[RADIOCARBON, VOL. 36, NO. 1, 1994, P. 159–168]

INSTRUCTIONS TO AUTHORS

GENERAL GUIDELINES

RADIOCARBON is an international journal published three times a year in the United States. Besides our regular issues, which consist mainly of articles of original research, reports of techniques, and date lists, we also publish proceedings of international conferences on radiocarbon dating and related fields. These may appear in Special Issues (see below) or in volumes outside the regular journal series. We ask contributors to use simple, straightforward language. We prefer the active rather than the passive voice and encourage the use of "I" or "we" in manuscripts. We also use American spelling and usage rather than British (*e.g.*, "program" instead of "programme" and "z" instead of "s" in many words), and ask foreign contributors to consult with English-language experts before submitting their manuscripts. All manuscripts will pass peer review before acceptance.

Manuscripts should generally follow recommendations in "Suggestions to Authors of the Reports of the United States Geological Survey," 7th edition, 1991, Government Printing Office, Washington, DC (for ordering information, telephone the GPO at 1-202-783-3238). For a guide to bibliographic citations, see "Bibliographic Guide for Editors and Authors", 1974, The American Chemical Society, Washington, DC 20036. Unfortunately, 1974 is the latest edition of this useful manual. For general writing, an excellent reference is the 14th edition of "The Chicago Manual of Style," The University of Chicago Press. For Geosciences, we strongly recommend "Glossary of Geology", Third Edition, 1987, by R. L. Bates and J. A. Jackson, American Geological Institute, and "Writing in Earth Science" by R. L. Bates, also published by AGI. We use "Merriam-Webster's Collegiate Dictionary", 10th edition.

We accept manuscripts in triplicate with a cover letter that includes the author's telephone number, fax number and e-mail address. All copy, including the abstract, figure captions, acknowledgments and references, must be double-spaced, and printed on one side of the paper. Leave adequate space (minimum 1" or 2.5 cm) at left and right margins and at least 1.5" or 4 cm at top and bottom margins. Number all pages including the references, tables and figures. Include a floppy diskette with three printed copies of the final manuscript. Word-processing files should be in one of the following formats, in order of preference: 1) FrameMaker (we can supply our template on request); 2) WordPerfect, Microsoft Word, WordStar, Ami Pro or RTF; 3) ASCII (plain text). (See "Figures" below for computerized graphics specifications.) We can accommodate either 3.5" (720KB or 1.44MB) or 5.25" (360KB or 1.2MB) IBM-format diskettes. We can also accept text files sent *via* e-mail; binary files can be submitted as uuencoded e-mail or *via* ftp (contact us for details).

SECTIONS OF THE JOURNAL

1. Research Articles or Reports (for organization, see below)
2. Date Lists (for organization, see below)
3. Notes and Comments, Letters to the Editor, Discussions
4. Radiocarbon Updates – news of interest to the radiocarbon community
5. Book Reviews
6. Laboratories (generally at the end of each volume)
7. Author Index
8. General Index
9. Announcements – advertisements, publications, meetings, job openings

Reporting ^{14}C dates

We report ^{14}C ages in years BP (Before Present) without the word, "years" [*Example*: 2750 ± 50 BP]. AD/BC dates or calendric estimates are reported only in conjunction with calibrated ranges. In this instance, use the most recent calibration curves and cite (as of this printing, Vol. 35(1): Calibration 1993). Designate calibrated ages "cal" [*Examples:* cal AD 1230; 3270 cal BC]. We use BP, AD, BC as symbols, rather than abbreviations, and thus, do not use periods (full stops) with them. Include proper citation (laboratory number and reference) in manuscripts in which ^{14}C dates appear.

SI units

"SI" is an abbreviation for Le Système International d'Unités, an international system of units adopted by many national and international authorities, associations, professional societies and agencies. Inevitably, a few other, non-SI, units have come into use, which leads to controversy and difference among standards. We strongly favor the use of SI units and adhere to this unified system as much as possible. A completely revised edition of the 14 parts of the International Standard ISO 31, *Quantities and Units,* ISO Standards Handbook, 3rd edition, Geneva, International Organization for Standardization, 1993, replaces the 10-yr-old version. We also draw from three other guides: "Standard for Metric Practice" 1976 American Society for Testing and Materials; "Quantification in Science: The VNR Dictionary of Engineering Units and Measures" by M. Melaragno 1991, Van Nostrand Reinhold, New York; and "Guide for the Use of the International System of Units" by Arthur O. McCoubrey 1991, NIST Special Publication 811.

