

# Archaeological Dialogues

## Procedure

Manuscripts should be written in English. Contributors should follow these specifications closely so that editorial efforts towards quality publication may be maximised and editorial interference minimised. Manuscripts that fail to conform to the guidelines may be returned to the authors for modifications before they will be considered further. When submitted to AD they will be acknowledged on receipt. They will be evaluated first by the editorial board and by the language editor. If scope, quality and language are appropriate it will be sent to two anonymous referees, which may take up to two to three months. The editorial board will make a final decision on acceptance, which may in some cases be conditional on revisions. Before an article goes into print, authors will receive a copy of the galley proofs for proof-reading.

## Types of contribution

*Archaeological Dialogues* basically publishes two types of papers, namely 'discussion articles' and 'notes'. The main differences between these are the presence and absence respectively of published comments and a reply and their length: the former can be up to 8-9000 words whereas the latter typically counts 4-5000 words. These are *not* strict rules, however, as some of the published issues readily show. For specific ideas about format or lay-out, please contact the editors at an early stage.

Discussion articles moreover take longer to appear in print because of the time required for the comments and reply to be written once the original paper has reached its final form. Given their length each issue usually includes only one discussion but several notes. Since there is no accompanying discussion, notes can usually be published at much shorter notice.

## Submission of contributions

Manuscripts should be sent to: Archaeological Dialogues, c/o Archaeology Institute, Free University, De Boelelaan 1105, 1081 HV Amsterdam, The Netherlands; email [ad@arts.gla.ac.uk](mailto:ad@arts.gla.ac.uk). Authors are requested to submit their text electronically in the first instance (as an email attachment: see guidelines below for file formats). If there are many figures, a hard copy may nevertheless be preferable. Eventually, the finalised text will have to be submitted both electronically and as a hardcopy. Original artwork (figures, tables, illustrations etc.) should accompany the final submission, and the print should include clear photocopies of all figures and tables.

Authors are solely responsible not only for the contents of their manuscript, but also for securing any legal rights or permissions to publish submitted material, including copyright-protected materials. The appropriate acknowledgements should be given in captions, endnotes, or elsewhere. Manuscripts should not be submitted to (nor should they have been published in) any other journal or publication.

## Sections of the manuscript

- the manuscript should include the following sections:
- *text*: Number all pages; start with the author's name(s) followed by the title of paper; above the text, insert
  - *abstract* of the paper ca. 150 words
  - *6 keywords*
- *headings*: authors are allowed to use primary and secondary headings, use lowercase letters for both headings. Use three or two hard returns after the heading to indicate primary and secondary headings respectively. The headings should be clearly separated from the following text.
- *acknowledgements* should be included in a note which accompanies the title of the paper.
- *notes*: begin on a separate page; number sequentially.
- *references*: begin on a separate page (see guidelines given below).
- *captions*: begin on a separate page; list figures sequentially (all plates, illustrations, graphs, tables or other original artwork are numbered as figures).
- *biographical note*: include at least the name(s), affiliation(s), and full address(es) of author(s) and a note on his/her/their interests and other relevant information such as fieldwork projects or recent publications; this should be no longer than 150-200 words (excluding address).

## Comments and reply

The contributions to a discussion (comments and reply) typically consist of some 1,200-1,500 words. We suggest that standard compliments are omitted (unless they are really important) in order to focus on the discussant's opinion about the article under discussion. Arguments for that opinion should be clearly stated, and the comment should be concluded by indicating how the article could be improved or by asking a question to the author. Your comment should be sharp, succinct, and thought-provoking. It is a comment on an article, not an essay in its own right.

- Please note: commentators on discussion articles are requested to supply a title to their comment.
- Authors of comments on discussion articles can use primary headings only.

## Headings

- authors of articles and notes are allowed to use primary and secondary headings. Authors of comments on discussion articles can use primary headings only. All headings remain unnumbered.
- use lower case letters for all headings. Use capital letters for initial letter and for initial letter of (proper) names. Use two hard returns between the heading and the text to indicate a primary heading (that is *one* blank line) and one hard return (that is *no* blank line) to indicate a secondary heading.
- please note: commentators on discussion articles are requested to supply a title to their comment.

## Figures

- figures should be indicated in the text as follows [here figure...].
- number sequentially on reverse (in pencil) in the upper left-hand corner of the illustration. All figures must be 'camera ready' i.e. suitable for quality reproduction. Bear in mind that many figures will have to be reduced. Include therefore instructions on reduction *vis-à-vis* the format of the journal (i.e. 13 x 21 cm; photographs can be reproduced to a format of 16.5 x 24 cm). If the figure does not include a visual scale, place scale (think of reduction) in caption. Tables should be used sparingly.

