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## ***Journal of Texas Archeology and History.org Information***

(This document is a compilation of information found on the JTAH.org website.)

**The following pages provide a general description of the *Journal of Texas Archeology and History, A Study of the Texas Borderlands*; the JTAH.org organization, its work and over-arching mission to protect, preserve and promote our history and archeology cultural resources. Further, it outlines the Operating Policies, Publishing Guidelines, and Legal Considerations governing the operations of the organization and the editorial direction of the Journal.**

### **About the Organization**

The Publisher, Editors-in-Chief and the Board of Directors are pleased to announce the formalization of the organization as a Texas Nonprofit Corporation with a governing Board of Directors for the corporation and the continuation of its signature publication, the *Journal of Texas Archeology and History* (JTAH). JTAH.org, Inc. has been granted IRC Chapter 501(c)(3) tax exempt status.

Volumes of our peer reviewed journal opens each year on July 1<sup>st</sup> and closes on June 30<sup>th</sup>. New volumes open automatically upon closure of each completed one. We hereby extend an open invitation to all researchers working within our geographical focus region regarding relevant subject matter to submit articles on their research to the JTAH.

Journal of Texas Archeology and History.org is a Non-Profit Corporation whose mission is to promote free and open access digital publication of research manuscripts to the widest possible audience. The JTAH.org will publish its own annual journal of peer reviewed original research on relevant archeology and history of the region we have coined “the Texas Borderlands”.

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From time to time, the JTAH.org will publish collections of research from university departments, research institutions, governmental agencies, and research groups as a “Special Publication”. Special Publications must meet our high standards of quality and will be reviewed by our Editors prior to being considered for publication. Such research materials emanating from a recognized research entity is considered internally peer reviewed but may be subjected to formal peer reviewed as determined by the Editors-in-Chief.

As a public service the JTAH.org may assist universities, government agencies and bona fide research organizations by distributing their internally generated reports and publications of relevant research. Reports and publications that are distributed in this manner must meet all minimal standards of academic quality as established by the Editors-in-Chief. In all matters of publishing content, the Editors-in-Chief are the final authority.

The JTAH.org will sponsor and participate in other related activities whose purpose is promoting and supporting the study of archeology and history. An example of this is the symposium on international collaboration in archeological studies conducted during the Annual Meeting of the Texas Archeological Society in Houston, October 2015. The JTAH.org organizes and sponsors the “Texas Archeology and History Book Festival” which is held in conjunction with the T.A.S. Annual Meeting. Additionally, the JTAH.org may organize and sponsor a regional conference at some time in the future.

### **More About the JTAH Annual Volume**

The peer reviewed JTAH includes articles on archeological and historical topics and themes relevant to Texas and contiguous areas including New Mexico, Oklahoma, Arkansas, Louisiana and northern Mexico; an area we call the "Texas Borderlands." All articles appearing in the JTAH annual volume are peer reviewed by members of our Editorial Board and an outstanding team of professional archeologists and historians serving as subject matter experts. The JTAH annual volume is our primary publication and is representative of the academic integrity of our published materials. Any Special Publications or other materials published on the JTAH.org website must meet similar peer reviewed standards.

### **Publishing Model for the JTAH Annual Volume**

One of the more significant aspects of the JTAH Annual Volume is the publishing model we employ as we join a movement of publishers establishing a new paradigm in research publishing. First, we have no deadline for authors to meet. When an author submits a manuscript, it is reviewed for consideration by the Editors-in-Chief. If the manuscript meets requirements set forth in these pages and is considered to be of sufficient quality, the manuscript is promptly forwarded to one or more members of our Editorial Board and other invited subject matter experts for peer review. Review comments are forwarded to the author for required revisions and return of the final draft for approval of the Editors-in-Chief. As each manuscript completes the peer review process and is approved by the Editors-in-Chief, it is formatted and prepared for immediate online publication in the JTAH via our digital library and website. Each volume will be closed on June 30<sup>th</sup> and the next volume is automatically opened on July 1<sup>st</sup>. Potentially, this will reduce the time it takes authors to see their work published by up to a year.

