BTAS Paper Specifications

PAPER TITLE (16 PT FONT-ALL CAPS)

AUTHORS (16 PT FONT, ALL CAPS)

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ABSTRACT (ALL HEADINGS SIZE 14 PT FONT)

INTRODUCTION (14 PT FONTS-SMALL CAPS)

Your first paragraph begins here with introductory information. Use 12-point Times New Roman font and double line spacing. Use left margin alignments and do not use tabs or spaces to indent. All paragraphs must be flush with left margins. Do not use hard carriage returns at the end of lines; use one hard carriage return to separate a new paragraph, new heading, or subheading. (12 pt fonts).

BACKGROUND (14 PT FONTS-SMALL CAPS)

1st Subheading (All subheadings size 12 font)

2nd Subheading

METHODS (14 PT FONTS-SMALL CAPS)

Paragraph begins here (12 pt font; no tabs or spaces at beginning)

RESULTS (14 PT FONTS-SMALL CAPS)

Paragraph begins here (12 pt font; no tabs or spaces at beginning)

ACKNOWLEDGEMENTS (14 PT FONTS-SMALL CAPS)
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REFERENCES CITED

*Please follow SAA style formatting for all in-text citations. Click here to see the SAA Style Guide (embed this link: http://www.saa.org/Portals/0/SAA%20Style%20Guide_Final_6-5-17.pdf) (see p. 21, Section 3.4 for in-text reference citations & p. 31-40, Section 3.10 for References Cited). Common citation examples as compiled by the SAA Editorial Policy (2017) may be reviewed below:

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Holliday, Vance T.

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**Edited or compiled book (editor or compiler as “author”):**

Dibble, Charles E. (editor)
1980 [sixteenth century] *Codice Xolotl*. Universidad Autónoma de México, México, D.F.

**Book or other item, no author:**

SCS Engineers

**Multivolume Set:**

Biggar, Henry P. (editor)

**Article in a Journal:**

Ashmore, Wendy
Article, group author:

Royal Society Conference of Editors

Chapter in edited book or monograph:

Manzanilla, Linda

Chapter in edited volume in a series:

Heidenreich, Conrad E.

Paper presented at a meeting:

Adams, Jenny

Dissertation or thesis:

Note: Use the designation “Master’s thesis” to replace “PhD dissertation” if necessary.

Author
Year Title, PhD dissertation, Name of the Department (e.g., Department of Anthropology), Name of University, Location of University.

In-press manuscript (article in book):

Vehik, Susan C.

Unpublished Manuscript:

Kent, Susan
Tables and Figures

Tables and figures should be numbered consecutively in the exact order they are referenced in the text. On a separate page, please provide a list of figure captions and separately, a list of table captions. All tables and figures should be provided as separate files. All figures and tables should follow SAA style formatting. Raster tiff or jpg illustrations should be submitted at no less than 300dpi, and vector illustrations at no less than 600dpi. Scanned graphics should be collected at a minimum of 300dpi. All graphics are to be submitted as individual files, and not embedded in the manuscript.

FIGURE CAPTIONS

Figure 1. (12 pt fonts) —figures should be separate files, see submission instructions—

Figure 2. (12 pt fonts)

TABLE CAPTIONS

Table 1. (12 pt fonts)

Table 2. (12 pt fonts)