

Guidelines for Authors

Aims and scope

Recherches Archéologiques, Nouvelle Serie is an archaeological journal issued by the Institute of Archaeology of the Jagiellonian University in Kraków. In a new form, it continues the tradition of the *Recherches Archéologiques*, published by the Institute of Archaeology since 1968. That journal presented mainly field reports from excavations conducted by archaeologists from the Institute. This formula was changed in 2009 to broaden the journal's scope and open its pages for authors who are not connected with the Institute of Archaeology.

Therefore, a subtitle 'Nouvelle Serie' was added and a new volume numbering was introduced.

The journal presents general syntheses, published in the 'Studies' section, as well as analyses of archaeological materials (which should be discussed against a broad, multiaspectual background), published in the 'Reports' section. The contributions may address any aspect of archaeology and any period of prehistory or history, both in the Old and the New World. We look forward to receiving the texts from authors both from Poland and from abroad. Among the contributions accepted are also summaries of MA theses or extracts from them adapted for publication, as well as outstanding papers by students. Basically, there are no restrictions as regards contribution size. Extensive publications which offer a comprehensive and interdisciplinary approach to the discussed issue and which are provided with adequate illustrations are warmly welcomed. One should note, however, that the journal does not publish reviews. The original version of the journal is the paper version, however all contributions are also freely accessible on-line. The *Recherches Archéologiques, Nouvelle Serie* accepts contributions in all of the so-called congress languages (English, German, French, Spanish and Russian), however, the preferred language is English. In exceptional cases, the RANS Editors can decide to cover the costs of translating the paper from Polish into English. As regards this matter it is necessary to contact the Editor-in-Chief in advance.

Submission of mss

The contribution must be submitted in electronic version as a Microsoft Word file in *.doc or *.docx format. An additional copy in *.pdf format is welcomed. The files should be sent to one of the e-mail addresses cited below or recorded on CD / DVD and mailed to one of

the postal addresses cited below. Using cloud-based computer file transfer services (like e.g. Wetransfer) is also possible.

The text must be written in the Times New Roman font at a size of 12 pts with 1.5 line spacing. All margins should be set to 2.5 cm, and all pages should be numbered. It is highly recommended that the contributors avoid undue use of text formatting options, such as word dividing, bolded or underlined words, numbering or bullets, empty lines, different font types, etc. Using such options should be reduced to the necessary minimum. It is important that footnotes contain only the necessary additional information. The authors are kindly asked not to automatically generate the footnotes using a text editor, but to attach them as normal text at the end of the paper, marking them in the text with consecutive numbers (introduced from the keyboard, in superscript).

The submitted contribution should consist of the following:

1. Title.
2. Author/s full name/s, together with affiliation, address, e-mail address, phone number and fax number (for each author); when there is more than one author, please indicate the person responsible for contact with the Editorial Board and – after the publication – with the readers.
3. Abstract (up to 300 words, always in English).
4. Keywords (no more than 7).
5. Text (if the text is divided into chapters – which is recommended – their titles must be separated by an additional empty line below and above – the same applies to sub-chapters; chapters and sub-chapters should be given proper hierarchical numbering, introduced manually – please do not use an automatic numbering option in a text editor).
6. Footnotes.
7. Summary in Polish (up to 1200 words; in case of non-Polish author/s this summary will be generated by the Editor).
8. References.
9. List of figures with complete captions.
10. List of tables with complete captions.

Submission of figures and tables

All the illustrations should be delivered in electronic form, each figure being a separate file of TIFF format (minimum 600 DPI for black-and-white and grey-scale drawings, minimum 300 DPI for colour drawings or photos) named using the name of the author/first author (e.g. Nowak_Figure1.tiff). Please do not insert illustrations in the text!