Print unit symbols in roman type, leaving a space between the number and unit [*Example:* 5 ka]. A period does not follow unit symbols. Use a hyphen between number and symbol for an adjective [*Examples*: 5 m or 5-m depth, *not* 5m or 5m depth]. No space separates the numerical value and symbols for degree, degree Celsius, %, ‰, minute and second of plane angle. [*Examples:* 10°, 10°C, 15%, –25‰, 35′45″]. A short list of preferred symbols follows:

Unit	Symbol	Unit	Symbol
above sea level	asl	milligram	mg
ampere	A	milliliter	ml
centimeter	cm	millimeter	mm
day	d or day	million	M
degree Celsius	°C	minute	min
electron volt	eV	mole	mol
gram	g	nano	n
hour	h or hr	registered trademark	®
kelvin	K	second	s or sec
kilogram	kg	sievert	Sv
kilometer	km	thousand	k
liter	liter	trademark	™
meter	m	volt	v
micro	μ	year	a or yr

ORGANIZATION OF A MANUSCRIPT

Use 10 point type size throughout. Arrange research articles or reports to include the following sections:

1. **TITLE** – boldface capitals at the left margin – avoid abbreviations [Times Roman 10 pt.]
2. *AUTHOR(S)* – italic capitals at the left margin – full first name or two initials with spaces between and periods (full stops) after initials. [*Example: AUSTIN LONG and R. S. KRA*]
3. Affiliation(s) – roman caps and lower case at the left margin – addresses should be complete, including zip or country code numbers. Add USA for the United States. Use numbered footnotes for more than two addresses, or change of address. [*Example:* [1]Present address: Department of Geosciences, The University of Arizona, Tucson, Arizona 85721 USA [8 pt.]]. For more details, see below.
4. ABSTRACT. – boldface small caps at the left margin. Text begins on the same line, double spaced – a concise summary (*ca.* 200 words), containing objectives, methods and results.
5. INTRODUCTION – boldface caps [10 pt. initial cap; small for the rest] at the left margin
6. METHODS or DESCRIPTIVE BACKGROUND – not METHODOLOGY or MATERIALS AND METHODS
7. RESULTS or DISCUSSION
8. CONCLUSIONS
9. ACKNOWLEDGMENTS – should be brief
10. REFERENCES – at the left margin. For details, see below. Use 10 pt. in manuscript.
11. TABLES – initial cap, small caps following at the top left margin of the table. For details, see below.
12. Figures (Fig.) – with separate captions. For details, see below. Use 10 pt. in manuscript.

TEXTUAL ELEMENTS

HEADINGS – as above (INTRODUCTION, *etc.*)

Subheading 1 – boldface initial capitals, at the left margin

Subheading 2 – italics, at the left margin.

Subheading 3. – italics, with a period (full stop) and text following.

Running Heads – these appear at the top of each page (after the title page). The right-hand, odd-numbered page bears a summary of the title. Authors should check these carefully for meaning and clarity. The left-hand, even-numbered folio bears the authors' names.

Footnotes – avoid if possible, but when necessary, cite with superscripts in Arabic numerals in the text and at the bottom of the same page. Footnote an author's address in the same manner, using consecutive numbers for more than two affiliations, *e.g.,* G. T. Cook,[1] D. D. Harkness,[2] B. F. Miller,[2] E. M. Scott,[3] M. S. Baxter[1] and T. C. Aitchison.[3]

Equations – center, leaving ample but not excessive space above and below. Use roman, *not* italic symbols. For complex equations, use the Equation Editor of your software program, or print clearly by hand in manuscript for us to set. Number equations, enclosing the number in parentheses at the right margin. Use punctuation (*e.g.,* a period) at the end of the sentence or paragraph. Do *not* use punctuation (*e.g.,* a colon) preceding the equation. Use the exponent ½ to designate a square root *e.g.,* $x^{\frac{1}{2}}$.

