

# Guidelines for LEIZA Publications

Status: July 2023

|                           |   |                                             |   |
|---------------------------|---|---------------------------------------------|---|
| General information ..... | 1 | Ancient authors, sources .....              | 7 |
| Text und -formats .....   | 2 | Illustrations .....                         | 7 |
| Spellings .....           | 2 | Figure / plate captions .....               | 7 |
| Address .....             | 4 | Figure / plate references in the text ..... | 8 |
| Annotations .....         | 4 | Tables .....                                | 8 |
| Bibliography .....        | 5 | Checklist .....                             | 8 |

## General information

LEIZA publications are generally self-published. They are available from the publisher, the book trade or the distribution partner *Verlag Schnell & Steiner*.

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

The authors are responsible for the content and citations of their contribution. 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 minor 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 -formats

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

Mark heading levels: Put #h1#, #h2# 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 in text, figure captions and notes should be marked in bold (not the brackets!); italics for Latin or other foreign language expressions.

Give a signature for each figure and table with a reference to the source. In the text, illustrations and tables must be referred to at the appropriate place. The figure and table legend must also include the respective number.

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 approx. 5 keywords and an approx. 10-line abstract, if possible also in German and French. Please include special vocabulary in all languages.

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).

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 (e.g. Segoe UI or Hypatia).

**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.

**No** preceding numbering for headings.

## Spellings

The en dash is used between numbers and in addition in the cases mentioned here: [https://en.wikipedia.org/wiki/Dash#En\\_dash](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

As few words as possible should be hyphenated. A hyphen is only provided for the case that the compound word would be too confusing without a hyphen.

See on the use of the hyphen:

<https://en.wikipedia.org/wiki/Hyphen>

In English-language contributions, capital letters are used only for the main heading: Nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions (such as if, because, as, that etc.) - lower cases are: Articles, subordinating conjunctions (such as and, but, or, for, nor) and prepositions.



## Abbreviations

- Units of measurement and weight, for litres please: 10 ℓ
- Symbols: ‰; ‰o; €; £; \$; § etc.
- AD / CE (only in case of possible ambiguities)
- BC / BCE (always specify)
- c., et al.
- e.g., resp., cf., etc., i. e.

## Date / dating

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

Always write out century (in text, notes, captions and brackets).

5<sup>th</sup> millennium BC / 5<sup>th</sup> millennium BCE / 3<sup>rd</sup> century AD / 3<sup>rd</sup> century CE. The abbreviation AD precedes the number when exact years are given (AD 256).

In French, Roman numerals can stand for century numbers (if, then uniformly). In English, century numbers can be written in letters.

## 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; transcriptions of inscriptions, however, only in italics. 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).

If possible, always abbreviate the units of measurement.

- 1,2 m × 0,4 m
- Diameter from 20–22 cm
- During / in the years 1996–1999
- 60–80 km
- Between 20 and 25 m
- 10 resp. 15 cm



## Periods of time

- 540/541 AD (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.

Administrative unit provided with slash and ISO country code (e.g. dép. Bas-Rhin / FR); not for generally known cities (e.g. Paris, Rome).

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

[https://en.wikipedia.org/wiki/ISO\\_3166-1](https://en.wikipedia.org/wiki/ISO_3166-1)

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

## Address

For journals and edited volumes: Author addresses at the end of the article, in alphabetical order or corresponding author at the beginning and marked accordingly.

Order:

- First and last name (without academic titles or professional titles)
- University / Higher-level institution (in the national language)
- Institute / Department
- Street
- Postcode and city
- Country designation: ISO country code (see above) is prefixed to the postcode with space - hyphen - space
- (Official) e-mail address
- ORCID, if available, or other common identifiers
- If possible, use only one address; if there are two addresses, insert a separate line with "and"
- Please note if address or e-mail should not be published.

## Annotations

No annotations in headings, tables and figure captions (if necessary for tables, please use a different format, e.g. i, ii, iii or \* etc., each starting with 1).

Note digits precede punctuation marks.

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.

Separate several quotations with a full stop and a dash.

Ibidem, ibid. DO NOT use – please repeat citation.

Natural sciences citation style: short-form citations in running text – author, year of publication and page numbers in round brackets, e.g. (Müller 1990, 22-23; 1991, vol. 1, 101-110; 1999, 12).

Author with more than one publication in a row: Author only once, separate following years of publication with semicolons.

## 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.



## Bibliography

Journals / series are always abbreviated according to RGK guidelines.

The citation style and punctuation in notes and in the bibliography essentially follow the citation guidelines of the Romano-Germanic Commission (RGK) (published in: Ber. RGK 71, 1990; 73, 1992).