Figures should be referred to in the text using Arabic numerals; a reference to a particular part of the illustration should use colon, space and proper number/s or letter/s (e.g. Fig. 31: 12–14 or Abb. 2: 14, 16). A continuous numbering (as ‘figures’, in the language of the paper – e.g. ‘Figure’ or ‘Abbildung’) should be kept for all the illustrations and photographs, in the order in which they are referred to in the text. Please note that the maximum size of a printed illustration will be 130 x 180 mm. Another available size is 60 x 180 mm. The size of numbers and letters within figures (we recommend using Arial font and Arabic numerals) should be adjusted to the illustration size, to make them readable. All drawings should be provided with a clear and adequate linear scale.

All the tables should be delivered in electronic version as a Microsoft Word file (*.doc or *.docx); an additional version in *.pdf format is welcomed. The tables may be saved in a single file or as separate files; in both cases the file name/s should clearly refer to the content – it is desirable that the author’s/first author’s name is used (e.g. Nowak_Tables.doc or Nowak_Table1.doc). Each table must be provided with a headline containing its number and title. Any comments, if necessary, must be placed below the table. Tables should be referred to in the text using Arabic numerals (e.g. Table 3 or Tabelle 1); their numbering should follow the order in which they are referred to in the text.

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The files with illustrations and tables should be sent to one of the e-mail addresses cited below or recorded on CD / DVD and mailed to one of the postal addresses cited below. Using cloud-based computer file transfer services (like e.g. Wetransfer) is also possible.

References

The bibliography should only contain positions that are referred to in the text or in the illustrations or tables. Journal names should be used in their full form. References in the text should be ordered chronologically, beginning with the oldest quoted position and kept to the following pattern: (Huntley, Birks 1983, 35–38; Ralska-Jasiewiczowa 2004, 32; Hajnalová

2005). If a publication has more than two authors, the expression *et al.* should be used (e.g. Bennet *et al.* 1991). If there is more than one publication of the same author/s within one year, lower case extensions should be used (e.g. Jones 1965a; 1965b; Gardner 2002a; 2002b). Figures and/or tables in quoted publications should be referred to using the following pattern: (Huntley, Birks 1983, fig. 14: 7; Smith 1998, table 6).

The bibliography should be listed according to the patterns presented below. They were drawn up for publications in English. For publications in other languages, the use of upper and lower case, as well as the expressions and denotations like: (in:), (ed.), (eds.), pp., (typescript), should be adjusted to the rules of the given language. Particular attention should be given to provide accurate spelling of authors' names and publication titles, especially in languages where diacritic marks are common (e.g. Czech, Slovak).

- Papers in journals:

Gomes D. C., Vega O., 1999 *Dating organic temper of ceramics by AMS: sample preparation and carbon evaluation*, Radiocarbon, 41, pp. 315–320. [volume numbers only in Arabic numerals, pages separated by a short dash (Ctrl+- on numeric keypad) without a space]

- Papers or chapters in monographs, conference papers, series, etc.:

Kalicki T., Kozłowski J. K., Nowak M., Vizdal M., 2005 *A settlement of the Early Eastern Linear Pottery Culture at Moravany (Eastern Slovakia): palaeogeographical and archaeological perspective*, (in:) E. Gál, I. Juhász, P. Sümegi (eds.), Environmental Archaeology in North-Eastern Hungary, *Varia Archaeologica Hungarica*, 19, Budapest: Archaeological Institute of the Hungarian Academy of Sciences, pp. 179–198.

- Monographs:

Lityńska-Zajac M., Wasylkowa K., 2005 *Przewodnik do badań archeobotanicznych*, *Vademecum Geobotanicum*, Poznań: Sorus.

- Typescripts:

Goslar T., 2005 *Raport z wykonania datowań 14C w Poznańskim Laboratorium Radiowęglowym*, Archive of the Institute of Archaeology, Wrocław University (typescript).

- Web sites:

Furholt M., 2003 *Absolutchronologie und die Entstehung der Schnurkeramik*,
http://www.jungsteinsite.uni-kiel.de/pdf/2003_furholt.pdf, 20.01.2011. [Access date].

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