- figures may also be supplied electronically (contact the editors regarding formats) but should always be accompanied by a clearly labelled hard copy.

## Text file on micro floppy disk

- only word-processed texts are acceptable, preferably MS-Word (when using MacIntosh, please convert to .rtf format (Rich Text Format) and supply on a Windows/DOS formatted disk). If in doubt, use the .rft format.
- never use the hyphenation option;
- never use any word-processor codes – except italics. Use a hard return only at the beginning of a paragraph. To create a blank line use two hard returns;
- never use an indentation at the beginning of a paragraph;
- provide title page, text, notes, references, and captions of figures in different files (see ‘sections of the manuscript’).

## Spacing

- never use more than one space;
- never use a space between capitals of proper names (J.G.A Janssen, not J. G. A. etc.);
- use a space after a punctuation mark; never use a space between a letter and a punctuation mark;
- never use a space between a sentence and a question mark;
- use a space after a dash in an enumeration; use a hard space before and after a dash used within a sentence.

## Abbreviations

- limit the use of abbreviations,
- do not use abbreviations to denote institutions, please write their names in full,
- write for the following abbreviation: ROB: State Service for Archaeological Investigations; BAI: Biological-Archaeological Institute; IPP: Institute of Pre- and Protohistory; RAAP: RAAP Foundation; SNA: Foundation for Dutch Archaeology; RMO: National Museum for Antiquities.
- in general a dash concludes an abbreviation. A contraction is not concluded with a dash in those cases in which the last letter of the word is used as the last letter of the contraction: A.D. (not AD); B.C. (not BC); ca (not ca.) (circa); cf. (not cf) (confer); Dfl. for Dutch florins; ed. (not ed) (editor); eds (not eds.) (editors); e.g. (not eg) (exempli gratia); et al. (et alia/et alii); ibid. (not ibid) (ibidem); Ph.D. (not PhD); P.O.Box; pp. (not pp) (pages); 1990s (not 1990’s); viz. (not viz) (videlicet, namely).
- C14 method, element <sup>14</sup>C.

## Quotations and quotation marks

Quotations up to four lines should be included in the running text. Quotations exceeding four lines are to be separated from the text by means of a hard return before and after the quotation. Use single quotation marks ‘and’ (not “, except for quotes within quotes).

## Numbers

- spell out numbers one through nine,

- express all numbers greater than nine with Arabic numerals,
- spell out million and billion,
- spell out numbers that begin sentences,
- spell out numbers used in a general sense in narrative ('thousands of sherds),
- for dates and time, follow these examples: 40 hours; 30 October 1984; 20th century; 18th Dynasty; 1980s (not 1980's); 1937-38 (not 1937-8).
- otherwise spell out all ordinal numbers.

## Measurements

Distance, area, volume, and weight must be expressed in the metric system.

## Radiometric dating conventions

Following established convention the authors should use the following abbreviations: B.P. for uncalibrated dates; Cal. B.P./B.C./A.D. for calibrated dates; B.C. and A.D. for historical dates. B.P. and B.C. follow the date (1235 B.C.); A.D. precedes the date (A.D. 476; but the fifth century A.D.). Please give laboratory abbreviations and number if the radiocarbon age is published for the first time. Identify, and if necessary define the calibration standard and correction factor used.

## Spelling

- British, not American!: artefact, not artifact, medieval, not mediaeval, but follow original in a direct quote;
- -ize spellings when permitted, but watch for words like advertise, precise, revise where there is no -ize option;
- also analyse etc. as only -yse exists in English.

## Use of capitals and lower case letters

- in general: Keep capitalisation to a minimum. You will generally find that when the definite article (the) precedes the noun you use upper case and when the same noun is used adjectivally, lower case is correct (the Government, government policy, the Orient, oriental, the West, western, the Army, the British army).
- additional examples: to the North, the north-west region, southern Europe, north-east England.
- concerning archaeological jargon: use upper case for specific, recognised, historical and person based names and lower case for general, common or mundane things. Proper names of periods of time or natural phenomena, historical eras and events take a capital if they have a definite archaeological significance as shown by a consistent usage (Paleozoic era, Carboniferous, Tertiary, (New) Stone Age, Bronze Age, Beaker Folk etc.). Cardinal points and other adjectives are lower case except when they form part of a recognised geographical region, period of time, institution or movement (Low Countries, Old World, House of Commons, Middle English, First/Second World War).
- some examples
  - Latin, French, etc. (substantive),
  - Dutch, European, Romano-British, Near Eastern etc. (adjective),
  - Quaternary, Palaeolithic, Mesolithic, Iron Age, Beaker Folk etc. (substantive); use of early/Early, late/Late etc. depends on (in-)definite archaeological significance as shown by (in-)consistent usage; the modifying word is in lower case: Upper Paleolithic period, Anasazi culture. etc.),

