

Guidelines for authors of ROOTS publications

General outline:

- Set the title in 'sentence case' (capitalise the first word in titles and proper names only, e.g. Neolithic, etc.).
- Provide authors' full names and affiliations (incl. address and e-mail).
- Submit abstract and main text in British English; max. no. of words will be set for each publication individually. Authors are responsible for a correct English manuscript.
- Acknowledgements (if necessary or desired).
- References are not named "literature" or "bibliography"!

General layout:

- Use Times New Roman, 12 pt., 1.0-line spacing.
- Headings (only 4 levels) should be set with the cues (<h1>, <h2>, <h3>, <h4>): <h1> for the main title and chapter titles, <h2>, <h3> and <h4> for sub-headings. Indicate these as follows (left column):

Examples:

Heading cues for monographs:

<h1>Introduction	→	1. Introduction
<h2>Archaeological background	→	1.1 Archaeological background
<h2>Environmental background	→	1.2 Environmental background
<h1>Theory and method	→	2. Theory and method
etc.		etc. (actual formatting might differ!)

Heading cues for edited volumes:

<h1>Introduction	→	Introduction
<h2>Archaeological background	→	Archaeological background
<h3>Environmental background	→	Environmental background
<h4>Geology	→	<i>Geology</i>
<h1>Theory and method	→	Theory and method
etc.		etc. (actual formatting might differ!)

- Footnotes (no endnotes) are allowed, but they should be kept to an absolute minimum. Footnotes are not used for referencing. Set cue numbers for footnotes in superscript, placed outside punctuation [example.¹]. Avoid footnotes in captions or tables.
- Use page numbers.
- Use flush-left alignment (no fully justified text or hyphenation of the right margin).

- Do not use running headers or footers.
- Do not indent your paragraphs or insert white lines between paragraphs.
- Do not use TAB.
- Use the spacebar only to separate words, not for anything else.
- Set comments to the editors within the running text as: <<com: comment text>>.
- Do not use self-acting style sheets.
- Do not use any other kind of layout function, e.g. page breaks and columns in running text.
- To appear as an author on the Sidestone Press author website list, please send us a profile picture and a short professional biography (cf. examples from Sidestone Press author website: <https://sidestone.com/authors>).

Text:

- Indicate exceptionally required fixed spaces in a note to the editor as: <<com: comment text>>.
- Dashes: For dates, pages, and numbers, use a simple dash/hyphen [ca. 1900-1920 CE]. Use the en-dash [-] (*Gedankenstrich*) to indicate breaks in sentence structure.
- Use BCE or CE if expressions of real time are used (without referring to special dating methods); use cal BCE or cal CE if you refer to ¹⁴C-dates in your datasheets, use den BCE or den CE if you refer to dendro-dates.
- Set quotations in running text in *italics*, use single quotation marks, and leave a blank line above and below the quoted text.
- Abbreviations (note the punctuation and type):
 - The following should be in Roman type: [cf., ff., ed., eds.]
 - The following should be in *italics*: [e.g., c., et al., i.e., vs., etc., *ibid.*]
 - c. = century / ca. = circa
- When you first mention a site, add the administrative district and country in parentheses, e.g. Göbekli Tepe (Şanlıurfa, Turkey); when this includes mentioning a specific feature, do this after the site name: Göbekli Tepe Layer II (Şanlıurfa, Turkey).
- Use single apostrophes ['...'] for project names, e.g. in [Funded by the ERC project 'Technological Innovations in Prehistory'].
- To emphasise text, use **bold** type or *italics*.

Tables:

- Number tables and mention them in consecutive order in the text.
- All tables should be placed directly in the running text of the Word manuscript file unless they are too large. For large datasets and big tables, please provide the data for each table in a separate file. Name the file with your last name and with the same number given to the table in the text [e.g. Hansen-tab03.doc].
- Place captions and comments for tables immediately above the table.

Example:

<<com: In the layout, place the table captions above the tables>>

<caption>Table 2. The list of analysed subsamples from the grain-rich pit (Feature 145).

Pit	Subsample sorted		
1		1/1	1/4
3	1/1	1/2	1/1

- In case you provide tables in extra files, place a cue immediately after the paragraph in the text in which the table is mentioned and make a reference to the filename with a blank line immediately above and below this cue.

