

Editorial guidelines for "Archäologische Informationen"

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Submission of manuscripts

The publishers of Archäologische Informationen (Arch. Inf.) welcome texts for publication which match the profile of the journal (cf. www.archaeologische-informationen.de: Profile of Arch. Inf.). Articles can be submitted in German or English. Original articles can comprise up to twelve printed pages including figures, where one printed page of pure text comprises approx. 5,280 characters. Justified exceptions are possible. Reports for the "Dissertationen & Examensarbeiten" (doctoral and final theses), "Tagungen & Arbeitsgemeinschaften" (meetings and working groups) and "Rezensionen" (reviews) section can comprise up to six pages. The orthography and punctuation of manuscripts submitted in German must conform to the rules of the German orthography which have been in force since 2006 (Duden: Die deutsche Rechtschreibung [German orthography] [27th edition 2017]. [Berlin: Dudenverlag]). Gender-sensitive language is desired and welcome; e. g. authors may select gender-neutral designations for people, use plural forms or rephrase in other ways where possible and correct (e.g. their for his/her, theirselves for his-/herself). Due regard must be paid to linguistic and content-related stereotypes when making a submission to our journal and contributors must seek to avoid them. The publishers reserve the right to edit texts to make them more homogeneous where the rules provide several options. English texts should be submitted in British English and must conform to that used in the Oxford English Dictionary (OED).

When an article is submitted, the author for correspondence (usually the lead author) must briefly outline the topic and the relevance of the article in their letter to the editorial department and justify why Arch. Inf. is particularly suitable for its publication. They must propose up to two reviewers for the peer review procedure and can exclude possible reviewers with a brief justification. This letter must also include brief details of all the necessary technical explanations, for example regarding the figures and their formats.

Arch. Inf. expects manuscripts to be submitted exclusively to this journal. If manuscripts have already been submitted elsewhere or are being submitted elsewhere at

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the same time, this must be openly declared in the letter to the publishers and justified. Manuscripts by several authors must have a brief written declaration (e.g. as a PDF of an email) by each individual author that they agree to the submission and that they have made a significant contribution to the manuscript. When submitting the manuscript, the authors must also send the signed declaration of consent for their article to be published in *open access*.

- Open-Access declaration of consent:

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https://www.dguf.de/fileadmin/user_upload/publikationen/AI/ArchInf_permission-to-publish-open-access-to-be-signed_completable-PDF.pdf

The publishers communicate only with the explicitly stated "author for correspondence" who has signed the letter to them. If an article has more than one author, the author for correspondence is responsible for the coordination with the remaining team of authors. Authors for correspondence who are absent or cannot be contacted by email for more than two weeks during the six months after submission of the manuscript must declare this and nominate someone to deputise.

The publishers shall decide whether to accept manuscripts on the basis of a peer review procedure (see below). The reviewers and the editorial department shall assess the originality and relevance of the manuscripts, whether they match the profile of Arch. Inf., the correctness of their content and technical aspects, and their intelligibility and readability. The authors must take into account any amendments recommended by the editorial department. In addition to the text, the source and literature references, and any end notes, a complete manuscript comprises the elements listed in the checklist below.

How to cite in Archäologische Informationen

Arch. Inf. expects literature and source references in the so-called Harvard style (*author-year*) in accordance with the APA 6 rulebook. Annotations (endnotes) should be avoided or kept to a minimum, footnotes are not possible. A brief, German manual on the referencing style can be found at DGUF.de: <http://www.dguf.de/index.php?id=37> or as an interactive website (<http://etools.fernuni.ch/wiss-schreiben//apa/de/apa-help/apa-help.html>). A comprehensive English manual on the APA 6 referencing style can be found in: American Psychological Association. (2009). *Publication Manual of the American Psychological Association* (6th ed.).

