

ARCHEOSTORIE®
JOURNAL *of* PUBLIC
ARCHAEOLOGY

*Guidelines
for
Contributors*

ARCHEOSTORIE®

ARCHEOSTORIE JOURNAL OF PUBLIC ARCHAEOLOGY

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INDEX

GENERALITIES	1
PAPER SUBMISSION AND PROCESSING	2
Review process.....	2
Acceptance and final proofreading.....	2
EDITORIAL STYLE	3
Text features.....	3
Images, tables and graphs.....	4
Captions.....	4
CITATIONS AND BIBLIOGRAPHY	6
In-text references	6
Two or three authors or authoring bodies	6
More than three authors or authoring bodies	6
Two or more works cited at one point in the text.....	6
Quotations.....	7
End-text references.....	8

GENERALITIES

Submissions are admitted only in clear **English**. Any professional translation service shall be borne by the author.

Papers must be uploaded in open text format (DOCX, ODT) and should not exceed the **5,000 words** (abstract, acknowledgements and references excluded), followed by up to **10 among images/graphs/charts**. A **cover image** (at least 1920x700px, high resolution) should be provided for the online version.

Please do not include **illustrations and graphic files** into the text file but submit them in a **single compressed file** (ZIP, RAR, 7ZIP) including the **captions** file.

Papers must be accompanied by up to **5 keywords** and by an **abstract** (no more than **150 words**) outlining the paper's aims, main conclusions and the methodology used. Both must be included either into the paper file, or into the dedicated form field (see [Manuscript Submission Form](#)).

The use of **paragraph titles** is allowed. **Acknowledgments** can be included at the end of the text. **Endnotes/footnotes** are not admitted, please use only **in-text citations** following the Harvard referencing style (author - date system) as shown in the dedicated section [Citations and bibliography](#). For specifics about contents format see [Editorial Style](#) section.

PAPER SUBMISSION AND PROCESSING

The paper is submitted using the [specific online-form](#). If you encounter any trouble during the submission process, please contact our staff at info@archeostoriejpa.eu.

Review process

All papers are subject to a refereeing process in accordance with the **blind peer review** system, prior to acceptance for publication. The review process is based on the following criteria:

- > **originality and freshness:** paper offers a brand-new viewpoint of the selected argument and introduces new theories, enlarging the existing literature. Paper represents new ideas and creative tools, useful to practitioners;
- > **scientific approach:** paper presents both theoretical analysis and empirical examples, supported by data, case-studies or researches;
- > **clearness, pertinence of academic language:** paper should be written in clear English, avoiding the use of many unfamiliar words;
- > **good command of literature review.**

Papers that present a case study should highlight the relevance and feasibility of the project, describing the practical application of research and the benefits derived by the end-user.

After the review process, the contributions could be:

- > **unconditionally accepted;**
- > **accepted with minor revisions;**
- > **accepted with major revisions;**
- > **rejected.**

Acceptance and final proofreading

After the conclusion of the review process, the paper enclosing the reviews and the editor's prescriptions will be sent back to the author. **The formatting process of the paper will start only after the author has made the required changes.**

Later the author will receive a PDF proof of his/her formatted paper for the final adjustments. **No more changes in contents will be allowed at this stage** (spelling mistakes, typographical or slight errors excluded).

EDITORIAL STYLE

Text features

The font used on the file should be **sans-serif** (e.g., Arial, Tahoma, Verdana, Calibri, etc.), at least 12 pt for the body and 18 pt bold for the titles, with an overall line-height 1.5. There are no other specific format requirements: just **make sure that the piece has a good readability on screen.**

- > **Paper title/paragraph titles:** no capital letters except for the first word;
- > **Latin, foreign words, titles of exhibitions, plays, artworks, etc.** must be italicized;
- > Use **em (long) dashes** to mark off information that are not essential to an understanding of the sentence (e.g., many sites—like the one we cited before—haven't been investigated yet.);
- > Use **en dashes** for hyphens (e.g., cold-blooded);
- > The **first word after a colon** must begin with a capital letter;
- > **Special meaning of some words** requires their inclusion between single quotes '...';
- > **Short quotations and block quotations** must be within quotation marks "...". If a quotation or a 'special meaning' word (e.g., with both ' and ") ends with a punctuation mark, the quotation mark follows the punctuation one (e.g., he said "I love it.");
- > **Dates** must be expressed as follows: Month day(st/nd/rd/th) year (e.g., March 26th 2010). Years, centuries and millennia must be followed by BC/AD (e.g., 4th century BC). Couple of years must be expressed as follows: 1994-95;
- > **Decimal numbers** must be expressed separated by full stop (e.g., 3.4 km), while a comma is required for a thousand units (e.g., 11,000). The unit of measurement must be separated from the number by a space (e.g., 5x7.2 m);
- > **Square meters** must be expressed as follows: sq. m / sq. km;

- > **Percentages** must be expressed as follows: 35%.
- > Please always use **internationally accepted signs and symbols for units** (SI units).

