

PAM: REVIEWING PROCEDURES

Manuscripts are accepted for review with the understanding that the same work has not been already published, that their submission has been approved by all of the authors and by the institution where the work was carried out and that all contributors are bylined in the article. All manuscripts accepted by the editorial staff will be reviewed before they are accepted for publication. The reviewer will be chosen based on the thematic field of the article and affiliation of its author, from among PAM Independent Reviewers, the Editorial Board or International Advisory Board or will be sent for review to another specialist. The review will be anonymous.

PAM: GUIDELINES FOR AUTHORS

The PCMA has prepared a stylebook for items submitted for publication in the PCMA's journals and book series. Following the present guidelines in preparing texts and figures will greatly facilitate editorial work and speed up the publication process.

1: Text

General remarks:

- The articles should be submitted in electronic form to the PCMA office in Warsaw or emailed to pam.pcma@uw.edu.pl
- We accept texts **written in English**; the editors provide English language editing but reserve the right not to accept texts that need major revision and editing.
- Each article should contain an abstract (500-1000 characters with spaces) and 4–8 keywords
- Submitted texts should be in standard font (such as Times New Roman or Garamond), 12 points for the text, 10 points for the footnotes.
- Should you use a special font (for example for ancient languages etc), please note the name of the font under the text of your article and send us the font itself. In our publications we have been using IFAOGrec Unicode for Greek (on terms published at the IFAO webpage <http://www.ifao.egnet.net/publications/publier/outils-ed/polices/> from where the font can be downloaded).
- Articles should be submitted as text documents (preferably DOC) **AND** as PDF files. The latter provide a hard copy against which we can check for mistakes in rendering special fonts, signs and formatting that often get corrupted in text documents.
- Use tab key (not spacebar) for indenting paragraphs.
- All figures must be submitted in separate files, not inserted in the text document (for instructions on preparation of illustrations, see below).
- All tables inserted in the text should be numbered [Table 1, Table 2 etc]. Each table must be captioned and must be mentioned in the text [in square brackets].
- Tables should preferably be submitted in as Excel files.
- The Authors are requested to note their affiliation and contact information, including email to be published with the article; in the case of field reports, please state your affiliation both at the point of submitting the report and at the time when the described research took place.
- Mission directors are requested to list the function and affiliation for all team members.
- Mission and project directors should note the sponsors and institutions financing their research.

Figures:

- Every submitted figure must be mentioned in the text.
- References to figures in the text should be set in square brackets; the word "Fig." or "Figs" and the number of the figure should be italicized, e.g. [*Fig. 1*], [*Figs 3, 5*]; additional information (e.g. "bottom", "left" etc.) should not be in italics, e.g. [*Fig. 2, top*].
- If a figure is mentioned more than once, the subsequent reference should be preceded by the word "see", e.g. [see *Fig. 2*].
- Each figure must have a concise caption explaining its contents. The captions should be submitted as a list at the end of the article (after the references).
- The caption must include information on who is the author (original and processing, digitizing etc.), e.g. (*Photo / Drawing / Digitizing X. Name*)

Typical caption:

Fig. 1. Burial in the northern chamber of grave 1; personal ornaments visible in bottom left corner (Photo J. Kowalski)

Numerals:

- Ordinal numbers should be typed with no Upper index, that is 1st, 2nd, etc. (not 1st).

Dates:

- For centuries and millennia use Arabic numbers, e.g. 2nd millennium (not: IInd millennium).
- Words: century, millennium etc. should not be capitalized.
- Abbreviations: BC, AD, BP, bc, bp should be spelt without full stops.
- When mentioning halves or quarters of centuries, millennia etc., write the first part in full, then use a number for the century/millennium, e.g. second half of the 3rd century BC.
- For timespans, such as dates of research, use the following formula: 9 May – 25 June 2009.

Sizes:

- Write either e.g. 2 m x 3 m or 2 m by 3 m; please be consistent in your choice throughout the whole text.
- Sizes of structures are given in meters, e.g. 8.80 m, 0.50 m (not: ~~8.8m, 50 cm~~).
- Sizes of artifacts are given in centimeters, e.g. 5 cm, 0.55 cm, etc.
- Keep in mind that decimal fractions should be spelt with a dot, not a coma, e.g. 1.55 cm (not: ~~1,55 cm~~).

Historical periods:

- The word "period" following the name of the historical period should not be capitalized, unless it is commonly used that way, e.g. Khabour Ware period.
- Egyptian Dynasties should be described as follows: Eighteenth Dynasty, Twenty-first Dynasty, etc.

Quotation marks:

- In English, both parts of the quotation marks should be in the upper index, e.g. "word", not "word".
- Please do not use inverted commas/apostrophes as quotation marks, e.g. "magic", (not `magic`).

Transliteration and translation of foreign texts:

- Transliterations and translations of inscriptions etc., that are not a part of a sentence in the text, should be given in italics, in a separate, indented paragraph, e.g.:

*Ana atta lakumma Utunapisztim;
Minatuka ul szana, kima jatima atta,
U atta ul szana, kima jatima atta.*

Italics:

- Foreign (that is non-English) words should be given in italics, e.g. *et alii*, *Veneridae*.
- Common abbreviations, even those of Latin origin, should not be italicized, e.g.: c., i.e., e.g., cf., etc.

