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**Front Matter** 

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# BEADS

Journal of the Society of Bead Researchers



Vol. 15

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*BEADS* (ISSN: 0843-5499) is published annually by the Society of Bead Researchers, a professional non-profit corporation which aims to foster serious research on beads of all materials and periods, and to expedite the dissemination of the resultant knowledge. Subscription is by membership in the Society. Membership is open to all persons involved in the study of beads, as well as those interested in keeping abreast of current trends in bead research.

There are four levels of membership: Individual - \$20.00 (\$30 outside North America); Sustaining - \$45.00; Patron - \$75.00; and Benefactor - \$150.00 (U.S. funds). All levels receive the same publications and benefits. The Sustaining, Patron, and Benefactor categories are simply intended to allow persons who are in a position to donate larger amounts to the Society to do so. Members receive the annual journal, *Beads*, as well as the biannual newsletter, *The Bead Forum*.

General inquiries, membership dues, address changes, and orders for additional copies of this journal (available for \$23.00 postpaid in North America or \$25.00 overseas) should be sent to:

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Books for review and manuscripts intended for the journal, as well as items for the newsletter (such as brief articles, announcements of recent publications and summaries of current research) should be addressed to:

Karlis Karklins, SBR Editor 1596 Devon Street Ottawa, Ontario KIG OS7 Canada email: karlis.karklins@pc.gc.ca

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## 2003 Vol. 15

# KARLIS KARKLINS, editor

## CONTENTS

Information for Authors	2
Two Centuries of Iroquois Beadwork DOLORES N. ELLIOTT	3
Beads in the Straits Settlements: Trade and Domestic Demand, 1827-1937 HWEI-FE'N CHEAH	23
Bohemian Faceted-Spheroidal Mold-Pressed Glass Bead Attributes: Hypothesized <i>Terminus Post Quem</i> Dates for the 19th Century LESTER A. ROSS	41
Birds, Beasts, and Botanicals: Organic Beads and Pendants from the Amazon Basin DEBORAH G. HARDING	53
Early Upper Paleolithic Ornaments from Üçağizli Cave, Turkey MARY C. STINER and STEVEN L. KUHN	65
BOOK REVIEWS	
Crabtree and Stallebrass: <i>Beadwork: A World Guide</i> MARGRET CAREY	75
James W. Lankton: A Bead Timeline. Volume I: Prehistory to 1200 CE MARILEE WOOD	76
Curt W. Beck, Ilze B. Loze, and Joan M. Todd (eds.): Amber in Archaeology KARLIS KARKLINS	79

#### **INFORMATION FOR AUTHORS**

- 1. Papers submitted for publication must by typed doublespaced, justified left, with 1 in. margins. Submissions should not exceed 50 pages including references cited. The hard copy should be accompanied by the text on a 3-1/2 disk or CD in Word Perfect 8/9 or Rich Text File (rtf).
- 2. All manuscripts must be prepared with the following internal organization and specifications:
  - a. First Page: place title and author's name(s) at top of the page.
  - b. Abstract: an informative abstract of 150 words or less is to comprise the first paragraph.
  - c. Acknowledgements: these are to be placed at the end of the article, before the references cited.
  - d. Author's Affiliation: place author's name, affiliation, and address adjacent to the right margin immediately following the references cited.
  - e. Tables: each table must have a short title and be typed double-spaced on a separate page. Do not embed tables or illustrations in the body of the report.
  - f. Figure Captions: list the captions for black and white illustrations (Figures) sequentially on a separate page using Arabic numerals; color illustrations (Plates) should be listed separately using Roman numerals.
- 3. Number all pages consecutively from the title page through the references cited.
- 4. All headings should be situated three (3) spaces below the preceding text and flush with the left margin.
  - a. Primary headings are to be capitalized and bold.
  - b. Secondary headings are to be typed using bold upper and lower case letters.
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- 6. Illustrations:
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  - f. When several items are shown in a single frame, each object is to be designated by a lower case letter, and the caption should include references to these letters.
  - g. Illustrations obtained from museums or other institutions must be accompanied by a letter from the appropriate institution granting permission to publish and indicating that reproduction fees, if any, have been paid by the author.
- 7. Each manuscript will be reviewed by at least one member of the Editorial Advisory Committee. Articles of a specialized nature will also be reviewed by one or more persons who have expertise in the thematic content, cultural or geographical region, or time period dealt with in the manuscript.
- 8. If review remarks are such that substantial changes are required before a manuscript is acceptable for publication, the revised paper will be re-reviewed by the original reviewer prior to its final acceptance.
- 9. Manuscripts will be judged on the accuracy of their content, appropriateness for an international audience, usefulness to other researchers, and consistency with the research and ethical goals of the Society.
- 10. Each author or set of co-authors will receive 4 complimentary copies of the journal. Book reviewers will receive one copy.