

Instructions for authors

1. *Documenta Archaeobiologiae* aims to publish original papers, focus articles, and short notes in German and English covering the interaction between the natural sciences and archaeology, with particular emphasis upon research carried out with bio-archaeological collections.

2. *Submission of manuscripts.* All material for publication should be sent to The Editors, *Documenta Archaeobiologiae*, Staatssammlung für Anthropologie und Paläoanatomie, Karolinenplatz 2a, D-80333 München. The submission of a manuscript will be taken to imply that the material is original and that no similar paper is being, or will be, submitted elsewhere. When accepted, the copyright of a paper becomes the property of the Staatssammlung whose permission must be obtained to reproduce material therefrom. A Copyright Transfer Agreement will be sent to the author(s) when the manuscript is accepted for publication. Serialized studies can be submitted but should be discussed with the editors before submission.

3. Presentation.

- (i) Three copies of the typescript must be provided, double-spaced throughout on one side of paper, with a wide margin all round. Some important features for preparing electronic documents for disk submittal are given below. All papers must be serially numbered and securely fasted together.

The typescript should follow the conventional form (Introduction – Material and Methods – Results – Discussion – Conclusions – Acknowledgements – Bibliography) but must include:

(a) *Title page* giving a concise specific title with the name(s) of the author(s) and the institution(s) where the work was carried out. A short title for page headings must be provided.

(b) *Abstract and keywords.* A short abstract should be submitted with the paper, together with 4-7 keywords suitable for indexing. The abstract should not contain more than 300 words and should be intelligible without reference to the main text. Abstract and keywords will be published in English and German.

(c) For larger contributions (> 40 printed pages) an *extensive summary* (up to 5 pages for large contributions) is obligatory. It should give a succinct account of the subject with an in-depth presentation of the results and the conclusions. This summary will be published in English and

German to ensure maximum distribution within the scientific community.

- (ii) *Conventions.* The metric system must be used and SI units where appropriate. In the use of abbreviations and symbols British Standards 1991 Part 1: 1954 should be followed. Whole numbers one to nine should be spelled out (except in the Methods section) and numbers 10 onwards given in figures but this is not essential if many numbers appear together. If specific collections and/or comparative specimens are used, the institution in which the material is housed must be given, together with details of the registration assigned to it.

- (iii) *Tables and captions for illustrations* should be typed separately at the end of the manuscript and **their required positions indicated in the margins of the text.**

4. *Illustrations.* All illustrations will be reduced to a maximum size of A4. Outsize artwork (i.e. needing more than 50% reduction) must not be submitted. A metric scale should be included on each illustration. The name(s) of the author(s) and the number of the figure must be marked on the back of all illustrations and the orientation given if necessary. Captions should be listed on a separate sheet.

- (i) *Line drawings.* These must be of a high enough standard for direct reproduction. They should be prepared in black (Indian) ink on white card or tracing paper, preferably A4 size. Any necessary lettering may be inserted in pencil on the original, or written on an accompanying photocopy.

- (ii) *Photographs.* High quality glossy prints of maximum contrast must be submitted, preferably of the final size required. Any labels and scale-lines should be accurately indicated on a duplicate set of photographs.

Illustrations, whether photographs or line drawings, should be numbered in one series in their order of mention. They are referred to as Fig. 1, Fig. 2, etc., and any sub-sections as (a), (b), etc. Only high-quality photocopies should be submitted for reviewing purposes. **Original illustrations will be required for printing but should only be sent if the paper has been accepted.** In the case of acceptance, authors must also provide usable electronic files for all figures (see below).

Guide for authors preparing electronic documents for disk submittal

DO

5. **Tables.** These must be presented to fit the page size without undue reduction. Oversize tables will not be accepted. For specifications concerning electronic files see below.
6. **References** in the text should be by name(s) and date(s), thus: Brown 1987, 1990; Brown & Reed 1987; Brown et al. 1987a, b. In the bibliography references should be arranged first alphabetically under author(s) name(s) and then in chronological order if several papers by the same author(s) are cited. The full title of the paper must be given together with the first and last pages. **Journal titles should be given in full.** Book titles should be followed by the place of publication and the publisher. If different from the author cited, the name of the editor(s) of the book should be given. The reference list should be checked against the text to ensure (a) that the spelling of the authors' names and the dates given are consistent and (b) that all authors quoted in the text (in date order if more than one) are given in the reference list and vice versa.

Examples

Books:

Zeuner F., 1963.

A History of Domesticated Animals. London: Hutchinson.

Contributions to books:

Wickens G., 1982.

Palaeobotanical Speculations and Quaternary Environments in the Sudan. In: Williams M.A.J. & Adamson D.A. (eds). *A land between Two Niles: Quaternary Geology and Biology of the Central Sudan*: 23-51. Rotterdam: Balkema.

Journals:

Van Neer W., 1989.

Recent and fossil fish from the Sahara and their palaeohydrological meaning. *Palaeoecology of Africa* 20: 1-18.

7. **Notes.** Footnotes and/or endnotes should be avoided, but where necessary should be numbered in the order in which they appear in the text and listed at the end of the typescript (endnotes).
8. **Proofs.** Proofs will be sent to the authors as PDF-files. Corrections should be kept to an absolute minimum and indicated on paper, to be returned to the editors within four weeks of receipt of the PDF-file.
9. **Offprints.** A PDF-file will be supplied to all authors. Authors contributing to a volume can purchase one copy of it at the cost of production.

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Disk submittal

The disk should not be sent until the paper has been accepted and should contain the final revised version of the manuscript. After the manuscript has gone through the review and editing stages, copy final version onto a clean DOS-formatted disk. To avoid confusion do not copy any irrelevant and/or back-up files onto the disk. Apple Mac users should ensure the disk wastebasket is empty before submitting the disk. Use the first-named author's name for the disk label and file name.