

SUBMISSION INSTRUCTIONS

FOR THE JOURNAL *ARHEOLOGIJA I PRIRODNE NAUKE* (*ARCHAEOLOGY AND SCIENCE*)

Editorial Board of the periodical *Arheologija i prirodne nauke (Archaeology and Science)* decided to apply the current rulebook issued by the Ministry of Science, Technological Development and Innovation of the Republic of Serbia. By applying these acts, complete editing of scientific periodicals is determined, quality of periodicals is promoted and their integration into the international system of exchanging academic information shall become more complete.

The journal *Arheologija i prirodne nauke (Archaeology and Science)* is dedicated to the topics in the humanistic scientific disciplines: archaeology, history, classical philology, history of art and architecture, social and cultural anthropology; the topics from multidisciplinary research that connect archaeology and sciences: physical (biological) anthropology, archaeological science, geosciences in archaeology, technologies in archaeological survey; the topics dealing with protection and presentation of archaeological heritage: conservation and restoration of cultural heritage, experimental archaeology, interpretation of archaeological heritage, digital archaeology, computing and information technologies and archaeological documentation; and other topics connected to archaeology.

The journal *Arheologija i prirodne nauke (Archaeology and Science)* publishes original manuscripts that have not been published previously: research articles, review articles, report articles, methodology articles, case study articles and book (or other publication) reviews.

Manuscripts can be submitted in English (standard British), German or French. The summary needs to be in Serbian-Latin (for authors from Serbia) or in English (for international authors).

Manuscripts submitted to the Editorial Board of the periodical *Arheologija i prirodne nauke (Archaeology and Science)* must be formed in a standard way. Each manuscript submitted has to contain: title; author's name; name of the institution (affiliation); abstract; key words; main text; resume; figures and tables with captions; bibliography; contact address.

1. Titles need to be short and clear, describing content in the best possible way. The preferred length of the title is 10-12 words (maximum length is 20 words). Words used in titles should be appropriate for indexing and web-searching. If there are no such words withing titles, it is advised to add a subtitle. Titles are to be written in the fifth or sixth line, under the top margin, in capitals, bold and with font size 14.
2. Author(s) should give their full name(s), including first name, middle name (if used), and surname, in capitals, font size 12.
3. Author(s) need to state official names and addresses of their employees, including names and addresses of institutions in which the research was conducted, that led to the publication of results. With complex institutions, complete title is to be named (ex.: University Belgrade, Faculty of Philosophy, Department of Archaeology, Belgrade, Serbia). It should be written with font size 12.
4. Abstract, consisting of about 200 words, describes shortly content of the manuscript. It should be written in italics, font size 12. Within abstracts, it is advised to use terms convenient for indexing and web-searching. Abstracts

- should offer data about aims, methods, results and conclusions of the research. Please, do not include citations in the Abstract
5. Key words need to be terms which describe manuscript 's content in a best way, suitable for indexing and web-searching. They should be named according to a widely accepted international source (lists, indexes, dictionary, thesaurus), like list of key-words Web of Science. The number of key-words should not exceed ten words. The key words should be written as capitals, bold, with font size 9.
 6. The length of manuscripts should not exceed 32 pages, DIN A4, that is, 60,000 characters with spaces, including the main text with title and subtitles, footnotes and formulas; figure and table captions, bibliography, and other textual elements of the manuscript. The main text should be written in Times New Roman or Arial (12), MS Office Word 97 or later (.doc or .docx format), line-spacing 1,5 and with margins 2,54 cm. Main text should not contain figures and tables. They are to be submitted as separate files.
 7. Words, quotations and titles written in some other language should be written in their original form.
 8. Main text must contain *Introduction* and *Conclusion*. Other chapters are named by the author(s). Footnotes can be incorporated within the main text. They should contain less important data or appropriate explanations. They are not to be replaced with quoted literature. (Separate section of these Instructions explains the way of quoting to be applied).
 9. The summary must have the same content as the abstract, only expanded, around 1/10 of the manuscript's main text size, as well as the title of the manuscript. The summary needs to be in Serbian (for authors from Serbia) or in English (for international authors).
 10. Figures (photographs, drawings, diagrams) and tables should be submitted in a proposed manner. Scanned illustrations should be submitted in a 600 dpi resolution, while photographs are to be submitted in a resolution of at least 300 dpi, in formats TIFF, PSD or JPG. Figures and tables are to be submitted as separate files and should not be incorporated into the main text.
 11. The bibliography should include bibliographic sources (articles, monographs etc.). Within the manuscript it should be quoted with references in the text and as a list of literature/bibliography in a separate document. The bibliography represents a part of every scientific manuscript, with precisely quoted bibliographical references. The list of used sources should follow a unique pattern, in a sequence based on the quoting standards determined by these instructions. The bibliography must be presented in the language and alphabet in which each source has been published. In cases when the publication is published bilingually, all data should also be written bilingually.