### **Our Publishing Model for Special Publications**

The JTAH.org works with major archeological projects, research groups, and government agencies to publish themed volumes of their research. These volumes are considered “Special Publications” and will be reviewed by the Editors-in-Chief and a selection of other peer reviewers to ensure that our high standards of quality and academic level research are maintained. All Special Publications that are published by the JTAH.org have been peer reviewed and approved as meeting our quality standards. The Editors-in-Chief reserve the right to request changes be made to the manuscript prior to publication and have the final decision-making authority as to its publication by the JTAH.org. Additionally, the Special Publication manuscript may be submitted, at the author’s request, for the volume to be subjected to the full blind peer review process for credential purposes. All decisions of the Editors-in-Chief are final.

### **Requirements for Distributing Materials for Other Organizations**

A fundamental goal of the JTAH.org is to promote the dissemination of archeological and historic research through digital publishing to the widest possible audience. The information found on our website is optimized, indexed and registered with search engines and “Open Access Registries” that make our materials accessible to anyone around the globe who has internet access. We make this powerful tool available to universities, government agencies and CRM firms. The JTAH.org offers, on a selective basis, to distribute via our website their reports and publications of important research. To be clear, these reports and publications must meet our high standards of quality writing, presentation, and scholastic content as determined by the Editors-in-Chief. All decisions of the Editors are final.

### **The JTAH as a Publishing Venue**

The JTAH.org is a digital publishing house and is focused on utilizing the power and versatility inherent with digital media. However, to accommodate individuals and printed material depositories such as libraries that have not yet made the conversion to digital media, we offer a traditional ink on paper version of our annual volume.

We encourage authors to take full advantage of available technology and include enhancements to their article through use of features not available in traditional publications. These enhancements include, but are not limited to: extensive color, high-resolution photography, video clips and embedded sound bites, 3-D interactive imagery, and hypertext links to outside content and websites. This should be attractive to researchers/authors who want their works to be cited and used for future research. We call this style of authorship “4-D Publishing” – in other words “thinking outside the box” and presenting the research results in the best possible manner to support its conclusions.

Certain “Special Publications” which are reports of on-going research will be published as “living documents”. By this we mean they will be updated and edited to reflect new research as it becomes available. This is one significant publishing enhancement available through digital media publication.

### **Free and Open Access Publishing**

The JTAH is an open access journal, available to authors and readers at zero cost to anyone with a computer and an internet connection. Articles are word searchable in common .PDF file format and indexed to be discoverable on the internet via our optimized website.

For those wishing or requiring a paper copy of our annual volumes, we make a high-quality, full color edition available through Amazon.com. Copies may be ordered at low cost directly from Amazon for all past volumes and new ones when completed. Additionally, our website offers links to several other "print on demand" services through a list of third-party providers. These links to print-on-demand services are found on a special page at our website. All print orders will pass directly to that service provider and not through the JTAH. All problems or commercial issues with print-on-demand services must be dealt with them directly and not the JTAH.org.

### **Who does JTAH.org Publishing Serve**

The JTAH.org publishing venue seeks to serve two groups with similar interests and goals: research authors and the public with an interest in the archeology and history of the "Texas Borderlands". Our target market is academia, state agencies, Cultural Resource Management archeologists, historians, and private individuals who generate academic level research articles.

The JTAH annual volume is 100% peer reviewed and we anticipate many of the manuscripts submitted to the JTAH will be from individuals who need peer reviewed articles on their vitae (i.e., tenure track professors and graduate students pursuing a life-work in academia or professionals who enjoy job advancement in their work from publishing peer review articles). The journal provides a much-needed service to these authors.

Our targeted audience is the worldwide public who search for interesting reading on archeology and history.

### **Funding the JTAH.org**

The JTAH.org, its publishing work, and its public outreach and education efforts, is totally funded and supported by individuals who are committed to furthering academic research and public outreach. We have received IRC 501(c)(3) tax exempt status. The JTAH.org welcomes financial support from any individual or organization who shares our vision and mission. Contributors receive a formal letter documenting the donation which may be used in their tax return preparation. Financial support allows us to broaden and enhance the services offered by the organization. Anyone wishing to participate financially and support our work should contact the [Publisher](#).

