

*Caribbean Connections*  
**Editorial Policy, Information for Authors, and Style Guide**

**Editorial Policy**

- *Caribbean Connections* is a biannual, peer-reviewed, online journal that publishes original papers that highlight research that seeks to broaden our understanding of the Caribbean's history. *Caribbean Connections* is dedicated to an interdisciplinary approach and therefore welcomes submissions from a variety of disciplines including, but not limited to, anthropology, archaeology, biology, conservation, environmental studies, and geology. Authors submit manuscripts to the editor for consideration as Articles and Research Notes. Book Reviews are solicited by the journal's associate editor for this section.
- The categorization of a manuscript as an Article or Research Notes is left to the editors' discretion. Articles are usually longer than Research Notes and address topics of major importance in a way that reaches out to a broad audience of professionals and the informed public. Research Notes, on the other hand, may be more technical, address a specific topic, and be of primary interest to relatively fewer readers.
- The editors reserve the right to reject (with or without peer review), or return for revision, any material submitted on the grounds of inappropriate subject matter for the scope of the journal or on the grounds of poor quality or of excessive length. Manuscripts may also be returned for reformatting when they do not comply with the journal's style provisions.
- The journal adheres to the 1973 American Anthropological Association statement on gender language, which discourages the employment of male third-person pronouns and the use of generic "man" in reference to non-sex specific semantic categories. More comprehensive terms (e.g., "one," "person," "humans," "humankind," "they"), in grammatically correct constructions, are preferred as a matter of equity.
- Before a manuscript can be published in the journal, the author must submit written permission from anyone whose unpublished works (e.g., papers presented at meetings, and personal communications) are cited or used in the paper in question. (Faxes of such permissions, or e-mails originating from the person whose permission is needed, will be adequate proof.) For multi-authored papers, the communicating author must submit written evidence that all coauthors are willing to release for publication the draft accepted by the journal editor.
- The journal will not knowingly publish manuscripts that rely on archaeological, ethnographic, or historical period objects that have been obtained without systematic description of their context; that have been recovered in such a manner as to cause the unscientific destruction of sites or monuments; or that have been exported in violation of the national laws of their country of origin. It is the author's responsibility to provide justification for the publication of information that might be in conflict with this policy and the editors' and reviewers' responsibility to determine the validity of the justification. In conjunction with the Society for American Archaeology's Ethical Principle No. 3, *Caribbean Connections* strives to balance the goal of not adding monetary value to such objects with the goal of generating knowledge about the past and the archaeological record.
- The journal does not pay authors for manuscripts and does not provide manuscript

retyping, copying, preparation of illustrations, abstracting, translations, or other such services, which are the responsibility of the author.

### **Information for Authors**

- **Editors' Responsibilities:** Manuscripts are evaluated by the editors in consultation with peer referees, or by the associate editors for Book Reviews, as appropriate. Authors may suggest potential reviewers; the editors, however, are not bound by these suggestions. Referees' substantive evaluations are solicited with editorial guarantees of anonymity. Referees may, however, waive anonymity. Authors are notified as soon as a decision is reached to accept or reject a manuscript. Acceptance may be offered on the condition that revisions be undertaken. Rejection may be outright or with the possibility of reconsideration after revision, which may entail a new round of evaluations.
- **Authors' Responsibilities:** Authors are responsible for the content of their papers, for the accuracy of quotations and their correct attribution, for the legal right to publish any material submitted and the appropriate handling of issues of coauthorship, and for submitting their manuscripts in proper form for publication. Authors bear the responsibility for securing written permissions, when necessary, for figures, tabular materials, or any other material protected by U.S. or international copyright laws. As noted above in section 1.0, the author must submit written permission from anyone whose unpublished works are cited or used. Evidence of such permission must accompany a final submission. Attribution for figures, etc., should be given with the manuscript, preferably in the caption for each figure. A manuscript submitted to the journal must not be under consideration by any other journal or publication medium at the same time, or have been published elsewhere. After a manuscript has been accepted, and before it is published, the author or authors (in cases where papers are coauthored or jointly authored) will be asked to sign copyright release forms, which must be received before actual publication takes place. Final submission of a manuscript automatically grants *Caribbean Connections* the right to use any figure therein on the cover of the number of the journal in which it appears.
- **Submissions:** Manuscripts for Articles and Research Notes should be sent to the Editor-in-Chief using the email given on the journal's website. For new manuscripts, authors are required to submit the text, tables, and figures electronically via email.

### **Style Guide**

- Authors should refer to the Style Guide for *American Antiquity* in preparing their manuscripts for submission to *Caribbean Connections*. This can be accessed at: <http://www.saa.org/AbouttheSociety/Publications/StyleGuide/tabid/984/Default.aspx>