

# LEIZA Journal of Archaeology (LJA) - Information and guidelines for authors

## About the Journal

LEIZA Journal of Archaeology is a peer-reviewed journal of world archaeology, established in 2026 by the Leibniz-Zentrum für Archäologie (LEIZA) to deal with the understanding of humans and their biological, social, cultural and economic development from paleolithic till medieval times, covering Europe, Africa and Asia from roughly the 25th northern latitude upwards, but not exclusively. With this chronological and geographical approach, we purposely adhere to a broad definition of the "Old World", which has been the focus of LEIZA since its establishment as the Römisch-Germanisches ZentralMuseum (RGZM) in 1852.

LJA publishes articles that study human behaviour and action, and their incentives and constraints, against the background of communities and environments. Contributions should advance our comprehension of people both as individuals and as members of the human species, functioning and evolving within complex systems. Papers are welcome to engage with any of these themes on different levels, from site-, area- and period-specific analyses to broader diachronic, multi-regional or comparative studies. LJA is especially interested in papers that address topics and questions of broad significance, and that have the potential to shape global debates, able to enlighten the past, inform the present and shape the future.

The journal aims explicitly to promote interdisciplinary discourse, and to build bridges between archaeological and other (sub)fields. Both qualitative and quantitative studies, theoretical and methodological contributions, as well as the results from archaeological fieldwork projects, laboratory analyses and experiments are accepted, as long as they engage with any of the core themes of the journal. Scholars and teams, whose research combines various data and methods, or relies on hard science approaches to address key archaeological questions and debates, are especially encouraged to submit their work.

LJA distinctly offers the opportunity to publish and discuss research in greater detail and with high-quality illustrations, with the possibility to include elaborate tables and other datasets as supplementary materials. Besides research papers, LJA also publishes longer review papers, and shorter discussions, news and comments. A more detailed description of these categories can be found under 'Submission'. LJA only publishes in English.

LJA is an online journal, with articles published in HTML and formatted PDFs. After an initial editorial assessment, submissions are subjected to a double-blind peer-review process. Once accepted, articles are immediately published in their definite online format and assigned to an issue at the end of the calendar year. The workflow from submission to publication takes about 3 months and is entirely handled via [OJS](#), the Open Journal Systems software at Heidelberg University Library. Further information on the submission process and author guidelines can be found under below, under [Submissions](#).

## Why Choose LJA?

Choosing to publish your next work in LJA means:

- Publishing in the flagship journal of [LEIZA](#) (Leibniz-Zentrum für Archäologie), the second biggest archaeological research institute in Germany and an internationally acclaimed centre of scientific excellence.
- Getting a platform to publish and discuss your research in great detail and with high-quality illustrations, and with the possibility to include elaborate tables and other datasets as supplementary materials; all in an enhanced online publication format. This aligns with LEIZA's policy to promote research transparency, as well as citation, reuse and replication of research data.
- Benefitting from a high-standard, double blind peer-review process, and a smooth and transparent online submission-to-publication workflow in OJS. LJA aims to publish accepted papers within three months after submission.
- Publishing your work as Diamond Open Access, with all articles free of charge for authors and readers, and perpetually available under an open access-compliant license (CC BY-SA 4.0). Authors retain full copyright of their original work. With DOA, LJA explicitly wants to contribute to greater fairness in the publication system.
- Granting your work, via DOA, greater discoverability and visibility, more views and citations, and ultimately more impact. Papers will also be actively promoted via our networks as well as targeted outreach via social media and other communication channels.

## Editorial Board

LJA is committed to the highest level of academic excellence, and the international Editorial Board ensures the scientific orientation, quality and integrity of the journal. The Editorial Board consists of leading scholars whose scientific expertise reflects the journal's scope and coverage. The members of the Editorial Board support the journal by soliciting articles, identifying new topics, advising on the direction of the journal, and by providing feedback on previous issues. They also help to identify reviewers, as well as provide further assessment in the event of conflicts between reviewers. They do not receive any remuneration for their work. The members of the Editorial Board are appointed for an initial term of four years. The members of the LEIZA Board of Directors and Extended Board of Directors are not part of the Editorial Board.

