

Guideline for the Publication of Articles in the NESAT XI Volume

Please take a moment to familiarize yourself with this guideline. If you have any questions, please don't hesitate to contact me. Anything that has been clarified prior to working on the layout will save me a lot of work, too! :)

*With kind regards,
Bettina von Stockfleth*

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Digital Format:

.doc (Word's own file format up to MS Office Suite 2003)

.rtf (Rich Text Format)

Please do not mail us any contributions in **.docx** format (Office 2007). If you happen to work with Office 2007, you can choose the aforementioned formats from the drop-down menu that opens when you select "Save as."

Text Length and Formatting:

Number of words: 2,300 words max.

Type font: Times New Roman, Times

Type size: 11 points

Number of columns: 1 column

Line spacing: 1.5 (This will be changed later in the final layout.)

Please put your article's name first, followed by the author(s) full name(s) in the next line.

For **headings**, please adhere to the following system by using **three numbered (sub-)headings** (example):

1. Textile finds from Excavation XYZ
 - 1.1 Retrieval and Conservation
 - 1.1.1 Classification of the Textile Fragments Based on Weave
 - 1.1.2 Classification of the Textile Fragments Based on Assumed Purposes
 - 1.1.3 etc.
2. Color Analyses Conducted by Laboratory XY

If you require further subheadings, please do not use numbers, but simply use short, keyword-like titles. A maximum of four headings makes sure that the articles are clearly structured.

NOTE: Please don't go out of your way to apply an elaborate formatting to your headings, such as choosing a different type font or size – all this will be done as part of the layout process. However, inserting a paragraph break after each heading is helpful.

Quotation

Please use **endnotes** instead of footnotes appearing at the bottom of each page. You can either reference them with **superscript numbers** or use the **Harvard system**.

Bibliography

Please follow the convention your institute or university etc. use – or, again, refer to the Harvard system. In any case, please mark **the complete title of the quoted publication by italicizing it**. Close every bibliographical entry with a period.

Tables, Diagrams and Organizational Charts...

can be placed in their designated places in the text, if this doesn't cause any problems in the word processing program you are working in. When using colors, please bear in mind that almost all pages of the NESAT volume will be printed in black and white. Make sure your charts contain good contrast and distinguishable fillings such as cross hatch etc.

If you are not sure if your tables etc. will stay where they are supposed to be in the text, you can also send them as separate files (e.g. PowerPoint, Excel or PDF with 150 dpi or higher resolution). Please mark the respective place in the text by using the reference number and title as a placeholder. For example:

Table 1: Color analyses of fragments 1a, 1b, 1e and 1g

Give your separate file a name that makes referencing it easy, i.e. by using file names like "table_1.ppt" or by adding its number and/or the full title to the file itself.

Graphics Files

Please send graphics **exclusively as separate files**, and create a placeholder by typing the graphic's title into the designated place in the text, as already described for tables etc. Should the attachment size of a single file to be sent to info@c2c-media.de exceed 25 MB, we need these large files on CD-ROM/DVD or per FTP download.

Graphics File Formatting

For photographs, please also choose high-contrast pictures and save them in a pixel-based file format. **.tif** is ideal. Alternatives are **.png**, **.jpg** or **.bmp** files.

If possible, please select a resolution of **300 dpi**. In any case, the resolution should not be less than 150 dpi. Images with a resolution of 72 dpi (Internet standard) are usually not suitable for creating good print material.

Line drawings, i.e. purely black & white illustrations without grays, should be saved with a resolution of **800 dpi** in **.gif** format, if you work with a pixel-based program. If you have the option of saving your original line drawing in a vector-based program such as Adobe Illustrator[®], this is even better. In this case, please use the **.ai**, **.pdf** or **.eps** file format.

<p>NOTE: If your photographs are scheduled for publication in color, it is important you let me know, since these graphics will not appear in the articles themselves, but on separate plates. At this point, we don't know how many plates will be published. We'll find out in the course of the production process.</p>

This & That – A Couple of Tips and Some Useful Conventions

- Please let me know if you are using British or American English, so I'll know what to look for when proofreading.
- Please put words borrowed from other languages that are not commonly used in English in italics.
- Please don't put blanks between abbreviations like „e.g.“ and „i.e.“ etc. to avoid ugly line breaks.
- If you have to use language-specific signs and symbols, for example „å“ as in “Moesgård,” please check your document again after saving it to see if they are still there, i.e. legible, before sending off your document via e-mail.
- Please do not syllabify words using only your keyboard's hyphen key. If you press the same key simultaneously with the Ctrl key in MS Word, you will get a flexible hyphenation that adapts to the text flow, i.e. the word processing program decides if the respective word shall be broken down into syllables in its respective place or not. You can thus avoid **nui-sances** like this. Alternatively, you can also disable the automatic hyphenation in your word processing program.
- Please spell out numbers from 0 to 12 in words if they appear in your main text.
- For your own spell/grammar check, please refer to the Merriam-Webster dictionary for American English and the Oxford English dictionary for British English. To a certain extent, both are available online.