

# How to submit your manuscript to *Plains Anthropologist*

Most of the information you need to submit a manuscript to *Plains Anthropologist* can be found online. This document helps you get to the online information, but also provides other necessary information and select items of guidance to make the process a little easier.

## Manuscript submission guidance

- At the [Plains Anthropological Society website](#), log in as a member  
If you are not a member, you can't log in. Consider joining the Plains Anthropological Society.
- Select [Taylor and Francis Online](#) to the left of the screen, and then under Online Journal Access at the top of the page select [Taylor and Francis Online](#) again
- On the left select [Instructions for Authors](#). Most of the information you need is there.

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**Further below on page 3 is guidance on how to submit your manuscript through Editorial Manager, but first make sure that your manuscript meets the journal standards by reviewing the information immediately below**

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## Style Guides

### American Antiquity style guide

- *Plains Anthropologist* follows the most recent online style guide of *American Antiquity*
- To access this document, enter "*American Antiquity style guide*" in your browser's search field, or select this link [American Antiquity style guide](#).
- The style guide begins in section 3.0, but the portion of the style guide that is relevant to *Plains Anthropologist* starts at Section 3.2.1, Title Page.

### Other style guides (used for consistency in grammar and spelling)

- The Chicago Manual of Style, seventeenth edition, 2017, University of Chicago Press
- Merriam-Webster's Collegiate Dictionary, eleventh edition, 2014, Merriam-Webster, Incorporated, Springfield, Massachusetts

## Quick tips and requests from the Editorial Team

## Submitting the manuscript in Editorial Manager

- Submit the manuscript with tables, table captions, and figure captions as one file, a Microsoft Word document
- Submit figures as additional, individual files, don't embed them in the manuscript
- Submit supplemental materials as additional, individual files

## Preparing the Manuscript

Your manuscript file should be compiled in the following order:

- Title page
- Abstract (up to 150 words)
- Keywords (see below)
- Main text
- Acknowledgments
- Declaration of interest statement
- References cited
- Table(s) with caption(s) on individual pages
- Figure captions as a list
- Short biographies of all authors

Keywords: You can have up to six keywords and they can contain multiple words. Example: Munkers Creek, Middle Archaic, Flint Hills, Permian chert, mid-Holocene climatic optimum, use-wear

## Figures

- Figures should be 1200 dpi for line art, 600 dpi for grayscale and 300 dpi for color at a printable size—maximum dimensions are about 12 by 20 cm
- Figures should be supplied in EPS, PS, JPEG, GIF, or Microsoft Word (DOC or DOCX) format
- You can submit color figures. The journal is allowed 16 color figures per issue at no extra charge. If using color in a figure will make it clearer to the reader, consider submitting it as a color figure. If there are more than 16 color figures in an issue, the editor will contact you to discuss options.

## Supplemental material

Presenting raw data is important but it takes valuable space, and the Society is charged for pages over 400 in a given volume. Most of the world is online, so elect to upload lengthy tables and appendices as well as video or audio recordings as supplemental material. These materials will be part of your submission but available solely online. Many file types are allowed, and they are uploaded as submitted—the author does not get proofs to review for supplemental material.

## Suggestions to help get your manuscript accepted more quickly

- Follow the style guide

- Check the references cited in text against the citations listed in the References Cited section, and vice-versa
- Use the serial (or Oxford) comma: Lions, tigers, and bears
- Except as noted in the style guide, avoid abbreviations, especially if they are used only once or twice. Spell out state names.
- Avoid quotes, paraphrase instead.
- Consult the [American Antiquity style guide](#) for guidance on the format to be used for first published presentation of the results of radiocarbon assays
- When first mentioning a site, provide both the name (if the site has a name) and the site number. The name alone can be used thereafter.
- Measurements are presented in the metric system, using their abbreviations and no periods (but see the style guide for exceptions)
- Some preferred formatting examples:
  - Washington DC, PhD, Master's thesis
  - AD 1601, 5800 BC (Chicago Manual of Style 2017, 9.34)

Once accepted, manuscripts are published online and available to members through the Society website. To get there:

