

Guidelines for LEIZA Publications

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General Information

LEIZA publications are generally self-published. They are available from the publisher, the book trade or the distribution partner *Verlag Schnell & Steiner*. LEIZA publishing house endeavours to make all publications available in Diamond Open Access. Authors must ensure that all image rights are also available for digital publications.

The Directorate decides on the acceptance of manuscripts; a review is arranged by the editorial office.

The authors are responsible for the content. Compliance with the »Principles of Good Scientific Practice« in accordance with the recommendations of the German Research Foundation (DFG) and the »Leibniz Code for Good Research Practice« of the Leibniz Association (Leibniz-Gemeinschaft) is a prerequisite for LEIZA publications.

The editors are generally entitled to make stylistic corrections and, if necessary, to standardise the citation style.

In the case of contributions accepted for printing, the authors receive a pagination correction (generally digitally as a PDF). If several authors are involved in a contribution, one main author must be named as the responsible representative vis-à-vis the editorial office.

Author's corrections are to be limited to what is necessary. Stylistic or content-related revisions during pagination correction are no longer acceptable.

As a general rule, the current guidelines of the Romano-Germanic Commission (RGK) apply as citation guidelines. The »author-year system« is used, with scientific citation in the text or in the footnotes, with attached bibliography and the appropriate resolutions. Regardless of publication series or language, journals and series are abbreviated to the RGK scheme or accordingly.



Text and Text Formats

Texts and, if possible, tables: Microsoft Word format *.docx

Mark heading levels: put #h1#, #h2#, #h3# etc. directly in front of the first word of the heading (without following space), e. g. #h1#main heading, #h2#chapter heading, #h3#next level etc.

Leave unformatted as far as possible, except: references to figures/plates/tables/own catalogue numbers in text, figure captions and notes should be marked in **bold** (not the brackets!); *italics* for Latin or other foreign language expressions.

Provide a signature with proof for each figure and table. Reference must be made to figures and tables at the appropriate place in the text.

Cite only literature actually cited in the text. Each source reference in the text must be present in the bibliography.

For journal contributions and articles in edited volumes, add up to ten keywords (if possible according to GND) and an abstract of max. 1000 characters (incl. spaces), if possible also in German and French. Please include any specialised vocabulary in all languages.

For monographs and edited volumes, please include a blurb of max. 700 characters (incl. spaces) in German and English.

For journal contributions and articles in edited volumes, please include the full author address(es) and all contact details at the end (incl. e-mail address and, if applicable, ORCID or other common identifiers).

Abbreviate first names as follows: Th., Ch. (not: St., Cl. etc.).

Use the heading »Introduction« only for monographs, not for essays.

Use Unicode font for Greek/Cyrillic letters and other special characters.

No figures, graphics, tables etc. integrated into the text.

No blank lines in the continuous text to mark paragraphs.

No automatic enumerations - if it is not possible to do it manually, please mark it clearly!

No revision mode.

Spellings

The en dash is used between numbers and in addition in the cases mentioned here: https://en.wikipedia.org/wiki/Dash#En_dash

Page and figure numbers: do not use p./f. and pp./ff. Correct: pages 20-21 / figs 3-5

In English-language articles, all headings are capitalised: nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions (such as: if, because, as, that etc.) - lower case: articles, subordinating conjunctions (such as: and, but, or, for, nor) and prepositions. In compound words with a hyphen, the second word is written in lower case (e. g. Copper-based Technology).

Date/Dating

Examples: 18 March 2005; 5.3.2022 (without leading zero!); from June to October 1999; during the excavations 2001-2003.

Write out »century« in the text, abbreviate »c.« in notes, captions and brackets. Write out the second half, first third etc. in the running text, abbreviate as a number in notes, captions and brackets, e. g. 1st half 3rd c.

Always state the abbreviation BC, AD only in case of possible ambiguities. The abbreviation AD precedes the number when exact years are given (AD 256).

In English, century numbers can be written in letters (e. g. seventh century BC).



Italics

Latin or old-language as well as non-common foreign-language expressions: e. g. *in situ*, *terminus post quem*, *villa rustica*.