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Tables – must include table number and title at the top left margin of the table. Use the Table or Column Function of your software program, or separate columns with tabs. *Do not use the space bar to separate items in the table.* Clearly mark columnar headings, using initial caps and lower case lettering. Avoid spaces within the table. Do *not* use ditto marks. Use two hyphens for missing data. For footnotes, place the appropriate symbol in superscript to the right of the item to be noted. Place footnotes at the bottom of the table (even if it extends beyond one page) and cite in order (from left to right, top to bottom) in the following sequence: *; †; ‡; §; # (if more symbols are needed, use **, ††, *etc.*). Place tables at the end of the manuscript. Identify all tables in the text, so that we know where to place them.

Figures – original line drawings, glossies, laser prints or halftones. Submit graphics on disk or as camera-ready copy. We can accept the following computer graphics formats: PCX (preferred), BMP, CorelDraw, EPS, GEM, HPGL, PhotoCD, PICT, TIFF and WPG. Resolutions of scanned graphics should be no less than 300 dpi for line drawings, 150 dpi for halftones. (Please submit graphics as separate files, rather than including them in word processing files, and send printed copies and/or originals along with the computer files.) The quality of the end-product depends directly on the illustration that the author provides. Figures should be reduced as much as possible, not exceeding the size of the printed page, 5.5" × 7.5" (*ca.* 14 cm × 19 cm). Figures must have captions, numbered consecutively with Arabic numerals. Place figure captions on a separate page, *not* with the figure. Provide a key or explain all symbols that appear in the figure, denoting the symbol on the figure or in the caption. Do *not* identify symbols in the text. Identify all figures in the text, so that we know where to place them. Write out the word "Figure" when it is part of the sentence (*e.g.*, Figure 1 shows...) and abbreviate it when it is in parentheses (*e.g.*, (Fig. 1)). Designate multiple parts of a figure with capital letters (*e.g.*, Fig. 1A, 1B). Clearly identify illustrations (by taping a piece of paper to the reverse) with author's name and figure number. Use gloss-coated paper for laser prints. We reserve the right to reduce figures in order to save space, when possible without compromising legibility. We may also retype labels in a figure to conform to our stylistic requirements. Some papers necessitate the use of reprinted figures (*e.g.,* a history or overview of a particular subject). In such a case, we ask the author to request permission to reprint the figure or table from the publisher, and usually from the author(s) as well. We will provide a permission-request form.

Measurements and Numbers – always use SI or metric units (see above). Use English units only in parentheses, in combination with metric units. Numerical values used in conjunction with units should be in Arabic (*e.g.,* 25 cm). Spell out numbers up through ten when unaccompanied by units of measurement [*Example:* The procedure lasted eight days, *but,* The procedure lasted 18 d]. For more than one number in a series, use Arabic numbers [*Example:* We measured 2 bone, 3 charcoal and 5 peat samples]. To denote duration of time or inclusive page numbers, use an en dash (–), *not* a hyphen (-) [*Examples:* The procedure takes 8–10 d; : 24–36.] Do not join numbers in a range with an en dash; write out prepositions and conjunctions. [*Examples*: The procedure takes between 8 and 10 d; the calibrated range is 1350 to 1480 cal BC.] Precede isotope symbols in superscript (*e.g.*, ^{14}C, ^{36}Cl). We encourage the use of ^{14}C in the text. It is acceptable to begin a sentence with ^{14}C. Isotope names are usually written out for their first appearance, and in headings and titles of tables; symbols preceded by mass numbers in superscript follow throughout the manuscript. We prefer negative exponents over reciprocals [*Example:* J/kg = J kg^{-1}]. Do not use raised dots. Use a comma in a 5-digit number, but not in a 4-digit number [*Example:* 50,000, 5000, *not* 50 000 or 5,000].

Symbols, Abbreviations, Acronyms and Greek Letters – clearly define abbreviations or acronyms at their first appearance in the text [*Example:* Accelerator Mass Spectrometry (AMS); one standard deviation (1 σ)]. Use symbols, such as >, <, ≈ with Arabic numerals. We use "*ca.*" or ~ with

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numerals, but "about" or "approximately" with words [*Example:* The procedure lasted approximately eight days]. Other abbreviations include: *i.e.*, *e.g.*, *vs.*, *et al.* Write out Greek letters, *e.g.*, alpha, beta and gamma, in their first appearance; use Greek letters thereafter. In cases of symbol-intensive texts, include a tabular list of symbols and terms.