### **JTAH. Editorial Board**

Co-Editor-in-Chief	Dr. Todd M. Ahlman
Co-Editor-in-Chief	Dr. Mary Jo Galindo
Archeology Editorial Board	Dr. Stephen L. Black Gustavo Ramirez Castilla Jeffrey S. Girard, M.A. Dr. Chris Lintz Dr. Mary Beth Trubitt Dr. Bradley J. Vierra
History Editorial Board	Dr. Jesús F. de la Teja Dr. Neil Foley Dr. F. Todd Smith Dr. Omar Valerio-Jimenez

### **PUBLISHING POLICIES of the JTAH.org**

Following are the Policies governing publishing the *Journal of Texas Archeology and History* annual volume and Special Publications plus other Distributed Products of others:

### **Contents**

- Who Can Submit
- Types of articles JTAH.org Will Consider
- Submission Process

### **Who Can Submit?**

JTAH accepts manuscripts from authors conducting scholarly research at a graduate level and above regarding the general subjects of archeology and history that is relevant to the Texas Borderlands Region (Texas, Louisiana, Arkansas, Oklahoma, New Mexico and Northern Mexico) provided the author owns the copyright to the work being submitted or is authorized by the copyright owner or owners.

### **Copyright Ownership**

All material published by the JTAH.org, whether for the Annual Volume or “Special Publications” are subject to the copyright requirements of the JTAH.org and become copyrighted property of the JTAH.org. Authors are the initial owners of the copyrights to their original works (an exception in the non-academic world to this might exist if the authors have, as a condition of employment, agreed to transfer copyright to their employer). The act of submitting an article or other material for publication shall serve to document the author’s agreement that

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copyright is transferred to the JTAH.org. Acceptance of an article or other item for peer review by the Editors-in-Chief does not constitute a contract or agreement by the JTAH.org to publish the article. Copyright ownership of any rejected article or special publication shall remain with the author. A decision to publish shall rest entirely with the Editors-in-Chief and their decision shall be final. Note, the JTAH.org website serves as a distribution outlet for certain agencies and/or institutions. Such publications are considered “distributed products” and will be found on a separate tab or web page entitled “Distributed Products”. Copyrights for distributed products remain with the provider of that material.

### **Types of Articles JTAH Will Consider**

JTAH accepts manuscripts primarily of original research but will consider articles of critical reviews, critical essays, and evidence summaries covering topics in all fields of archeology and history that advances intellectual inquiry in the field. Each manuscript submitted should investigate an original idea or set of ideas or circumstance, and may be empirical, critical, or theoretical in nature.

Critical reviews and critical essays should analyze and contribute an interpretation, or analytical perspective, or new theme or concept to a theory or body of work. Critical review essays may include essays about a collection of published scholarship.

### **Submission Process**

All authors are required to submit their work electronically into our review system via email to the [Co-Editors-in-Chief](#). Authors submitting their manuscript should provide their contact information in a cover sheet or transmittal email that includes: First and last name; email address; phone number; employer, institute, etc; acknowledgement of copyright ownership. The author shall provide the following details for each submission:

**Keywords:** Please include 5-12 keywords, and phrases, that best describe your submission. These are to make sure the article is discoverable on the internet and generate the most "hits" by individuals seeking information on those subjects. See “Online Search-Metadata Requirements”.

**Abstract:** Please include an abstract that describes the nature of the work. Abstracts should be clear, and self-explanatory, and not exceed 750 words.

**Cover Letter:** Not required but is strongly encouraged. The cover letter may be submitted as a brief statement of the purpose of your submission and include all additional relevant information regarding the submittal.

**Deadline for Submissions:** There is no deadline. Manuscripts may be submitted at any time. As a digital publication, we will add peer reviewed and approved articles as they occur. The current annual volume will be closed on June 30th and the next volume will open automatically on July 1<sup>st</sup>. If your approved submittal misses the current volume, it may be included in the next one.

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Revisions to Paper Submitted: Any revision to an existing submission should be made to the original file already submitted by an author, and not made as a separate, additional submission. Authors must contact the Editors-in-Chief to discuss coordination of the re-submittal to avoid confusion and duplication of effort.

