

Instructions for contributors to the conference book “ Transformations”, to be published by Sidestone press. (<https://www.sidestone.com/>)

### **General outline:**

- ☐ Title
- ☐ Author(s) names
- ☐ Abstract (in English, max 300 words)
- ☐ Keywords (minimum 3)
- ☐ Main text (In English, max. 6000 words, exclusive references, excl. figures). Authors are themselves responsible for the production of a correct English text and preferably correction by native speakers.
- ☐ Acknowledgements
- ☐ References
- ☐ Notes on contributor(s) (name, Affiliation; address + e-mail and short professional biography of max 200 words)

### **General layout:**

- ☐ Do not use TAB
- ☐ Use the spacebar only for separating words, not for anything else.
- ☐ Footnotes are discouraged

### **Figures:**

- ☐ Figures should be in high resolution. If you use a scanner to scan images, set scanner to 300DPI minimum (600 if possible). If you use existing images (from a camera) provide the original un-edited photo's. Do not manually change resolution of existing files.
- ☐ For vector drawings (maps) use (ADOBE Illustrator) ai/eps-format. Make sure to embed fonts and linked files (export options when saving files in Illustrator). Work in a CMYK colour workspace.
- ☐ Please indicate when a figure should be printed to an exact scale. <<just add a comment to the designer below the image caption, like this >>
- ☐ Send images as separate files.
- ☐ Please make sure you have obtained copyright for any figures you use before sending the article and your figures in. The copyright is your own responsibility!!
- ☐ Please treat figure indications as follows: Give a cue immediately after the paragraph in which the figure is mentioned in the text and make a reference to the filename with a blank line immediately above and below this cue. Name the files after your last name and number them in following order like in the text. For example:

<<fig. 2>>

<caption>Figure 2: map of the research area.

### Text:

- Dates: use full years [c. 1900–1920 AD]
- Indicate calibrated <sup>14</sup>C dates always as **cal BC** (without dots) calendar dates as **BC** or **AD**
- Quotations: In Italic, use single quotation marks, leave blank line before and after
- Abbreviations (note the punctuation):
  - The following should be in roman: [cf., ff., ed., eds.]
  - The following should be in italic: [*e.g.*, *c.*, *et al.*, *i.e.*, *vs.*, *etc.*, *ibid.*]

### References:

Use the Harvard system of referencing:

References in the text must correspond exactly to the references in the bibliography

(Note spelling of author name and year)

- Use [in press] when an article is forthcoming or has not been published yet (Blake in press, 11–20)
- When more publications of an author were published in the same year use italic lowercase after the year [yyyya] (2000a)
- If authors have the same surname, add a distinguishing initial (Blake, P. 2000)
- When referring to DOIs, use the full URL, including the http section. Please format all DOIs as: <https://doi.org/10.1109/5.771073> (we will convert these to links and re-style them as “doi:10.1109/5.771073”)

### In the text

- Format: (Author and Second author yyyy). (Blake and Smith 2000a,). Preferably, do not use page references. If you find them necessary DO NOT use p. or pp. for the pages. (Blake and Smith 2000b, 7).
- In lists of authors separate with a semi colon: (Blake 2000; Smith 2003; 2007)
- More than two authors, use [first author et al. year] (Blake *et al.* 2001)
- When author is mentioned in the sentence, only add the year in parentheses, e.g. Blake (2000) states that....

### In the bibliography

#### Chronology:

- Single authors, earliest first, more authors: sort alphabetically on name, earliest first
- No spacing between initials, initials after surname, use full stop after initials (Smith, B.F.)
- Title of journal or book in italics.
- Semicolon between City: Publisher.
- Book section, use [in:] before the title of the book. (see examples of references)

## Examples of references

(see also: <https://ilrb.cf.ac.uk/citingreferences/tutorial/faq.html>):

### Book:

[Author, X.Y. and Secondauthor, X.Y. year. Title. City: Publisher.]

Johnson, M. 2010. *Archaeological theory: an introduction*. Oxford: Wiley-Blackwell.

### Edited book:

[Editor, X.Y. and Secon deditor, X.Y. (ed./eds.), Title. City: Publisher, pp-pp.]

Renfrew, C. and Bahn, P.G. 2005 (eds.). *Archaeology: the key concepts*. London and New York: Routledge, 50-71.

### Book section

[Author, X.Y. year. Title, in: Editor, X.Y. and Second editor, X.Y. (ed./eds.), Title. City: Publisher, pp-pp.]

Bordes, F. 1973. On the chronology and contemporaneity of different Palaeolithic cultures in France, in: Renfrew, C. (ed.). *The explanation of culture change: models in prehistory*. London: Duckworth, 217-226.

### Journal article:

[Author, X.Y. year. Title. Journal title v/i: pp-pp.]

Treherne, P. 1995. The warrior's beauty: the masculine body and self-identity in Bronze-Age Europe. *Journal of European Archaeology* 3/1: 105-144.

### Series:

[Author, X.Y. year. Title. Series title (subseries) volume. City: Publisher, pp-pp.]

Timberlake, S. 2003b. *Excavations on Copa Hill, Cwmystwyth (1986-1999): an Early Bronze Age copper mine within the Uplands of Central Wales*. British Archaeological Reports (British series) 348. Oxford: Archaeopress.

Wager, E. 2002. Mining as social process: a case study from the Great Orme, North Wales, in: Ottaway, B. and Wager, E. (eds.), *Metals and Society*. British Archaeological Reports S1061. Oxford: Archaeopress, 32-48.