- bronze age site, early bronze age sword etc. (adjective; however Palaeolithic era),
- the Magdalenian, the Natufian, etc. (substantive),
- Magdalenian, natufian, etc. (adjective),
- band ceramic pottery, etc. (adjective),
- New Archaeology,
- the Renaissance, the Dark Ages, the Mediterranean, (substantive, specific usage; however: the renaissance of..., Mediterranean climate, general usage).
- names of rivers, mountains, oceans: these names are capitalised along with the generic name (lake, mountain, river, valley etc.) when they are used as part of a name (River Thames, Lake Michigan, Mount Cook etc.). when a generic name is used descriptively rather than as part of a name it is lower cased (the valley of the Mississippi, the Thames river, the Mississippi River valley etc.).
- title of book: a title of a (non-German) book mentioned in the text should be written with a capital letter for the initial letter of title and for the initial letter of proper names.

## Italics

Italics are to be used to mark all non-English words and concepts: *Bandkeramik* (bandceramic, no italics used), *Annales*, *limes*. Abbreviations of Latin phrases however (*ibid*, etc.) should not be italicised. Use italics to mark titles of books and articles which are cited within the text in full.

## Some additions

- never use the ampersand (&), please write out the word 'and';
- never use 'Holland', use 'the Netherlands'.

## Notes

The use of notes must be limited as far as possible. The necessary notes must all be end-notes that are sequentially numbered. While there is no objection to using the word-processor facility for generating notes, they should all be included in a separate file. Within the text notes should be denoted by a numeral in superscript.

## References

- within the text: (Myhre 1990) or (Myhre 1990, 12-121) or (Myhre 1990, 21-24) or (cf. Myhre 1990, 34-36) or 'advocated by Myhre (1990; 1996)'. Use 'and' (not a slash) between two authors: (Roymans and Theuws 1990) or (Besteman, Bos and Heidinga 1990). Use 'et al.' for more than three authors (Kolen et al. 1995). (Do not use 'et al.' in the references however.) Use a, b, c etc. for titles published within one year (Waterbolk 1982a; 1982b). If used within parentheses, the above citations do not change parentheses to square brackets: (see the innovative study recently published by Van der Veer (1994)).
- within References (use underline for italics!);
- some examples (for more examples, see issues published):
  - Bakker, J.A., 1992: *The Dutchhunebedden*, Ann Arbor.
  - Renfrew, C., M.J. Rowlands and S.A. Segraves (eds), 1982: *Theory and explanation in archaeology*, London.
  - Hermann, F.R., and A. Jockenhövel, 1975: Bronzezeitliche Grabhügel mit Pfostenringen bei Edelsberg, Kreis Limburg-Weilburg, *Fundberichte aus Hessen* 15, 87-127.

- Kristiansen, K., 1984: Ideology and material culture. An archaeological perspective, in M. Spriggs (ed.), *Marxist perspectives in archaeology*, Cambridge, 72-100.
- Lanting, J.N., and J.D. van der Waals, 1976: Beaker Culture relations in the Lower Rhine Basin, in J.N. Lanting and J.D. van der Waals (eds), *Glockenbecher Symposium Oberried 1974*, Bussum, 1-80.
- Louwe Kooijmans, L.P., 1974: *The Rhine/Meuse delta. Four studies on its prehistoric occupation and Holocene geology*, Leiden (Analecta Praehistorica Leidensia 7).
- please note: use in non-German titles a capital letter only for the initial letter of the title and for the initial word of (proper) names.
- please note: Dutch or Flemish names beginning with 'de', 'den', 'van', 'van de', 'van der' etc. should be alphabetised under the initial letter of the proper name of the author (Leeuw, S. van der, not Van der Leeuw, S.).
- please note: title and subtitle of a book or article are separated by a full stop (not :) and a space.

## Free copies

Contributors will receive two free copies of the issue in which their contribution appears. It is possible to purchase further copies at a reduced price if ordered at proof stage.

*(Revised 24/1/06)*