### Managing Editor

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## Submissions

Submissions should fall within one of the following five categories:

**Research papers** ( $\leq 20,000$  words\* + illustrations): Research papers offer the opportunity to publish research in great detail, and with ample room for addressing its meaning and implications for the discipline and beyond. Large datasets and other supplementary materials that underpin the research presented, are much welcome.

**Review papers** ( $\leq 20,000$  words\* + illustrations): Review papers provide syntheses or comprehensive overviews of specific themes and topics, focusing on open questions and future research directions. Reviews that, in addition, strengthen connections between (sub)disciplines and/or foster knowledge gain about non-English and often difficult-to-access work are of particular interest to LJA. LJA does not publish book reviews or book chronicles.

**Discussions** ( $\leq 5,000$  words\* + illustrations): Discussions are short, thematic or conceptual contributions that highlight current views and debates, and indicate potential research perspectives in the field. Up to five responses and a concluding statement will be accepted for each discussion. A discussion paper may be accompanied by illustrations, but the responses and concluding statement generally are not.

**Comments** ( $\leq 2,000$  words\*): Comments are concise and focused texts that refer to, and provide impulses for ongoing research debates.

**News** ( $\leq 2,500$  words\* + illustrations): News items are timely and accessible updates, meant to highlight outstanding new discoveries and interim results of ongoing projects.

These include reports from the fields of Restoration and Conservation, Digital Humanities and Heritage. The potential impact on our understanding of human beings in the past must be clear. This section also features policy briefs - concise, evidence-based papers that translate research into clear and practical recommendations for decision-makers and stakeholders.

\* The word limits for each contribution category refer to all sections of the manuscript, including the bibliography.

All submissions are subject to double-blind peer-review.

If you have doubts on the suitability of your contribution within this classification, or on the general fitness of your work within the scope of LJA, please contact the Managing Editor [dimitri.vanlimbergen@leiza.de](mailto:dimitri.vanlimbergen@leiza.de) before submission.

Manuscripts can only be submitted in English. LJA follows UK spelling. If English is not your native language, please ensure that the text has been professionally proofread before initial submission.

In view of the anonymity of the peer-review process, all author addresses and contact details (e-mail) and, if applicable, ORCID and other common researcher identifiers, need to be submitted in a separate word file. Any acknowledgments or funding sources should also be mentioned here, and not in the manuscript file.

In case of a submission with multiple authors, a corresponding author is to be indicated. The corresponding author is considered authorized to act on behalf of all contributors. He/she takes care of manuscript submission, proofreading, correction and revision until its final acceptance, and is responsible for all communication pre- and post-publication. The corresponding author also provides information on the respective contributions of all co-authors according to the [CRediT](#) (Contributor Roles) taxonomy. The corresponding author and the first author of a submission do not have to be the same person.

## Submission Preparation Checklist

The (corresponding) author is required to check whether the submission complies with all of the following items. Submissions that do not adhere to these guidelines may be returned.

- LJA submissions must not have been published elsewhere, or be under active consideration with any other journals.
- Check the open access policy of your institution before submitting your paper.
- Please ensure that your text (references included) does not exceed the maximum word limits for LJA contributions.
- Please ensure that all parts of the contribution are submitted in the correct file format(s) (\*.docx, \*.odt, \*.rtf, \*.xlsx, \*.tif, \*.jpg, \*.psd, \*.ai, etc.).

- Please ensure that the text is formatted correctly and follows the stylistic and bibliographic guidelines outlined in the [Submission](#) section.
- Please make sure that your manuscript meets all accessibility requirements (see [Submission](#) guidelines).
- Please include an AI use statement in your manuscript, if applicable.
- Please provide a summary of ca. 150 words in the manuscript word file. Ensure that the summary reflects well the content and outcome(s) of your paper, as it will be used to initially select and invite suitable reviewers.
- Please provide up to ten keywords, and 3 to 5 highlights (as bullet points) in the main word file. Think carefully about keywords and highlights, as these will much contribute to the discoverability of your paper in search engines.
- Please provide figures, graphics, tables, datasets, supplementary materials and multimedia content as separate files. If necessary, Indicate desired print size and layout for illustrations.
- Please provide all author addresses and contact details, ORCIDs or other common research identifiers, authorship and respective contribution information, as well as acknowledgements and funding sources, in a separate word file.
- In case of a multi-author submission, please provide information on the respective contributions of all co-authors according to [CRediT](#) (Contributor Roles).
- On acceptance, please provide permissions for the use and publication of images and materials in LJA, if applicable.
- Please include a declaration of consent for publication in open access licence CC BY SA 4.0. Form available from the Managing Editor [dimitri.vanlimbergen@leiza.de](mailto:dimitri.vanlimbergen@leiza.de).

