1   Language

- English: British English or American English, but not a mixture.

2   Delivery

- Digitally send to following address: _____

Please comply with the deadline for submission. Should there be delays, please contact the editors immediately.

3   Preparation of Manuscript

3.1   Title

- Mandatory. Short and pertinent. If necessary, the editors reserve the right to make changes.
- Without foot or endnotes.

3.2   Subtitle

- Optional. Should be a useful addition to the main title. If necessary, the editors reserve the right to make changes.
- Without foot or endnotes.

3.3   Text

- Send as doc or docx-Document file format. Headings in bold. Max. three heading levels:

  1. Heading 1
  1.1 Subheading 2
  1.1.1 Subheading 3

  During layout and design, the numbers will be removed. They are only needed for orientation during layout.

- The text should not contain hyphenation, locks, tabs, headers or footers, and formatting. Exception: use italics for literal quotations, special technical terms and foreign-language terms.
- Use blank lines with reserve. Only use them to separate conceptual units (paragraphs).
- Citations are to be in the text (parenthetical citation, see citation style guidelines). Endnotes are possible, but are reserved for special cases (for example acknowledgements and relevant tangential information).
- Capitalize first letter in footnotes; Footnotes end in with a period.
- If the manuscript contains special characters (Greek, Cyrillic, etc.) please send the corresponding fonts.
- Use the following rules:

- - Abbreviations:
      - Commonly used abbreviations, for example: *BC, ca., etc*.
        500 *BC, 500–1000 BC; 50 BC–600 AD*
        But write out: *century, first half/first quarter of the 3rd Millennium BC*, etc.
      - Use abbreviations for mass and measurements.
      - Do not use abbreviations to begin a sentence, otherwise, the word must be written out. Also applies to footnotes.
    - Quotation marks: use double quotes. Only for quotations within quotations, use the single quote signs.
    - Numbers from one to twelve are always to be written out in the text, unless they are used as a technical measure. Thousands are separated with a comma: 1,000 years or 10,000 years ago.
- Protected spaces (CTRL + SHIFT + SPACEBAR) can be used for:
  Names: *J. Neumann*
  Measurements, mass and dimensions: *50 g/kg/m*
  In citations and footnotes: *See reference section*
  Otherwise, do not use protected spaces
- All submitted images and tables must be mentioned in the text. The reference to the corresponding image / table is made at a suitable place in the text by means of parentheses: (Fig. 1) or (Tab. 1).

3.4 Figure and Table Captions

- Figure captions please place at the end of the text file.
- Every figure requires information about its source, for example the creator of the figure or the citation of where it was published. This also applies for figures created by an author. This information is to be placed in parentheses.
  - photos: (photo: institution/name of creator)
  - illustrations/Tables/Maps/Drawings: (illustration/table/map: Müller, 2018, fig./tab. 5).
- There is a period at the end of every caption.
- Figure and table captions should be numbered and listed in the order they appear in the text.
- Examples of figure captions:
  Fig. 33. Flint blade (illustration: Wagner, 2010, P.543, Figure 23).
  Fig. 34. Stone hammer (photo: DBM/Thomas Peter). a – front view; b – side view.

4 Formal Requirements – Figures and Tables

4.1 Figures

- For color images, use the CMYK-profile (not RGB).
- BW images use the gray-tone format (black channel of CMYK profile) or for example dot-gain-profile.
- All images and scans are to be saved as jpeg. or .tif files.
- Submit self-created graphics as vector files (eps or Adobe Illustrator).

- Images should be submitted in their original size. For images that are to be printed to scale, note the type area (80 mm or 165 mm wide and 244 mm high) or insert a scale into the image.
- Figures should not be framed.
- Print resolution for b/w and color photos: 350 dpi. For scans and line drawings: 600-800 dpi.
- When scanning, make sure that no old printing grid is visible.
- Line width in graphics: at least 1.25 mm.
- Uniquely name submitted images and make sure they are consistent with the text name.
- Rights to print foreign graphics (photos, illustrations, maps, etc.) must be confirmed in writing (see Publishing Agreement).

4.2   Tables
- The tables are to be saved in an Excel file on separate data sheets whose names are consistent with the text designation.
- Do not format tables.

5   References (Citation and Reference Lists)
- For citation guidelines, use: https://library.aru.ac.uk/referencing/harvard.htm
  - The spaces between authors initials is omitted: *E.M. Erdmann*
  - Before the page numbers there is a p. or pp. without a space: *p.732; pp.634-763.*
  Always use the exact page numbers.
- All citations mentioned in the text must appear in the reference list.
- The in-text citation and reference list must be prepared according to the guidelines above.

6   Abstracts and Keywords
- The article must be preceded by an abstract in English (together a maximum of 2,000 characters including spaces). It should not contain any footnotes and outline the results briefly.
- The article must have at least five keywords which are not used in the title or abstract and which would be helpful during searches.
- Authors* name the research area to which their contribution can be assigned to.
- The volume editors write a summary in German and English for advertising purposes (1,000 characters each)
- The volume editors*provide five keywords which are not used in the title or abstract and which would be helpful during searches.
- The volume editors* name the research area to which their contribution can be assigned to.

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- Please give the name of the institution and email of all authors. Signify which author is the corresponding author.
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