Guidelines for Authors

General

The *Archaeologia Baltica* publishes peer-reviewed papers or shorter research reports in English. The papers should be written clear in proper English and meet the requirements set out below. An article (incl. references, summaries, illustration captions, and tables) should be 40 000 to 70 000 characters in length (including spaces), with a maximum of ten–twelve illustrations.

<u>Requirements relating to the structure of the article</u>

Title

The title should be concise but informative. A short running title should be provided.

Author(s) details

Name**(s)**, including one forename in full, affiliation(s), scientific degree, affiliation, academic post, contact address, email address, telephone number.

Abstract

A brief abstract (approximately 250 words) should be a self-contained summary of the paper, presenting concisely the objectives of the work reported, methodology, results, and conclusions. Citations in the abstract should be avoided.

Key words

Below the abstract, no more than 8 keywords should be given, namely the basic concepts of the scientific study, characterising the subject of study and the essential content.

Introduction

The introduction includes the intention behind the study, the research aim and tasks, characterisation of the subject of study or main research question, the research methods, research resources and the state of research on the subject, indicating the topicality of the chosen theme. Reference should be made to the project (name, number) in the frame of which the study has been funded.

Chapters

Conclusions

The conclusions should present new findings and identified patterns, the essential aim of the study and the degree to which it has been attained, the scientific novelty of the results and their significance.

References and notes

Notes, if required, should be numbered and listed at the end of the text.

The date of submission should be indicated at the end of the article.

Abbreviations, symbols and special terms should be set out in a vertical list, giving the abbreviation at left and the meaning at right. The list of abbreviations should be arranged in alphabetical order.

Summary in Lithuanian
The summary is an extended version of the abstract, describing at greater length the essence of the study, the methodology and the main results. The summary should be 4000 to 5000 characters in length (including spaces).

The Authors, except Lithuanian's, are submitting **for Editorial board** a summary in English. It will be translated into Lithuanian on the coast of *Archaeologia Baltica*.

List of figure and table captions
To be prepared as a separate text, indicating the author and title of the article. The list should include the name of the author of the illustration, or, if this is not known, the source of the illustration, i.e. the journal, book, private archive (giving the person's name) etc.

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Manuscripts can also be sent Editorial Board of *Archaeologia Baltica* by E-mail: editorialbaltica@gmail.com

The attachment should include:
a) the files of the paper in Microsoft Word (.doc) or rich text (.rtf) format; articles should be typed with a line spacing of 1.5 lines and margins of at least 30 mm along the sides.
b) original files of illustrations (tif, cdr, psd, xls);
c) a copy of the identical text and illustrations in pdf format;
d) the covering letter.

It is not necessary to incorporate any special page layout in the manuscript. Word versions are acceptable only in case the manuscript does not include complicated formulas. In both cases the authors are asked not to use specially defined macros. If it has been necessary to define the commands, they should be added to the text file. In the **covering letter** the authors should supply full contact details (incl. e-mail addresses) for at least four individuals who may be appropriate **reviewers** for the manuscript. Also, information about possible conflict of interests should be reported.

Footnotes and endnotes should be avoided, if at all possible.

Illustrations

Illustrations should be prepared in their final format (that is no enlarging or reducing will be necessary) and to fit into the print area of the journal. The figures and tables should not be bigger than 16 centimetres wide and 24 centimetres high, with thin frames. All illustrations must be clearly numbered and provided with the title and the name(s) of the author(s) on the reverse sides of the printouts. The appropriate place for each illustration in the text should be indicated in the margin. If necessary, the top of the figure should be indicated. All

illustrations must have self-explanatory legends. The captions to illustrations should be listed separately. The text, tables, and illustrations should not repeat one another. Dense shading for background should be avoided. The lettering (upper- and lowercase letters, italic, bold) should follow the usage in the text. Different parts of a figure should be marked by Arabic numbers in parentheses. The size of symbols and lettering should not be smaller than 1.5 mm.