## Peer Review

The quality of LJA is guaranteed by a rigorous double-blind peer-review process, meaning that both authors and reviewers remain anonymous to each other at all stages in the submission process. All submissions are first considered by the Managing Editor. Suitable articles are assessed by at least two expert reviewers. Potential reviewers are identified with the help of the Editorial Board members, who provide further expert judgement in case of conflict between reviewers. Reviewers are requested to comment on the article's scientific and wider appeal, originality, the strength of method and argument, as well as the level of its engagement with the journal's core themes. The final decision on acceptance or rejection lies with the Managing Editor, whose verdict is final. Resubmissions with minor revisions are only checked by the editorial team; those with major revisions are subjected to further peer-review before going into production.

LJA aims to ensure full objectivity and integrity in the peer-review process. Manuscripts are evaluated solely for their intellectual merit, regardless of the nationality, age, ethnicity, race, gender, political beliefs or religion of the author. The Managing Editor bears overall responsibility for guaranteeing the independence of authors, reviewers and Editorial Board members throughout the process. All reasonable measures are taken to avoid conflicts of interest, and reviewers are selected only based on expertise and independence from the authors. Manuscripts submitted by authors affiliated with LEIZA are handled and reviewed exclusively by EB members and reviewers with no institutional ties to LEIZA.

LJA recognizes the essential contribution of peer-review in publishing scholarly research, and reviewers are paid an honorarium for their work. In return, we expect reviewers to hand in their reports on time and to maintain high standards of professional conduct. We consider peer-review as a core scientific activity, and reviewers are not allowed to use Generative AI or AI-assisted technologies in their assessment, nor upload a manuscript or a report into a generative AI-tool, for reasons of confidentiality and data protection. More information on the use of AI-tools can be found in the [AI Policy](#) section of the journal.

## Author Guidelines

### General Formatting

- Please submit your manuscript - including notes, references, figure/table captions, a list of up to ten keywords, 3 to 5 highlights, and a summary of ca. 150 words - as a single text file. We accept Microsoft Word files in format \*.docx, OpenDocument Text files (ODT) or Rich Text Format files (RTF). Text should be written in a 12-point serif font (e.g., Times New Roman) with 1.5 line spacing.
- Please do not include figures, graphics and tables in the text, but provide them as separate files. Make sure that references to figures and other illustrative and supporting materials are placed appropriately throughout the text.
- Please mark heading levels manually (no automatic enumerations) by putting #h1#, #h2#, #h3#, etc. directly in front of the first word of the heading, without a space in-between. For example, #h1#main title, #h2#section heading, #h3#sub heading, etc.
- In English-language headings, capitalize: nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions (e.g., if, because, as, that, etc.); use lower case for: articles, subordinating conjunctions (e.g., 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 same rules apply to titles in bibliographical references.
- Please make use of the Unicode font for Greek/Cyrillic letters and other special characters.
- Apart from the exceptions listed below, leave the text as unformatted as possible.

## Spelling and Punctuation

- Only UK spelling can be used, and need to be applied consistently throughout the text. You can follow the Oxford English Dictionary ([OED](#)).
- En-dashes (-) are used to indicate a closed range of values, that is, between dates, times and numbers (e.g., 450-350 BC, pages 30-35, etc.). Em-dashes (–) are used for sub-clauses or embedded phrases. In both cases, no spacing should be left on either side of a dash.

