

## Authors Instruction of *Journal of Southeast Asian Archaeology*

### Paper Format for Article and Research Note

① A4 with space both side in 20mm (45 words x 40 in a page)

### ② Structure of paper (Article, Research Note, Prompt Report, Perspective and Research Materials)

1. Title (Must be written in both English and Japanese)
2. Author(s) Name, affiliation and contact e-mail address/postal address of corresponding author(s) (Must be written in both English and Japanese)
3. Abstract (200 words in maximum both in English and Japanese. Japanese abstract will be translated and added by editors if author is not be able to write in Japanese) (Must be written in both English and Japanese)
4. Keywords (5 words in maximum) (Must be written in both English and Japanese)
5. Main Text
6. Acknowledgement
7. Notes
8. References
9. Table and Figure

### ③ Page limit

**Article and Research Note:** 18 pages in maximum including Title, Abstract, Key Words, Text, Notes, References, Tables, and Figures (No exact word limits if within 16 pages, but less than 18,000 words are desirable)

**Prompt Report, Perspective and Research Materials:** 8 pages

**Book Review and News:** 4 pages

### ④ Font

- Title: Arial 11pt
- Author name and affiliation: Arial 10.5 pt
- Abstract and Keywords: Times New Roman 10.5 pt
- Chapter or Section Title : Arial 10.5 pt with number (e.g. 1 xxx, 2 xxx, 3 xxx)
- Main Text: Times New Roman 10pt
- Acknowledgement, Note and Reference: Times New Roman 9pt

### ⑤ Author(s) and affiliation(s)

First author should be in top of author(s) and please add \*1, \*2, \*3..number on corresponding author(s), then note e-mail address or postal address (if no e-mail address) of each corresponding author in next sentence (cf. \*1: [xxx@ccc.cc](mailto:xxx@ccc.cc)). The number of corresponding authors shall be two or less, you can contact the editorial board if you

need more. Affiliation(s) needs name of institution where author(s) affiliate, and should be noted after each author name (cf. First Name Family Name (Affiliation), First Name Family Name (Affiliation) and Family (Affiliation)).

## ⑥ Abstract and keywords

English abstract within 200 words and keywords (5 words in maximum), then add Japanese abstract within 300 letters and keywords. Use MS Gothic 10.5 pt for Japanese abstract. If hard to make Japanese abstract, Editorial board will assist to translate English abstract into Japanese abstract.

## ⑦ Text

The text consists of “chapter(s)” and “section(s)”. You have to use a number, a period and the title of the chapter (Ex: 1. Background of this study). As for sections, please use a number of the chapter to which the section belongs, a hyphen, a number of the section, a period and the title of the section (Example of Section 1 of Chapter 1: 1-1. History of research). Please contact the editorial board if you need lower sections such as subsections etc.

Please use Times New Roman 10 pt for the text and Arial 10.5 pt for head titles.

Chapter should be with number 1, 2, 3 (Arial 10.5pt).

Section should be with number as 1-1, 1-2, 2-1, 2-2... (Arial 10.5pt).

## ⑧ Tables and Figures

▪ All Figures and Tables will be in black and white.

▪ Tables should be numbered (Table 1, Table 2...) with caption title on top of table.

▪ Map, photos and any drawings etc are Figures and should be numbered (Figure 1, Figure 2...) with caption title on the bottom (with source identification).

1: All artworks such as illustration; drawing; photograph; map; diagram; or chart are treated as “Figure (Fig)”, all lists consisting of character is regarded as “Table”. Although any other terms are not available, if the specific term is essential for your manuscript, please take counsel with the editorial board.

2: Number the illustrations according to their sequence in the text, please assign a number to figure and table separately.

3: All figures and tables require the captions, and the citation must be specified in each caption even that object was made by yourself. The quotation mark in caption is same as the text. Even in the case that the figure or table is your product, that description is required. For example: (Photo by author); (Illustrated by author). Preferred fonts: Times New Roman (10.5 pt).

4: If you use the artwork of some primary sources (e.g. historical document; artifacts; faunal fossil) which are in the possession of any person or organization in your manuscript, the permission of them is required.

Additionally, any author needs to mention the procession of each primary source. For example: (Fig 1. Sample artifact (in the possession of the XXX museum). If the person or organization has the original agreement for artwork usage, follow that rules.

- 5: The mention of citation is also required about any artworks from website or webpages.
- 6: Any personally identifiable artwork and information require the principal permission, and you need to mention to the editorial bord whether you got it. Any personally identifiable data without the principal consent is not acceptable.
- 7: Please indicate the place of figures or tables in your text, or end of your manuscript.
- 8: Regardless of the application used, when your electronic “figure” is finalized, please 'save as' or convert the images to one of the following formats: TIFF; JPG; PDF, and save “table” as following formats: TIFF; JPG; PDF; or the Microsoft Excel format (xls; xlsx).
- 9: When the manuscript submission, you need to submit the manuscript; figure and table separately, so please save the figure and table data independently.