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Online only

The Arch. Inf. are published as a printed journal with a circulation of some 900 copies and, in parallel, online in Open Access. With regard to the printing volume of the journal and because it is strongly marked by current topics, the sections "Tagungen & Arbeitsgemeinschaften" (meetings and working groups), "Dissertationen & Examensarbeiten" (doctoral and final theses) and "Rezensionen" (reviews) onwards are published "online only". This means that these texts are available as well in Open Access including Early View as, with complete bibliographical information, in the long-time archive of the University Library (UB) Heidelberg, but not in the printed volume. Here however they are listed in the table of contents including links to the particular online resource.

Checklist manuscript submission

Brief letter to the publishers, including

- a) classification of the article's content;
- b) a statement as to the author(s) and the "author for correspondence" including the necessary addresses;
- c) an explanation of technical aspects, in particular figures;
- d) the signed declaration of consent to publication in open access;
- e) suggestions for reviewers for the peer review, including exclusions of possible reviewers, if appl.

Checklist manuscript

The manuscript must include:

1. a title, in both English and German;
2. a complete list of authors (see below: Authors) and their ORCID, if possible; see www.orcid.org;
3. details of the author for correspondence incl. name, title, address or institution and email address; in case of two authors this will also apply for the second author;
4. abstracts in both English and German each approx. 150 to 200 words in length;
5. a list of at least five keywords in both English and German;
6. the text of the article;
7. at the end a short self-introduction of the author/authors ("About the author");
8. an address/institutional affiliation of the author as far as it should be published.

Depending on the content of the article, in addition:

9. a list with all figure captions and the credits for figures; the names of photographers and graphic artists included;
10. all figures, each as an individual and unambiguously named file (see below);
11. a list of abbreviations used;
12. a brief declaration about the contributions of individual authors of the manuscript (see below: Authors);
13. acknowledgements;

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14. a declaration about the funding of the article and any possible conflicts of interest or roles, and any bias;
15. supplemental material and open data.
16. mention of the concrete alternative license model under which the article should be published, with a short rationale.



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Figures: numbering and publication rights

Tables, maps, plates and figures are all treated as figures and correspondingly numbered consecutively. The editorial department assumes that the publication rights to all photographic documents and diagrams have all been obtained in advance; captions and credits for figures must contain all the necessary information. If the DGUF is held liable for violations of existing publication rights of third parties, the authors must bear the responsibility and the costs.

Abstracts and keywords for Archäologische Informationen

Articles for the "Rezensionen" (reviews), "Tagungsberichte und Arbeitsgemeinschaften" (Meeting reports and working groups) sections and other brief notes are published without abstracts. All other articles (incl. doctoral and final theses) must contain an abstract ("Zusammenfassung") in German and an abstract in (British) English. Manuscripts which lack a Zusammenfassung and/or an abstract will not be accepted by the publishers. The Zusammenfassungen and abstracts must each be approx. 150 to 200 words in length. They must be positioned before the manuscript text. An abstract is a stand-alone text which reflects the most important content of an article, it helps the reader to decide whether the article which follows is worth reading and which important information it contains. In justified exceptions, beyond the German and English titles and Zusammenfassungen/abstracts, these may be published in other languages additionally. Such an exception for instance is on hand, when a German article on megalithic site in Normandy in addition to the English abstract is submitted with a title and an abstract in French.

The Zusammenfassungen and abstracts must each be followed by at least five keywords. Keywords serve to make the articles available bibliographically to persons not familiar with the discipline as well, and make the articles easier to find with search engines. They outline the topical area of the article and can be understood without reading the article. They focus on the main aspects of the article and do not repeat information which is already contained in the title. When selecting keywords it makes sense to think from the reader's point of view: which terms would they use to search for the article? Keywords are always listed in the singular. The semicolon serves as a separator in the list of keywords. In the interests of the authors, the editorial department reserves the right to add keywords itself and to change the stipulations.