In the list of references:

Popović, I. 2009

Gilt Fibula with Christogram from the Imperial Palace in Sirmium (Резиме: Позлаћена фибула са христограмом из царске палате у Сирмијуму), *Starinar* LVII (2007): 101–112.

Publications published in Cyrillic, Greek or any other non Latin alphabet should be transliterated into the Latin alphabet in accordance with the standards of The American Library Association and The Library of Congress of the United States (<http://www.loc.gov/catdir/cpsd/roman.html>), for example:

Quotation within a footnote: (Поповић 1988: 67)

In the list of references: **Поповић, И. 1988**
Античко оруђе од звожђа у Србији, Београд: Народни музеј.

(Popović, I. 1988

Antičko oruđe od gvožđa u Srbiji, Beograd: Narodni muzej).

12. Bibliography's structural elements (author's name, title of work, source etc.) should be written according to standard forms of quoting. Editorial Board of the periodical accepted the recommendation of the Ministry of Science, Technological Development and Innovation of the Republic of Serbia, and decided that authors should precisely follow quotation rules named below.

The following examples describe the most frequently quoted kinds of references:

I BOOKS (MONOGRAPHS)

1. Author's books

a. single author

within main text: (Popović 2006)

in bibliography:

Surname, name's initial. Year of publishing

Title of book (italic), Place: Publisher.

Popović, I. 2006

Roma aeterna inter Savum et Danubium, Works of Roman Art from the Petrović-Vasić Collection, Belgrade: Archaeological Institute.

- Series' name and number is also needed:

Mirković, M. 1968

Rimski gradovi na Dunavu u Gornjoj Meziji, Dissertationes 6, Beograd: Arheološko društvo Jugoslavije.

Papazoglu, F. 1969

Srednjobalkanska plemena u predrimsko doba (Tribali, Autarijati, Dardanci, Skordisci i Mezi), Djela 30, Centar za balkanološka ispitivanja 1, Sarajevo: Akademija nauka i umjetnosti Bosne i Hercegovine.

b. two or three authors

Between the names of the first and second author, or the second and third in the

bibliographic reference in the Serbian language, there should be the conjunction (in Cyrillic script **и**, if the bibliographic unit is in Cyrillic, and in Latin **i**, if it is in Latin). If the work is cited in the literature in English or another foreign language, it should appear (regardless of the language used) the English conjunction **and**.

within main text: (Popović i Borić-Brešković 1994)

in bibliography:

Popović, I. i Borić-Brešković B. 1994

Ostava iz Bele Reke, Arheološke monografije 7, Beograd: Narodni muzej.

Ivanišević, V., Kazanski, M. and Mastyskova, A. 2006

Les necropoles de Viminacium a l'Epoque des Grandes Migrations, Monographies 22, Paris: Association des Amis du Centre d'Histoire et Civilisation de Byzance.

c. four or more authors

Books written by four or more authors in Serbian, and in Cyrillic, only the first name is written and **и др.** is added; with the Latin alphabet, **i dr.** is used. For books printed in other languages, and in Latin alphabet, the abbreviation **et al.** is applied. The abbreviation **etc.** is used in cases when there are more than three editors or places of editing.

2. Author's books with added name of the editor

within main text: (Jeremić 2009: 40)

in bibliography:

Jeremić, G. 2009

Saldum, Roman and Early Byzantine Fortification, Perić, S. (ed.), Cahiers des Portes de Fer, Monographies 6, Belgrade: Institute of Archaeology.

