

AUTHOR GUIDELINES

Submissions

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Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The subject matter of the journal is historical archaeology: the investigation of past cultures with a literary tradition. Preference is given to issues connected with but not limited to: 1) arms, armour and conflict archaeology; 2) archaeology of textiles, 3) man and nature: animals, plants, environments, 4) history of religion and cult and funeral rite and 5) architecture. We also accept other areas of research, i.e. the history of material culture in its broadest sense.
- Max. 20 printed pages permissible.
- The author has a choice of sections: 1) Articles; 2) Materials and Discoveries; 3) Essays, Polemics and Reviews.
- The author receives preliminary information about the acceptance of the article for further proceedings within 30 days. After being accepted by the editorial staff, the manuscript is sent to two reviewers (usually waiting for a review not longer than 60 days). A declaration of non-conflict of interest is requested.
- The texts submitted must meet certain conditions. Please check that your text complies with the editorial guidelines before submitting.

Author Guidelines

General guidelines of manuscript preparation

1. Authors need to [register](#) with the journal prior to submitting or, if already registered, can simply [log in](#) and begin the five-step process.
2. File format: doc or rtf; font: Times New Roman; size: 12; character spacing: normal; line spacing: 1.5; indentation: 1 tab (tabs made with the space bar are to be avoided).
3. The Editorial Board accepts texts in English and German.

4. All parts of the manuscript submitted to the Editorial Board (1. Abstract and keywords; 2. Main text; 3. List of quoted literature; 4. Tables; 5. List of table titles; 6. Figure captions) should start from a new page.
5. Papers to be published are to be provided with an abstract in the paper's language. The abstract's length should be about 10 lines and it must contain basic information about the paper's contents and 5 keywords in the paper's language (additionally German in English).

Main text

1. Literature references must contain the family name of the author, publication date and page numbers, e.g., Blake 1998, 59, or Kruk and Milisauskas 1983, 259.
2. In case there are three or more authors, only the family name of the first author should be given, followed by et al., e.g., Sofer et al. 2000, 814. Page numbers are to be given in full, e.g., 35-37, 123-135.
3. Family names in Cyrillic letters, when quoted as literature references, should be transliterated to English. The same family names or geographical names in the main text, footnotes, tables or maps should be transcribed according to the same ISO standard.
4. Dating and numbers
 - Examples: 18 April 1930; from June to November 1998; during excavations 2019-2020
 - Write out century in Arabic numerals in the text, in notes, picture captions and brackets, e.g. 19th century
 - ¹⁴C; 1st; 2nd; 3rd
 - Write out the numbers one to twelve in full in the main text. Numbers above 12 are written as a numeral.
5. Italics
 - Latin expressions, e.g. *in situ*, *terminus post quem*,
 - Longer text quotations from Latin / Greek authors in quotation marks; however, transcriptions of inscriptions only in italics
6. When mentioning a name for the first time, state the present administrative unit (e. g. District) in parentheses. Place an oblique stroke and the international vehicle registration code after the administrative unit (Elbląg District / PL); not in the case of generally known cities (e. g. Berlin, Warsaw)

7. Illustration/Plate and Table References

Examples:

- (Fig. 1:3)
- (Fig. 1:3-5)
- (Fig. 1:2, 3, 5)
- (Figs. 1:3 and 2:3)
- (Fig. 1, grave 4)
- (Table 1)
- (Plate 1)

Tables

1. File format: doc or rtf; font: Times New Roman 10 (no bold); character spacing: normal; line spacing: 1.0.
2. Tables in papers are numbered with Arabic numerals. Their titles are to be given in a twofold manner: above the table and separately, in the list of table titles.

Figures

1. All figures must be inserted and quoted in the text, from 1 to x. All illustrations, that is, drawings, photos, maps, plates, graphs and the like are considered as figures with a common continuous numbering from 1 to x, using Arabic numerals. Internal parts of figures and graphic signs in legends are marked with minuscule letters, in order of appearance.
2. Each figure must be submitted as a separate TIF or JPG file.
3. Minimum quality of figure files: dashed graphics (TIF) – 600 dpi; raster graphics (TIF/JPG) – 300 dpi.
4. Figures must be adjusted to A4 (17,5 x 24 cm) or to column format (width 8cm).
5. Figures must have a standardised linear scale bar.

