

Guidelines for authors

Interdisciplinaria Archaeologica – Natural Sciences in Archaeology

Journal profile

The focus of *Interdisciplinaria Archaeologica – Natural Sciences in Archaeology* is the ongoing cooperation of archaeology with the natural sciences and other disciplines. The journal's interests include bioarchaeology (archaeobotany, archaeozoology, archaeogenetics and anthropology), geoarchaeology (petro-archaeology, micromorphology) and dating methods in archaeology. We will publish contributions that aim to solve archaeological questions utilizing the methods of the natural sciences and other fields. The birth of IANSA reflects the growing need of scientists in central Europe to access an international journal focused on the methods of the natural sciences and multidisciplinary cooperation in archaeology. The growth of natural science methodologies within archaeology has been very dynamic. It is anticipated that our target group of readers will also grow in the coming years and, along with traditional archaeological institutions, will gradually include specialized natural science institutions (natural science departments associated with archaeology focused museums, specialized laboratories, etc.) in the Czech Republic and abroad. IANSA also aims to provide a niche for historical studies, particularly those that cooperate with the natural sciences and archaeology.

The journal is strictly scientific, peer reviewed, and publishes only in British English. Each article is reviewed by two specialists in fields related to the content of the article. Our goal is to establish IANSA as a high quality specialty periodical, cited by the international Thomson Reuters Journal Citation Report (JCR), and with a high level JCR "Impact Factor". A hardcopy of the journal is issued semi-annually, on glossy paper, and with an initial circulation of 500 pieces. It is available in electronic form on the journal's web page www.iansa.eu.

Submission process

Submissions are preferred in electronic formats and should be directed to mlejnek.o@seznam.cz. Appendices and figures can be submitted by CD or DVD to the *Archaeological Centre of Olomouc* (*Archeologické centrum Olomouc*, U Hradiska 42/6, 779 00 Olomouc-Klášterní Hradisko). Alternatively, submissions can be made through <http://www.uschovna.cz/en/> or preferably <http://sharegadget.com/>. When using these services please direct your file to the abovementioned e-mail. It will soon be possible to deliver your submission via webform at the IANSA website www.iansa.eu.

Review process

All submissions must undergo a review process. Submitted manuscripts are presented by the Executive Editor to the Editorial Board, which appoints two reviewers, and decides whether to accept or refuse the submission. The review process is unilaterally anonymous. Reviewed submissions, with comments, are forwarded to the author immediately after receipt at the editorial office. The author is invited to resubmit the article in consideration of the reviewers' comments. If the author refuses, the editorial board has the right to refuse further consideration of the submission.

The evaluation and the decision process for each submission is as follows:

1. Manuscript submission
 1. Receipt by Executive Editor
2. Editorial proceedings
 1. Executive Editor prepares a review sheet
 2. Editorial Board considers submission, and assigns to Review Editor
 3. Return of unsatisfactory submissions
 4. Acceptance of satisfactory submissions
 5. Review Editor assigns two reviewers
 6. Author is notified of outcome of editorial proceedings
3. Review process
 1. Executive Editor delivers submission to reviewers
 2. Completed reviews received and forwarded to author(s)
 3. Request to accommodate to reviewers' comments
 4. Receipt of corrected manuscript
 5. Acceptance and inclusion of manuscript into next issue
 6. Author is notified of outcome of review process
 7. Copy edits and language correction by native English speaker
 8. Author is notified of outcome of language correction
4. Printing process
 1. Typesetting
 2. First author's proof
 3. Second author's proof
 4. Typeset article forwarded to printer
 5. Author copy is forwarded to author(s)

Copyright

Once a submission has been accepted the authors will be asked to sign the “publishing contract”, authorizing the journal’s publisher to freely disseminate the article in any format. The “publishing contract” will be sent to the corresponding author for signature. The agreement to publish and freely disseminate the submission is assumed, for all co-authors or secondary authors.

Technical requirements

Figures:

Resolution:

- Photographs, colored drawings or similar, should have a resolution of at least 300 dpi
- Figures in black and white should be at least 800 dpi,
- Raster graphics with gray tones should be at least 600 dpi,

With lesser resolution this is a risk that figures will appear pixilated.

The best way to submit tables is in MS:Excel file format (.xls).

The best way to submit graphs and similar vector pictures is in MS:Excel file format (.xls) or as products of other vector picture producing programs such as Adobe Illustrator, CorelDraw, and Inkscape.