Example:

<<tab 2: Filipovic et al.-tab-02>>

<caption>Table 2. The list of analysed subsamples from the grain-rich pit (Feature 145).

- Table layouts are made in the editorial office.
 - Do not use extra formatting, e.g., no coloured backgrounds, etc.
 - All lines must be visible.
 - Avoid paragraph marks in cells.
 - Do not insert footnotes in tables.
 - Do not use bullet points or enumerations inside tables.
- For special layout requirements (e.g. linking of cells, background colours, text adjustment, etc.), please submit the table twice: once in the basic format within your text-file and additionally as a separate file with the desired format and add comments on what is important in notes for the editors as: <<com: comment text>>.
- For editing purposes, please also submit the captions of all tables in a separate .doc file.

Figures/plates:

- For questions or if anything is unclear, contact the graphics dept. at an early stage.
- The max. no. of figures per contribution may be specified by the editors after receipt of all documents for a publication (in general: max. 10 figures for contributions to collected volumes; max. 5 figures for contributions to booklets).
- Figure and plate indications in the text: Give a cue immediately after the paragraph in which the figure (fig) or plate (pl) is mentioned in the text and make a reference to the filename. Insert a blank line immediately above and below this cue. Figure/plate captions: place immediately below the line with the file name.

Example:

<<fig 1: Filatova-fig-01>>

<caption>Figure 1. Mixed barley-pea cultivation for animal fodder at the organic farm of Schoolbek, Kosel in Northern Germany.

<<pl 1: Smith-pl-01>>

<caption>Plate 1. Vessel from a megalithic tomb.

- Artefact descriptions in captions: For artefact descriptions, please use the following format (and if possible, indicate the scale in metric and not in size ratio): Site name (administrative district, country), grave/feature. General description. 1 artefact; 2 artefact; 3 artefact. Material. Scale (source).
- Be sure to leave enough space for captions on pages exclusively used for figures and plates.
- Images must be submitted in the highest resolution possible. Max. possible size: Preferably in 80 mm, 119 mm or 160 mm width, and proportional height up to 230 mm. A height up to 207 mm leaves enough space for a caption on the same page as the figure. Please make sure that your images and maps, including internal text, are of sufficient quality to be easily readable in the submitted size and that similar figures have the same size (width).
- Figures should be greyscale (min. 600 dpi) or colour/CMYK (min. 600 dpi) at min. 1:1 scale.
- Scans: If scans are necessary, be sure that the scanner is clean before scanning (also with scans of slides). Save with or without loss-free compression, e.g., in .tif or .png format (not as .jpg) with at least 600 dpi for grayscale and 600 dpi/1:1 for coloured originals; 1200 dpi for line templates (b/w or coloured; e.g., drawings of finds, profiles, plans and distribution maps, etc.).
- Number figures and mention them in consecutive order in the text.
- Submit single figures as follows (other formats may be possible, but are not optimal):
 - Save digital photos/images in unprocessed, open .tiff format. For processed/edited photos, create and save all text for photos in separate layers other than the original layer and save with 600 dpi in .psd or .tif format. Please submit open files and save cropped images in separate layers.
 - Save line drawings as vectorised PDFs or in .ai/eps format (e.g. Adobe Illustrator).
 - Always save maps, drawings, plans, profiles, and diagrams from programs, such as ArcGIS, QGIS, (Auto)CAD, Illustrator, Inkscape, and Excel, etc., in vector files in .eps, .pdf or .ai format (or in .svg format if not possible otherwise) or at least with 1200 dpi.
 - For line drawings, use a line-width between 0.1 mm and 0.15 mm.
 - Delete all unnecessary elements or layers.
 - Only use fully coloured object filling without transparencies and patterns.
 - Always embed linked files/pictures and fonts in Illustrator files (window > links > mark pictures > right mouse click > embed).
 - Figure labels: use surname and consecutive number, e.g. [Johnson-fig01.tif]. Do not submit figure labels directly within the figure files.
 - For editing purposes, submit the captions of figures and plates in separate .doc files.
- Number plates and mention them in consecutive order in the text. Plates (pages that exclusively include object drawings or pictures) should be scaled in size to

160 mm width x 207 mm height (this leaves room for captions of normal size) and will be displayed on a complete page. They must fulfil the same dpi requirements as figures (see above). Plates may appear in the catalogue after the main text.