Punctuation – terminal punctuation and commas follow quotation marks. [*Example:* Smith (1989) judged these results "conclusive", but Jones (1990) dismissed them as "egregiously flawed".]

Company names, products, trademarks

Give the address of a company, designating the specific branch, after its first use in the text. Quote the exact product name, with model number, if applicable, followed by a trademark, ™, or registered trademark, ®, symbol. Use the appropriate symbol at each occurrence in the text, including titles, tables and figures.

Leges radiocarbonis

We offer these selected rules of usage that we have acquired over the years:

afterpulse
AMS = accelerator mass spectrometry
anticoincidence
bidecadal
crossdate, crosstalk; cross-check, cross-match
D = deuterium
database
do not break line in the middle of a molecule
do not use dendroyear; use calendar year
Douglas-fir; bristlecone pine
eastern Europe
eggshell
elevation, not altitude
endpoint
equations in roman, not italic or boldface
factor of merit = fM
figure of merit (E^2/B) = FM
floodplain
groundwater
^3H = tritium
half-life
ID = inner diameter; OD = outer diameter
LSC = liquid scintillation counting
multicomponent
one-half
percent
percent modern carbon = pMC
per mil = ‰
photomultiplier tube = PMT
Preboreal
postglacial
pulse-height spectra (or discrimination)
relationship = relation
rockshelter
Subatlantic
Subboreal
time scale
™ and ® used every time
wavelength
X-ray

Citation of publications in text

Cite all references in the text and list them in the reference section. Textual citations should give the author(s) and date with no punctuation between them. Place the citation within parentheses, unless the authors are part of the sentence [*Examples*: (Cook and Anderson 1993); Cook and Anderson (1993) described...]. A page, table or figure number should follow a colon, after a space [*Example:* Povinec: 406]. We no longer use the ampersand character (&) with references; use "and" throughout. Cite the names of 1–3 authors and use *et al.* for more than 3 authors [*Examples:* (Taylor, Long and Kra 1992); (Bard *et al.* 1990)]. Separate two or more references by semicolons [*Example:* (Scott *et al.* 1992; Bard *et al.* 1990)]. Cite several works by the same author by date only, separated by commas [*Example:* (Trumbore 1988, 1992)]. Repeat multiple citations; do not use *op. cit.* or *ibid.*

Author(s) should determine the order (alphabetical or chronological) for multiple references in the text.

Cite data from notes or observations with dates, if known, or as (ms.) in the text, and use the proper citation in the references (see below). Cite an unpublished manuscript (*e.g.*, a doctoral dissertation) with the year in the text. Refer to a personal communication in the text, *not* in the references. Include the date of the communication whenever possible at the end of the citation [*Example:* W. S. Broecker, personal communication 1993].

References

Place all textual citations in the reference section at the end of the manuscript. *Continue to use 10 pt. type size and double spacing*. Material not cited in the text should not appear in the references. List all authors in the references; do not use *et al.* We require *full* titles of articles and inclusive pages. We do *not* cite references by number. Use initials (with periods) instead of first names in the references. We do not abbreviate journal titles. For each reference entry, use the hanging indent or paragraph style function of your software program, and type the entry without hard returns, tabs or multiple spaces. *Do not place references in columns; we will do this after typesetting.*

Arrange citations alphabetically by author's last name. A single-author entry comes before a multi-author entry beginning with the same name. *Example*:

Stuiver, M. 1982 A high-precision calibration of the AD radiocarbon time scale. *Radiocarbon* 24(1): 1–26.
Stuiver, M. and Pearson, G. W. 1986 High-precision calibration of the radiocarbon time scale, AD 1950–500 BC. *In* Stuiver, M. and Kra, R. S., eds., Proceedings of the 12th International ^{14}C Conference. *Radiocarbon* 28(2B): 805–838.

In entries with the same first author, alphabetize by second author, *etc.* For more than one reference by the same author, cite the oldest publication first. Two or more works by the same author in the same year are distinguished by letters after the date. *Example:*

Switsur, R. 1990a A consideration of some basic ideas for quality assurance in radiocarbon dating. *Radiocarbon* 32(3): 342–346.
____1990b Statistical quality control graphs in radiocarbon dating. *Radiocarbon* 32(3): 347–354.