Files should be named after the figure (Figure 1 is file name Fig1.xls) Save the files with a suffix and in one of the following formats:

Data formats for figures, photographs and raster graphics:

- Tag Image File Format .tiff
- JPEG File Interchange Format .jpg, .jpeg
- Encapsulated PostScript .eps

Data formats for tables, graphs, and vector graphics with text:

- MS:Excel format .xls
- Scalable Vector Graphics .svg (Inkscape)
- Adobe Illustrator .ai
- CorelDraw .cdr

Text formatting:

- Paragraphs should be separated by an empty line
- Text editor formatting should be avoided (heading styles, paragraphs etc.)
- Avoid indentation of first line of a paragraph
- At the end of the manuscript include captions for every figure

Text data formats:

- Rich Text Format .rtf (OpenOffice.org, MS:Word)
- MS:Word document .doc

When providing location references use established coordinates systems (S-JTSK, WGS84, S-42) and avoid determination of distances from sectional map lines.

Article contents

Each accepted submission must include following:

Word/ Character count: 15 000 - 20 000 symbols (approx. 5 000 words)

Title: Article title, principal author, co-authors, address of each co-author's institution, contact information for each co-author (e-mail, telephone)

Abstract: A paragraph of text summarizing the content of the study (50-200 words).

Key words: 3-10 key words defining the theme of the article.

Body of text: The text of the article should contain the following parts:

- Introduction (may include: scan of related research, overview of accessible related literature, summary of up to date results of related research)
- Methodology (description of study and methods used, with literature references)
- Theories and reasoning (development of the theoretical position, practical outcomes)
- Results (clear and concise statement of the results of research)
- Discussion (analysis of research results)
- Conclusion (main thesis of submission, research conclusions)

Individual chapters are to be numbered to no more than three levels (1, 1.1, 1.1.1, 1.1.2 etc.). Each chapter is to have a brief heading.

Acknowledgements: This may include a list of financial resources (grants) used to complete the paper, recognition of colleagues who contributed towards the paper but are not listed as authors, and related items.

References: List all literature cited in the text, as outlined in the reference guidelines section below.

Figure and Table captions: Table captions and Figure captions are listed in separately numbered rows. Graphs, maps, schemes etc. are considered Figures, and as such are all numbered in one number row.

Reference guidelines

The journal uses a reference style common in international natural science journals.

Citation in the text:

... most probably during the IS-6 or IS-5 stages (Johnsen *et al.* 1997). For more than 2 authors.

... has been occupied since middle ages (see Jones, Black 1991, 193-217; White 2000, 55-64).

... which is described in written sources (CDB V-4, 26).

... bones were present at the site, which can be illustrated by the announcements of the witnesses e.g.: „I was present at this excavation and...“ (Jones, oral announcement).

Monographs:

STRUNK, W., WHITE B. 1979: *The Elements of Style*. Third ed. Macmillan, New York.

Articles:

VAN DER GEER, J., HANRAADS, J. A. J., LUPTON, R. A. 2002: The art of writing a scientific article. *Journal of Archaeological Science* 163, 51-59.

Use full form of journals and proceedings. Avoid short forms/acronyms.

Proceedings contributions:

METTAM, G. R., ADAMS, L. B. 1999: How to prepare an electronic version of your article. In: Jones, B. S., Smith, R. Z. (Eds.): *Introduction to the Electronic Age*. E-Publishing Inc., New York, 281-304.

Excavation reports:

HEJHAL, P. 2006: Jihlava – Staré hory. U mlékaren – sewer system. FVM invest, s.r.o. MS. Excavation report, nr. 108/06. Deposited: Archive of the Excavation Reports, Institute of

Archaeology of the Academy of Sciences of the Czech Republic, Brno.

Doctoral, graduate and undergraduate theses and other manuscripts:

MLEJNEK, O. 2006: Panská Lhota v raném novověku. MS. Master diploma thesis. Deposited: Library of the Faculty of Arts, Masaryk University, Brno.

Editions:

CDB: Codex Diplomaticus et Epistolaris Regni Bohemiae V-4. Dudkova, S., Vasek, V. (Eds.), Pragae 1993.

Oral accounts:

VOMACKA, K.: Address: U Zoologicke zahrady 44, Brno-Bystrc, announced on 29th February 2008.