. Captions of the figures and tables should be provided at the appropriate place in the manuscript where the image is to be inserted with the source of the figures in brackets; e.g. Fig. 2 Oskarshamn Cog a bulk carrier of the mid 13th century. (Jon Adams) All the figures (line drawings and photographs should be of high resolution of 300 dpi and in JPEG format). Do not add figures in the text, number the figures and send individual figures separately. Note: images in the print version of the Proceedings will

likely be in Black and White. Images in the online (MUA website) edition of the Proceedings will be rendered in color.

### ***Miscellaneous***

- If a large number of technical terms are used in the manuscript, kindly provide their details in a short glossary; for fewer technical terms, these can be mentioned in text itself (details in parentheses).
- For Other-than-English words used within the text, their English meanings should be given in bracket in the text.
- Brief acknowledgements may be provided at the end of the manuscript.

### ***Author(s) image***

All authors are requested to provide a high-resolution 300 dpi self-photograph preferably in JPG format.

### ***Copyright Permissions***

All necessary copyrights must be sought by the authors (please see APCONF 2020 Letter to Request Permission to Reproduce Text or Illustrations).

**If you need further advice, please do not hesitate to contact any member of the publications committee:**

Brian Fahy, Lead Publications Committee: [brian.fahy.arch@gmail.com](mailto:brian.fahy.arch@gmail.com)

Sila Tripathi, Publications Committee: [sila@nio.org](mailto:sila@nio.org)

Hans Van Tilburg, Publications Committee: [hans.vantilburg@noaa.gov](mailto:hans.vantilburg@noaa.gov)