

# INSTRUCTIONS FOR AUTHORS

## Research Articles

Articles should communicate the results of original research in the field of lithics that have not been published elsewhere. Manuscripts submitted will be reviewed together with all illustrations, tables and other data. On the basis of the opinion of the referees, the Scientific Committee will decide whether or not to approve or reject the manuscript for publication. In the case of rejected manuscripts, an explanation will be provided along with a recommendation of how to modify the manuscript prior to re-submitting it. The manuscript will be tended to by the member of the Scientific Committee whose academic background is closest to the subject. Additionally, two independent experts on this topic will be asked to review the manuscript.

### **Files to submit**

Please name files as follows.

Main text file:

(one author) - AUTHOR.doc

(two authors) - FIRSAUTHOR\_SECONDAUTHOR.doc

(more than two authors) - FIRSAUTHOR\_etal.doc

Figures (may be jpg, tiff, or other common formats):

AUTHOR-Fig1.jpg

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Tables (may be Excel files, CSV format, tab delimited format, *etc.*):

AUTHOR-Table1.xls

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If files are too large to attach to an email (or over 10MB in total), please use a file transfer site or temporarily upload them to a server from which they can be downloaded.

### **Cover letter**

Along with your manuscript, please include a cover page with the following information.

Title:

Names of authors:

Affiliated institutions of all authors:

Correspondence details of all authors (including email addresses):

Note the corresponding author (in the case of more than one co-author):

Number of figures:

Number of tables:

Number of words (do not include the word count from tables and the references section):

The following text:

I confirm the following:

- this manuscript has not been published before and is not under consideration for publication elsewhere.

- the names of all the co-authors have been included in the manuscript and these co-authors all had an active part in the final manuscript, approved the manuscript and agree with its submission.
- all of the research presented in and connected with this study meets the ethical guidelines, including adherence to legal requirements, of the study country.
- I have received written permission from all persons mentioned in personal communications and acknowledgments.
- I have received written permission to reproduce any copyright materials (text, images, data or otherwise) which appear within this manuscript.

In cases where materials under copyright have been used in the manuscript, please contact the editor for further instructions.

## **Text**

The submitted manuscript should conform to the followings instructions.

It should be written clearly and concisely using adequate technical terminology and proper grammar. As English might not be the native language of many readers, authors are encouraged to use simple and straight forward wording. Avoid the usage of complex and run-on sentences as well as colloquial phrases. If English is not your native language, please ensure that your manuscript has been proofread before submitting it for review.

The primary language of the publication is English. If you have no preference, please set your spell checker to “English (U.K.)”. Other varieties of English will be accepted as long they are in standard usage in a country where English is an official language.

Articles must be accompanied by an English abstract of 200 to 500 words and at least three keywords. Authors may also submit up to two alternate language versions of the abstract and keywords. The abstract should cover the theme, methodology and results in concise form and should be clear and understandable on its own. Do not cite references in the abstract.

Articles should not exceed 6000 words (excluding the bibliography and tables). Please compose your articles in a format compatible with MS Word (for example, .doc, .docx, .rtf, .odt). Font type and size, line spacing, and alignment (for example, left, right, justified) are not necessary as these will be standardised by the editors. If you require the use of a special font, please let us know. Label section headings as in the following example.

Heading level 1	1. Introduction
Heading level 2	1.1 Previous research
Heading level 2	1.2 Hypotheses
Heading level 1	2. Methods
Heading level 2	2.1. Field surveys and prospecting
Heading level 2	2.2. Preparation of samples
Heading level 3	2.2.1. Preparing raw materials samples
Heading level 3	2.2.2. Preparing artefacts

If you use Microsoft Word to prepare your manuscript, you are asked to use “styles” to identify heading levels.

Prior to using acronyms, the full term should be written out, followed by the acronym in parentheses. Subsequent usage may be simply by the acronym. For example,

This study employed the use of Neutron Activation Analysis (NAA) to help match artefacts to raw materials. NAA is a widely used analytical method in geochemical analyses.

The article should have the following sections (or sections of a similar nature). Of course, subsections are also possible at the discretion of the author. If you feel that your article requires the use of a different layout or organisation, please let the editors know.

1. Introduction
2. Materials and methods
3. Results
4. Discussion and conclusions

#### The slash symbol

Avoid using the slash symbol [ / ] other than for mathematical purposes. Instead, use a full word or phrase. For example, the following.