### **Online Search - Metadata Requirements**

When an article has completed the peer review process, authors shall provide the JTAH.org with certain necessary information regarding their article prior to it being published online. The required information, online search metadata, will be registered with the [Directory of Open Access Journals](#) plus other indexing agencies and tagged to the published article. Registering and tagging the article with this metadata will index the published article thus making it globally discoverable. The widest possible audience searching via the online World Wide Web database for information relevant to their search parameters will locate matching articles. [Click here](#) to fill out the online form which is required prior to publication. When completed, the form automatically will be forwarded to the Publisher. Additionally, the author should indicate which graphic (photo, chart, drawing, etc.) they wish to be associated with the article in online references and social media outlets.

### **DISTRIBUTED PRODUCTS**

The JTAH.org proudly serves governmental agencies and institutional research organizations, including C.R.M. firms, in their mandated efforts to improve public outreach through distribution of various research reports and publications on our indexed website. These are items that have been internally generated, peer reviewed and approved for distribution by that agency or organization. "Distributed products" by others have been reviewed and approved by the Editor-in-Chief as meeting the JTAH.org standards of academic, graduate level, research. Important Note regarding peer review status of "distributed works" found on the JTAH website page titled "Distributed Products": Items found on this page have not been subjected to the rigorous peer review process conducted by our Editorial Board. These items do not carry the seal of approval by our Editorial Board and have not been peer reviewed by them. The government agency or research organization responsible for producing the item maintains full copyright and control over it and not the JTAH.org. We hope the general public and researchers worldwide will enjoy and appreciate easy access these fine research reports.

### **MANUSCRIPTS:**

This section describes:

- How to Submit an Article
- Guidelines
- Formatting Requirements
- Spanish Language Articles
- Writing Resources

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## **Submit an Article**

We invite researchers and authors to submit their manuscripts for review. Manuscripts should be submitted in Word.docx file format. Figures (in .jpg, .tif, or .pdf file format) and tables must be submitted as separate files. For complete details or questions regarding manuscript submission, please contact the Editors-in-Chief. The Journal of Texas Archaeology and History (JTAH) will publish original papers on the archaeology and 15th-20th century history of Texas, New Mexico, Oklahoma, Arkansas, Louisiana and Northern Mexico; we have coined this region the “Texas Borderlands”. Authors should submit manuscripts to the Editor for consideration as substantive articles, comments (on previously published articles in the JTAH), or topical review essays. Book reviews will be solicited by the Editor.

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## **Article Guidelines**

Authors shall submit their manuscripts electronically to the Editors as a Microsoft Word (.doc or .docx) file. A complete manuscript is one with a title, a short (750 words or less) abstract, main body with subdivisions, and completed photographic or drafted illustrations. Footnotes should be Avoided, if at all possible, in the manuscript, unless approval is obtained from the Editors and Editorial Board for their use. In that case, footnote style should follow The Chicago Manual of Style, 16th edition (2010, <http://www.chicagomanualofstyle.org/home.html>). References to published literature (by author, date, and page or figure number) should be placed in parentheses within the body of the text, with a full bibliographic citation at the end. Authors should also consult “Style Guide for American Antiquity” for information on style, table formatting, citations, and references (see <http://www.saa.org/publications/Styleguide/styleframe.html>).

Any accompanying tables shall be submitted as individual Microsoft Word files, and not embedded in the text. Any accompanying numbered illustrations for a manuscript are to also be submitted electronically to the Editor, as TIF, JPEG, PDF, or EPS files, preferably in full color and full resolution at a minimum of 300 dpi; photographs should be taken with a camera of a minimum 8 megapixel resolution. Any scanned graphics should be saved and submitted at no less than 300 dpi; drawings should be scanned at 600 dpi or greater. All illustrations are to be submitted as individual files, not embedded in the manuscript, and labeled consecutively, beginning with Figure 1.