Use four underline characters to indicate multiple references by the same author; no period or space follows the underline. *Example*:

Long, A. and Kra, R. S., eds. 1992 Proceedings of the 14th International ^{14}C Conference. *Radiocarbon* 34(3): 277–942.
____1995 Proceedings of the 15th International ^{14}C Conference. *Radiocarbon* 37(3): 000–000.

Do not use the extended underline when co-authors follow the first author. *Example:*

Hedges, R. E. M. 1992 Sample treatment strategies in radiocarbon dating. *In* Taylor, R. E., Long, A. and Kra, R. S., eds., *Radiocarbon After Four Decades: An Interdisciplinary Perspective.* New York, Springer-Verlag: 165–183.
Hedges, R. E. M. and Law, I. A. 1989 The radiocarbon dating of bone. *Applied Geochemistry* 4: 249–253.

For foreign names that include, *e.g.*, "van", "van der" or "de", alphabetize by the whole name. *Example:*

de Jong, A. F. M.; Van Strydonck, M.; van der Plicht, J.

Following is our reference format for:

1. Article in a periodical:

Author's surname, initials of given name, year of publication (no commas before or after), title. *Name of periodical* (in italics or underlined) volume(number): inclusive pages. *Example*:

Vogel, J. S., Nelson, D. E. and Southon, J.R. 1989 Accuracy and precision in dating microgram carbon samples. *Radiocarbon* 31(2): 145–149.

2. Book citation:

Same as above for authors and year. Italicize and capitalize title of book. City of publication, publisher: number of pages. *Example*:

Broecker, W. S. and Peng, T.-H. 1982 *Tracers in the Sea*. Palisades, New York, Eldigio Press: 690 p.

3. Article in edited Proceedings:

The citation should follow the examples of Stuiver and Pearson, above.

If an organization is considered the author of an entry, list the organization as author. *Example:*

International Study Group 1982 An inter-laboratory comparison of radiocarbon measurements in tree-rings. *Nature* 298: 619–623.

Works "in press" must actually be in press, *i.e.*, accepted for publication by a journal. "In press" should follow the citation if the date of publication is known. If date of publication is not known, "in press," set off by commas, should replace the date. *Examples*:

McCormac, F. G., Baillie, M. G. L., Pilcher, J. R., Brown, D. M. and Hoper, S. T. 1994 $\delta^{13}C$ measurements from the Irish oak chronology. *Radiocarbon* 36(1): in press.

Pazdur, A., Pazdur, M. F. and Zastawny, A., in press, Gliwice radiocarbon dates XII. *Radiocarbon*.

If an author confidently expects to publish a manuscript before the galley proof is returned, he/she may use blank page numbers (000-000). Place (ms.) after the authors for a manuscript that has been submitted but is not yet accepted. *Example*:

Lassey, K. R., Tate, K. R., Sparks, R. J. and Claydon, J. J. (ms.) Historic measurements of radiocarbon in New Zealand soils. Submitted to *Radiocarbon*.

Cite an unpublished manuscript, such as a doctoral dissertation, in the same manner, and include the date after (ms.) Do not use italics for an unpublished manuscript. *Example*:

Roeleveld, W. (ms.) 1974 The Groningen coastal area. Ph.D. dissertation, Amsterdam: 252 p.

Cite a published manuscript as a book. *Example:*

Silberman, M. L. 1971 *Time of Ore Deposition in Epithermal Veins of Western Nevada and Eastern California as Measured by K-Ar Isotopic Ages on Primary Adularia and Alunite*. Ph.D. dissertation, University of Rochester. Ann Arbor, Michigan: University Microfilms International: 149 p.

For a manuscript in preparation, give as much information as possible. *Example:*

Long, A. and Kra, R. S. (ms.) The International Radiocarbon Soils Data Base (IRSDB). In preparation.

For a paper that was presented at a conference but not published, give the author, (ms.), year, title, site and date of the conference. *Example*:

Barnhill, J. L., Jull, A. J. T., Lange, T. and Donahue, D. J. (ms.) 1991 Methods for dating of Oriental textiles by accelerator mass spectrometry. Paper presented at the 14th International ^{14}C Conference, Tucson, Arizona, 20–24 May.

