

# *Strata*

## Article Submission Protocol

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Email article submissions to the **Editor-in-Chief**: [AIAS-strata@hotmail.com](mailto:AIAS-strata@hotmail.com).

Send book reviews to **Reviews Editor**: Dr. Sandra Jacobs ([reviews.strata@gmail.com](mailto:reviews.strata@gmail.com)).

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### 1. SUBMISSION CHECKLIST

Include with your submission:

- Title
- Names and affiliations
- Abstract ( $\leq 250$  words)
- 5–10 keywords
- Main article text (styled per guidelines)
- Reference list (only works cited)
- Figure & table captions (separate file)
- Image files (separate)
- Table files (separate Word document)
- Author contribution statement (standard)
- Disclosure of competing interests

### 2. EVALUATION AND PEER REVIEW

- Manuscripts are anonymously submitted to two blind reviewers. Full details are in the AIAS Peer Review Policy.
- *Strata* appreciates if manuscripts are submitted devoid of author identifiers, though all documents will be checked to ensure they are entirely anonymous before submission.
- Authors must respond point by point to referee comments and highlight revisions in the resubmission.
- Authors will receive a PDF of first-page proofs to check and correct factual/typographical errors within 48 hrs. Rewriting is not permitted at proof stage.

### 3. AFTER PUBLICATION

- Authors receive a PDF of their article. They may distribute it for personal use only, not commercially or online until embargo expires (currently one year).
- *Strata* is currently developing its Open Access options for authors. Please contact the Editor-in-Chief for more details.
- Reviewers receive a complimentary copy of the book (print or electronic) and the “Book Reviews” section in PDF.
- Any reproduction of material from *Strata* for uses beyond fair dealing requires permission from the Editor-in-Chief (Dr. Alexandra Wrathall). Acknowledgement to *Strata* must always be given.

### 4. QUALITY CONTROL

- The Editor-in-Chief and editorial board monitor for research misconduct and adhere to COPE procedures <https://publicationethics.org/guidance>.
- If errors are discovered post-publication, authors are expected to issue retractions, corrigenda, or apologies in a subsequent issue as appropriate.

## **5. MISCONDUCT, WITHDRAWAL, AND APPEALS**

### **5.1. Misconduct and Duplicate Publication**

The Anglo-Israel Archaeological Society and *Strata* adhere to the standards of the Committee on Publication Ethics (COPE). If plagiarism, data fabrication, falsification, duplicate submission, or other forms of research misconduct are suspected at any stage of the review or publication process, the Editor-in-Chief will conduct a preliminary assessment. Where necessary, the case will be referred to the AIAS Ethics Committee for formal investigation.

Confirmed cases of misconduct may result in one or more of the following actions:

- Rejection or retraction of the submission or published article
- Notification of the author's institution or funding body
- Temporary or permanent exclusion of the author(s) from future submission
- Publication of a retraction, correction, or expression of concern in a subsequent issue.

Authors found to have deliberately breached publication ethics may also be subject to additional measures as recommended by COPE or the AIAS board.

### **5.2. Withdrawal of Articles**

Once an article has been accepted for publication, withdrawal requests will only be considered under exceptional circumstances. Legitimate reasons for withdrawal include significant errors discovered in data or analysis that invalidate conclusions, or verified ethical concerns (e.g., consent or data-use violations). To request withdrawal, the corresponding author must submit a written statement explaining the reason. The editorial board will review the request; if approved, the decision will be recorded in the Society's editorial archive. Unapproved withdrawals or non-response to proofs without explanation may result in suspension of submission privileges for a defined period.

### **5.3. Appeals and Disputes**

Authors who believe that an editorial or peer-review decision has been made in error may lodge an appeal. The appeal must be submitted in writing to the Editor-in-Chief within 30 days of notification of the decision, outlining the grounds for reconsideration. Appeals will be reviewed by the editorial board or by an independent external assessor not involved in the original decision. The outcome of the appeal will be final.