Illustrations should be provided in one of the following formats:

Vector graphics:

*.cdr (CorelDraw, save as version 6 or a later one)
*.xls (Microsoft Excel, save as an Excel worksheet; should contain spreadsheet and embedded chart)
Raster graphics (such as photographs or scanned line-art):
*.tif (Tagged Image Format, use LZW compression to reduce file size significantly)
*.psd (Adobe Photoshop)
Make sure that any artwork is at the appropriate, minimum, resolution: 300 dpi for halftones and greyscale, 600 dpi for combinations (line art and halftones together), and 600 dpi for line art.
Photographs should be submitted as clear black and white prints on glossy paper. Digital and scanned photographs should be saved as tif or eps files at a resolution of at least 300 dpi.
Colour illustrations are accepted if they are essential to the presentation. The images should be in CMYK mode (resolution at least 300 dpi). Further information concerning colour illustrations can be obtained from the executive editor.

Proofs
The author will receive a set of proofs for correcting printer's errors. No changes may be made and no new material inserted in the text at the time of proofreading.

One free hard copy of *Archaeologia Baltica* will normally be supplied to the authors.

References

References to the literature cited should be indicated at the appropriate place in the text and at the end of the work, according to the Harvard citation system.

Reference list in alphabetical order might appear at the end of the paper. All references in this list should appear in the text and vice versa.

Bellow are listed most important examples

Citing in the text

Quotations

As a general rule, if the quote is less than a line it may be included in the body of the text in double quotation marks. Longer quotations should be indented, single-spaced and appear in double quotation marks.

Pagination

For citing quotations from particular parts of the document the relevant page number(s) etc. should be given after the year within the brackets. If pagination is absent (e.g. on a web page) this detail is not required.

Paraphrases or summaries

Give the citation where it occurs naturally or at the end of the relevant sentence or paragraph. Page numbers are not required.

Diagrams, illustrations, photographs

These should be referenced as though they were quotations taken from a published work. So page numbers are after the year within the brackets. Diagrams etc. are usually accompanied by a brief description and are listed throughout a piece of work by figure

e.g. Figure 1. Mona Lisa by Leonardo Da Vinci (Smith and Jones 1990, p.10).

Online sources

When citing a corporate web page use the corporate author e.g. "Tesco suggest… (Tesco 2011)". *Do not* insert the web address in the body of the text.

Examples of citing in the text

1) If the author's name occurs naturally in the sentence, the year is given in brackets:-

e.g. In a popular study Harvey (1992) argued that we have to teach good practices…

e.g. As Harvey (1992, p.21) said, "good practices must be taught" and so we…

2) If the name does not occur naturally in the sentence, both name and year are given in brackets:-

e.g. A more recent study (Stevens 1998) has shown the way theory and practical work interact.

e.g. Theory rises out of practice, and once validated, returns to direct or explain the practice (Stevens 1998).

3) When an author has published more than one cited document in the same year, these are distinguished by adding lower case letters (a,b,c, etc.) after the year and within the brackets:-

e.g. Johnson (1994a) discussed the subject…

NB The addition of letters is determined by the order of appearance within the main text, not by the alphabetical sequence of the items themselves. Thus, a citation "Johnson (1994a)" will always precede "Johnson (1994b)".

4) When more than one source is cited, the sequence of citations may be either chronological, e.g. (Smith 1999; Jones 2001; Turner 2006) or in order of academic relevance.

5) If there are two authors the surnames of both should be given:-

e.g. Matthews and Jones (1997) have proposed that…

If there are **more than two authors** the surname of the first author only should be given, followed by *et al*.:-

e.g. Office costs amount to 20% of total costs in most business (Wilson *et al.* 1997)

(A full listing of names should appear in list of references.)

6) If the **work is anonymous** then "Anon." should be used:-

e.g. In one history (Anon. 1908) it was stated that…

7) If it is a **reference to a newspaper article with no author** the name of the paper can be used in place of "Anon.":-

e.g. More people than ever seem to be using retail home delivery (The Times 1996)

(You should use the same style in list of references.)

8) If you refer to a **source directly quoted in another source** you cite both in the text:-

e.g. A study by Smith (1960 cited Jones 1994) showed that…

(You should list only the work you have read, i.e. Jones, in list of references.)

9) If you refer to a **contributor in a source** you cite just the contributor:-

e.g. Software development has been given as the cornerstone in this industry (Bantz 1995).