Book reviews

Book reviews should not exceed two pages and should bear headings as follows:

The Environmental Record in Glaciers and Ice Sheets. Edited by Hans Oeschger and C. C. Langway, Jr. Report of the Dahlem Workshop, Berlin, 13–18 March 1988. Chichester 1989 John Wiley & Sons, 400 pages.

The reviewer's name and full affiliation should appear at the end of the review.

Special issues

The length of a manuscript in a regular issue is unrestricted, but may not exceed 12 printed pages (*ca.* 600–700 words per page, including *ca.* 4 figures and 2 tables) in Conference Proceedings. The Editors, Associate Editors and outside referees read all papers, and judge them on scientific merit and relevance to the journal. Presentation of a paper at a conference does not guarantee publication in the Proceedings issue. If the publication of an accepted manuscript is delayed, we will place it in the next available regular issue. The editors will consider for publication only those manuscripts submitted in proper format by the conference deadline. Workshop Proceedings, whether or not associated with an International Radiocarbon Conference, may appear in a Special Issue. Discussions, *i.e.,* questions and answers following a session, or communications about an article, may be appended to papers. Proceedings follow the general program schedule of the conference or workshop.

The publication process

The following scenario describes the *RADIOCARBON* publication process: An author submits a manuscript to the *RADIOCARBON* office. We acknowledge receipt of the manuscript, schedule it for a particular issue and select one or two reviewers. We consider the relevance of each review, augment it if necessary, and return the edited manuscript to the corresponding author, along with the reviewers' comments. The corresponding (usually the senior) author prepares the final, revised version of the manuscript, adhering to the recommendations of the editors and reviewers, and returns it to the *RADIOCARBON* office, along with a diskette and original figures (or computer graphics files). We then prepare galley proofs directly from the diskette, size and make prints of the figures and send galley proofs to the author for final checking. We enclose a page charge/offprint order form along with the proofs. The author carefully marks corrections in red and returns the order form (even if no offprints are wanted), proofs and manuscript to *RADIOCARBON* within three days. We then prepare a camera-ready copy of the issue, and send it, along with mailing labels and an offprint order form, to the printer (press), who prints, binds and mails the books. We cannot estimate, with a high degree of certainty, the duration of this process, as numerous factors and variables may affect any aspect of publication.

Deadlines

Generally, we adhere to the following schedule:

For	Date
No. 1	September 1
No. 2	January 1
No. 3	May 1

DATE LISTS

In general, the format of the date list should follow the style shown in the most recent issue of *RADIOCARBON*. Entries should be brief and precise, yet informative and easily understood by the general reader as well as by the specialist. A *Comment* should follow every sample or series description, in which the submitter(s) of the sample(s) discuss(es) the significance of the result. Authors should make liberal reference to published literature. When this is not available, it is the responsibility of the dating laboratory to collect the pertinent facts, by requiring the submitter to provide them in publishable form. We encourage the use of maps, tables and figures to fully describe the location of sites, the provenience and comprehensive data surrounding the sample(s). Authors should also describe, in some detail, the methods of collection, storage, sample pretreatment and measurement that they have used. Also, we would like to know the standards, protocol for quality assurance and the calibration program that the laboratory uses.

For geochemical measurements, the accepted standards are:

1. 0.95 times the age-corrected (to AD 1950) activity of NBS Oxalic Acid I ($\delta^{13}C = -19.0‰$)
2. 0.7459 times the age-corrected activity of Oxalic Acid II ($\delta^{13}C = -25‰$); see Stuiver (1983) *Radiocarbon* 25(2): 793.

Report geochemical measurements as per cent of modern carbon (pMC), but where $^{13}C/^{12}C$ assays are available or reasonably assumed, we recommend the Δ notation. See Stuiver and Polach (1977) *Radiocarbon* 19(3): 355–363 for further discussion. List values of $\delta^{13}C$ when known. Laboratories should retain records of $\delta^{14}C$ values in accessible form, whether or not they are published in the original entries.

Dates should be expressed in years BP (before AD 1950). Report calendar estimates and ranges in the *Comment* as cal AD/BC, citing the specific calibration curve and program used to calculate the estimate. We recommend using the curves and programs in Calibration 1993 (Vol. 35, No. 1). Always cite the laboratory number, *e.g.*, A-1320, when referring to a date in the same list or another publication. If the date has been published previously, give the reference.