3. Edited books (instead of the author – editor, translator) - (ed., eds.), (trans.).

within main text: (Поповић 1994)

in bibliography:

Поповић, И. (ур.) 1994

Античко сребро у Србији, Београд: Народни музеј.

within main text: (Morris 2002)
in bibliography:
Morris, I. (ed.) 2002
Classical Greece-Ancient Histories and Modern Archaeologies, Cambridge: Cambridge University Press.

within main text: (Hurst and Owen 2005)
in bibliography:
Hurst, H. and Owen, S.(eds.) 2005
Ancient Colonizations-Analogy, Similarity and Difference, London: Duckworth.
within main text: (Радојчић 1960)
in bibliography:
Радојчић, Н. (prev.) 1960
Законик цара Стефана Душана 1349. и 1354., Београд: Српска академија наука и уметности.

4. Way of quoting books without author's name

within main text: (Anon. 1985)
in bibliography:
Anon. 1985
Anonymi Peri strategias, The Anonymous Byzantine Treatise on Strategy, *Three Byzantine Military Treatise* (trans. G.T. Dennis), Washington DC.

5. Simultaneous quoting of several books of the same author

a. written in different alphabets
within main text: (Поповић 2002: 23–26; Поповић 2006: 33)
in bibliography:
Поповић, И. 2002
Накит са Јухора, остава или сакрални тезаурус, Археолошке монографије 14, Посебна издања 36, Београд: Народни музеј и Археолошки институт.
Поповић, И. 2006
Roma Aeterna inter Savum et Danubium, Works of Roman Art from the Petrović-Vasić Collection, Belgrade: Archaeological Institute.

b. written in the same year
within main text: (Dawkins 1996a, Dawkins 1996b)
in bibliography:

Dawkins, R. 1996a
Climbing Mount Improbale, London: Viking.
Dawkins, R. 1996b
River out of Eden, London: Pfoenix.

6. Quoting chapters in books (acta)

within main text: (Петровић 1997: 87–90)
in bibliography:
Петровић, Б. 1997
Накит, у: *Античка бронза Сингидунума*, Крунић, С. (ур.), Београд: Музеј града, 85–117.
within main text: (Samson 1970: 44–68)
in bibliography:
Samson, C. 1970
Problems of information studies in history, in: *Humanities Information Research*, Stone, S. (ed.), Sheffield: CRUS, 44–68.

7. Translated books

in bibliography:
Bajron, DŽ. G. 2005 (1812)
Čajld Harold, Z. Paunović (predgovor), N. Tučev (prevod), Beograd: Zavod za udžbenike i nastavna sredstva.

8. Books and articles published in electronic form

within main text: (Fishman 2005: 11)
in bibliography:
Fishman, R. 2005
The Rise and Fall of Suburbia, [e-book], Chester: Castle Press. Available through Anglia Ruskin University Library, <http://libweb.anglia.ac.uk> (accessed on June 5th 2005).

II PAPERS PUBLISHED IN PERIODICALS, CONGRESS ACTA AND SIMILAR

within main text: (Vasić 2008: 69, fig.3)
in bibliography:
Surname, name's initial. Year
Title, in: *Title of the acta (italic)*, Surname, Name's initial. (ed.), Place of publishing:

Publisher, page numbers.

Vasić, M. 2006.

Stibadium in Romuliana and Mediana, in: *Felix Romvliana 50 Years of Archaeological Excavations*, Vasić, M. (ed.), October, 27-29 2003, Zaječar, Serbia, Belgrade, Zaječar: Institute of Archaeology, Committee on Archaeology of Serbian Academy of Sciences and Arts, and National Museum Zaječar, 69–75.

Series' data are also needed:

Петровић, П. 1997

Римљани на Тимоку, у: *Археологија источне Србије* (Научни скуп Археологија источне Србије, Београд-Доњи Милановац, децембар 1995), М. Лазић (ур.), Центар за археолошка истраживања 18, Београд: Филозофски факултет, 115–131.

III PERIODICALS

within main text: (Бајаловић-Хаџи-Пешић 2001: 108)

Surname, Name's initial. Year

Title, Name of the periodical (italic)
number of the periodical: page number.

Бајаловић-Хаџи-Пешић, М. 2001

Налази хабанске и постхабанске керамике у Србији, *Годишњак града Београда* 47-48 (2000-2001): 107–121.

- For periodicals with similar titles, behind the name of the periodical, place of publishing should be stated in brackets:

Анђелковић, Б. 1988

Праисторијски налази са локалитета Јелица-Градина, *Зборник радова Народног музеја* (Чачак) 18: 81–85.

