

# GUIDELINES FOR AUTHORS FOR PUBLICATIONS IN THE RGZM PUBLISHING HOUSE

The guidelines apply for:

- Jahrbuch des RGZM (*JB*)
- Archäologisches Korrespondenzblatt (*AK*)
- Restaurierung und Archäologie (*RA*)
- RGZM – Tagungen (*TG*)
- Monographien/Kataloge Vor- und Frühgeschichtlicher Altertümer (*Mono*) should follow these guidelines, special arrangements are possible

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## TEXT

### Does

Store in Microsoft Word format \*.doc or \*.docx

Mark heading levels: Set #H1#, #H2# etc. directly before the first word of the heading (without a following blank character), e. g. #H1#Finding description

For Greek letters use Palatino Linotype (or another Unicode font), not Times New Roman or similar

Leave unformatted as far as possible, but mark references to illustrations/plates/tables in the text, picture captions and notes in bold type

AK: max. 20 printed pages permissible!

Use the heading »Introduction« only with *Mono*

### Don'ts

Hyperlinks and integrated pictures, graphics, tables etc.

Empty lines in running text to mark paragraphs

Automatic listings and automatic word division

Word revision mode, i. e. all corrections must have been accepted or rejected

Preceding numbering in the case of heading

## SPELLINGS

### Abbreviations

- Measurement and weight units
- %; ‰; €; £; \$; § etc.
- AD (only in the case of possible uncertainties)
- BC (always state)
- c., e.g., cf., etc., i.e.
- max., min.
- f., ff.
- BC, AD, BP

### Dating

Examples: 18 March 2005; from June to October 1999; during excavations 2001-2003

Write out century in full in the text, in notes, picture captions and parentheses

### Superscript

<sup>14</sup>C; 1<sup>st</sup>; 2<sup>nd</sup>; 3<sup>rd</sup>

### Italics

Latin expressions, e.g. *in situ*, *terminus post quem*, *villa rustica*

Longer text quotations from Latin/Greek authors in quotation marks and italics; however, transcriptions of inscriptions only in italics

### Dimension specifications

- 1.2 m × 0.4 m
- diameter of 20-22 cm
- in the years 1996-1999
- 60-80 km
- between 20 and 25 m
- 10 or 15 cm respectively

### Periods of time

- 540/541 AD
- 1974-1975
- 1930s

### Place names

When mentioning a name for the first time, state the present administrative unit (e.g. Lkr., dép., prov.) in parentheses (on request a list of administrative units is available in the editorial department)

Always place an oblique stroke and the international vehicle registration code after the administrative unit (e.g. dép. Bas-Rhin/F); not in the case of generally known cities (e.g. Paris, Rome)

In the list of references always quote the place of publication with the same spelling as in the publication

### Numbers

Write out the numbers one to twelve in full in the main text

If a number above 12 occurs in a list, the numbers are written as a numeral

## LIST OF AUTHORESSES AND AUTHORS

Without giving any title

In the case of *TG* and publications with different contributions: supply the authors' addresses, arranged alphabetically, in a separate file

Sequence:

- First name and surname
- University/higher institution (in the language of the country)
- Institute/Department
- Road/Street
- Postal code and place
- Country name: vehicle registration code is to be placed before the postal code separated by a blank – hyphen – blank (e. g. F - 52200 Langres)
- (Official) e-mail address
- Do not give your web site

## NOTES

No notes in headings, tables and illustration captions

Always use the short quotation – consisting of the author and year of publication

*AK/TG/RA*: Reference to literature in the endnotes, e. g.

1) D. Müller, *Das Paläolithikum* (Mainz 2003).

...

8) Müller 2003 (note 1) 8.

Scientific way of quoting: incorporate short quotations – consisting of the author's name and year of publication in round parentheses – into the main running text

Separate an author with more than one publication in years of publication after one another by semicolons

### Examples

Müller 1990, 22. 55 f. 60-65.

