Publication Policy for the South African Archaeological Bulletin

The South African Archaeological Bulletin (SAAB) is a premier journal publishing research articles, field and technical reports, articles for the discussion forum, and profiles of practitioners. The aim of this policy is to substantiate the submission guidelines. It addresses issues such as submission policy, copyright policy, and publications by members of the Editorial Team.

Submission policy

The Editorial Committee, under the leadership of the Editor-in-Chief reserves the right not to accept a manuscript submitted for any of the sections published in the Bulletin. The following should be noted and strictly adhered to:

1. Submission of an article to the Bulletin implies that the manuscript has not been published previously nor is under consideration for publication elsewhere. For co-authored publications, submission implies that the manuscript has been approved by all authors.

2. Authors must follow the approved guidelines which are available from the website (www.archaeologysa.co.za/saab). Failure to do so will lead to the manuscript not being accepted for further consideration.

3. The Bulletin has a zero-tolerance plagiarism policy (including self-plagiarism - defined here as the reuse of significant, identical, or nearly identical portions of one's own work without acknowledging that one is doing so or citing the original work). All manuscripts shall be scrutinised using Turnitin: a plagiarism prevention tool.

4. The Bulletin shall not publish articles from the same author in consecutive issues.

Copyright Policy

1. Prior to publication, all authors (or corresponding authors in the case of co-authored manuscripts) must sign the copyright form. This is a condition that must be met otherwise the manuscript shall not be published.

2. Authors retain copyright for their articles, and thus have a right to reuse, republish, archive, and distribute their own articles after publication.

3. Publishing in the Bulletin permits the Editorial Team to archive published manuscripts in databases such as EBSCO, SciELO Citation Index, Arts and Humanities Citation Index, and Scopus.

Publications by members of the Editorial Team

1. Members of the Editorial Team are allowed to publish in the Bulletin, and must follow the submission guidelines. The submitted article will undergo the same review process as any other with the exception that these shall be handled by the Editor-in-Chief (I have decided that I will never publish in the SAAB for the duration of my term as the Editor-in-Chief).

2. To ensure that the principle of a double-blind review is guaranteed, details of reviewers (unless they chose to be known to the author) will not be made known to the Editorial Team member/s.

This publication policy shall be reviewed annually to make necessary amendments where this has been considered necessary.