

# **SUBMISSION GUIDELINES FOR STUDIA HERCYNIA**

JOURNAL OF THE INSTITUTE OF CLASSICAL ARCHAEOLOGY  
CHARLES UNIVERSITY IN PRAGUE

**STUDIA HERCYNIA** is a peer-reviewed journal that focuses on the study of the material culture of Antiquity, on relations between the Mediterranean and Central Europe, on the traditions of ancient art in European culture, and other related phenomena. The journal aims to advance Classical Archaeology and associated disciplines, both in the Czech Republic and internationally. The journal was established in 1997 by prof. Jan Bouzek under the Institute of Classical Archaeology, the Faculty of Arts, at Charles University in Prague. It had been issued annually until 2011; from then on, it has been issued twice a year.

**From 2016 the deadline for submitting contributions is:**

January 31<sup>st</sup> (for the summer issue)

June 30<sup>th</sup> (for the winter issue)

The articles should be sent to: [studia.hercynia@ff.cuni.cz](mailto:studia.hercynia@ff.cuni.cz)

## **THE PAPER STRUCTURE**

**Language:** Articles should be submitted in English (main language), French or German.

**Abstract:** Give the main conclusions of the paper in no more than 200 words.

**Keywords:** A list of up to eight keywords, separated by a semicolon (;) followed by a small letter.

**Abstract and keywords** should always be in English, no matter in which language the article is written.

**Font:** Times New Roman, size 12 for the main text – spacing 1.5, and size 10 for the footnotes.

**Headings:** Use upper and lower case characters, not capitals (Introduction, not INTRODUCTION). Use **Bold** for the top level, *Italics* for the second level and ordinary type for the third level:

**Introduction**

*The site of Pistiros*

Small finds

- **Extent of the paper** should ideally not exceed 115000 characters (20 printed pages), including bibliography and title page
- Longer articles might be accepted, but they need to be discussed with the editors in advance
- **Plates** are counted separately; they should not exceed three full pages
- Do not format the text or the Bibliography (no indents or similar)
- Do not use automatic numbering option for styles in Word
- Do not use predefined Word styles (Title 1, Title 2, etc.)
- Provide a list of authors (their institutional affiliation and contact details including email addresses) at the end of the article
- Acknowledgment should be placed at the end of the article as a separate paragraph
- The text file should carry your last name + the name of the paper: Bouzek\_Pistiros\_Excavation\_Report.doc
- Avoid long text in footnotes!
- Use single quotation marks throughout, with double marks for a quotation within a quotation (e.g. ‘text text “text” text text’)

**SPELLING AND ABBREVIATIONS**

- Both UK and US spellings are acceptable – unify single form for the whole article
- Use BC and AD (without punctuation)
- e.g., i.e., cf., etc., ca. (full stops, no italics)
- No full stops after abbreviations such as m (metre), cm (centimetre) and other abbreviations of measurements
- Leave a space between a number and its unit of measurement: 100 cm, 25 m etc., as well as in the case of percentages: 25 %
- In the case of frequent use of measurements, use the following abbreviations for the

dimensions:

h. = height; l. = length; w. = width; th. = thickness; d. = diameter; pres. = preservation

- Do not put full stop after contractions which end with the same letter as the original word (Dr not Dr., Mr not Mr.)

## NUMBERS

- Numbers from one to ten should be spelt out except where attached to a unit of quantity or measurement (10 m, 5 kg)
- Numbers over ten should be given in numerals
- Numbers should be spelt out at the beginning of a sentence
- Decimals should be indicated by a full stop (12.5 m; 18.35 mm) and followed by the unit of measurement
- Use commas in thousands and above, e.g. 1,000, 56,000 etc.
- Put leading zero before measurements and numbers that are less than 1 (0.50 m, not .50 m)
- Squares and cubes should be given as 30 sq m or 30 square meters (no 30 m<sup>2</sup>)
- For dimensions use a space between the number and the symbol: 3.5 × 6 cm

## DATES

- For centuries or millennia use upper index: 4<sup>th</sup> century BC, 1<sup>st</sup> century AD etc.
- Write century/centuries with a small c
- If the date is approximate, indicate this with 'ca.' followed by a space and the date: ca. 300 BC
- for decades use 1980s (not 1980's)
- for time span or indication of any range use 'en dash', with no space (1–4; 325–330 BC; 1<sup>st</sup>–3<sup>rd</sup> century BC)

## PLATES, FIGURES, TABLES

- Plates refer to colour annex placed at the end of the article/volume. In the text they should be abbreviated as **Pl.** (if one), **Pls.** (two or more), e.g. **Pl. 1; Pl. 2 and 4; Pls. 2–4** (en dash).
- Figures refer to black and white drawings and black and white pictures/photographs, which will be placed within the text. They should be abbreviated as **Fig.** or **Figs.**

- Tables will be printed in black and white only. **Insert each of them in a separate Word/Excel file** using the Table function. Do not insert them into the main text and limit their use.
- In the text highlight Pl., Fig. and Tab. in bold (e.g. **Fig. 1; Pl. 3; Tab. 2**).
- If you want to refer to a specific number given in the Figure, Plate or Table use a colon (:) with no space between the numbers; e.g. **Fig. 2:5**.
- Avoid sub-numbering such as Fig. 1a, Fig. 1b.
- If you wish to insert figures in a specific place in the text, mark as follow:

End of paragraph

<<**Fig. 1**>>

Beginning of a new paragraph

#### **FORMAT OF PLATES, FIGURES, TABLES**

- Please, attach a list of captions for all plates, figures and tables in a separate Word file. Label them separately in sequence numbers. e.g.: Fig. 1., 2., 3.; Pl. 1., 2., 3., Tab. 1., 2., 3. etc. Captions should not be in **bold**.
- Name each in the following way: Fig./Pl./Tab. + number + full caption:
  - Fig. 1. Ground plan of Jericho (after Kenyon 1952, Fig. 15).
  - Pl. 1. Eastern profile of trench A4 (photo by A. Černá).
  - Tab. 1. List of archaeological sites in Dalmatia.
- Use full stop at the end of each caption.
- Plates and Figures must be provided in the best possible resolution (at least 300 dpi for photographs and 1200 dpi for line drawings as bitmaps), preferably in the .jpg or .tiff format.
- The files can be sent zipped by email or through servers such as: [www.sendspace.com](http://www.sendspace.com) or <https://www.wetransfer.com/> or <http://www.uschovna.cz/>.
- Include the list of Plates, Figures and Tables inside the zip folder with the pictures.
- The zip folder should be named in the same way as the Word file with your article: your last name\_the name of the article.

**Note: Black and white pictures/photographs placed within the text are preferred!**

**Colour plates should be used only when necessary.**

## **JOURNAL ABBREVIATIONS**

For abbreviations use: <http://www.ajaonline.org/submissions/abbreviations>.

## **BIBLIOGRAPHICAL REFERENCES AND NOTES**

Studia Hercynia uses Harvard citation style with citation placed within the main text. Use the reference system of the Institute of Classical Archaeology at Charles University in Prague which you will find at the web address: <http://studiahercynia.ff.cuni.cz/en/>

## **NOTE**

- The ‘reference system of ICAR’ and the ‘author guidelines’ must be followed strictly, otherwise the paper will be returned to the author for correction.
- Proofreading is the responsibility of each author, no language correction is provided by ICAR.
- Each author will receive a PDF file with their own contribution and a free copy of the volume in which the contribution appears.