Анђелковић, Б. 1994

Први резултати анализе мумије из Народног музеја у Београду, *Зборник Народног музеја* (Београд) 15-1: 153–159.

- Depending on the year of publishing *Старинар* is named in its full title:

years 1884-1895 *Старинар*

Српског археолошког друштва
years 1906-1914 [novogreda] *Старинар*

(н.р.)

years 1922-1942 [treća serija] *Старинар*

(т.с.)

years 1950-2010 [nova serija] *Старинар*

(н.с.)

- If there is a difference between the year of actual printing and the year of publishing, the second is stated in brackets:

Жеравица, З., и Жеравица, Л. 1979, Средњовековно насеље у Поповици код Неготина, *Старинар* (н.с.) XXVIII-XXIX, (1977-1978): 201–211.

Paper in print / forthcoming

- in print, in the text (in print)

- forthcoming, in the text (forthcoming).

within main text: (Јовановић, in print)

in bibliography:

Јовановић, А. (in print)

Бор и околина у античком периоду, у: *Бор и околина у праисторији, антици и средњем веку*, М. Лазић (ур.), Бор: Музеј рударства и металургије; Београд: Филозофски факултет.

IV ARTICLES FROM ELECTRONIC PERIODICALS

Papers overtaken from the internet, from electronic periodicals, are quoted in the same way as printed papers, only there is a full web-address written at the end with http://...

V DOCTORAL AND MASTER THESES

Instead of place of editing and editor, the full name of faculty/university is given, where the thesis was conducted.

within main text: (Ilić, 2005)

in bibliography:

Ilić, O. 2005

Ranohrišćanski pokretni nalazi na području dijeceze Dakije od IV do početka VII veka, Magistarska teza, Filozofski fakultet, Univerzitet u Beogradu.

within main text: (Patch, 1991)

in bibliography:

Patch, D. C. 1991

The Origin and Early Development of

Urbanism in Ancient Egypt: A regional Study,
Ph.D Thesis, University of Pennsylvania.

VI ARTICLES FROM NEWSPAPERS

within main text: (Кашанин, 1929)

in bibliography:

Кашанин, М. 1929, Музеј савремене
уметности, *Политика*, 23. јул, 7-8.

13. All of the quoted references are listed after alphabetic order, initial's order within author's surname or the initial letter within the quoted title (if the author or editor are not stated).

SUBMITTING MANUSCRIPTS

14. While submitting, the author should write his/her full contact address in a separate file: address of the institution and e-mail address. If there are several authors, only the contact address of the corresponding author should be written. Author is also obligated to name title and code of the project, i.e. name of the programme under which the article came to being, as well as the name of the institution which financed the project.
15. Each of the submitted manuscripts will be forwarded to anonymous reviewers by the Editorial Board. For further information concerning the peer review process and the Editorial Board's, reviewer's and author's obligations and duties, authors can refer to the EDITORIAL POLICY of the *Arheologija i prirodne nauke* (*Archaeology and Science*) journal.
16. Manuscripts accepted for printing should be submitted to the assistant editor via email (archaeo.sci@viminacium.org.rs), and should be divided into several files: 1. .doc (.docx) file with the first six parts of manuscript (1. title; 2. author's name (middle initial) and surname; 3. author's affiliation; 4. abstract; 5. key words; 6. text body); 2. .doc (.docx) file

with resume; 3. .doc (.docx) file with quoted bibliography; 4. Folder with figures and tables; 5. .doc (.docx) file with captions; 6. .doc (.docx) file with author's address.

17. Manuscripts shall be accepted only if they are written and submitted according to the rules stated above. Should author not agree to the requests of the Editorial Board, does not accept remarks of the reviewers (according to the EDITORIAL POLICY) or the proof-reader, manuscript shall not be printed.
18. It is not allowed to change manuscripts after reviews have been submitted, unless they are in accordance with these remarks or according to the proofreading request. Editorial Board holds the right to demand Figures of lesser quality to be replaced with Figures of better quality if necessary.

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For additional explanations, please contact the assistant editor Emilija Nikolić, PhD (address: Arheološki institut, Knez Mihailova 35/IV 11000 Beograd; phone: 381 (0)11 2637 191 or send an e-mail to: archaeo.sci@viminacium.org.rs).

Editorial Board of
ARHEOLOGIJA I PRIRODNE NAUKE
(*ARCHAEOLOGY AND SCIENCE*)