The Editors-in-Chief reserve the exclusive right to evaluate manuscripts (with or without peer review) for appropriate subject matter and quality. Manuscripts may be returned to authors if they fail to meet editorial expectation and guidelines. Manuscripts are evaluated by the Editors-in-Chief in consultation with the Editorial Board and peer referees, as appropriate. Authors will be notified as soon as a decision is reached to accept (either with revisions or outright) or reject a manuscript. Final decisions regarding the publication of manuscripts rest strictly with the Editors-in-Chief.

## **Formatting Requirements**

- Articles must be composed in English using standard word processing software, such as MS-Word. Note that all submittals must be saved in MS Word.doc or .docx file format.
- All text may be either single or double-spaced.
- No amplifying footnotes or endnotes. If, in your judgment, the text of such a note is crucial to your paper, please work it into the body of your article or contact the Editors-in-Chief.
- Long quotations should be indented from both left and right-margins.
- Please use a standard font and size (Times New Roman 12 pt is preferred) and do not add additional spaces or line breaks. Please note that your choice of font will not be preserved when we prepare your article for publication.
- Include an abstract of no more than 750 words on the first page of your article.
- Include a list of 8 to 12 keywords that will be used to identify your work on the internet.
- Do indent the first line of a paragraph.
- Do not use right-justified margins.
- Do not use running headers or footers.
- Do number all pages.

## **Alternate Language Articles**

JTAH encourages the participation of researchers and historians working in Northern Mexico. Additionally, we want to support our authors who desire their works to be available in alternate languages such as Spanish and French. The JTAH.org will publish peer reviewed or internally reviewed manuscripts in alternate languages as outlined in this section. Note that all Editorial and Peer Review activities will be conducted in English. Spanish and French language authors should carefully convert their works into English for acceptance and peer review prior to initial manuscript submission. However, upon completion of all editorial reviews and final approval by the Editors-in-Chief, an alternate language version of the approved manuscript may be submitted to the Publisher for inclusion in the Volume. The Publisher will employ the services of technically qualified alternate language editors to perform a “comparative analysis” for accuracy in the translated manuscript. This review will ensure the final approved manuscript has been faithfully translated prior to publication. Conversely, English language authors are encouraged to also provide their approved works in Spanish or French to be included in the annual volume or as a “Special Publication” on the JTAH.org website, as an option. We hope that such efforts will serve to improve regional collaboration with our fellow researchers in Mexico.

## **Writing Resources**

This section lists selected general resources that may be helpful to authors submitting work for publication.

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## **Required Writing Style**

- Footnotes: Chicago Manual of Style, 16th edition (2010)  
<http://www.chicagomanualofstyle.org/home.html>
- Style, Table Formatting, Citations, and References: “Style Guide for American Antiquity”
- <http://www.saa.org/publications/Styleguide/styleframe.html>

## **Other Helpful Research & Writing Guides**

- Cornell University Library. (2011). "How to Prepare an Annotated Bibliography"
- Strunk, W. (1999). Elements of Style
- University of North Carolina at Chapel Hill. (2011). The Writing Center
- University of Washington. Odegaard Undergraduate Library. (2011). Writing & Research Center

## **LEGAL REQUIREMENTS – “THE PUBLISHING FINE PRINT”**

This section describes the Editorial and Peer Review Processes, Copyrights for JTAH and Authors, Attribution & Usage Policies, Personal Use Exceptions, and General Terms and Conditions of Use:

- Editorial Decision Process
- Peer Review Process
- Copyrights for Authors and JTAH
- Attribution & Usage Policies
- Personal Use Exceptions
- General Terms and Conditions of Use

### **Editorial Decision Process**

Manuscripts are received by the Editors-in-Chief who conducts a preliminary review of the work for adherence to general submission guidelines. As warranted, the submission may be discussed anonymously with a member of the Editorial Board with appropriate expertise for evaluating the manuscript. Once approved, the manuscript is sent by the Editors-in-Chief to selected reviewers to initiate the peer review process. All decisions regarding a manuscript will be at the sole discretion of the Editors-in-Chief and those decisions are final. The Editors-in-Chief will advise authors of all manuscript decisions.

### **Peer Review Process**

Manuscripts accepted for peer review will be submitted to a minimum of two peer reviewers and in most cases there will be three peer reviewers; one of which will be a member of our Editorial Board. It will be the Editors-in-Chief’s sole discretion whether or not to disclose the identity of the reviewers of any manuscript.

