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ACTA



Guidelines for authors

The Acta will be produced in A4 format by Archaeopress, both in print and in e-PDF. By submitting their manuscripts for publication in RCRF Acta, authors signify the following:

- Acceptance of the provisions of these Guidelines;
- Acceptance of the peer review procedure as described in these Guidelines;
- Confirmation that they have obtained all necessary copyright permissions for the publication and dissemination (in print and electronic/digital form) of all text, illustrations and data which are not their own.

Papers submitted for publication will be reviewed by the General Editor, the Editorial Committee as well as a committee of reviewers.

1. Length

.Finished articles should not exceed 10 pages, including illustrations.
.Each manuscript should have **an average of 6500 words/38000 characters with spaces maximum** if it has three pages of illustrations. One page of text should be about 900 words/5200 characters with spaces and Authors can decide the ratio between text and illustrations within the 10 pages (including abstract, keywords and Bibliography).
.The volume will be printed in 10 point in two columns.

2. Abstract and keywords

.An abstract of not more than 200 words is required for all articles. The abstract should be a factual summary of the contents and conclusions of the paper; it should not form part of the introduction.
.A list of **5 keywords** is required.

3. Text

.Please supply all texts as a WORD file (compatible with Windows). The text should be typed in Times New Roman 12pt font, double-spaced on A4 paper with generous margins aligned to the left.
.Bold and italic typefaces are acceptable, but do not use underlines. References to figures should be in bold typefaces.
.To ease the typesetting please mark all special types (except the french ones). If necessary supply an explaining list.
.The text shall contain the following information or components: **Title** of the paper; **Name(s) of the author(s)**, their institutional affiliation and email; **Abstract in English**. The abstract text should not exceed 200 words; **List of 5 keywords**; **Text**, including references; **Bibliography** (Harvard style, see below); **List of Figures and Tables/charts**, with respective titles and captions.
.Please do not supply text with embedded illustrations (submit them as separate individual files – see below).

4. Language

.Papers can be accepted in English, French, German, Italian or Spanish.
.Many of the articles are not written in their authors' native language but in another language (mostly in English). Every author has to assure that his or her article is impeccable from the linguistic point of view.

.We cannot accept any article in a language that is not the author's own language that has not been revised and corrected by a competent person, who must sign off for it!

5. Referencing and Bibliography

Referencing

.Harvard style (**author and date: page number**) followed by end-of-chapter bibliographies will be used. See the following: 'according to Bloggs (1966: 31) it seems ...' or 'it has been stated (Bloggs 1966: 31) that ...'. Note the use of a colon between the date and page number/s, NOT a comma. Further information on Harvard system can be found here: <https://libweb.anglia.ac.uk/referencing/harvard.htm>. Multiple citations should be in alphabetical order and separated by a semi-colon, e.g. (Affleck et al. 1988; Bahn and Pettitt 2003; Wymer 1982).

.Do not use capital letters for authors' names.

.Use the surname of the first author followed by et al. for a work that has four, or more authors.

.For all citations and bibliographic references, spell out 'and' between multiple authors and editors, do not use '&'.

.For articles the complete page numbers should be cited (e.g.: 205–250, not 205 ff.).

.Where an author has several publications from the same year, distinguish them as a, b etc (e.g.: 1998a, 1998b). Do not use 'Ibid'.

Bibliography

.Please supply separately a bibliography of books and articles cited without abbreviation. Ensure that all references are complete.

.Use a comma rather than a colon between volume and page numbers. DO NOT use bold for volume numbers.

.Use full stops after initials in authors' names and make sure there are spaces between them as well (e.g. M. S. F. Hood, and NOT M.S.F. Hood or MSF Hood).

.Include all authors' surnames (even if they are more than three) in the Bibliography.

.Note that for an international audience all journal and series titles must be written out IN FULL, (e.g., 'International Journal of Osteoarchaeology', NOT 'Int. J Osteo.', and 'British Archaeological Reports', NOT 'BAR'). In multinational volumes even the most familiar archaeological abbreviations may be confusing to other people.

Some examples of the required bibliography format are given here:

Thesis

Bottema, S. 1974. *Late Quaternary Vegetation History of North-Western Greece*. Unpublished PhD thesis, University of Groningen.