## Italics

- Words or expressions in Latin, Greek or other old languages, and non-common phrasings in non-English languages, should be italicised (e.g., *in situ*, *terminus post quem*, *villa rustica*, *chora*, etc.).
- Latin species and genus names are always italicised, but not the abbreviations for subspecies and formae (sp., spp., subsp., var., etc.). The first letter of the genus name is always capitalized (e.g., *Homo sapiens*, *Vitis vinifera* subsp. *sylvestris*, etc.). Family names are capitalized and not italicized (e.g. Hominidae). You can find more information [here](#) and [here](#).
- Short quotations in Latin, Greek or any other old language should be included in the main text and enclosed with single quotation marks (also known as inverted commas: '...'). Longer quotations should be included as a separate text block, should not be italicised, and should not be enclosed by quotation marks. Provide both the original text and an English translation. Quotations within quotations should be enclosed with double quotation marks ("...").
- For epigraphic inscriptions, please use Athena Ruby Inscription Font ([ARIF](#)).

## Capitalization

- Always capitalize initials and proper names (places, persons, nationalities, identities), as well as their derivatives (e.g. Rome, Aristotle, Christian, etc.). The same goes for the names of specific buildings, monuments and sites (e.g., the Colosseum, Temple of Artemis, etc.), or personal titles (e.g., Emperor Trajan, Charlemagne, King of the Franks, etc.).
- In general, recognized archaeological, historical and cultural periods are capitalized (e.g., Neolithic, Bronze Age, Late Iron Age, Late Antiquity, etc.), except when used as an adjective (e.g., late antique, early medieval, etc.).
- In English, days and months are always capitalized (e.g., Monday, July, September, etc.), seasons and cardinal indications (compass) are not (e.g., spring, southern Italy, northern Iraq, north-eastern etc.).

## Dates

- Please spell out "centuries" in full in the text, but abbreviate with "c." in notes, captions and between brackets. Equally spell out in full century numbers (e.g., twelfth century), "second half", "first third" etc. in the text, but abbreviate in notes,

captions and between brackets (e.g., 1<sup>st</sup> half 3<sup>rd</sup> c.). Dates used as an adjective should be hyphenated (e.g., tenth-century object).

- LJA uses BC and AD for historical dates, with the latter abbreviation always preceding the number (e.g., 4500 BC/AD 450, AD 320/321). In case of references to decades, the "s" remains attached to the number (e.g., 250s, in the 1930s).
- LJA uses BP for radiometric dates, which should be reported using the abbreviations "ka" and "Ma" for thousands and millions of years before present respectively (e.g., 2.4 ka BP). In case of radiocarbon dates, uncalibrated ones should be presented as "<sup>14</sup>C year" + "range estimate" BP (e.g., 3450±40 BP), and if available lab and sample number, while calibrated ones should be preceded by "cal".
- Write out exact dates as follows: 18 March 2005; 5.3.2022 (so, without leading zero); from June to October 1999; during the excavations 2001-2003, during/in the years 1996-1999, 1974-1975, etc.

### Place names

- When mentioned for the first time, indicate the current administrative unit (e.g., Lkr, dép., prov.) between brackets. Titles and headings should not contain this information.
- Administrative units should be indicated with a slash and ISO country code (e.g., dép. Bas-Rhin/FR), but this is not required for generally well-known places (e.g., Paris, Rome). A list can be provided by the editorial office on request.
- A list of country abbreviations (ISO 3166-1: Alpha-2 or UN place code) can be found [here](#) or [here](#).

### Numbers, measurements and weights

- Please spell out in full numbers up to twelve in the text, except when used to express dimensions or statistics. In case a number above 12 occurs in a list, all numbers should be written in Arabic numerals. Numbers at the start of a sentence should always be written out in full.
- Numbers with more than four digits should be made more readable by separating them into groups of three digits, separated by a small space (e.g., 10 000 000). Do not use commas, as these should be used only as decimal signs. More information is to be found [here](#).
- Units of measurement should always be abbreviated, always following the International System of Units (SI), and all measurements should be expressed in Arabic numerals. Leave a space between the number and the unit. E.g., 1,2 m x 0,4 m, diameter from 20 to 22 cm, between 20 and 25 m, 60-80 km, 10 to 15 cm. The same applies to weights (e.g., 25 kg).