See Section **References at the end of a piece of work** below for an explanation of how to list contributions (chapters in books, articles in journals, papers in conference proceedings) in list of references.

10) If you refer to a person who has not produced a work, or contributed to one, but who is quoted in someone else"s work it is suggested that you should mention the person"s name and you must cite the source author:-

e.g. Richard Hammond stressed the part psychology plays in advertising in an interview with Marshall (1999).

e.g. "Advertising will always play on peoples" desires", Richard Hammond said in a recent article (Marshall 1999, p.67).

(You should list the work that has been published, i.e. Marshall, in list of references.)

Person-to-person communications (letters, emails, interviews, etc):

e.g. According to Professor J.O. Reiss, many designers do not understand the needs of disabled people according (personal communication, April 18, 1997, see Appendix 1).

References at the end of the work

In the Harvard System, the references are listed in alphabetical order by author name. If you have cited more than one item by a specific author they should be listed chronologically (earliest date first), and by letter (1993a, 1993b) if more than one item has been published in the same year. You will usually find bibliographical reference information on the title page of the publication.

References, if it necessary should be divided into **manuscripts, published sources and literature.**

For **place of publication** give the city. If more than one town/city is listed give the first one or the location of the publisher"s head office. If the town/city is not well known, you may in addition add a county, region or state. Note that in the United States of America states are denoted by a two letter code, for example Hillsdale, NJ.

For the **publisher's name** omit superfluous terms such as Publishers, Co, or Inc. Always retain the words Books or Press. Where the publisher is a university and the place or location is included in the name of the university, do not include the place of publication.

Where authorship is attributed to an organisation or corporation instead of an individual author, ascribe authorship to the organisation e.g. National Institute for Health and Clinical Excellence. In academic writing, names of organisations *may* be abbreviated once they have been given in full e.g. Office of National Statistics (ONS, 2010). You must always give the FULL version of organisational names in the Reference List.

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited. Underlining is an acceptable alternative to italics when bibliographies are hand written.

Reference to a book
Author's SURNAME, INITIALS., Year of publication. *Title*. Edition (if not the first). Place of publication: Publisher.

e.g. MERCER, P.A. and SMITH, G., 1993. *Private viewdata in the UK*. 2nd ed. London: Longman.

Reference to a contribution in an edited book
Contributing author's SURNAME, INITIALS., Year of publication. Title of contribution. Followed by *In*: INITIALS. SURNAME, of author or editor of publication followed by ed. or eds. if relevant. *Title of book.* Place of publication: Publisher, Page number(s) of contribution.

e.g. BANTZ, C.R., 1995. Social dimensions of software development. *In*: J.A., ANDERSON, ed. *Annual review of software management and development.* Newbury Park, CA: Sage, 502-510.

Reference to an article in a journal
Author's SURNAME, INITIALS., Year of publication. Title of article. *Title of journal*, Volume number and (part number), Page numbers of article.
E

e.g. EVANS, W.A., 1994. Approaches to intelligent information retrieval. *Information processing and management*, 7 (2), 147-168.

Reference to a newspaper article
Author's SURNAME, INITIALS., (or Newspaper Title,) Year of publication. Title of article. *Title of newspaper*, Day and month, Page number/s and column number.

e.g. INDEPENDENT, 1992. Picking up the bills. *Independent*, 4 June, 28a.

Reference to a map
Originator's SURNAME, first name or initials, (may be cartographer, surveyor, compiler, editor, copier, maker, engraver, etc.) year of publication. *Title*, Scale. (should be given normally as a ratio) Place of publication: Publisher.
e.g. MASON, JAMES, 1832. *Map of the countries lying between Spain and India*, 1:8,000,000. London: Ordnance Survey.

Reference to a conference paper
Contributing author's SURNAME, INITIALS., Year of publication. Title of contribution. Followed by *In*: INITIALS. SURNAME, of editor of proceedings (if applicable) followed by ed or eds if relevant. *Title of conference* including date and place of conference. Place of publication: Publisher, Page numbers of contribution.
Place of publication: Publisher, Page numbers of contribution.

e.g. SILVER, K., 1991. Electronic mail: the new way to communicate. *In*: D.I. RAITT, ed. *9th international online information meeting,* 3-5 December 1990 London. Oxford: Learned Information, 323-330.