Longer Latin text quotations in italics without inverted commas, Greek in straight Greek script without inverted commas. For epigraphic inscriptions, please use Athena Ruby (<https://www.doaks.org/resources/athena-ruby>).

Inverted Commas

Only »German« inverted commas are used for all languages.

Single or half inverted commas are only used within the whole (quotation within a quotation).

Numbers and Measurements

The numbers one to twelve are written out in full in the running text (if a number above 12 occurs in a list, all numbers are written as a number).

For numbers with more than four digits, a comma is placed (e. g. 10,000).

Always abbreviate units of measurement if possible; please only use SI-compliant units.

- 1,2 m × 0,4 m
- diameter from 20 to 22 cm
- during / in the years 1996-1999
- 60-80 km
- between 20 and 25 m
- 10 resp. 15 cm

Periods of Time

- AD 540/541 (NOT 540/1 oder 540/41!)
- 1974-1975
- in the 1930s

Place Names

For the first mention, indicate the current administrative unit (e. g. Lkr., dép., prov.) in brackets. Titles and headings do not contain this information.

Administrative unit provided with slash and ISO country code (e. g. dép. Bas-Rhin/FR); not for generally known cities (e. g. Paris, Rome). A list can be provided by the editorial office on request.

Abbreviations of countries (ISO 3166-1: Alpha-2 or UN place code):

https://en.wikipedia.org/wiki/ISO_3166-1

<https://www.nationsonline.org/oneworld/countrycodes.htm>

Annotations

No annotations in headings, tables and figure captions (if necessary for tables, please use the format a, b, c...).

Always use the abbreviated citation - consisting of author and year of publication - not »ibid.«; in the case of several citations of one author/group of authors, semi-colon and year, name omitted.

To separate several quotations, you can use full stops and dashes, or semicolons if necessary.

Natural sciences citation style: in the running text short quotations in round brackets.



Examples

Müller 1990, 22. 55-56. 60-65. / Müller 1990, 22-23; 1991, vol. 1, 101-110; 1999, 12.

Müller/Schmidt 2006, 22-28 fig. 10, 2 pls 5. 12 no. 9.

C. Schmidt in: Müller 1990, 25-29.

Quote in continuous text (Müller 1990, 22-23; 1991, vol. 1, 101-110; 1999, fig. 12).

Bibliography

If necessary, divide into »Sources« and »Literature«.

Journals/series are always abbreviated according to the [RGK guidelines](#). The citation style and punctuation in the notes and the bibliography also essentially follow these guidelines.

Sequence: alphanumeric (not including diacritical marks).

Separate two authors with a slash, from three: first surname »et al.«.

Author with several publications in one year: Müller 2000a; 2000b; 2000c etc.

Authors with the same last name:

- Use the same short-form citation
- Add abbreviated first name if same year of publication
- In the bibliography, arrange alphabetically by first name

Insert an equals sign between several series specifications.

In the case of Cyrillic or Modern Greek literary citations, the author's name and place of publication are transcribed into the Latin alphabet, the title is left in its original form/script. Arabic must be transcribed. The rules to be used are: ISO 9:1995 (Cyrillic), ISO 843 (Greek), ISO 233-2 (Arabic).

In English literary quotations, the following are capitalised: nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions (such as: if, because, as, that etc.) - lower case: articles, subordinating conjunctions (such as: and, but, or, for, nor) and prepositions. In compound words with a hyphen, the second word is written in lower case (e. g. Copper-based Technology).

The place of publication is given in the language of the original (DO NOT translate into the language of the contribution!). Two places of publication are separated by commas (from three: first place »et al.«).

For US places with a state designation, this is placed after the place without commas or dots in abbreviation (e. g. Cambridge MA) according to this list: https://en.wikipedia.org/wiki/U.S._state

Edition number: superscript before year (e. g. Berlin ³2011).

If there is a discrepancy between the year of publication and the year of publication of a journal, always state the journal year in the short title.

Issue numbers in brackets without a space after the year.

Essay in Edited Volume

Seidel 1994: M. Seidel, Keltische Glasarmringe aus dem nordmainischen Hessen. Eine Bestandsaufnahme. In: C. Dobiak (ed.), Festschrift für Otto-Herman Frey zum 65. Geburtstag. Marburger Stud. Vor- u. Frühgesch. 16 (Marburg 1994) 563-582.