Images, tables and graphs

All images (photographs, diagrams, maps, ...) should be numbered **sequentially** using Arabic numerals. Each must have a caption and source, that **should be submitted in a separate text file**. Maps and plans must include scale and north point.

Tables and graphs must be provided in an EDITABLE raw text or vector format (e.g., CSV, TXT, XLS, DOCX, AI, PSD, PDF etc.) to facilitate the paper formatting process.

Accepted file formats for **images** are JPEG, PNG or PDF; each file should have a maximum weight of **5 Mb**, its dimension must be at least **640x480 px**, with **300 dpi** or higher. Please consider that in the downloadable version of the paper fits the **ISO format 216 (A4)**. If the image contains some text, make sure that the font size is adequate to a good reading.

Captions

Within the text, figures and tables should be written as entire words and with capital letter, and referred to by number (e.g., Figure 1; Table 1); in captions use abbreviations (e.g. Fig. 1; Tab. 1). Preferred position, sizing, and groupings of tables/images in the text can be indicated within the text.

Captions must follow the examples below:

Reference to figure/table in the text	(Figure 1) (Table 1) (Figures 2-5) (Tables 2-5)
Figure/Table caption	Fig. 1. or Tab. 1. The circular argument on which many traditional approaches to ethnicity were built.
Figure/Table caption with reference	Fig. 8. or Tab. 8. Cross in gold sheet from Novara Cathedral (from Menghin 1977, p. 58, fig. 8).

Authors must clear **reproduction rights** for any photo or illustration credited to a third party that they wish to use. The caption should include relevant credit of the permission of the copyright holder(s) to reproduce the image.

Authors wishing to include figures, tables, or text passages that have already been published elsewhere, are required to **obtain permission from the copyright owner(s)** and to include evidence that such permission has been granted when submitting their papers.

Any material received without such evidence will be assumed to originate from the author(s).

CITATIONS AND BIBLIOGRAPHY

The citation system used in this journal is a variant of the **Harvard European Archaeology** style. Cited publications are referred to **in-text** by giving the author's surname and the year of publication, and should be listed in bibliography at the **end of the text**.

Only the sources cited in paper body must appear in bibliography (1:1). Please make sure that the sources are in **alphabetical order** and that they respect the format prescriptions.

In-text references

Two or three authors or authoring bodies

When citing a work by **two or three authors** or authoring bodies, cite the names in the order as they appear on the title page:

(Moshenska & Dhanjal 2011)

(Chadwick-Furman, Goffredo & Loya 2000)

More than three authors or authoring bodies

When citing a work by **more than three authors** or authoring bodies, use the first author's name followed by the abbreviation 'et al.'

(Bromblet et al. 2014, pp. 2-3)

Two or more works cited at one point in the text

If **two or more works by different authors** or authoring bodies are cited at one point in the text, use a semi-colon to separate them:

(Larsen 2000; Malinowski 1999).

The authors should be listed in alphabetical order.

Quotations

For citations of a **paragraph or a specific page** of a work, the page number should be given after the year in parentheses:

(Reynolds 1996, p. 81)

For citations comprising **more than a page** of a work, the page range should be given after the year in parentheses, adding a 'p':

(Larsen 2000, pp. 35-36)

End-text references

Bibliography goes at the end of the text into a dedicated section titled **References**. The examples in the table below show how to format correctly the various kinds of contents:

TYPE OF CONTENT		IN-TEXT	END-TEXT
BOOK	Entire book	(Simon 2010)	Simon, N. 2010. <i>The Participatory Museum</i> . Santa Cruz: Museum 2.0.
	Book section or chapter	(Isherwood 2011, p. 4)	Isherwood, R. 2011. Community Archaeology: Conceptual and Political Issues. In G. Moshenska & S. Dhanjal (eds. ¹), <i>Community Archaeology: Themes, Methods and Practices</i> , pp. 6–17. Oxford: Oxbow.
	Ebook	(Hremiak & Hudson 2011, 67% ²)	Hremiak, H. & Hudson, T. 2011. <i>Understanding learning and teaching in secondary schools</i> . Harlow: Pearson Longman.
	Proceedings	(Corrado 2014)	Corrado, M. 2014. L'archeologia urbana come strumento di recupero della memoria dei luoghi e dell'identità collettiva. Un esempio calabrese: Crotona - Piazza Bartolo Villaroja 2010. In M. C. Parello & M. S. Rizzo (eds.), <i>Archeologia pubblica al tempo della crisi. Atti delle Giornate gregoriane, VII Edizione (29-30 novembre 2013)</i> , pp. 97–106. Bari: Edipuglia.
ARTICLE	Journal article	(Akagawa 2016)	Akagawa, N. 2016. Rethinking the Global Heritage Discourse – Overcoming 'East' and 'West'?. <i>International Journal of Heritage Studies</i> . 22(1) ³ : pp. 14–25. DOI: ⁴ http://dx.doi.org/10.1080/13527258.2015.1068213