Müller 1990, 22 f.; 1991, vol. 1, 101-110; 1999, 12.

Müller/Schmidt 2006, 22-28 fig. 10, 2 pls 5. 12 no. 9.

C. Schmidt in: Müller 1990, 25-29.

## BIBLIOGRAPHY

The method of quotation and punctuation in notes and in the bibliography follow essentially quotation guidelines of the Römisch-Germanische Kommission (published in: Bericht der RGK 71, 1990; 73, 1992).

Always write out the titles of series and periodicals in full

Separate up to three authors with oblique strokes (with a blank before and after in each case), for over four authors »et al.«; »et al.« also in the case of more than three places of publication

In the case of Cyrillic or New Greek literature quotations, transcribe the author's name and place of publication into the Latin alphabet, leave the title in its original form

Abbreviations to be used: in print, in prep., n. d., n. p., N. F., N. S., N. R.

Number of the edition in superscript before the year

In the case of divergences between the volume and the year of publication of periodicals, always quote the periodical's volume in the short title

#### Articles in periodicals

Lennartsson 1997/1998: M. Lennartsson, Karolingische Metallarbeiten mit Pflanzenornamentik. *Offa* 54/55, 1997/1998, 431-619.

Wolf 2008: S. Wolf, Eine Venusstatuette vom jungpaläolithischen Fundplatz Dolni Vestonice (Mähren). *Jahrbuch des RGZM* 55, 2008 (2011), 1-42.

#### Articles in compilations

Ubl 1974: H. Ubl, Das römerzeitliche Gräberfeld und die zugehörige Siedlung von Mannersdorf a. Leithagebirge, Flur Hausfelder am Arbach. In: D. M. Pippidi (ed.), *Actes du IX<sup>e</sup> congrès international d'études sur les frontières Romaines, Mamaia 1972 (Bukarest 1974)* 415-426.

Seidel 1994: M. Seidel, Keltische Glasarmringe aus dem nordmainischen Hessen. Eine Bestandsaufnahme. In: C. Dobiati (ed.), *Festschrift für Otto-Herman Frey zum 65. Geburtstag. Marburger Studien zur Vor- und Frühgeschichte* 16 (Marburg 1994) 563-582.

#### Monographs

Brandau/Schickert/Jablonka 2004: B. Brandau / H. Schickert / P. Jablonka, *Troia. Wie es wirklich aussah* (München, Zürich 2004).

Thomas 1985: C. Thomas, *Christianity in Britain to AD 500* (London 1985).

#### Monographs in series

Baales 2002: M. Baales, *Der spätpaläolithische Fundplatz Kettig. Untersuchungen zur Siedlungsarchäologie der Federmesser-Gruppen am Mittelrhein. Monographien des RGZM* 51 (Mainz 2002).

#### Unpublished doctoral dissertations / M. A. theses / excavation reports

Rick 2004: S. Rick, *Die frühlatènezeitlichen Grabfunde am nördlichen Oberrhein* [unpubl. diss. Univ. Mainz 2004].

Maurer 2006: U. Maurer, *Die Silexwerkzeuge der gravettienzeitlichen Freilandfundstelle Azé-Camping de Rizerolles (Saône-et-Loire, Frankreich)* [M. A. thesis Univ. Tübingen 2006].

#### Exhibition catalogues

Rakob 1979: F. Rakob, *Numidische Königsarchitektur in Nordafrika*. In: H. G. Horn / C. B. Rüger (eds), *Die Numider. Reiter und Könige nördlich der Sahara* [exhibition catalogue Bonn] (Köln, Bonn 1979) 119-171.

### Encyclopaedia articles

Jankuhn 1983: Reallexikon der Germanischen Altertumskunde<sup>2</sup> 5 (1983) 240-258 s. v. Depotfund, Hortfund (H. Jankuhn).