Ubl 1974: H. Ubl, Das römerzeitliche Gräberfeld und die zugehörige Siedlung von Mannersdorf a. Leithagebirge, Flur Hausfelder am Arbach. In: D. M. Pippidi (ed.), Actes du IX^e congrès international d'études sur les frontières romaines; Mamaia, 6-13 septembre 1972 (București et al. 1974) 415-426.



Essay in Journal

Dibble 1985: H. L. Dibble, Raw-material Variation in Levallois Flake Manufacture. *Current Anthr.* 26(3), 1985, 391-393.

Lennartsson 1997/1998: M. Lennartsson, Karolingische Metallarbeiten mit Pflanzenornamentik. *Offa* 54/55, 1997/1998, 431-619.

Exhibition Catalogue

Rakob 1979: F. Rakob, Numidische Königsarchitektur in Nordafrika. In: H. G. Horn/Ch. B. Rüger (eds), *Die Numider. Reiter und Könige nördlich der Sahara [exhibition catalogue Bonn] (Köln 1979) 119-171.* - The place of issue is omitted if this and the place of publication are identical.

Lexicon Article

Jankuhn 1983: RGA² 5 (1983) 240-258 s. v. Depotfund, Hortfund (H. Jankuhn).

Monograph

Brandau et al. 2004: B. Brandau/H. Schickert/P. Jablonka, Troia. *Wie es wirklich aussah (München, Zürich 2004).*

Thomas 1985: C. Thomas, *Christianity in Roman Britain to AD 500 (London 1985).*

Monograph in Series

Baales 2002: M. Baales, *Der spätpaläolithische Fundplatz Kettig. Untersuchungen zur Siedlungsarchäologie der Federmesser-Gruppen am Mittelrhein. Monogr. RGZM 51 (Mainz 2002).*

Reprint

Goldschmidt 1970: A. Goldschmidt, *Die Elfenbeinskulpturen aus der Zeit der karolingischen und sächsischen Kaiser, VIII.-XI. Jahrhundert; 2 (Berlin 1918, reprint Berlin 1970).*

Unpublished Dissertation/Master's Thesis/Excavation Report

Maurer 2006: U. Maurer, *Die Silexwerkzeuge der gravettienzeitlichen Freilandfundstelle Azé-Camping de Rizerolles (Saône-et-Loire, Frankreich) [Master's Thesis Univ. Tübingen 2006].*

Rick 2004: S. Rick, *Die frühlatènezeitlichen Grabfunde am nördlichen Oberrhein [Diss. Univ. Mainz 2004].*

Website, DOI

Citations of web pages must be given with the date of access, but not for permanent identifiers such as DOI.

Moen/Walsh 2022: M. Moen/M. J. Walsh, Under the Skin: Norwegian Bog Skeletons and Perceptions of Personhood, Value, and Sacrifice. *European Journal Arch.* 25(4), 2022, 483-503. DOI: [10.1017/eea.2021.65](https://doi.org/10.1017/eea.2021.65).

Wilkin et al. 2020: S. Wilkin/R. Hagan/S. Hebestreit/M. Bleasdale/A. Ayushi Nayak/L. Tang/T. N. Billings/N. Boivin/K. Korzow Richter, SP3 (Single-pot, Solid-phase, Sample-preparation) Protein Extraction for Dental Calculus V.1. www.protocols.io/view/sp3-single-pot-solid-phase-sample-preparation-prot-bfgrijv6 (16.11.2022).



Ancient Authors, Sources

https://en.wikipedia.org/wiki/Abbreviations_for_classical_authors_and_texts

For Byzantine work titles please refer to the TLG (<http://stephanus.tlg.uci.edu>).

A list of abbreviations must be compiled when using sigles to abbreviate manuals, corpora and reference works.

Figures/Plates

Type area: width: 165 mm; height: 252 mm; preferred image widths: 80 mm; 122.5 mm; 165 mm; image height: max. 240 mm (correspondingly less for long caption!).