¹ Remember, the dot follows ed. or eds.

² On some personal e-devices specific book pagination details may be not available; please use loc% or position n. xxx alternatively.

³ 22(1) = volume n.(issue n.)

⁴ If available DOI must be specified.

	Individual conference paper	(Pate, Falcone & Romi 2015)	Pate, D., Falcone, A. & Romi, P. 2015. Digital Public Archaeology in Italy: What is Changing and Why it is Important. Available at: http://www.slideshare.net/ProfessioneArcheologo/digital-public-archaeology-in-italy-what-is-changing-and-why-it-is-important (Accessed October 31, 2016).
	Magazine or newspaper article	(Nizzo 2015)	Nizzo, V. 2015. Lo scavo della 'Terramara' di Pilastrì (Bondeno, FE): storia di un'esperienza condivisa, tra Memoria & Terremoto. <i>Forma Urbis</i> . 20(2): pp. 42–56.
		(Joel 2019)	Joel, L. 2019. Coral Reefugees: Certain Corals Could 'Outrun' Climate Change. <i>Scientific American</i> . April 2019. Available at: https://www.scientificamerican.com/article/coral-reefugees-certain-corals-could-outrun-climate-change (Accessed March 19, 2019).
THESIS		(research by Gould 2013)	Gould, P. 2013. Putting the Past to Work: Archaeology, Community and Economic Development. PhD thesis. UCL.
REPORT		(Symbola - Unioncamere 2016)	Symbola - Unioncamere 2016. <i>Io sono cultura - 2016. L'Italia della qualità e della bellezza sfida la crisi</i> . Fondazione Symbola - Unioncamere. Available at: https://www.beniculturali.it/mibac/multimedia/MiBAC/documents/1466677480627_lo_Sono_Cultura_2016.pdf
INTERNET⁵	Webpage ⁶	(NEARCH 2015)	NEARCH 2015. European Competition: You(r) Archaeology. Available at: http://www.nearch.eu/news/european-competition-you-r-archaeology-portraying (Accessed October 11, 2016).

⁵ If possible, add the date when you accessed the online content in this way: (Accessed Month day, year).

⁶ If there is no explicit page author, insert only the webpage title.

	Blogpost	(Osti 2015)	Osti, G. 2015. Ask me about the Terramara: when (and where) an archaeologist becomes a PR. <i>Day of Archaeology</i> . Available at: http://www.dayofarchaeology.com/ask-me-about-the-terramara-when-and-where-an-archaeologist-becomes-a-pr/ (Accessed September 5, 2016).
	Video	(Ripanti & Osti 2015)	Ripanti, F. & Osti, G. 2015. <i>Lighten our (extra)ordinary past - Francesco Ripanti e Giulia Osti, Italy</i> . Selected video. Available at: https://www.youtube.com/watch?v=Dag5tgYP7XY (Accessed October 11, 2016).
	Social	(Northern Archaeological Associates 2019) ⁷	Northern Archaeological Associates 2019. Monograph <i>Death, Burial and Identity</i> ⁸ . Available at: https://twitter.com/NAA_online/status/1107703491039035392
	Wikis	('Greek Dark Ages' 2019 ⁹)	'Greek Dark Ages' 2019. Available at: https://en.wikipedia.org/wiki/Greek_Dark_Ages (Accessed January 9, 2019).
SOFTWARE	Apps	(plantnet-project.org 2019 ⁹)	Plantnet-project.org 2019. <i>PlantNet Plant Identification</i> [Android version]. Available at: https://play.google.com/store/apps/details?id=org.plantnet
	Programs	(RStudio team 2018 ¹⁰)	RStudio team 2016. <i>RStudio Desktop</i> . Ver. 1.1.463. Available at: https://www.rstudio.com/ (Accessed March 19, 2019).

⁷ If available, write the entire name of the profile's owner.

⁸ If page title is not available provide a short title fitting the post contents.

⁹ Year of the last updated version.

¹⁰ For programs is on use the copyright's year, while for packages the year of the last updated release.