Journal article

Cruise, G. M. 1990. Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63, 299–313.

Book

Lamb, H. H. and Tessler, L. 1987. *Weather, Climate and Human Affairs*. London, Routledge.

Edited book

Fairbairn, A. S. (ed.) 2000. *Plants in Neolithic Britain and Beyond*. Oxford, Oxbow.

Section in book

Foster, I. D. L. and Grew, R. 1990. Magnitude and frequency of sediment transport in the Po valley. In J. Boardman (ed.), *Soil Erosion of Agricultural Land*, 36–56. New York, Wiley.

Section in book with multiple editors

Fruyer, D. W. 1997. Ofnet: evidence for a Mesolithic massacre. In D. L. Martin and D. W. Fruyer (eds.), *Troubled Times: Violence and Warfare in the Past*, 181–216. Amsterdam, Gordon and Breach.

Section in book if editor unknown

Serre-Bachet, F., Guiot, J. and Tessier, L. 1992a. La dendroclimatologie; pour une histoire du climat. In *Les veines du temps*. Catalogue d'exposition, 93–119. Paris, Musée du Monde.

Section in a numbered monograph

Burdukiewicz, J. M. 2000. The backed biface assemblages of east central Europe. In A. Ronen and M. Weinstein-Evron (eds.), *Toward Modern Humans. The Yabrudian and Micoquian 400–50 k-years ago* (British Archaeological Reports International Series 850): 155–166. Oxford, Archaeopress.

Website

Department of Parks and Wildlife, 2001, Department of Parks and Wildlife, Canberra, Shipwreck inspection, viewed 10 August 2012, <<http://www.dpaw.org>>.

.NOTE: You must include the date accessed due to the ephemeral nature of websites. List author/organisation, site date, short title or descriptive explanation, date accessed, and full URL.

6. Notes

Footnotes may appear only in exceptional circumstances. Where footnotes are used, they should be numbered sequentially in Roman superscript numerals, single-spaced, 10pt. **Do not use footnotes for Bibliography or referencing.** Do not use endnotes.

7. Figures, tables, diagrams/charts and captions

Please provide all of them as separate data files and don't place them in the text.

Figures

.All figures should be numbered continuously (Fig. ##) whether they are photographs or line drawings, and should be accompanied by a caption.

.Please supply digital versions (TIFF, JPG or EPS files). Resolution: 1200 dpi for line drawings, 300 dpi for halftones/photographs.

.When preparing figures, plan for a final print area of 172x250 mm including the caption.

.Line drawings should be prepared at a suitable scale for reduction to these dimensions. For pottery drawings a view to publication at 1:2 or 1:3 is common. A **drawn scale** should be included. Bear in mind that a printed line less than 0.1 mm thick cannot be reliably reproduced.

.Colour illustrations are still expensive in printing. We will try to use colour in cases where it is absolutely necessary for a better understanding. All images which are in colour should be submitted in colour. Conversion to b/w will be carried out 'in house'. Digital version of the Acta will include full-colour illustrations.

Tables and diagrams/charts

.Tables and diagrams/charts should be numbered separately to figures, in consecutive order, and also be accompanied by a caption. In tables and graphs use Times font preferably in point size 10, and no less than 9. Please supply original Word or Excel files.

Captions

.The captions should include any necessary copyright information. All images that do not belong to the author must have copyright cleared on them for both print and electronic publication and this is the responsibility of the individual authors.

.Ensure that there is a numbered reference to each figure and table in the text.

.Don't forget to supply a list of all the captions at the end of the article AFTER the Bibliography, or in a separate file.

8. Deadline

.At the latest the manuscripts should be sent to the editor by

October 31, 2021

.Acceptance of manuscripts after this date cannot be guaranteed. The editor's decision (in agreement with the editorial committee) on the suitability of a manuscript for publication is final.

9. Proof and corrections

.A single set of page proofs (PDF) will be supplied to each author for checking of printing errors.

.Please ensure that you have retained a copy of your article in order to do this. No author's corrections will be permitted at this stage.

.The proofs should be returned as quickly as possible.

10. Offprints/PDF

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