A and B

A or B

A to B

A, B, or both A and B

A and B are to be considered the same thing within this context

#### Lists

Do not format lists using automatic numbering or bullets. Create lists as normal text. If you wish to modify the margins, do so manually. Automatically formatted lists can potentially cause problems when articles and issues are formatted. Similarly, section headings should be numbered manually.

#### Figures and tables

Images should be prepared in TIFF or JPG format at 300dpi or higher (preferably at 600dpi or higher), and should be embedded in the text as well as submitted as separate files. Figures should be embedded in line with the text. They should not be placed within text boxes and they should not float above the text. They must be placed at a fixed position in the text between paragraphs. The reason for this is so that the editors can easily keep track of the images when the formatting of the page is changed. Do not use letters under size 10 point within the illustrations.

Figures should be made clear and understandable. The diagrams should contain quantity units, preferably in SI but some general units accepted by professionals (for example, ppm, kbar) are also acceptable with consent of the editors and the referees. Maps, photos and sketches should contain a scale bar, and maps should have a North arrow. Do not use numerical ratios to describe the scale because the scale may change in printing or re-sizing. Tables should be organised in manageable size, and data communicated in tables should not be repeated in the text. Maps should mention the source of the data in the map.

If you present photos of objects and have edited out the original photograph background, please use a white background. Do not use a black or coloured background unless there is a specific reason for it. Images with other than white background are difficult for the layout editors to process.

Do not add in false shadows. They cause various problems, among which is when the layout editors process the article.

Figures and tables should be numbered sequentially and each should contain a descriptive caption. Captions should appear on the first line after the figure itself. Do not place captions in a text box. All figures and tables included with the articles must be cited within the text. Figures and tables may be referenced in passing or following a sentence, for example as in the following.

Since 1942, several excavations have taken place at this archaeological site. (See Figure 4.) The artefacts from the site are listed in Table 2.

Figures and tables should appear after the first paragraph in which they are mentioned.



Figure 4. Excavation trenches at Tărtăria conducted between 1942 and 1989. (Aerial photo from the ANCPi orthophoto dataset; site data from Paul (2011: 51) and unpublished field survey data by Paul in 1989).

In preparing the complete manuscript please consider that some readers may print the article. PDF versions of the articles will be provided in A4 page size, with 3 cm margins. The size of the figures and tables intended to be included in the main articles should reflect these size limitations. Online, the illustrations and tables will be visible in line with the text as well as being available as separate files. Tables containing data which cannot fit on a single printed page might not appear in print and PDF versions of the articles (except as references to their online counterparts), or may be re-sized or rotated in order to fit.

The editors maintain the right to re-size illustrations if necessary. The editors may also resize or rearrange tables for optimal appearance or place them among the supplementary materials.

## **Supplementary materials**

If you feel that your article would benefit from the use of a non-printable media (for example, video or sound) please let us know as it will be possible to include these in the digital version of the proceedings. These supplementary materials will be accessible online together with the document but they will not be printed in hard copy versions of the volume or in PDF versions. Instead a link to the online material will be listed.

Author can also refer to external documents accessible on the internet but the editors cannot guarantee their long term integrity and accessibility. It is therefore better for such content to be placed online along with the article if the author has proper authorisation to do so.

## **Data availability and research reproducibility**

The authors must provide all data underlying the findings described in their manuscript as part of the submitted manuscript or supplementary files. (If not, they make it fully available without restrictions by some other means.) When submitting your article, please review the following check list.

- Data must be available to readers, either in the text, in supplementary files, or through an open data repository (for example, the free repository Zenodo) or some other institutional repository. Data must be reusable, thus metadata or accompanying text must carefully describe the data.
- Details on quantitative analyses (for example, data treatment and statistical scripts in R, SPSS scripts, *etc.*) and details concerning simulations (scripts, codes) must be available to readers in the text, as supplementary files, or through an open data repository. The scripts or codes must be carefully described so that they can be reused.
- Details on experimental procedures must be available to readers in the text or as supplementary files.

## **Data availability**

While writing your article and compiling supplementary files, please keep the following points in mind.

- The repository the data is deposited in must be suitable for this subject and have a sustainability model.
- The data must be deposited under an open license that permits unrestricted access (for example, CC0, CC-BY). More restrictive licenses should only be used if a valid reason (for example, legal) is present.
- The deposited data must include a version that is in an open, non-proprietary format.
- The deposited data must have been labelled in such a way that a 3rd party can make sense of it (for example, sensible column headers, descriptions in a readme text file).
- Research involving human subjects, human material, or human data, must have been performed in accordance with the Declaration of Helsinki. Where applicable, the studies must have been approved by an appropriate ethics committee. The identity of the research subject must be anonymised whenever possible. For research involving human subjects, informed consent to participate in the study must be obtained from participants (or their legal guardian).

