



## Contribution Guidelines for the Notice Board

### Lectures & Conferences

The **Conference Announcements** pages contains announcements of workshops, conferences and congresses fully or in parts connected to East Asian archaeology or to one of its regional archaeologies or disciplines. Conferences of a more general kind, on the archaeology of other areas or on art history are only included when a SEAA member is actively participating or otherwise interested in having the event posted.

Please include date, organizer/institution, title of event, location, URL, and any additional information you have, such as call for papers, program, panels etc.

Text should be sent in an e-mail or attached as .txt, .rtf, or .doc-file and clearly labeled (e.g. contributor-conference.doc). Submit all contributions to the editor.

The **Lecture Announcements** pages contains announcements of lectures or lecture series fully or in parts connected to East Asian archaeology or to one of its regional archaeologies or disciplines.

Please include name of lecturer (SURNAME, Name) title of lecture, organizer/institution, date, location, URL, and, if extant, an abstract of the lecture.

Text should be sent in an e-mail or attached as .txt, .rtf, or .doc-file and clearly labeled (e.g. contributor-lecture.doc). Submit all contributions to the editor.

The **Papers read** section lists recent papers given by members of SEAA. Abstracts are welcome

Please include presenter's name (SURNAME, Name), paper title, congress/event, date and location and URL, and, if extant, an abstract of the Paper.

Text should be sent in an e-mail or attached as .txt, .rtf, or .doc-file and clearly labeled (e.g. contributor-paper.doc). Submit all contributions to the editor.

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### Exhibition & Museum News

The Exhibition and Museum News section contains information on current exhibitions fully or in parts connected to East Asian archaeology or to one of its regional archaeologies or disciplines.

Please include country, town, museum, original title of the exhibition (and English translation), date, URL. A brief description of the exhibition (possibly from the museum's webpage) is welcome.

Information on the exhibition catalogue (title, price, cover picture), and a picture of the poster (as .jpg-files) are welcome.

This section is also open for museum news, such as announcements of recently opened museum, re-openings, acquisitions, co-operations etc.

Text should be sent in an e-mail or attached as .txt, .rtf, or .doc-file and clearly labeled (e.g. contributor-exhibition.doc). Submit all contributions to the editor.

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## Jobs & Grants

The Jobs and Grants section contains information on position vacancies and grants.

Please forward position or grant announcements that reached you with an e-mail to the editor, or make use of this section for job and grant announcements connected to your institution.

Text should be sent in an e-mail or attached as .txt, .rtf, or .doc-file and clearly labeled (e.g. contributor-jobs.doc). Submit all contributions to the editor.

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## Journal Update

The Journal Update section in the first place addresses editors of respective journals. If you wish to have your journal included in the Journal Update section, please send a hardcopy of the latest issue, or the bibliographic details, and a western language table of contents as .txt-file, .rtf-file or word.doc

Please don't send photocopies. Include URL if extant.

Welcome are all journals regularly containing articles on East Asian archaeology or prehistory. For Korean, Chinese or Japanese language journals a western language table of contents and/or western abstracts are necessary to have them included in this section. A cover picture is welcome. Please send pictures as .jpg file.

Use capital letters for surnames.

Text should be sent in an e-mail or attached as .txt, .rtf, or .doc-file and clearly labeled (e.g. contributor-journal.doc). Submit all contributions to the editor.

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## Dissertation Abstracts

The EAAnnouncements discontinued in autumn 1998. Abstracts of dissertations on East Asian archaeology and prehistory have not been compiled nor published systematically since. This section therefore provides not only abstracts of current MA and PhD thesis. It is dedicated to also include information on thesis completed in the years 1998 to 2006.

Please include author's name, year, university, country, title (and kind) of thesis, abstract (up to 400 words).

In case your thesis was published, please include the bibliographic details.

Use capital letters for surnames. Original script (Chinese, Korean, Japanese) for East Asian place names, personal names, or archaeological terms is encouraged (.doc or .rtf is required for texts including original script). For the transcription of East Asian language terms, Pinyin for Chinese, Hepburn for Japanese, and the Korean Government System (2000) for Korean is encouraged.

Text should be sent in an e-mail or attached as .txt, .rtf, or .doc-file and clearly labeled (e.g. author-diss-abstract.doc). Submit all contributions to the editor.

The editor(s) reserves the right to carry out minor editing, or to decline contributions inappropriate to the objectives of SEAA.

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## **New Books**

The New Books section contains information on new books in western languages fully or in parts connected to East Asian archaeology or to one of its regional archaeologies or disciplines. Welcome are monographs, books in a series, edited books, conference proceedings and museum catalogues etc. (even if unavailable in the book trade).

You can forward information on respective books you come across, or use this section for advertising your own book. Include bibliographic details and description (size, price, ISBN etc.), and table of contents if available. Summaries should be limited to 400 words. A picture of the cover (as .jpg file) is welcome.

For book reviews please consider the Book Review section of the Bulletin (BSEAA).

Use capital letters for surnames. Original script (Chinese, Korean, Japanese) for East Asian place names, personal names, or archaeological terms is encouraged (.doc or .rtf is required for texts including original script). For the transcription of East Asian language terms, Pinyin for Chinese, Hepburn for Japanese, and the Korean Government System (2000) for Korean is encouraged.

Text should be sent in an e-mail or attached as .txt, .rtf, or .doc-file and clearly labeled (e.g. contributor-new-book.doc). Submit all contributions to the editor.

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## **Noteworthyies**

The Noteworthyies section comprises all news and information on East Asian archaeology which cannot be placed meaningfully in one of the other sections, such as the announcement of new institutes, websites, societies, university departments, or newspaper clippings (related to finds and excavations etc.), grants or prizes received, activities of archaeological institutes or societies, and so on. Pictures are welcome in this section.

Use capital letters for surnames. Original script (Chinese, Korean, Japanese) for East Asian place names, personal names, or archaeological terms is encouraged (.doc or .rtf is required for texts including original script). For the transcription of East Asian language terms, Pinyin for Chinese, Hepburn for Japanese, and the Korean Government System (2000) for Korean is encouraged.

Pictures should be sent as .jpg-files. Text should be sent in an e-mail or attached as .txt, .rtf, or .doc-file and clearly labeled (e.g. contributor-noteworthyies.doc). Submit all contributions to the editor.