## Figures and Tables

### Images, graphics and artwork

- Accepted formats for images include: \*.tif, \*.jpg, \*.psd (NOT \*.eps, \*.png, \*.svg)
- For vector graphics, use \*.ai
- For photos and other halftone images, use a resolution of at least 300 dpi.
- 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).
- Please deliver graphics and line drawings (e.g., ground plan, find drawings, etc.) as a 1800 dpi bitmap (scan mode: line, bitmap), \*.tif with LZW compression.
- Please use clear and simple names for your files, e.g., name\_fig01.tif. Refrain from using umlauts, spaces, dots or other punctuation marks or special characters.
- Do not provide images as self-made montages. If desired, please provide us with suggestions for montages.
- If an illustration consist of several parts, use lower case letters to subdivide.
- Please do not provide pictures or maps with a frame.
- If necessary, please include a list of desired image sizes and scales.

### Tables

- Tables can be submitted in either Microsoft Word/ODT/RTF (\*.docx, \*.odt, \*.rtf) or Microsoft Excel file format (\*.xlsx).
- Tables with mainly text, and with the use of italics/bold and/or several fonts, as well as cell connections, are best created in Microsoft Word/ODT/RTF (\*.docx, \*.odt, \*.rtf).
- When preparing your tables, make sure to delete any hidden columns, and to not include full stops at the end of lines or sentences within a cell.
- Tables should be grouped and submitted in a separate Microsoft Word/ODT/RTF document (\*.docx, \*.odt, \*.rtf).

### Captions & in-text references

- Please avoid indications such as "right/left/top/bottom".
- If applicable, indicate proof of illustration: name of photographer/graphic artist + institution or short citation. Author of the contribution in the illustration, as a rule without institution.
- Please separate the illustration reference and scale/dimensions with "-." and place them at the end of the caption.
- Indicate scale as follows: e.g., scale 1:3 or with abbreviated absolute dimensions.

- Please put references to figures and tables in your text in brackets and mark them in bold (not the brackets). Examples: (**fig. 1, 3, 10, 15**) (to refer to sub-times 3, 10 and 15 on fig. 1); (**figs 1, 3, 10, 15**) (to refer to four different illustrations); (**figs 1-2**) (to refer to two consecutive images); (**fig. 8a-d**) (to refer to, e.g., four diagrams with different content in one single illustration); (**figs 1a-b; 2c, g, k**) / (**fig. 3; tab. 3b; pl. 5**) / (**fig. 8, find spot 4**); (**tab. 5, no. 8**) (to refer to numbers in tables).

#### Examples of captions

**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** N edakonice(okr. Uherské Hradiště). - **6** Olomouc-Droždín (okr. Olomouc). - **7** Ostrožská Lhota (okr. Uherské Hradiště). - **8** Paršovice(o kr. Přerov). - **9** Příkladky (okr. Zlín). - (Graphic design P. Grenar).

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

## Accessibility

Within the framework of recent European accessibility regulations, all LJA authors need to make their work accessible to the widest possible readership. This applies in particular to visual parts, which is why all images, figures, maps and graphs (and if necessary, also tables, charts and diagrams) should be accompanied by alternative text ([ALT text](#)) that accurately and concisely (ca. 100-150 characters and in any case under 250 characters) describes their content and meaning. This enables readers with screen readers to access the same information as communicated visually. The latest Web Content Accessibility Guidelines (WCAG) can be found [here](#). Attention to this helps ensure that scholarship in world archaeology remains inclusive, equitable and accessible to a global and diverse audience.

## The Use of Copyright-Protected Material in LJA

- In case a submission contains any figures, images, graphics, artworks or tables for which the submitting party does not hold the copyright, it is the responsibility of the author(s) to obtain the necessary permissions from the copyright holder for reuse in LJA, and to provide full source acknowledgements in the accompanying captions.

- Apart from any specifications provided by the permission granter, conventional formulations such as 'after' or 'reproduced with permission' can be used to this purpose.
- Please be aware that fees may apply to the use of certain materials.
- LJA advises against the use of material from informal, unverified or unaffiliated websites.
- Content from the public domain, or content published under a Creative Commons License generally do not require a permission, but authors are invited to carefully check conditions of use in all cases. Appropriate source acknowledgements still need to be included in the captions.
- On acceptance of the paper, authors may be asked to provide written confirmation of granted permissions. For all external content in LJA, the necessary permissions must have been obtained for reuse under a CC BY-SA 4.0 license.
- A permission request template is provided below.

