



Man and Environment

C/o Department of Archaeology,
Deccan College,
Pune 411006, India

www.manandenvironment.org

Guidelines for Contributors

The aim of this journal is to publish recent and *original* research in the field of South Asian archaeology and Asian archaeology, including related topics in environmental, anthropological and historical disciplines. The journal has five types of contributions: research articles, short notes, book reviews, review articles, obituaries, and seminar/conference news. Books for reviews are welcome.

Contributors should send ONE copy of the manuscript (including figures and tables) along with an electronic copy in Microsoft Word on a CD. Please mark the CD with your name, and the name of the software programmes you have used for the manuscript and figures.

The hard and electronic copies should be addressed to:

Dr. P.P. Joglekar
Man and Environment
C/o Department of Archaeology,
Deccan College,
Pune 411006, India

Please write "For Man and Environment": on the packet.

An email containing the title of your paper should be sent to:
editor@manandenvironment.org

Organisation of the Manuscript

I. Title Page

All contributions should have the following information on a separate page:

1. Title of the paper/ short note / book review/ review article / seminar or conference news/ obituary
2. Names, affiliations, postal and email addresses for all authors
3. Abstract (not longer than 300 words)
4. Keywords (7 words or less)

II. Main Text

Manuscript must be in U.K. English; the text typed on double-spaced A4 paper, and should not exceed 7000 words in length. The text should be in Times New Roman font and divided into sections and paragraphs. All headings and subheadings should be marked in bold and

subheadings should be italicised. In the case of contributions other than the full articles, the abstract and key words are not required.

As far as possible, footnotes and endnotes are to be avoided. If used, these should be numbered serially in Arabic numerals and explanations arranged on a separate page.

III. Figures and Tables

Line drawings, graphs and photographs are all considered 'figures'. They should not exceed 20 x 16 cm in size. Each figure must be cited in the text (Fig. 1), and listed in a separate file numbered consecutively in Arabic numerals. Computer prepared photographs should be submitted in the TIFF/JPEG format at 600 dpi. Computer generated line drawings should be supplied as vector graphics using standard system fonts (Arial or Times New Roman). Each figure must accompany a caption and a directional arrow. The legends and symbols used should be readable and adequately large since figures are likely to be reduced.

Each table should be cited in the text (Table 1), and must be listed in a separate file numbered consecutively in Arabic numerals. Tables usually contain headings and numbers. They should not be embedded in the text. A title and caption should be included with each table.

IV. Units of Measurement

Only metric units should be used. Temperatures should be in °C.

V. Dates

When citing radiocarbon information the dates should be noted as BP calibrated or BP uncalibrated. The software used for calibration and the laboratory number should be mentioned. K/Ar dates should also include the standard error and laboratory number.

VI. References

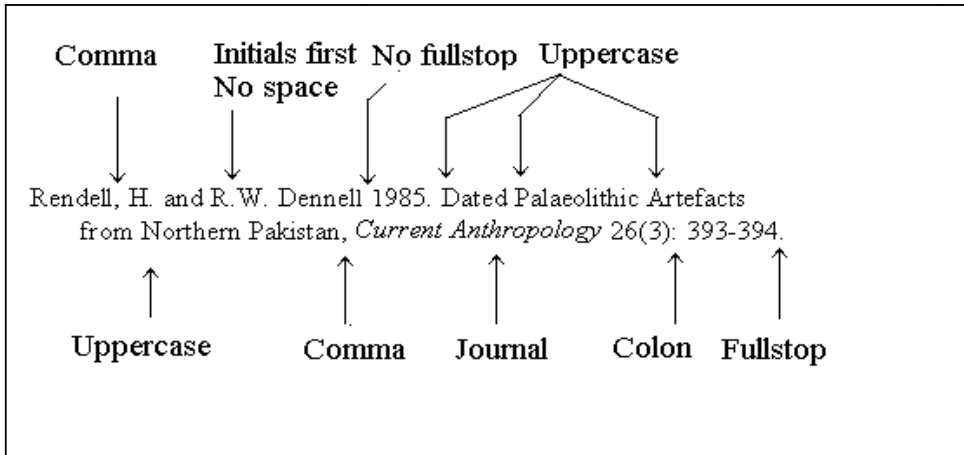
The reference list should contain only the ones cited in the text. They should be typed after the text, or after the footnotes. As far as possible unpublished manuscripts or those in preparation should not be cited. Personal communications should be avoided. If used personal communication is cited in the text as (S.N. Rajaguru: personal communication 2002) and is not included in the list of references. All references should be arranged alphabetically and chronologically. If more than one publication by the same author in the single year is being cited, then a, b, c and so on should be added immediately after the year and in the list of references, e.g. 1982a, 1982b and so on.

All books and journals should be listed in full with no abbreviations. Abbreviated reference forms like 'ibid', 'op cit' and 'supra' are not acceptable. Within the text, all references should be mentioned in parentheses with only the surname of the author and the year of publication, and/or the page number; as follows; e.g. (Lal 1956: 282). There is no comma after the surname and no initials are to be given here. For two authors both surnames must be listed, e.g. (Rendell and Dennell 1985). In the case of more than two authors, it should be as (Hegde *et al.* 1990). Here only "et al." is in italics.

IAR: *Indian Archaeology - A Review*. New Delhi: Archaeological Survey of India.

Lal, B.B. 1956. Palaeoliths from the Beas and Banganga Valleys, Punjab, *Ancient India* 1: 258-292.