Photos and other halftone images:

- Resolution of at least 300 dpi for desired print size
- Accepted formats: *.tif, *.jpg, *.psd (NoT *.eps, *.png, *.svg); for vector graphics: *.ai
- No frame around pictures and maps

Graphics and line drawings (e. g. ground plan, found drawings) as 1800 dpi bitmap (scan mode: line, bitmap), *.tif with LZW compression.

No independent montages, especially not of pictures and drawings in one file - but suggestions for montages are welcome. Use lower case letters for several equivalent illustration parts; use numbers for e. g. panel-like montages.

Name files clearly and as simply as possible: name_fig01.tif. Do not use umlauts, spaces, dots and other punctuation marks or special characters.

Provide captions separately, do not integrate them into the image.

Please include a list of desired image sizes and scales.

In the case of panels, please consult the editors in advance.

For monographs and edited volumes, the editorial team is happy to receive cover suggestions.

Figure/Plate Captions

Avoid indications such as »right/left/top/bottom«.

Separate the illustration reference and scale/dimensions with ». -« and place them at the end.

Indicate proof of illustration: name of photographer/graphic artist + institution or short citation, if applicable. Indicate scale as follows: e. g. scale 1:3 or with abbreviated absolute dimensions.

Author of the contribution in the illustration, as a rule without institution.

Examples

Fig. 1 Selection of the analysed pots. Numbers refer to the **Appendix**. - (After de Roever 2004). - Scale 1:5.

Fig. 2 The results of scanning electron microscopy of the head of the Košíky-type hammer. - **a** silver flakes sticking to the working surface of the hammer, chosen for the measurement of elemental composition. - **b-c** selected silver flakes in detail. - **d** results of the measurement of the elemental composition in the largest identified silver flake. - (Graphic design J. Bartík/P. Gadas).



Fig. 3 Spatial distribution of Stollhof-type axes (cf. **fig. 2**) in Moravia/CZ. - ● isolated finds; ✕ finds from hoards. - **1** Dluhonice (okr. Přerov). - **2** Drnovice-Luleč (okr. Vyškov). - **3** Košíky (okr. Uherské Hradiště). - **4** Ludkovice (okr. Zlín). - **5** Nedakonice (okr. Uherské Hradiště). - **6** Olomouc-Droždín (okr. Olomouc). - **7** Ostrožská Lhota (okr. Uherské Hradiště). - **8** Paršovice (okr. Přerov). - **9** Příkladky (okr. Zlín). - (Graphic design P. Grenar).

Fig. 4 Ruine der Sporkenburg über dem Emsbachtal. - (Photo rs-foto, Sporkenburg 04 2009 008.jpg, Wikimedia Commons CC BY-SA 3.0).

Figure/Plate References in the Text

Examples

(**fig. 1, 3, 10, 15**) = Sub-items 3, 10 and 15 on fig. 1

(**figs 1, 3, 10, 15**) = Four different illustrations

(**figs 1-2**) = Two consecutive images

(**fig. 8a-d**) = e. g. four diagrams with different content in one figure

(**figs 1a-b; 2c, g, k**) / (**fig. 3; tab. 3b; pl. 5**) / (**fig. 8**, find spot 4)

Tables

Accepted formats: Microsoft Word (preferred), Microsoft Excel.

Do not include annotations in tables in the running annotation numbering; ; if necessary, please use the format a, b, c...

Reference to numbers in tables: e. g. tab. 5, no. 8.

No full stops at the end of lines or sentences.

Be sure to delete any hidden columns!

Create tables in Microsoft Word with mainly text and italics/bold and/or several fonts as well as cell connections.

Save Microsoft Word tables in a separate document (several tables can also be saved in one document, please mark accordingly).

Checklist

When submitting a manuscript, the following must be complete:

- Text, bibliography, figure/table/plate captions with the corresponding references, summary(s), keywords, blurb if applicable. Everything digitally, preferably with PDF or, if necessary, printout
- Illustrations in the desired print size, layout proposal if applicable, and with consecutive numbering
- Contact details of the author(s) (postal and e-mail addresses)
- Declaration of consent for open access (form available from the editorial office), licence CC BY SA 4.0 if possible.

If you have any questions, please contact the editorial office.