### Reprint

Paulsen 1953: P. Paulsen, Schwertortbänder der Wikingerzeit (München 1888, reprint Stuttgart 1953).

### Website

Seeher 2006: J. Seeher, Hattusa/Boğazköy – Lehmziegel-Stadtmauer. Rekonstruktion eines Teilabschnitts der hethitischen Stadtmauer – Ein Projekt zur experimentellen Archäologie. [www.dainst.org/index\\_4437\\_de.html](http://www.dainst.org/index_4437_de.html) (17.1.2014).

## ILLUSTRATIONS

Type area: Width 16.4 cm; height: 23.5 cm; preferred picture widths: 8 cm; 10.8 cm; 16.4 cm

Photos and other half-tone pictures:

- Resolution of min. 300 dpi in the required printing size; ideally 400 dpi
- Accepted formats: \*.tif, \*.jpg, \*.png
- As far as possible no frame around pictures and maps

Scan graphics and line drawings (e.g. floor plan, find drawings) as 1800 dpi Bitmap (Scan mode, line, Bitmap, SW)

Send a printout with the required picture sizes, too, as well as a note as to which illustrations must be printed in colour

No independent montages, above all not of pictures and drawings in file, but montage suggestions are welcome

Send picture captions separately, do not integrate them into the picture

State the illustration credits: Name of the photographer/graphic artist + possibly institution or brief quotation

As far as possible just one level of subdivision: e.g. fig. 1a, not fig. 1a, 1

Name the illustrations clearly: e.g. Gudea\_fig01

## ILLUSTRATION / PLATE CAPTIONS

In accordance with illustration subdivisions (a, b, c, ...; 1, 2, 3...) always lower case

Avoid details such as »right/left/top/bottom«

State the scale as follows: Scale 1:3

Separate illustration credit and scale/dimension details by . – and place them at the end

As a rule, do not associate the author of the contribution with any institution in the illustration credits

## Examples

**Fig. 3** Main sites of the Otomani-Füzesabony culture in Poland and Slovakia: **1-4. 6-7** Trzcinica (5<sup>th</sup> century). – **5** Lomnica (4<sup>th</sup> century). – (Map V. Iserhardt, RGZM; drawings L. Schmidt, Niedersächsisches Landesamt für Denkmalpflege, Braunschweig). – 1-4. 6-7 scale 1:1; 5 no scale.

**Fig. 5** Arbeia (Tyne and Wear/GB). Localisation (**a**) and photo (**b**) of set no. 1 (cf. **fig. 6**). – (After Staniasek 1999, fig. 5 pls 5-6). – Scale 1:2.

## ILLUSTRATION / PLATE REFERENCES

### Examples

(fig. 1, 3. 10. 15) subnumbers 3, 10 and 15 to fig. 1

(figs 1. 3. 10. 15) four different illustrations

(figs 1a; 2b) illustration subnumbers as far as possible in low case letters

(figs 1-2) two illustrations following one another

(figs 1a-b; 2c. g. k) (fig. 3; tab. 3b; pl. 5) (fig. 8, grave 4)

## TABLES

Accepted formats: Word, Excel

Do not include notes in tables in the consecutive numbering of notes; use other listing characters (a, b, c, ...)

Reference to numbers in tables: e. g. **tab. 5**, no. 8

No full stop at the end of a line or at the end of whole sentences

Do not fail to delete the hidden columns

Create tables with text and markings printed mainly in italics/bold type and/or several fonts in Word

Store Word tables as far as possible in a separate document

## CHECKLIST

When submitting a manuscript, the following items really must be included:

- Text, bibliography, illustration/table/plate captions with the appropriate credits, summaries (printout + in digital form)
- Illustrations in required printed size, possibly layout proposal, and with consecutive numbering (printout + in digital form)
- Contact data for the author/authors (postal address, e-mail address, fixed line or mobile number)
- Declaration of consent to Open Access
- Completed detailed checklist: [LINK](#)