

Early Georgia Submission Guidelines

The Society for Georgia Archaeology's flagship publication is the journal *Early Georgia*, which has been published for decades. The annual journal is a benefit of SGA membership. *Early Georgia* is published and distributed around the Spring SGA meeting. The journal publishes ARTICLES and REPORTS on archaeological research, methods, and theory from throughout Georgia and the surrounding region.

Each year the journal has a single volume, and recently, that volume has had two numbers or separate issues.

Submission deadlines are:

ARTICLES: March 31

REPORTS: July 31

BOOK REVIEWS: September 1

ARTICLES are usually longer than REPORTS and address topics of major importance in a way that reaches out to a broad audience of professional archaeologists and the informed public. REPORTS, on the other hand, may be more technical, address a specific topic, and be of primary interest to relatively fewer readers. REPORTS can include project summaries, updates on ongoing field research, or preliminary findings.

Word limits for submissions are not fixed, but the recommended limit for ARTICLES is 7,500 words (30 pages double spaced), inclusive of abstracts, text, notes, and references cited. REPORTS should be under 2,500 words (7-8 pages double spaced), inclusive. ARTICLES will undergo a full peer review process, while an Associate Editor will review the REPORTS. The categorization of a manuscript as an ARTICLE or a REPORT is left to the authors' discretion.

ARTICLES will be read by the Journal Editor to determine if they are ready for review. To be accepted for review, the manuscript must follow the SAA Style Guide, must address archaeological subjects of interest to SGA members and be reasonably well written. If an article is considered ready for review, the Journal Editor will notify the author or lead author (for multi-authored papers) of each manuscript and request the names of four potential peer reviewers who have sufficient knowledge to evaluate the scholarship of the ARTICLE. The Journal Editor will then secure two peer reviewers for each ARTICLE who are willing to read and comment on the manuscript.

Reviewers are asked to evaluate the ARTICLES and comment on the methodological and theoretical strengths and weaknesses, the organization, and the suitability of the manuscript for publication. Reviews result in one of three recommended outcomes: 1) Recommend publication in current form or with minor revisions, 2) Complete major revisions and resubmit, or 3) Should not be published. Once the reviews are received, the Journal Editor will determine if the manuscript is suitable for publication. Authors should recognize that while strenuous, this review process produces stronger publications.

The staff of *Early Georgia* consists of the Journal Editor, who is responsible for manuscript solicitation/selection and journal production; the Associate Editor, who conducts the reviews of REPORTS; and the Book Review Editor, who administers the reviews of printed archaeological research. It is very important to recognize that all of *Early Georgia*'s staff are volunteers whose jobs demand their time and attention as well as the journal. Please be patient and professional when dealing with the Editors; all have made a significant contribution of their volunteer time and efforts to assist the SGA in producing *Early Georgia*.

Manuscripts submitted for publication should be sent to the editor at earlygeorgia@gmail.com as a Microsoft Word or PDF document. Citation and reference style should follow the Society for American Archaeology Style Guide. Articles for peer review should be sent initially with graphics included in the document to allow easier distribution to reviewers. Final draft illustrations should consist of either high quality prints or scans with a minimum resolution of 300 dpi. Technical comments for submittal of graphics: send text and graphics in separate files; do not shrink or compress photos in any way before submitting; convert color photos to grayscale before submitting; diagrams (but not photos) should be saved in formats like PDF or EPS. In addition, graphics should be sent in jpg or tif format and not embedded in the Word document.

Although most contributors and reviewers are members of the society, membership is not required to submit manuscripts for publication in *Early Georgia*. Scholarship and pertinence are the determining factors in selecting contributions for publication in SGA's journal.