Peer Reviewers communicate their findings via stand-alone comments and a tracked-changes marked-up version directly to the Editor-in-Chief who will make a decision to either:

- Accept as is
- Accept with minor revisions
- Major revisions recommended
- Reject

Submissions are reviewed based on the following criteria:

- Conceptualization
  1. A core research question is posed, and is connected to or emerges from previous scholarship
  2. A thesis is stated in the introduction, addressed throughout each section of the manuscript, and reiterated in the conclusion
  3. The manuscript is well-structured and organized with labeled sections and sub-arguments introduced at the beginning of sections
  4. A research methodology is identified and applied, and analysis is well-supported and relates to the core research question
  5. The submission includes an informative abstract which contains the core research question, announcement of sub-topics, key findings (connected to chosen methodology), and thesis statement.
- Execution
  1. The author's voice is clear and consistent and sentence structure flows well
  2. The author's language reflects advanced and scholarly competency
  3. The manuscript contains correct grammar, punctuation, and spelling
- References
  1. APA citation style, 6th edition, is applied consistently and correctly throughout the manuscript
  2. There are at sufficient current, pertinent, scholarly references
- Value
  1. The manuscript is relevant, original, and significantly contributes to archeology or history scholarship.

If you have questions regarding the submission process, please contact the [Editors-in-Chief](#).

### **Rights for Authors and JTAH.org**

As further described in the submission agreement ("Submission Agreement"), in consideration for publication of the article, the authors assign to JTAH.org all copyright in the article, subject to the expansive personal-use exceptions described below.

### **Attribution and Usage Policies**

Reproduction, posting, transmission or other distribution or use of the article or any material therein, in any medium is permitted by a personal-use exemption granted by JTAH.org, requires credit to JTAH.org as copyright holder (e.g., Journal of Texas Archeology and History.org © 2017).

### **Personal-use Exceptions**

The following uses are always permitted to the author(s) and do not require further permission from JTAH.org provided the author does not alter the format or content of the articles, including the copyright notification:

1. Storage and back-up of the article on the author's computer(s) and digital media (e.g., diskettes, back-up servers, Zip disks, etc.), provided that the article stored on these computers and media is not readily accessible by persons other than the author(s);
2. Posting of the article on the author(s) personal website, provided that the website is non-commercial;
3. Posting of the article on the internet as part of a non-commercial open access institutional repository or other non-commercial open access publication site affiliated with the author(s)'s place of employment (e.g., a Phrenology professor at the University of Southern North Dakota can have her article appear in the University of Southern North Dakota's Department of Phrenology online publication series); and
4. Posting of the article on a non-commercial course website for a course being taught by the author at the university or college employing the author.

Please note: "Publication" in a working-paper series does not constitute prior publication. By submitting material to JTAH.org, the author is stipulating that the material is not currently under review at another journal (electronic or print) and that he or she will not submit the material to another journal (electronic or print) until the completion of the editorial decision process at JTAH.org. If you have concerns or questions about the submission terms for JTAH, please the Editors-in-Chief.

### **General Terms and Conditions of Use**

Users of the JTAH.org website and/or publications agree not to misuse the JTAH.org product in any way.

The failure of JTAH.org to exercise or enforce any right or provision in the Policies does not constitute a waiver of such right or provision. If any term of these policies is found to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intentions as reflected in the provision, and the other provisions of these policies remain in full force and effect. These policies constitute the entire agreement between JTAH.org and the Author(s) regarding submission of the Article.

**AUTHORS' Submittal Agreement on Copyright Transfer to JTAH.org, Inc.**

**By act of submittal of an article or "Special Publication" manuscript, the author or authors thereby indicate their full agreement of these foregoing Policies, requirements, stipulations and Copyright ownership by the JTAH.org regarding publication of their works on the JTAH.org website.**

Authors seeking an exception or who have questions about use regarding the Publishing Policies and Fine Print must contact the Publisher, Steve Davis: [Steve.Davis@JTAH.org](mailto:Steve.Davis@JTAH.org).

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