- At the [Plains Anthropological Society website](#), log in as a member
- On the left select [Taylor and Francis Online](#),
- Under Online Journal Access at the top of the page select [Taylor and Francis Online](#) again
- Select [Latest Articles](#) under List of Issues

## Submit your manuscript and figures through Editorial Manager

- At the [Plains Anthropological Society website](#), log in as a member
- Select the tab [Submit an article](#). This will take you to Editorial Manager, where you submit your information and your manuscript, figures, and supplemental materials.
- Select [Taylor and Francis Online](#) to the left of the screen, and then under [Online Journal Access](#) at the top of the page select [Taylor and Francis Online](#) again
- If you have never signed up or your registration expired, you need to register by selecting the link [Register now](#).
- If you are registered, select [Author Login](#)

# Welcome to Editorial Manager® for Plains Anthropologist




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**Please Enter the Following**

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**Plains Anthropologist**

Please ensure you have read the [Instructions for Authors](#) before submitting your paper.

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## Plains Anthropologist



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### Author Main Menu

Please consult the [Author Services site](#) before submitting your paper.

**New Submissions**

- [Submit New Manuscript](#)
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- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- Submissions Being Processed (0)

**Revisions**

- Submissions Needing Revision (0)
- Revisions Sent Back to Author (0)
- Incomplete Submissions Being Revised (0)
- Revisions Waiting for Author's Approval (0)
- Revisions Being Processed (0)
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**Completed**

- [Submissions with a Decision](#) (10)

Select the type of article you are submitting:

Article—a longer manuscript that has a broad scope

Report—a shorter article that is focused on a discrete set of data

Comment—a brief submission focused on a single topic that has been discussed elsewhere, a marginal note, or a critique.

Book review—please coordinate with the book reviewer editor, Matthew E. Hill

Obituary—a remembrance of someone who has passed

Memoir—A long detailed work with multiple sections of chapters on a single topic.

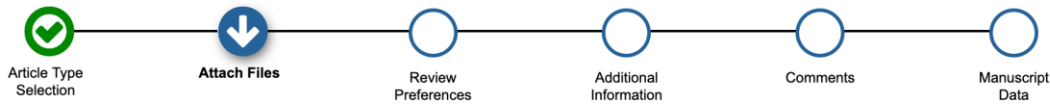
After making your selection, select [Proceed](#).

The screenshot shows the Taylor & Francis Editorial Manager interface for the journal Plains Anthropologist. The user is logged in as 'Author' with the username 'BobHoard'. The page features a progress bar with three steps: 'Article Type Selection' (active), 'Attach Files', and 'Manuscript Data'. A dropdown menu is open under 'Article Type Selection', listing options: 'None' (selected), 'Article', 'Report', 'Comment', 'Book Review', 'Obituary', and 'Memoir'. A 'Proceed' button is visible to the right of the dropdown.

Here is where you upload your manuscript.


Note: The manuscript needs to be submitted twice as two different files—one version having author information on the title page and in a short bio at the end, the other without, with the files named accordingly— so have both files ready.

Start by selecting the [Browse](#) button (below) and selecting a document to upload—Upload your anonymous manuscript.



**Please upload all of your manuscript files now, starting with a full version of your manuscript including author names and affiliations. Data included in your manuscript may be used to populate information for you later in the submission process.**

[Insert Special Character](#)

OR  Drag & Drop Files Here

The next screen is shown below. Look at the **Select Item Type** box. It is set to \*Manuscript-Anonymous, and notice near the bottom of the screen in the **File Name** field that I already uploaded the anonymous copy of the manuscript using the **Browse** button. Now, to enter the authored version, use the dropdown arrow in the **Select Item Type** box to select \*Manuscript – with author details and in the **Description** field enter Authored Manuscript. Select **Browse**, and upload the authored manuscript.

Don't leave this screen—you're going to enter all of your files here.


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Manuscript - anonymous  
 Manuscript - with author details

**Please provide any additional items.**

Select Item Type: \*Manuscript - anonymous

Description: Manuscript - anonymous

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The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can reorder the items manually if necessary.