- A ‘Data Accessibility Statement’ should be added to the submission, prior to the reference list, providing the details of the data accessibility, including the DOI linking to it. If the data is restricted in any way, the reasoning should be given.

## **Citations**

Citations should be made within the text (see the details below) and references should be listed in full after the text. If you regularly use citation software such as EndNote, please use this to insert citations in your article. In this case, please let us know and we will send you a style sheet file. If you do not use such a program, feel free to enter citations manually. Avoid the use of footnotes and endnotes. All necessary information should be provided within the text. If necessary, it may be within parentheses, as a separate sentence, or as a separate paragraph.

For citations with one author, made at the end of a statement, use the format (Binford 1962). For two authors, use the format (Gurova & Nachev 2008), and for more than two authors, (Julig *et al.* 1992). If a book is cited, note the relevant pages as (Willey & Phillips 1958: 2). Note figures as (Willey & Phillips 1958: Fig. 3). If more than one work is cited, use the following format (Binford 1962; 2001; Gurova & Nachev 2008; Julig *et al.* 1992; Willey & Phillips 1958: 2). With multiple citations, they should be sorted alphabetically and then chronologically. For citations within the text with one author, use the format Binford (1962). For two authors use the format Gurova & Nachev (2008) and for more than two authors use the format Julig *et al.* (1992). For example,

Binford (1962) discusses the role which archaeology plays within the field of anthropology.

Binford (1962) and Willey & Phillips (1958) have discussed the role which archaeology plays within the field of anthropology.

Several authors have discussed the role which archaeology plays within the field of anthropology (see for example, Binford 1962; Willey & Phillips 1958).

Do not use citation abbreviations such as *ibid.*, *op. cit.*, *infra.*, or *supra*. Instead, show all citations (even those of the same source) as described above.

## **Formatting references**

The list of references at the end of the text should be given in alphabetical order by the family name of the first author, followed by year, and then by title. Letters with accents and other diacritical symbols should be ordered as if they had no diacritics. If more than one reference by the same author was used, do not cluster them, but rather list each reference individually.

Titles which are not in English should indicate the primary language at the end of the reference, along with an English translation of the title. If an English title is provided in the original publication, this one should be used. Otherwise, the author of the manuscript should provide an adequate translation. Names of authors which do not appear using the Latin alphabet in the original publication should be transcribed into the Latin alphabet. If the author has written his or her name using the Latin alphabet in another publication, this spelling should be used. In cases where more than one Latin spelling is used by the original authors, the author of the manuscript should choose one and consistently use it. For example, Виктор Петрунь may be transcribed as either Viktor Petrun or Viktor Petrougne as both have been used in his publications. Names which use diacritics (such as accents) or extended letters of

the Latin alphabet (for example the letters ð and þ used in Icelandic) should be written as they appear in the original publications. References to works published using non-Latin alphabets should include the original title, in the original alphabet, with a translation of the title into English at the end, as with other non-English titles.

When confusion may occur between two authors with the same surname and the same first initial, the given name of the author should be written in full in the references. For example,

Skinner, Alanson 1914, Notes on the Plains Cree, *American Anthropologist, New Series*, 16(1): 68-87. doi:10.1525/aa.1914.16.1.02a00060

Skinner, Anne & Rudolph, M. N. 1996, The use of the E' signal in flint for ESR dating, *Applied Radiation and Isotopes*, 47(11-12): 1399-1404. doi:10.1016/s0969-8043(96)00252-7

For all publications which have a DOI, it must be noted in the references. This is an obligation which the Journal of Lithic Studies has to CrossRef because our own articles receive a DOI. Please check on Google for the titles of cited works. If they have a web page, they may also have a DOI. You can also find many DOIs through the CrossRef site. [<http://search.crossref.org/references> ] If you cannot find the DOI, note the URL and one of the layout editors will look for it. If many references are missing their DOI, the layout editors may send the paper back to the author for revision, thus delaying its publication. If a stable URL for the article exists on the journal's website or its official indexing site (for example, JStor), this should be included as well in the reference. It is not required though.

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The following is an example of a references section listing several references in order.

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