



Scope

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Submission Requirements

Language

Manuscripts in English are preferred, but papers in German and French are also accepted. Spelling in English should be consistent throughout. Unless English is their mother tongue, authors should have their manuscripts checked by a native speaker.

Non-Roman Scripts

Ideally all diacritics should be in Unicode.

For writers unfamiliar with Unicode, all characters that do not appear in the standard Roman alphabet (i.e., accented letters, diacritical marks) should be very plainly identified.

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Length

We rarely accept papers that exceed the limit of 15,000 words including endnotes.

Manuscript Structure

Wide margins of at least 2.5 cm (1 inch) are to be left on all edges of the page. Please use line spacing of 1.5 for the entire manuscript including the endnotes.

Abstract and Keywords

Full length articles should contain a short abstract with a maximum of 150 words in English. The abstract should give a brief summary of the article, an outline of its argumentation, or sum up the points discussed. There should also be 3–8 keywords.

Headings

Please make sure that each level of heading is clear in the text.

1 The First Level Heading

The text. The first paragraph after a section heading, subsection, chapter, or larger sections of quoted text (block quotations) should not be indented.

All subsequent paragraphs should have a first line indent.

1.1 *The Second Level Heading*

The text.

1.1.1 The Third Level Heading

The text.

Italics

Use *italics* in the text for non-English words and phrases if they are likely to be unfamiliar to readers.

The *grève du zèle* is not a true strike but a nitpicking obeying of work rules.

An entire sentence or a passage of two or more sentences in a foreign language is usually set in roman and enclosed in quotation marks.

A translation following a foreign word, phrase, or title is enclosed in square brackets.

The word she wanted was *pécher* [to sin], not *pêcher* [to fish].

Leonardo Fioravanti's *Compendio de i secreti rationali* [Compendium of Rational Secrets] became a best seller.

When giving the translation of an English word, phrase, or title, enclose the translation in square brackets.

The word she wanted was *to sin* [pécher], not *to fish* [pêcher].

Italics should also be used for the titles of books and songs mentioned in a text.



Quotation Marks

Single quotation marks (‘ ’) are used to distinguish words, concepts or short phrases under discussion. Direct quotations of less than twenty-five words should be enclosed in double quotation marks (“ ”) and run-on in the text.

Double quotation marks (“ ”) should also be used in the endnotes for the titles of journal articles, songs, poems and reference works.

As for correct punctuation featuring quotation marks, periods and commas are placed *within* quotation marks, while colons, exclamation marks, and question marks are not, unless they are part of the quotation.

He went on to discuss the subject of ‘correct punctuation,’ which he had previously explored in his article “How to write scientifically.”

He exclaimed that “correct punctuation is of utmost importance”!

Block Quotations

Block quotations are larger sections of quoted text (i.e. anything over three lines): set these off from other text by adding a blank line above and below the section, and indent the block of text on the left. These larger sections, or ‘block quotations’, should not be enclosed in quotation marks. They are the same size font as the rest of your text, and not smaller.

Quotations from Poetry

When taking short quotations from poetry (fewer than three lines of verse), mark breaks with a slash (/) at the end of each line of verse. A space should precede and follow the slash.

Cullen concludes, “Of all the things that happened here / That’s all I remember” (11–12).

Omissions in Quotations (Ellipses)

An ellipsis is the omission of a word, phrase, line, paragraph, or more from a quoted passage. Omission of words or phrases in a quotation should be indicated by using three spaced periods with square brackets on either side ([...]) to distinguish between an ellipsis that has been added and the ellipses that might have been in the original text.

It does not build, [...] nor cherish the arts, nor foster religion [...].

En- and Em-dashes

So-called en (–) and em (—) dashes should be used in lieu of a hyphen (-) in certain situations.

Use an en-dash between page numbers in footnotes and between dates (e.g. 21 February 1866–16 March 1925).

Use an em-dash to emphasize information without which one cannot understand the rest of the sentence or a break within a sentence.



Numbers and Dates

All numbers up to twenty should be spelled out.

Numbers with more than four digits should feature a comma to facilitate reading comprehension, e.g. “1,300” (an exception to this rule would be dates and years).

Dates should follow the day-month-year format, with the month not abbreviated, e.g. “26 May 1889.”

Dates according to the Hebrew calendar should be converted to the respective dates on the Gregorian calendar. This holds true for citations as well.

References

In Text References

References should be given in parentheses in the text e.g., (Randsborg 1991, 110f.); (Randsborg & Christensen 2006); (Bond et al. 2001, 2130-2131).

Bibliography

Print Journal Article

Author, A.A. Publication Year. Article title. Periodical Title Volume (Issue). pp-pp.

Randsborg, K. 1991. Gallelose. A Chariot from the Early Second Millennium BC in Denmark? *Acta Archaeologica* 62. 109-130.

Randsborg, K. & K. Christensen. 2006. Bronze Age Oak-Coffin Graves. *Archaeology & Dendro-Dating. Acta Archaeologica* 77. 1-201.

Bond, G., B. Kromer, J. Beer, R. Muscheler, M.N. Evans, W. Showers, S. Hoffmann, R. Lotti-Bond, I. Hajdas & I. Bonani. 2001. Persistent Solar Influence on North Atlantic Climate during the Holocene. *Science* 294 (5549). 2130-2135.

Online Journal Article

Author, A.A. Publication Year. Article title. Periodical Title Volume (Issue). pp-pp.

doi:XX.XXXXX or Retrieved from journal URL.

It is necessary to include the date of access/retrieval date or database information for electronic sources. You can use the URL of the journal homepage if there is no DOI (digital object identifier) assigned and the reference was retrieved online.

Print Book

Author, A.A. Publication Year. Book Title. Publisher location (Publisher name).

Randsborg, K. 1980. *The Viking Age in Denmark. The Formation of a State.* London & New York (Duckworth & St. Martin's).

Randsborg, K. 2011. *Bronze Age Textiles: Men, Women and Wealth.* London (Bristol Classical Press).



Scarre, C. (ed.). 2005. *The Human Past. World Prehistory & the Development of Human Societies*. London (Thames & Hudson).

Book Chapter, in Print

Grane, T. 2003. Roman Sources for the Geography and Ethnography of Germania. Jørgensen et al. 2003. 126-136.

Jørgensen, L., B. Storgaard & L. Gebauer Thomsen (eds.). 2003. *The Spoils of Victory: The North in the Shadow of the Roman Empire*. København (Nationalmuseet).

In short, use *italics* for the *name of the periodical* but not the title, with monographs use *italics* for the *title of the monograph*, but not of the series. If there are several works by the same author, the name is cited only for the first of them and subsequently replaced by a dash. If several papers by the same author and from the same year are cited, a, b, c, etc. should be added to the year of publication (2016a; 2016b; etc.).

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