Authors and declaration of funding and conflicts of interest

Arch. Inf. welcomes academic cooperations and articles written by several authors. If articles are written by several authors, the order of the authors should be in line with the normal practices in science, because this is how it is perceived by Arch. Inf. read-

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ers. Accordingly, the authors are not listed in alphabetical order of their names, but according to their contribution to the article presented: the first author ("lead author") is the one who has taken the main role in writing the article and bears the main responsibility; they are also - apart from justified exceptions (e.g. language barrier) - the author for correspondence. Further authors are listed in the order of their contribution to the article. For research groups, the laboratory head supervising the project, the head of the research group or the applicant for the third-party funding is usually the author listed last ('last author'). Arch. Inf. suggests that, where there is a chain of authors, the actual research contribution of the individual authors be disclosed explicitly at the end of an article ("Authors' contributions"). It is then possible to e.g. explain who had overall responsibility, who collected which part of the data, and who carried out the statistical evaluation.



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If the content justifies it, the funding of an article or project should be disclosed explicitly at the end of an article and conflicts of interest or roles, or the bias of the author should be pointed out. If, for example, an author who presents new helpful technical equipment is at the same time managing director of the manufacturing company or is paid by it, the readers must be informed of this.

Topicality of the sections "Tagungen & Arbeitsgemeinschaften" (meetings and working groups), "Dissertationen & Examensarbeiten" (doctoral and final theses) and "Rezensionen" (reviews)

The sections mentioned are characterized by their actuality. Scripts in which doctoral or final theses are presented may not be submitted later than half a year after having gained the academic degree. If a printing of the complete work is planned and it is probable that it is published at latest 12 months after having submitted the self-introduction to the Arch. Inf., it is recommended that this is abandoned.

Articles for the section "Tagungen & Arbeitsgemeinschaften" (meetings and working groups) report on events which at the time of submission of the manuscript date back no longer than half a year. Furthermore, there is no need for reports of conferences, if whose results will be extensively published within the next twelve months.

In the section "Rezensionen" (reviews) only those books or articles are reviewed which were published no more than one year ago. Software reviews relate to software of topical archaeological relevance. Only in duly justified cases exceptions to these deadlines can be granted.

Technical aspects

Manuscripts must be submitted in electronic form in current standard formats (*.rtf, *.odt, *.doc(x), *.wpd). Manuscripts must be submitted by email, online (e.g. weTransfer) or on contemporary storage media. The texts must be submitted in unformatted form, i.e. without justified setting, without separators and automatic word-

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division, and without indentations. The text must contain all credits for figures, any special features like coloured font shall be clearly marked. The editorial department will make a data directory for data exchange temporarily available on request for the fast transmission of large image files in particular, e.g. as a Dropbox folder. In the case of diagrams especially, the authors must state in their letter to the publishers which programs and versions were used to generate the files.

Photos, figures and tables

Illustrations, diagrams and photos are printed in grey scales in the printed version of the journal. Colour printing is possible in exceptional, justified cases and must be requested from the editorial department, where necessary. In the online version of Arch. Inf. it is possible to publish all figures in colour - if the content means this makes sense; supplemental, additional materials are also possible here, such as larger diagrams and photos with particularly high resolution.

All figures must be submitted separately from the text and in digital form, each figure as an individual, separate file. The individual files must be named according to the lead author and the figure number, i.e. as Bloggs_Fig01. Tables must be submitted as an image file or (preferably) as a text file, taking into account the column or page area. You are requested to submit raster images in TIFF format, alternatively as a JPG file with low compression. Photos must have a minimum quality of 300 dpi, preferably 600 dpi, line drawings must have a resolution of 600 dpi. For figures with vector graphics the formats for Adobe Illustrator and Corel Draw are accepted, in exceptional cases also Windows metafile (*.wmf). In maps, plans etc., figures which use vector graphics are preferred over raster images. In diagrams which have been submitted as *.xls file or were generated by using MS-Excel, hatching or the like is preferred to greyscales. Attention must be paid to clear contrasts.