Title, authors and affiliations are the same as for general articles. Date lists need no abstracts; they start with an introduction and acknowledgments. Divide date lists into sections, *e.g.*, **ARCHAEOLOGICAL SAMPLES**. Further subdivide dates under geographic headings, *e.g.*, *UNITED STATES, Illinois, etc.* Each sample should have a descriptive name, usually that of the locality of collection, and preferably, a name different from those of all other samples. Each description, for a series or a single sample, should include the following: Laboratory number, descriptive name, date expressed in years BP (all in **boldface**), $\delta^{13}C$ value (in *italics*), sample material, with identification information, if relevant, specific location, including stratigraphic provenience, geographic coordinates, collector and submitter, with dates and affiliation and *Comment(s). Example:*

ISGS-1264. Mauvaise Terre Creek paleochannel, MVT 1B **9750 ± 70**
$\delta^{13}C = -28.1‰$

Primarily uncarbonized, nonconiferous (diffuse porous and ring porous) wood and bark, some herbaceous plant debris, 4.67–4.80 m below ground surface in the Illinois Valley; near the base of a stratified and laminated silt unit filling an old meander channel of Mauvaise Terre Creek, incised into

9750 ± 70

ISGS-1264. Mauvaise Terre Creek paleochannel, MVT 1B $\delta^{13}C = -28.1‰$

Primarily uncarbonized, nonconiferous (diffuse porous and ring porous) wood and bark, some herbaceous plant debris, 4.67–4.80 m below ground surface in the Illinois Valley; near the base of a stratified and laminated silt unit filling an old meander channel of Mauvaise Terre Creek, incised into the Keach School Terrace; from Scott County, 5 km southwest of Oxville (39°40′50″N, 90° 37′00″W). Collected 1983 by D. S. Leigh; submitted by E. R. Hajic, D. S. Leigh and D. L. Asch.

Comment: This date provides a minimum age for the Keach School Terrace. See Hajic (1987).

Some specific guidelines follow:

- In a series title, capitalize the "S" in "Series". Indent sample numbers under the series heading.
- Be as specific as possible when identifying the sample material. Use the Linnaean name in parentheses following the popular name, if the sample is a plant or animal fossil. Include the name of the person who identified the sample. Italicize species names, but not the word, "species" or "sp.".
- Give the precise geographic location, including latitude-longitude coordinates, in parentheses. Do not use Lat and Long; use N, E, S, W, *e.g.*, (39°40′50″N, 90°15′50″W), leaving no spaces between units. National Grid References (NGR) should also be included in parentheses.
- Describe occurrence and stratigraphic position (but not stratigraphic sequences), including depth or elevation, or cultural association, including period or name of culture, in precise terms. Explain interpretations of stratigraphic or cultural associations in the *Comment*.
- Use decimals, *e.g.*, 5.5 km from the coast, not 5½ km.
- Leave a space between number and measurement unit, *e.g.*, 32 cm, not 32cm.
- *Comment*: Usually compares the date with other relevant dates, for which the author should provide sample numbers and references. Interpretive material, summarizing the significance of the ^{14}C measurement belongs here, as do technical matters, *e.g.*, chemical pretreatment, special laboratory difficulties, *etc*. Include calendar estimates and calibration information here. We cannot overstate the importance of this section, for it is here that the author should describe the significance of the date. Include initials in parentheses before the colon. *Comment* starts at the left margin. Capitalize the first letter of the first word after the colon. See example, above.

In recent issues, we have been publishing site-specific interpretive literature on ^{14}C dating of a particular area or site. These papers represent combinations of research articles and date lists (comprising results from several laboratories) that carefully analyze and explore the ramifications of ^{14}C results. Prepared by consumers rather than producers of ^{14}C dates, these articles are extremely valuable for a wide range of scientific disciplines, and we encourage contributions of this nature. The following are examples:

Allen, M. S. 1994 The chronology of coastal morphogenesis and human settlement on Aitutaki, Southern Cook Islands, Polynesia. *Radiocarbon* 36(1): 59–71.

Clark, J. T. 1993 Radiocarbon dates from American Samoa. *Radiocarbon* 35(2): 323–330.

Mead, J. I. and Agenbroad, L. D. 1992 Isotope dating of Pleistocene dung deposits from the Colorado Plateau, Arizona and Utah. *Radiocarbon* 34(1): 1–19.