— Examples —

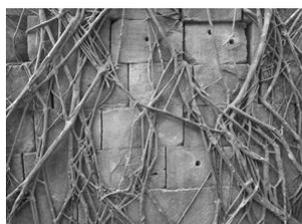


Fig 1. Sample remains  
(Photo by xxxx)

Table 1. Sample list  
(Modified Family 2020 : 20)

	い	ろ	は	に	ほ
A	○		○		
B	○	○		○	
C	○	○			
D	○		○		○
E				○	○
F	図や表はキャプションと共にテキストボックスに入れると便利です				

### ⑨ Acknowledgements:

You can list here the individuals who provided help during the research; and the scholarship and/or research grant associated with your research paper. When you mention any grant/scholarship, write it with their number or ID (cf. The Grant for Scientists: 123456).

Please use Times New Roman 9 pt (the font of the head title is same as that of chapters and sections).

### ⑩ Annotation/Notes

If you use any annotation marks in your manuscript, list your all annotations in here. Number the notes according to their sequence in the text, please write an annotation mark as \*1, \*2, \*3... in the text. Please do not use annotation tool of Microsoft Word and other annotating function. Preferred font is Times New Roman 9 pt (the font of the head title is same as that of chapters and sections).

## ⑪ References:

- 1: List all references referred in your research paper. Reference list requires the author name; year of publication; article title, editor(s) name (kind of journal does not require the editor name), title of book or journal, volume number, numbers of carried pages (article in book or journal only), Publisher (books only), Place of the publisher (books only). When you mention the multiple authorship, all author names were required, any symbols such as ‘et al.’ are not acceptable in the reference list.
- 2: When citing the reference in the text, mention the family/Last name of the author; year of publication; and page number(s) as quotation mark (e.g. Family 2020: 20-22; Family and Family 2020: 20-22; Family et al. 2020: 20-22).
- 3: The reference list should be listed in the order of literature (in Alphabet order), and any references from website; webpage; or data base need to be listed separately.
- 4: Preferred fonts: Times New Roman 9 pt (the head title is same font as that of chapters and sections). If you want to use special characters and/or marks, please contact the editorial board.
- 5: About the description method for any reference sources, please refer the below and template.

### **Description Method for Article in journal; Book**

- 1: The titles of books or journals are in *italic*.
- 2: When listing the reference written in other language than English, please mention the title in original language immediately after the English title (e.g. *The Archaeology of Japan (Nihon no koukougaku)*; *The archaeology of Vietnam (Khảo cổ học Việt Nam)*), moreover, indicate the kinds of languages of them in the end (e.g. in Japanese; in Vietnamese).

— Examples —

Family, F. (2020). *The title of a book*. Publisher: London. (Times New Roman 9pt)

Family, F., F. Family and F. Family (2020). The title of a paper. *The title of a journal*, 20(2): 20-34.

Family, F. (2020). The title of a paper. In F. Family and F. Family (eds.) *The title of a festschrift*, pp. 20-34. Publisher: London.

Myouji N. (2020). The archaeology of Japan (Nihon no koukougaku). Publisher: Tokyo. (In Japanese)

Hộ T. (2020). The title of a paper (Original title in alphabet). The title of a journal (Original title in alphabet). Publisher: Hà Nội.  
(In Vietnamese.)

### **Description Method for Website; Webpage; Data Base**

- 1: List alignment is confirming to requirements as the above references.
- 2: Please mention the author; responsible person; or organization, and URL of website; webpage; or data base.

3: If a website or data base has the original agreements for citation, please follow that rules and mention of it.

4: Write the date that you confirmed the website; webpage; or data base existed.

– Examples –

Website of “Japan Society of Southeast Asian Archaeology. <http://www.jssaa.jp/index-eng.html> (May 27, 2020)

Website of “Japan Society of Southeast Asian Archaeology: Publications (Call for Papers Journal of Southeast Asian Archaeology).  
<http://www.jssaa.jp/index-eng.html> (May 27, 2020)

## ⑫ Submission

When the manuscript submission, please submit the manuscript; figure; and table separately by E-mail or any cloud service to the editorial board of Japan Society of Southeast Asian Archaeology (please refer the contact details below). The manuscript should be saved as the multiple formats: Microsoft Word (.doc or .docx) and PDF, the figure and table need any one of TIFF; JPG; PDF; or the Microsoft Excel format (xls;xlsx). If you need any other formats for submission, please contact the editorial board.

## Contact Details

Please contact the editorial bord of JSSAA below for any questions, but we cannot answer a question about the peer review process and reviewer; additionally, the demands of extend a deadline is not acceptable.

**The Editorial Board of Japan Society of Southeast Asian Archaeology: [editors.jssaa@gmail.com](mailto:editors.jssaa@gmail.com)**

## Revision History

Establishment: April 1, 2013

The 1st Revision: April 6, 2016

The 2nd Revision: April 29, 2017

The 3rd Revision: May 22, 2019

The 4th Revision: May 27, 2020

The 5th Revision: May 29, 2022

The 6th Revision: May 25, 2023