- Insert scales and a north arrow in figures and plates and indicate the units (mm/cm/km), e.g. when illustrating artefacts.
- If possible, use *Noto Sans Bold* for headlines, *Medium* for sub-headlines and *Regular* for other text within figures. (e.g. in legends, descriptions, numbers, and diagrams). Please use font size 8 pt. (min. 6 p.). All text should be in 100% black. Free font is available via <https://www.google.com/get/noto/>.
- Do not submit pictures in PowerPoint-, Word- or Excel format.
- Do not submit figure assemblages in the same file.
- Do not submit screenshots or web graphics! They are seldom suitable for printing purposes (only with very high resolutions).
- Please indicate in an additional .txt file if a figure should be printed to a specific (exact) scale and make sure the image file already has the correct dimensions.
- Please obtain copyright permission in writing (acquisition or reproduction rights) for any figures, tables or plates you use before submitting your article and your figures. **The copyright is your own responsibility! Mention all figure creators and copyright owners in each figure/table/plate caption!**

References in general:

- Use scientific in-text citation and do not use footnotes for citation.
- Use [in press] when an article is forthcoming or has not been published yet (Blake in press, 11-20).
- If more than one publication of an author was published in the same year, use lowercase letters (i.e. a, b, c, d, etc.) after the year [yyyy] (2000a).
- If authors have the same surname, add a distinguishing initial (Blake, P. 2000).
- DO not use p. or pp. before page numbers (Mestorf and Buchheim 1900b, 7).
- Use a simple dash between page indications: e.g. 22-24 (**not** 22–24!).

References in the text (so-called 'short citations'):

- Format: (Author and Second author yyyy, pages) (Blake and Smith 2000, 11).
- In short citations, separate individual publications with a semicolon (Blake 2000, 18; Smith 2003; Smith 2007, 12).
- In short citations for publications with more than two authors, use [first author *et al.* year], e.g. (Blake *et al.* 2001). In the reference list, all author names must be written out.
- If an author is mentioned directly in the running text, only set the year in parentheses, e.g. Blake (2000) states that [...].
- Please order the references in short citations according to their date of publication (Blake 1877; Childe 1934; Hodder 1982) or their importance (Childe 1934; Hodder 1982; Blake 1877).
- All short citations in the text must appear and correspond to the publications in the reference list.

References in the reference list:

- References are listed in alphabetical order according to author last names.
- For publications with two authors, names are separated with ‘and’. For publications with more than two authors, separate author names by commas.
- Multiple authors must be written out in the list of references (see below).
- In the sequence of one author’s publications:
 - first list the publications with sole authorship in chronological order (from earliest to most recent),
 - followed by those of the same first author plus a second author (from earliest to most recent),
 - and then those publications with the same first author and two or more co-authors (from earliest to most recent).

Example:

References in short citations in the text	References in the reference list
(Kirleis 1999)	Kirleis, W. 1999.
(Kirleis 2014)	Kirleis, W. 2014.
(Kirleis and Müller 1990)	Kirleis, W. and Müller, J. 1990.
(Kirleis and Xaver 2001)	Kirleis, W. and Xaver, H. 2001.
(Kirleis et al. 1990)	Kirleis, W., Müller, J., Bork, H.-R. 1990.
(Kirleis et al. 2015)	Kirleis, W., Xaver, H., Unkel, I. 2015.

- Use no spacing between initials, place initials after surname, and use full stops after initials (Smith, B.F.).
- Set title of a journal or a book in *italics*.
- Do not abbreviate journal titles.
- Use a colon between City: Publisher.
- For a book section, use [*n*:] before the title of the book (see reference examples below).
- Mention (if applicable) series titles and volume numbers as well as subseries title, e.g. [...] *Universitätsforschungen zur prähistorischen Archäologie* 286 (Human Development in Landscapes 7).
- DOI at the end of a citation (if available) should be indicated as follows:
[...]. Available at: <https://doi.org/10.1016/j.ecolmodel.2011.02.018>.

Reference examples:**Book:**

[Author, X.Y., year. *Book title*. Series title_volume number (subseries title_volume number). City: Publisher.]

Examples:

Johnson, M., 2010. *Archaeological theory: an introduction*. Oxford: Wiley-Blackwell.