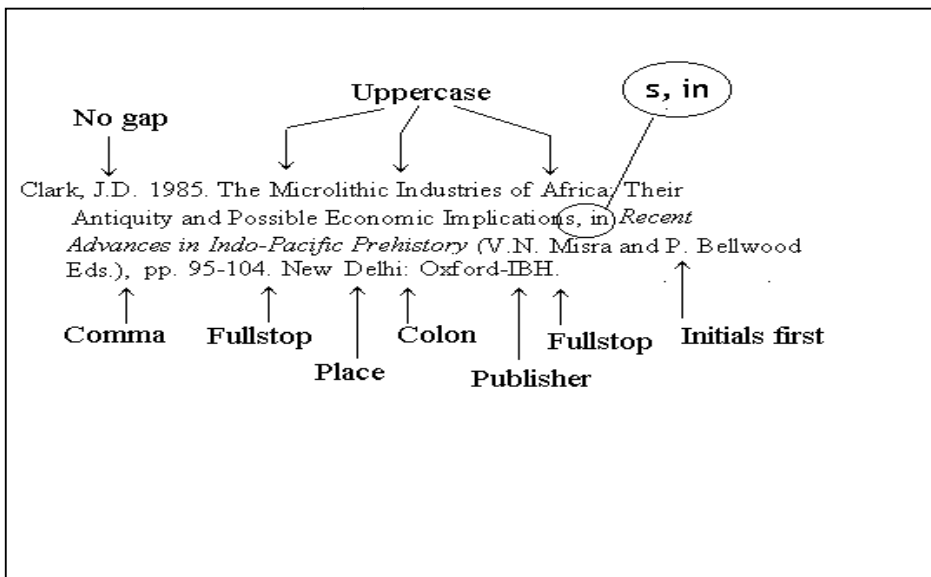
Murty, M.L.K. 1966. *Stone Age Cultures of Chittoor District, Andhra Pradesh*. Ph.D. Dissertation. Pune: University of Poona.



De Terra, H. and T.T. Paterson 1939. *Studies on the Ice Age in India and Associated Human Cultures*. Washington D.C.: Carnegie Institution.

Hegde, K.T.M., V.H. Sonawane, K.K. Bhan, P. Ajithprasad and K. Krishnan 1990. Excavations at Nagwada-1987-1988: A Preliminary Report, in *Adaptation and Other Essays* (N.C. Ghosh and S. Chakrabarti Eds.) pp. 191-195. Santiniketan: Vishva Bharati Research Publication.

If the citation is from a web page, the correct URL should be listed.



Declaration

All contributors should submit the declaration form. Manuscripts not accompanied by declaration form will not be accepted for publication.

Publication Procedure

Man and Environment is a peer-reviewed journal. Every manuscript is examined by at least two reviewers and accepted only if referee's recommendation is positive. If the referee suggests modifications, the suggestions will be sent to the first author/corresponding author. The first author/corresponding author is expected to do necessary corrections and send the article back. Alternatively, if the author disagrees, he/she should clearly communicate his/her justification to the editor. The first author/corresponding author also has option of withdrawing the article at this stage.

After the article is accepted for publication, the first author/corresponding author will be notified by email (Please do not forget to include your email address). The first author/corresponding may receive the final typeset copy for proofreading. At that point, only corrections to rectify printer's errors will be accepted. The first author/corresponding author will get PDF of the article. If he/she is not a member of the Society, he/she will also get a complimentary copy of the Journal.

The copyright of the published articles is with the Indian Society for Prehistoric and Quaternary Studies. No articles published in *Man and Environment* can be used, duplicated or reproduced, fully or in part, without the written permission from of the General Secretary of the Society.

DECLARATION

I, declare that:

(1) I am submitting following research article/ short note/ review article/ obituary/seminar /conference news:

(2) The above mentioned research article/ short note/ review article/ obituary/seminar/ conference news is authored by me singly/ jointly with (Please give names):

(3) I have informed all the co-authors about this submission, and that none of them has any objection regarding the data/ maps/ photographs/ drawings/ illustrations/ flow charts, etc. being used for this contribution.

(4) All the data/ maps/ photographs/ drawings/ illustrations/ flow charts, etc. being used for this research articles/ short note/ review article/ obituary/seminar or conference news are my own/ I have obtained necessary permission from the concerned persons or institutions for using these, and am inclosing a copy of the same.

(5) I have acknowledged all the financial and institutional support received while conducting the research reported in this contribution.

(6) I declare that getting necessary permissions for gathering the data and related information presented in the article is my responsibility. I am aware of that the Indian Society for Prehistoric and Quaternary Studies and the Journal will not be responsible for and involved in any ramifications arising thereafter.

(7) I am aware of all provisions of the Copyright Act 1957 enacted by Parliament in the Eighth Year of the Republic of India [No. 14 of 1957 as amended up to act 65 of 1984], and the procedures dealing with infringement of the copyrights.

(8) I have used/not used any unpublished data/ maps/ photographs/ drawings/ illustrations/ flow charts, etc. taken from other sources and I have acknowledged all the sources as per provisions of the Copyright Act 1957, and following professional ethical practices established for production and use of academic works.

(9) I have read the guidelines for contributors and ethical policy statement of the journal and I agree to all the conditions specified therein.

(10) I have not published or submitted the article for publication in any form to any other journal/ edited book/felicitation volume/ memorial volume.

Date

(Signature)

Full Name :

Address :