Type area, scale, north arrow and typeface

The type area of Arch. Inf. is a maximum of 230 mm high and 160 mm wide (in two columns); diagrams which conform to the column width of 77 mm are preferred. Plates, maps or similar must include a drawn-in scale, it is not sufficient to provide information in the figure caption only; maps must contain a north arrow. All texts and numbers in the figures must be inserted in a large, clear, sans-serif typeface (e.g. Arial, Helvetica, Tahoma); all figures in an article must use the same base type. Line or dot rasters are preferred over fine grey shades in drawings, because they lead to better print results.

Screenshots

Screenshots should be avoided as much as possible, because their resolution of typically 72 or 96 dpi is not sufficient for subsequent printing. If a screenshot is really necessary, we would ask you to adopt the following procedure: generate optimum conditions for the intended image (large monitor with high resolution; set the monitor



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resolution as high as possible; select full screen mode for the window or maximise the window; select larger types and symbols, if applicable) and save the result as a "large image", i.e. with many pixels. Then reduce the image to the size of the type area and store it with at least 300 dpi.



Supplemental materials

Any supplement material added by the authors to their submissions, is welcomed by the publishers. Supplemental materials means additional materials which are added to the online version of an article, but are not part of the printed version. The online version can contain additional colour figures or large and high-resolution images, for example. Extended (long) annotations (e.g. lists of discovery sites) which are factually important, but only interest a very small group of readers, can also be moved to the supplemental materials section. Information which cannot be printed, e.g. 3D images, can be added as supplemental materials as well. For all digital submissions, authors are requested to use standard formats which are as simple and widespread as possible, and to provide information as to the software used to generate the files and the software with which they can be read, if necessary.

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Open data

The publishers welcome any Open Data added by the authors to their submissions. They also expressively welcome the submission of "Data Papers" (Online only), in other words articles whose fundamental object is to publish data without comprehensive evaluation (e.g. when this was published elsewhere). Open data which serve to document and verify the article and which third parties may use if referenced, can be submitted for the online version of Arch. Inf. This can be the measured values relating to ceramic vessels which were recorded for a quantitative typology, data records collected to analyse the characteristics of stone artefacts, or the data forming the basis of a seriation / correspondence analysis, for example. The data records must be stored in formats which are as simple as possible, i.e. as pure text file, *tab-delimited* or *comma separated values* (CSV) preferably in Unicode (UTF-8). Current and widespread standards are accepted, i.e. *.ods or *.xls(x) files as well. When submitting MS Excel spreadsheets we prefer the .xlsx format for which more open documentation is available instead of the older .xls format. Data records which can be read with popular open-source programs, such as LibreOffice and OpenOffice, are especially welcome. Different versions of CSV files are possible; for the sake of international readability we prefer the use of the comma (instead of the semicolon) as a separator and for numbers the point (instead of the comma) as the decimal separator. In the case of more complex data records, which were originally stored as a complex relational database, we ask you to split them up into suitable rectangular data matrices (tables) which users can recombine with the tools they prefer using unambiguous identifiers (IDs). The documentation must show how the individual tables are to be linked and disclose the coding used.

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Written documentation, which is added as a short, stand-alone text separate from the article submitted, must be included with each data record. This data documentation lists the context and the original aim of the data collection, references the primary evaluation of these data, and describes the content of the data record, including all necessary code lists. The supplemental materials, open data and their documentation are also subject to peer review and can lead to requests for revision or also be rejected, where necessary.



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Dealing with plagiarism

Arch. Inf. does not tolerate plagiarism. Manuscripts which the editorial department or the reviewers are convinced contain plagiarisms, shall be immediately excluded from the further procedure. Authors and co-authors who have submitted such manuscripts shall be excluded from publishing in any DGUF journal or monograph in the future.

