 **POST-CLASSICAL ARCHAEOLOGIES: GUIDELINES FOR CONTRIBUTORS**

**Submission process**

Articles must be sent in a digital copy, by e-mail to editor@postclassical.it;

In the cover letter, in both copies, the author has to specify his name, contact information (phone, mailing address, email address), and department.

Please DO NOT write your name inside the text, as the author(s) must remain anonymous to the referees (articles are read at least by two referees). The referees will pronounce their judgment (“the article can be printed”, “can’t be published”, “can be published after some corrections”) within 3 weeks. The author(s) will be informed about the referees’ opinion and, if necessary, must correct his contribute within 4 weeks.

**Languages**

Submissions in English, Italian, Spanish and French are admitted.

**Digital format**

Wherever possible authors are required to submit the articles as RTF, DOC or DOCX format. If you are unable to provide this format please contact the Editorial Office (editor@postclassical.it) for advices.

Please DO NOT include illustrations in the text, but send it separately.

**Proofs**

Before the print, the author(s) will receive a proof of his article in PDF format. Author can correct ONLY slight or typographical errors.

The author (or principal author) will receive a copy of the issue where his article is published.

**Text**

**Word limits**

Articles should not exceed the following word limits:

**Research and Beyond the Theme: max. 8.000 words** (except abstract) **and 15 illustrations.**

**Projects: max. 1500 words.**

**Reviews: max. 1500 words.**

**The word limit MUST include all text** (also acknowledgements and references).

**Abstract**

The abstract should not exceed the limit of 100 words.

The abstract MUST be written in English AND in article’s language (for articles written in English, the Editor’s Office will provide an Italian translation free of charge).

Authors are requested to provide also 5 keywords.

**Text**

Latin and foreign words must be italicized.

We prefer NOT ABBREVIATED word, except some common Latin abbreviations (N.B., etc., e.g., i.e.).

Dates must be given in day/month/year.

Quotations must be within quotation marks, in roman.

Decimal numbers must be expressed separated by comma. The unit of measurement must be separated from the number by a space (i.e. 3,4 km; 5x7,2 m).

**Acknowledgments**

Eventual acknowledgments must be written in the end of the text.

**Notes and references**

References are accepted both in text and as footnotes.

Please DO NOT abbreviate the page number such as “f.” or “ff.”, but indicate the exact pages range with the abbreviation “p.” (for a single page) and “pp.” two pages or more (i.e. pp. 335-360).

Please, for the structure of the references follow the examples below.

**References in text and footnotes**

**Authors are required to ensure that all references cited in the text are included in the bibliography.**

| **Type of reference** | **Text citation** | **Notes** |
| --- | --- | --- |
| Single author | (Hartinger 1989, pp. 353-361) |  |
| Two authors | (Bertelli, Brogiolo 2000) |  |
| Three or more authors | (Sage *et alii* 1973, p. 260) | *Et alii* is italicized and NOT abbreviated |
| More than one work by same author | (Pejrani Baricco 2004, 2007) | In date order |
| More than one work by same author and same year | (Pejrani Baricco 2007a, 2007b) |  |
| More than one work by different authors | (Geary 1983; Amory 1994) | Separated by semicolon, in date order |
| More than one work by one author and different authors | (Grayson 1983, 2009; Evans 2009) | In date order |
| Personal communication | *pers. comm.* |  |
| Classical or historical author | Paul the Deacon, *Hist. Lang.,* IV, 22. |  |

**References in text are required in roman, instead references in footnotes are required in small caps.** Please, AVOID absolutely to write the entire reference in CAPITAL letters.

**Bibliography**

Bibliography can be divided into two parts:

- HISTORICAL SOURCES

- STUDIES

For writing the bibliography regarding historical sources follow the example below.

Gregorii Episcopi Turonensis, *Historiarum libri X*, B. Krusch (ed), MGH, SRM I 1/1, Hannover 1937.

For the structure of bibliography (studies), please follow the examples below.

Please note that authors are written in SMALL CAPS.

| **Type of reference** | **Reference format** | **Notes** |
| --- | --- | --- |
| Book | V. Bierbrauer 1975, *Die ostgotischen Grab- und Schatzfunde in Italien,* Spoleto. |  |
| Journal paper | E. Fòthi 2000, *Anthropological conclusions of the study of Roman and Migration periods*, “Acta Biologica Szegediensis”, 44, pp. 87-94. | Avoid please abbreviations or acronyms of journals |
| Chapter by another author in a book or contributions in edited book | P. Rijk 1995, *Iron production and manufacturing in the Elbe-Weser-area*, in G. Magnusson (ed), *The Importance of Ironmaking: Technical Innovation and Social Changes*, Stockholm, pp. 81-86. |  |
| Edited collection | G. Magnusson (ed) 1995, *The Importance of Ironmaking: Technical Innovation and Social Changes*, Stockholm. | Please note (eds) NOT (eds.) and (ed) NOT (ed.) |
| Further references to edited collections already cited | P. Rijk 1995, *Iron production and manufacturing in the Elbe-Weser-area*, in Magnusson 1995, pp. 81-86. |  |
| Unpublished dissertation | V. Mariottini 2007-2008, *Rocca di Staggia (Poggibonsi – SI). La ceramica tra VI e XX secolo*, Tesi di Laurea in Archeologia Medievale (rel. prof. M. Valenti; controrel. dott. V. Fronza), Università degli Studi di Siena, A.A. 2007-2008. |  |
| Online publications | T. Mannoni, *Archeologia ed archeometria*, in G.P. Brogiolo (ed*), II Congresso Nazionale di Archeologia Medievale* (Brescia, 28 settembre-1 ottobre 2000). Online in: http://www.bibar.unisi.it/sites/www.bibar.unisi.it/files/testi/testisami/sami2/01mannoni.pdf (accessed 5 March 2010). |  |
| In press | C. Ebanista, M. Rotili (eds) in press, *Archeologia e storia delle migrazioni. Europa, Italia, Mediterraneo fra tarda età romana e altro medioevo,* Atti del Convegno Internazionale di Studi (Cimitile-Santa Maria Capua Vetere, 17-18 giugno 2010), in press. |  |

**Illustrations**

All images (photographs, diagrams, …) will be named as figures and numbered in Arabic numerals.

The captions should follow the examples below.

|  |  |
| --- | --- |
| Reference to figure in the text | (fig. 1)  (figs. 2-5)  (figs. 2, 5)  (fig. 1a)  (figs. 1a-d) |
| Figure caption | Fig. 1. The circular argument on which many traditional approaches to ethnicity were built. |
| Figure caption and references | Fig. 8. Cross in gold sheet from Novara Cathedral (from Menghin 1977, p. 58, fig. 8). |

Authors are requested to provide separate high-resolution illustrations in TIFF, JPEG (or eventually PNG, PDF) format.

Resolutions must be 300 dpi or higher and the maximum acceptable weight is 20 Mb.

Maps and plans must include scale and north point.

Authors are responsible for obtaining the permissions to reproduce illustrations to which they do not own copyright.

**Guidelines for reviewers**

The title of the review is the title of the book reviewed, with some other information (presence of illustrations, number of pages, publishing house, ISBN). Please follow the examples below.

C. Citter, A. Arnoldus-Huyzendveld, *Uso del suolo e sfruttamento delle risorse nella pianura grossetana nel medioevo. Verso una storia del parcellario e del paesaggio agrario*. 160 pages, ill. b/n. 2011. Città di Castello: Artemide Edizioni. ISBN: 978-88-7575-133-3.

In the reviews, footnotes ARE NOT accepted, but a small bibliography is accepted.