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## Datasets, Supplementary Materials and Multimedia Files

LJA stimulates the publication of research data within the Open Access Policy of LEIZA, so to promote research transparency, as well as citation, reuse and replication of datasets. LJA also welcomes any kind of supplementary material that cannot be included in the text, but serves to deepen and/or enhance the argument. To this end, LJA offers authors the opportunity to include elaborate datasets and various multimedia

supplementary files (e.g., large images, videos, audio files, ...) into the submission. Please note the following:

- All files have to be submitted together with the paper at initial submission, as these materials will equally undergo peer-review;
- Audio files should preferably be saved as mp3 or mp4; video files are accepted as mpg/mpeg, mp4, mov, wmv, avi;
- In addition, the following file formats are accepted for supplementary materials: pdf, docx, xlsx, pptx, jpeg, tiff, png, zip;
- Please label each file appropriately and provide a title for reference; in case of multiple files, please number them.
- In case of doubts regarding format and suitability, please contact the Managing Editor [dimitri.vanlimbergen@leiza.de](mailto:dimitri.vanlimbergen@leiza.de) before submitting.

Through the [heiDATA](#) institutional repository and [heiARCHIVE](#), LJA archives research data and other supplementary materials permanently. These are linked directly to the online publication hosted on the heiVIEWER platform. All research data - e.g., images, videos, audio files, tables, graphics, etc. - receive a DOI (Digital Object Identifier). As such, they can be cited, viewed and permanently linked to as distinct academic output. For more information, see [here](#).

## Citations and Bibliographical References

- LJA generally follows the citation guidelines of the [Romano-Germanic Commission](#) (RGC), but does not use journal abbreviations in the bibliography. We recommend the use of standard reference management software to uniform citations and bibliographies (e.g., Zotero, Mendeley, Endnote, etc.).
- For citations, LJA only uses footnotes according to the author-date system. Footnotes can also be used for additional information, but this should be kept to a minimum.
- Please avoid adding citations to headings, tables and figure captions. If citations are absolutely necessary for tables, please use the format a, b, c ...
- Please ensure that all works cited in the footnotes are included in the reference section and vice versa.

### Citations

- Always use the author-date system and avoid the use of "ibid." or other abbreviations.
- If you need to indicate page numbers in citations, do not use p./f. or pp./ff. To cite figures, use fig/figs.

- If several citations of the same author/group of authors occur, list the name(s) only once and use semicolons to separate the years of publication. Also use semicolons to separate individual citations.
- If a publication was written by more than three authors, only mention the first author's name with "et al.", but ensure that all authors are listed in the reference section.
- If there is a discrepancy between the year of publication and the year of publication of a journal, always refer to the journal year in the citation.

### 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)

(Müller 2002a; 2002b; 2002c)

### Bibliographical references

- All references are to be grouped alphabetically (by last name) in a separate 'Bibliography' section at the end of the manuscript.
- If necessary, subdivide the section between ancient sources and modern literature.
- If authors with the same last name occur, use the same short-form citation, and if the year of publication is the same, add the abbreviated first name. Abbreviate first names as follows: Th., Ch. (not: St., Cl., etc.).
- In case of Cyrillic or Modern Greek references, the author's name and place of publication need to be transcribe into the Latin alphabet. The title can be 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).
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- In case of US places with a state designation (to avoid confusion), the designation directly follows the place name without any punctuation (e.g., Cambridge MA). You can find a list of state abbreviations [here](#).
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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).

### ***Book (Monograph in a series)***

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

### ***Book (Edited Volume)***

Bittel et al. 1981: K. Bittel/W. Kimmig/S. Schiek (Hrsg.), Die Kelten in Baden-Württemberg (Stuttgart 1981).

### ***Book chapter***

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<sup>e</sup> congrès international d'études sur les frontières romaines; Mamaïa, 6-13 septembre 1972 (Bucureşti et al. 1974) 415-426.

### ***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 identical to the place of publication.

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Wilkin et al. 2020: S. Wilkin/R. Hagan/S. Hebestreit/M. Bleasdale/A. Ayushi Nayak/L. Tang/T. N. Billings/N. Boivin/K. KorzowRichter, 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-bfgrjiv6](https://www.protocols.io/view/sp3-single-pot-solid-phase-sample-preparation-prot-bfgrjiv6) (16.11.2022).

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

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