Peer review: the review of the manuscripts by external experts

All manuscripts which are submitted for publication in Arch. Inf. and which match the profile of the journal, and are complete and formally correct, are subjected to a review procedure by external experts (peer review). Each manuscript submitted is reviewed by at least two anonymous experts. An exception is made for recensions which as a rule are reviewed by only one peer. Authors can suggest reviewers and exclude reviewers with a brief justification. In the case of final theses, academic supervisors can be put forward as reviewers. The procedure followed by the editorial department of Arch. Inf. is in line with: Hames, I. (2007). Peer review and manuscript management in scientific journals. Guidelines for good practice. Malden: Blackwell Publishing.

Every year, the editorial department publishes statistics on the number of manuscripts submitted and forwarded for review and the number of manuscripts accepted.

Procedure, corrections and printing approval

The publishers shall confirm receipt of the manuscript directly after a preliminary technical examination and strive to bindingly inform the authors about the acceptance or rejection of manuscripts within two to three months on the basis of the reviews. After the review and the editing, the author for correspondence shall receive specific comments concerning the revision of the manuscript and the figures, where applicable. The authors must implement the comments regarding the revision of the manuscripts promptly, if possible within three weeks. If a longer processing time should be necessary, the publishers ask for an immediate notification with a reasoned request for the deadline to be extended. The author for correspondence shall then send the final version of the article to the editorial department. In a brief accompanying letter, the author for correspondence must explain how the comments of the reviewers and the publisher have been taken into account. The publishers shall examine the improvements to the content and may carry out editorial improvements on this version. If the publishers now accept the revised version for publication, the

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author shall be informed of this by email and the date of this message is noted in the article as "accepted on ...". The author for correspondence shall subsequently receive a proof of their article after the layouting has been done as a PDF file via email. Within one to two weeks, if possible, the final desired corrections must be marked in red and so as to be clearly legible in the margin. In the frame of an analogous approach this proof must be sent as a hard copy or a colour scan (PDF file) to the publishers, when a digital approach is used it must be sent as PDF file with coloured marks and amendments; the printing approval must be provided explicitly and with a date on the cover sheet of the printed version. If the author for correspondence does not return the corrections within a maximum of two weeks and has not nominated a deputy for the approval, the print approval is deemed to be given. If the author for correspondence does not state otherwise, the editorial department assumes that they agree to the publication of the postal and email addresses given. After any final, purely technical, corrections, the article's final layout shall be produced and it shall be published shortly after in Early View with the publication date. The editorial department does not archive submitted manuscripts: after the article has been published in print, all electronic documents and media which the author has sent in are deleted or destroyed.



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Copy editing

Manuscripts which at first glance are inadequate in terms of their language, form or content, or which lack a declaration of consent to publication in open access, shall be rejected by the publishers with a brief comment and not passed on to peer review. The manuscripts accepted into the procedure shall be proof-read by the publishers after passing the quality control (peer review, publisher) and the concluding scientific and formal revision by the authors. The editorial department shall correct the remaining errors in punctuation, typography, annotations, the translation of the abstract, and the figures to the usual extent. If the publishers consider the effort required for this to be excessive, the authors shall receive corresponding feedback from the publishers. The authors are then responsible for the careful proof-reading of their articles themselves and are requested for swift implementation. Authors who wish to do so can also commission specialists with these proof-reading tasks (text, translation, revision of figures) at their own expense. The publishers of Arch. Inf. have a list of specialists with whom they have collaborated well for many years. When authors so request, the publishers can provide appropriate recommendations, but they themselves act neither as contractor nor as client in such cases.

If authors of English manuscripts which are submitted in a good linguistic and formal quality declaredly have no possibility themselves to translate or to have financed a translation of their abstract into German, it is possible after a corresponding agreement that the DGUF can have the abstract translated into German at its own expense.

Reprints and self-archiving

Each author and co-author of printed articles in Arch. Inf. shall receive one author's

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The editors, February 2020



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