Guidelines of Final Bibliography Preparation

1. Titles of papers, chapters, monographs, collective works – italics
2. Periodical titles – in quotation marks
3. Full range of chapter or paper pages

4. Abbreviations preceding the volume number of a periodical (vol.) and page numbers (p.) are not to be used
5. Numbers of volumes and years are to be written in Arabic numerals
6. Places of publications only, no publishing house names
7. Abbreviations (ed./eds.) for the editor or editors
8. Commas are used only before page numbers, after (ed./eds.) for chapters in collective works and in case there are more than two authors; in other cases individual parts of entries are separated with full stops
9. Authors' initials are to be given after their family names; only in the case of a chapter in a collective work editor/editors' initials are to be given before the family name
10. works published in a collective work – In:
11. In case there are several places of publication, they are separated with a comma, e.g., London, New York

- Papers in periodicals

Bogucki P. 1993. *Animal traction and household economies in Neolithic Europe*. "Antiquity" 67(256), 492-503.

Kruk J., Milisauskas S. 1983. *Chronologia absolutna osadnictwa neolitycznego z Bronocic, woj. kieleckie*. "Archeologia Polski" 28(2), 257-320.

- Single authors or book editors

Czerniak L. 1980. *Rozwój społeczeństw kultury późnej ceramiki wstęgowej na Kujawach*. Poznań.

Zych R. 2008. *Kultura pucharów lejkowatych w Polsce południowo-wschodniej*. Collectio Archaeologica Ressoiviensis 7. Rzeszów.

Hodder I. (ed.) 1991. *Archaeological Theory in Europe. The Last Three Decades*. London.

- Several authors or book editors

Kristiansen K., Larsson T. B. 2005. *The Rise of Bronze Age Society. Travels, Transmissions and Transformations*. Cambridge.

Czebreszuk J., Müller J. (eds.) 2004. *Ausgrabungen und Forschungen in einer prähistorischen Siedlungskammer Großpolens 1. Forschungsstand. Erste Ergebnisse. Das östliche Feuchtbodenareal*. Studien zur Archäologie in Ostmitteleuropa 2. Poznań, Kiel, Rahden (Westf.).

- Papers in collective works or book chapters

Iwaniszewski S. 2006. *Megalityczny obrządek pogrzebowy i neolityczny krajobraz w mikroregionie stryczowickim na Wyżynie Sandomiersko-Opatowskiej*. In: J. Libera, K. Tunia (eds.), *Idea megalityczna w obrządku pogrzebowym kultury pucharów lejkowatych*. Lublin, Kraków, 259-269.

Kulczycka-Leciejewiczowa A. 2006. *Kultura ceramiki wstęgowej klutej w południowej Polsce*. In: M. Kaczanowska (ed.), *Dziedzictwo cywilizacji naddunajskich: Małopolska na przełomie epoki kamienia i miedzi*. Biblioteka Muzeum Archeologicznego w Krakowie 1. Kraków, 9-21.

- In case there are several works of one author, their family names in the literature list are repeated in each entry, followed by the date of publication. In case there are several works from the same year, the year's number is to be provided with a, b, c, etc.

Gediga B. 2007. *Problemy obrazu kultury wczesnej epoki żelaza na Śląsku w świetle nowych badań terenowych*. „Śląskie Sprawozdania Archeologiczne” 49, 123-146.

Gediga B. 2010a. *Śląsk – regionalna prowincja kultury halsztackiej*. In: B. Gediga, W. Piotrowski (eds.), *Rola głównych centrów kulturowych w kształtowaniu oblicza kulturowego Europy Środkowej we wczesnych okresach epoki żelaza*. Biskupińskie Prace Archeologiczne 8. Prace Komisji Archeologicznej 18. Biskupin, Wrocław, 187-218.

Gediga B. 2010b. *Przejawy antropomorfizacji w sztuce pradziejowej*. In: E. Bugaj, A. P. Kowalski (eds.), *Estetyka w archeologii : antropomorfizacje w pradziejach i starożytności*. Poznań, 47-82.

- Unpublished: doctoral dissertations / M. A. theses / excavation reports

Skrzyńska-Jankowska K. 2014. *Dorzecze środkowego Bugu jako pogranicze kulturowe we wcześniejszym średniowieczu*. Unpublished doctoral dissertation. Archive of Institute of Archaeology and Ethnology, Polish Academy of Sciences. Warszawa.

- Website

Brinkmann B. 2020. *Steinzeugflaschen auch für den Verstand des Heilwassers aus dem schlesischen Bad Salzbrunn (Szczawno-Zdrój)*. – *Wo sind sie geblieben?* Mülheim an der Ruhr. www.academia.edu. Available on-line 17.09.2020.