Abbreviations:

- Figures: abbreviated as Fig. (*singularis*) and Figs (*pluralis*); please note the plural form has no full stop at the end.
- Number: abbreviated as no. (*singularis*) and nos (*pluralis*); please note the plural form has no full stop at the end.
- Editor: abbreviated as ed. (*singularis*) and eds (*pluralis*); please note the plural form has no full stop at the end.
- Circa, etc.: abbreviate as: c. or approx.

Footnotes:

- Footnotes at the bottom of a page are discouraged and should be kept to a minimum; they are to be used for providing additional information, not for bibliographical references.

Bibliography:

- **References:** please construct them according to the so-called "Harvard system of referencing"; the references are to be inserted in the text in round parentheses (), shortened to the basic information: (Name year: page, figure e.g. (Smith 2008: 15), (Smith 2009: 72–74, Fig. 4), (Smith forthcoming).
- Where there are **two or three authors**, their names should be separated by comas, e.g. : (Smith, Wesson 2011), not: (~~Smith and Wesson 2011~~). For publications with more than three authors, please give the first two names followed by "*et alii*"
- References to more than one publication in a single parentheses are separated by semi-colons, e.g. (Smith 2000; Wesson 1909: 100)
- Every reference used in the article must be reflected in the comprehensive **list of references at the end of the article**.
- The end list of references uses APA style (for a handy guide, see <http://owll.massey.ac.nz/referencing/apa-interactive.php>)
- When citing web pages, please give the full URL and the date of access: e.g. http://www.eurekalert.org/pub_releases/2011-01/uoc-att010311.php?fb=1 (accessed 5 May 2011).
- If a hardcopy of the cited item is available, it should be cited rather than the digital version (this applies also to PAM articles).
- For **series** give the title of the series after the title, in italics all except for the number, inside square brackets, after equal sign e.g. [*BAR IS 1577*].title (italics, in square brackets, following on =) and number (within the bracket, no italics);
- **Citing English titles:** in book titles words are capitalized; in article titles they should not be capitalized apart from common names, etc.
- **Journal and series numbers** are to be written in Arabic numerals
- **Volume numbers** are to be written in Latin numerals
- **Bibliographic abbreviations:** wherever possible, please abbreviate the names of journals, etc.; please, list the full titles of the items you have abbreviated at the end of your

PAM editors: pam.pcma@uw.edu.pl

Tel. (0048) 22 553 13 10

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bibliography;

e.g. *BAR IS – British Archaeological Reports International Series*

- All titles appearing in the references must be transcribed into the **Latin alphabet**. For the transcription of the Cyrillic script, use the following standard: ISO 9: 2000 (e.g. https://pl.wikipedia.org/wiki/ISO_9)
- When citing **translations of foreign books**, please add information on the original edition's title and year of publication:
e.g.
Author, year of publication of the cited translation, *Title*, [original edition: title, year],
place of publication: publisher

2: Figures

General remarks:

Each figure should be delivered as a **separate file**. The name of the file should be the number of the figure in the text. The rule in *PAM* is to insert figures in the text close to the place where they are cited. Most figures are printed black and white although in special cases they may be printed in color. The author should note his preferences.

Captions to all illustrations must include the **name of the author**. The Authors are responsible for granting **permission to print** their own work and for obtaining relevant permissions for the publication of any material they submit that is not of their own authorship. A separate agreement will be signed between the PCMA and the author for this purpose.

The figures you submit will be scaled down to one of **the following sizes**: full page – 132 mm x 175 mm; 1 column – 65 mm at the base (at min. 300 dpi resolution). Please remember this while selecting the figures, as it may influence the clarity of the illustrations (especially in the case of maps, plans etc.).

The publisher has the **right to reject** any (photo)graphic material or other digital illustration material that is of insufficient quality to be reproduced in the publication according to the publisher's own expertise and judgment. We remind you that scans of field documentation are not suitable material for publication. Also figures (photos, drawings etc.) inserted in a text document are not of publication quality and can only serve for comparison.

Photos:

- Please submit original files from the photo camera in the highest available resolution (formats TIFF, JPEG, RAW etc.).
- All photos need to have a min. resolution of 300 dpi and min. size at the base (at 1:1): 132 mm (full page) or 65 mm (1 column). The max. height of figures is 175 mm.

Scans:

- Slides must be scanned at a resolution of 2400 dpi.
- Ink drawings etc. must be scanned at 1200 dpi resolution, as RGB (if colored) or GREYSCALE (if black and white); BITMAP mode is not suitable.
- All scans should be saved as TIFF files.

Drawings:

- All digital illustrations (plans, maps, drawings of artifacts etc.) should be sent as files of the program they have been made in: COREL DRAW (CDR up to X3) or ADOBE ILLUSTRATOR

(AI up to CS4). Drawings made in programs such as AUTOCAD or ARCHICAD should also be submitted as CDR or AI files.

- Please submit additionally also PDF or JPG files of the abovementioned drawings; these files will serve for comparison only.
- JPG and PDF files of digital drawings are not suitable material for publication. Please do not send them as such, unless you do not have graphics software files.

Parameters for Corel Draw and Illustrator files:

- Line thickness: no less than 0.1 mm.
- Color mode: CMYK, for black C=0 M=0 Y=0 K=100.
- When using different shades of grey, make sure they differ by at least 10% (e.g. K=10%, K=20%, K=30%).
- Arial font; on the scale 6 pt, in other descriptions on plans, maps etc: 7-9 pts.
- Scales and North points used in *PAM* can be requested by e-mail.

All further enquiries regarding the technical preparation of figures should be directed to Ewa Czyżewska: ewaczyzewska@uw.edu.pl