Taylor, N., 2016. *Burning questions: identity and late Bronze Age/early Iron Age cremation cemeteries*. Universitätsforschungen zur prähistorischen Archäologie 286 (Human Development in Landscapes 7). Bonn: Dr. Rudolf Habelt GmbH.

Edited book:

[Editor, X.Y. and Second editor, X.Y., eds., year. *Book title*. Series title_volume number (subseries title_volume number). City: Publisher, pp-pp.]

Example:

Renfrew, C. and Bahn, P.G., eds., 2005. *Archaeology: the key concepts*. London and New York: Routledge, 50-71.

Book chapter/section:

[Author, X.Y., year. Chapter/Section title. *In*: X.Y. Editor, ed. *Book title*. City: Publisher, pp-pp.]

Example:

Bordes, F., 1973. On the chronology and contemporaneity of different Palaeolithic cultures in France. *In*: C. Renfrew, ed. *The explanation of culture change: models in prehistory*. London: Duckworth, 217-226.

Series:

[Author, X.Y., year. Article/Chapter title. *In*: X.Y. Editor and X.Y. Editor, eds. *Book title*, Series title_volume number (subseries title_volume number). City: Publisher, pp-pp.]

Example:

Müller, J. 2016. Demography and Social Agglomeration: Trypillia in a European Perspective. *In*: J. Müller, K. Rassmann, M. Videiko, eds. *Trypillia Mega-sites and European Prehistory 4100–3400 BCE*, Themes in Contemporary Archaeology 2. London/New York: Routledge, 7-16.

Journal article:

[Author, X.Y., year. Article title. *Journal title*, volume (issue), pp-pp.]

Examples:

Treherne, P., 1995. The warrior's beauty: the masculine body and self-identity in Bronze-Age Europe. *Journal of European Archaeology*, 3 (1), 105-144.

Barrett, R., Kuzawa, C.W., McDade, T., Armelagos, G.J., 1998. Emerging and Re-emerging Infectious Diseases: The Third Epidemiologic Transition. *Annual Review of Anthropology*, 27 (1), 247-271.

eJournal article:

[Author, X.Y., year. Article title. *eJournal title* [online], v (l). Available at: <internet address> [Accessed dd month yyyy].

Example:

Anders, A., 2016b. From bones to human beings. New advances in the study of Neolithic burials in the Polgár area I. *Hungarian Archaeology Online* [online], 2016 Summer. Available at: <files.archaeolingua.hu/2016NY/Anders_E16NY.pdf> [Accessed 12 January 2019].

e-published contributions:

[Author, X.Y., dd month yyyy. Article title. In: X.Y. Editor ed. Weblog *Special title* [online]. Available at: <internet address> [Accessed dd month yyyy]].

Example:

Nogueira, P., 22 September 2015. O Hospital Real de Todos os Santos em Lisboa. In: P. Nogueira ed. Weblog *Histórias com História* [online]. Available from: <historiaschistoria.blogspot.com/2015/09/o-hospital-real-de-todos-os-santos-em.html> [Accessed 13 November 2018].

[Author, X.Y., dd month yyyy. Article title. In: X.Y. Editor ed. *Title of the webportal or website* [online]. Available at: <internet address> [Accessed dd month yyyy]].

Example:

Gill, D., 2107. Dorothy Lamb (1887-1967): A Pioneering Mediterranean Field-Archaeologist. In: M.S. Joukowsky and B.S. Lesko eds. *Breaking Ground: Women in Old World Archaeology*. Web project at *Brown University* [online]. Available at: <www.brown.edu/Research/Breaking_Ground/bios/Lamb_Dorothy.pdf> [Accessed 13 January 2019].

Divergent style choice:

If a divergent scientific citation style other than Harvard citation is chosen for use, authors/editors have to consult the ROOTS editing team before starting. The described principles above are basically in line with *Taylor & Francis Reference Style V* (= Harvard B); output style - with minor adjustments, see examples given above - e.g. supported by Citavi, Zotero, Endnote; see:

https://www.tandf.co.uk/journals/authors/style/reference/tf_V.pdf).

The editing team will send all information about the alternative styles to the ROOTS office and to the editors for their consent. The correct application of the reference style is the responsibility of the editor(s). **Only one consistent reference style is allowed in one single volume! Styles cannot vary between contributions!**