Order:

- Author alone (chronological)
- Author with co-authors (alphabetical)
- Author names with prefix: order according to the PI ([https://en.wikipedia.org/wiki/Preußische\\_Instruktionen](https://en.wikipedia.org/wiki/Preußische_Instruktionen)).

Separate two authors with slashes (with a space before and after each), insert "et al." for three or more; also "et al." for more than two places of publication.

Author with several publications in one year: Müller 2000a; 2000b; 2000c etc. - in each case a tab starting with the second entry (instead of name).

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

If there are two equivalent series, insert an equation sign between them.

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 literature quotations are written in capital letters: 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.

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](https://en.wikipedia.org/wiki/U.S._state)

Abbreviations to be used: in print, in prep., n. s., etc.

Edition number: superscript before year (e.g. Berlin <sup>3</sup>2011).

If there is a discrepancy between the year of publication and the year of issue of a journal, always state the journal year in the abbreviated title; only if there is a gap of three years or more between the year of publication and the year of issue can the latter also be stated.

Issue numbers in brackets without a space after the year.

### Example: Essays in journals

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

Wolf 2008: S. Wolf, Eine Venusstatuette vom jungpaläolithischen Fundplatz Dolni Vestonice (Mähren). *Jahrb. RGZM* 55, 2008 (2011), 1-42.

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



### **Example: Essays in edited volumes**

Ubl 1974: H. Ubl, Das römerzeitliche Gräberfeld und die zugehörige Siedlung von Mannersdorf a. Leithagebirge, Flur Hausfelder am Arbach. In: D. M. Pippidi (Hrsg.), Actes du IX<sup>e</sup> congrès international d'études sur les frontières Romaines, Mamaia 1972 (Bucharest 1974) 415-426.

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

### **Example: Monographs**

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

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

### **Example: Monographs in series**

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

### **Example: Unpublished dissertations / master's theses / excavation reports**

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

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

### **Example: Exhibition catalogues**

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

### **Example: Lexicon article**

Jankuhn 1983: RGA<sup>2</sup> 5 (1983) 240-258 s. v. Depotfund, Hortfund (H. Jankuhn).

### **Example: Reprint**

Paulsen 1953: P. Paulsen, Schwertortbänder der Wikingerzeit (München 1888, Nachdruck Stuttgart 1953).

### **Example: Website, DOI**

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

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. [www.protocols.io/view/sp3-single-pot-solid-phase-sample-preparation-prot-bfgrjv6](https://www.protocols.io/view/sp3-single-pot-solid-phase-sample-preparation-prot-bfgrjv6) (16.11.2022).

Abegg-Wigg 2020b: A. Abegg-Wigg, Bog Bodies from Schleswig-Holstein. Arch. News 2020 digital. [www.ansh2020.de/en/ro\\_bogbodies-from-schleswig-holstein](https://www.ansh2020.de/en/ro_bogbodies-from-schleswig-holstein) (1.12.2022).

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).



## Ancient authors, sources

[https://en.wikipedia.org/wiki/Abbreviations\\_for\\_classical\\_authors\\_and\\_texts](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.

## Illustrations

Type area: width: 165mm; height: 245 mm (correspondingly less for long caption!); preferred picture widths: 80 mm; 122.5 mm; 165 mm

Photos and other halftone images:

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

Graphics and line drawings (e.g. ground plan, found drawings) as 1800dpi 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.

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.

## Figure / plate captions

Always use lower case after figure subdivisions (a, b, c, ...; 1, 2, 3, ...).

Only one level of subdivision: e.g. fig. 1a, not fig. 1a, 1.

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: 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** Příluky (okr. Zlín). - (Graphic design P. Grenar).



## Figure / plate references in the text

A full stop separates individual non-consecutive figure references.

A dash without a space connects several consecutive figure references.

A semicolon separates a sequence of figure numbers with extension (a, b or similar).

### Examples

|                                                                          |                                              |
|--------------------------------------------------------------------------|----------------------------------------------|
| (fig. 1, 3. 10. 15)                                                      | = Sub-items 3, 10 and 15 on fig. 1           |
| (figs 1. 3. 10. 15)                                                      | = Four different illustrations               |
| (figs 1a; 2b)                                                            | Figure sub-numbers in lower case if possible |
| (figs 1-2)                                                               | = Two consecutive images                     |
| (figs 1a-b; 2c. g. k) / (fig. 3; tab. 3b; pl. 5) / (fig. 8, find spot 4) |                                              |

### Tables

Accepted formats: Microsoft Word (preferred), Excel.

Do not include annotations in tables in the running annotation numbering; use other bullets (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 Word with mainly text and italics / bold and / or several fonts as well as cell connections.

Save 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. 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.