Reference to a report from a corporate author
Author, Year of publication. *Title of report*. Place of publication: Publisher, Report Number (where relevant).

e.g. UNESCO, 1993. *General information programme and UNISIST*. Paris: Unesco, PGI-93/WS/22.

Reference to a thesis
Author's SURNAME, INITIALS., Year of publication. *Title of thesis*. Designation, (and type). Name of institution to which submitted.

e.g. AGUTTER, A.J., 1995. *The linguistic significance of current British slang*. Thesis, (PhD). Edinburgh University

Referencing Online Materials

Reference to an e-book
Author's /Editor's SURNAME, INITIALS., Year. *Title.* Edition (if not the first). Place of publication: Publisher (if ascertainable). Available from: „core" URL [Accessed Date].

e.g. DARVIL, T., 2010. *Prehistoric Britain*. 2nd Edition. London: Routledge. Available from: http://lib.myilibrary.com/ [Accessed 17 November 2011].

Reference to an online journal article

Author's SURNAME, INITIALS., Year. Title. *Journal Title*, volume (issue), page numbers (if available). Available from: „core" URL [Accessed Date].

e.g. MCFALL, R., 2005. Electronic textbooks that transform how textbooks are used. *Electronic Library*, 23 (1), 72-81. Available from: http://www.emeraldinsight.com [Accessed 20 May 2006].

Reference to an online journal article continued from page 5
In all other cases, give full URL, so:
Author's SURNAME, INITIALS., Year. Title. *Journal Title,* volume (issue), page numbers (if available). Available from: URL [Accessed Date].

e.g. KORB, K.B., 1995. Persons and things: book review of Bringsjord on Robot-Consciousness. *Psycoloquy*, 6 (15). Available from: http://psycprints.ecs.soton.ac.uk/archive/00000462/ [Accessed 20 May 2004].

For articles that are described as 'In Press/ or forthcoming' you must include the full URL, as the article has not be assigned a precise volume and issue number:
e.g. KRANIOTI, E.F. and Paine, R.R., 2010. Forensic anthropology in Europe: an assessment of the current status and application. Journal of Anthropological Sciences, In Press. Available from: http://www.isita-org.com/jass/Contents/2011vol89/e-pub/Kranoiti.pdf [Accessed 28 October 2010].

Papers in Cyrillic: Give the **official title** in English, German, or French **if available** (e.g. from summaries). If no official English, German, or French version is available, translate the titles of books and articles into English; abbreviate and transliterate journal names into Roman script; transliterate the publication data.

The following table (BGN/PCGN system) should be used for transliteration:
References in Cyrillic should be transcribed into Roman lettering according to the following system:

Cyrillic	Roman	Cyrillic	Roman	Cyrillic	Roman
а	a	к	k	х	kh
б	b	л	l	ц	ts
в	v	м	m	ч	ch
г	g	н	n	ш	sh
д	d	о	o	щ	shch
е	e	п	p	ъ	"
ё	e	р	r	ы	y
ж	zh	с	s	ь	'
з	z	т	t	э	e
и	i	у	u	ю	iu
й	i	ф	f	я	ia

For Authors

Two anonymous experts will assess whether the content corresponds to the subject of study, and evaluate the scientific quality and novelty of the text, and the suitability of the illustrations.

Submission, review and resubmission processes

1. The manuscripts must be submitted in the format outlined in the Instructions to Authors.
2. The manuscript will be sent to at least two reviewers and one member of the Editorial Board.
3. The manuscript will be looked by Editor-in Chief and Editor, and remarks, if it necessary will be made.
4. If it is established that the article is likely to be acceptable for publication after revision, it will be returned to the author or corresponding author for correction.
5. The authors of accepted articles must then revise the manuscript according to the comments of the reviewers and Editor-in Chief and Editor and return it to the editorial office.
6. When the manuscript has been revised it will be accepted for publication, or passed for re-reviewing to reviewers for asking their opinion on the acceptability of the paper for publication.
7. After receiving the re-review(s) the Editorial Board of the journal will make the final decision on the acceptability of the article for publication.