Change Item Type of all: Choose files to: Change Now

Order	Item	Description	File Name	Last Size Modified	Actions	Select
1	*Manuscript - anonymous	Manuscript - anonymous	Sample Submission Anonymous.docx	15.5 KB 09 Oct 2020	Download	<input type="checkbox"/>

Select [Browse](#) again, upload figure 1, and label it Figure 1. Continue until you have entered all documents and figures, and supplemental material if you choose to use that. They'll appear as a list. It's good to put everything in order. You can change the file order by editing the numbers on the left to the order they should be in and then selecting [Update File Order](#).

Now select [Proceed](#).

There is a Questionnaire. Sorry, no screen shot here, the page is too long. Answer the questions. Sometime there is only one choice, but answer it. It's good to know the word count of your document, that's one of the questions. After answering all of the questions, select [Proceed](#) to get this screen.

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Plains Anthropologist

Editorial Manager  
Role: Author Username: BobHoard

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Article Type Selection ✓ Attach Files ✓ Additional Information ✓ **Comments** ↓ Manuscript Data ○

Please provide the requested information.

Insert Special Character

**Enter Comments**

Please enter any additional comments you would like to send to the publication office. These comments will not appear directly in your submission.

← Back Proceed →

Enter any comments you have for the Editor to consider, then select [Proceed](#). Let the blue wheel spin, followed by this screen:

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Editorial Manager  
Role: Author Username: BobHoard

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Article Type Selection ✓ Attach Files ✓ Additional Information ✓ Comments ✓ **Manuscript Data** ↓

When possible these fields will be populated with information collected from your uploaded submission file. Steps requiring review will be marked with a warning icon. Please review these fields to be sure we found the correct information and fill in any missing details.

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**Title**

Full Title (required) ✓

Title Text Text Text Text Text Text Text Text Text

body

Next

+ Abstract  
+ Keywords  
+ Authors  
+ Funding Information

← Back Save & Submit Later Build PDF for Approval →

Most of these fields will self-populate. If they don't, fill in what should be there. Now you have a choice: [Save and Submit Later](#) and [Build PDF for Approval](#). Choose the latter—why wait? If you get an error message, like if you forgot to check the funding source box, correct that and again select [Build PDF for Approval](#).

Blue Spinning wheel...then this screen.

The screenshot shows the Taylor & Francis Editorial Manager interface. The header includes the Taylor & Francis logo, the journal title 'Plains Anthropologist', and the Editorial Manager logo. The user is logged in as 'Author' with the username 'BobHoard'. The main content area is titled 'Submissions Waiting for Approval by Author Robert J. Hoard, PhD'. It contains several paragraphs of instructions and a table of submissions. The table has columns for Action, Manuscript Number, Title, Date Submission Began, Current Status, and Manuscript File Policy. The first row shows a submission with the status 'PDF Requires Approval' and a checkbox for 'I accept'.

Action	Manuscript Number	Title	Date Submission Began	Current Status	Manuscript File Policy
<a href="#">Action Links</a>		Title Text Text Text Text Text Text Text Text Text Text	09 Oct 2020	PDF Requires Approval	<input type="checkbox"/> I accept

Wait a bit, until it reads [Action Links](#) under Actions, then select [Action Links](#). Your submission will be a link you can download as a PDF or it can be viewed in your browser. There will be one document with both copies of your submission—one authored, one not, with all of the figures at the end. If it looks OK, go to [Action Links](#) and [Approve](#) it. If not, go to [Action Links](#) and [edit](#) it, and then [Approve](#) it.

Ready to submit? Find the little [I Accept](#) checkbox to the right and check it. Select [Action Links](#) and [Approve Manuscript](#). The manuscript is in the system and will be sent to the Editor. Congratulations!

## When will my published manuscript appear in print?

At any given time there are 5 to 10 manuscripts that are under review and about the same number accepted and online but not yet assigned to an issue. It will take a about a year before an accepted article is in print, though it can go up online within 8 weeks of submission if it goes through review quickly.

Thank you for contributing to the *Plains Anthropologist*.

Questions? Comments? Complaints? Contact the Editor at [Editor@plainsanthropologicalsociety.org](mailto:Editor@plainsanthropologicalsociety.org)