

ARHEOLOGIJA PRIRODNE NAUK
ARCHAEOLOGY SCIENC



Arheologija i prirodne nauke
Archaeology and Sciences

GUIDELINES FOR SUBMITTING MANUSCRIPTS FOR THE PERIODICAL ARHEOLOGIJA I PRIRODNE NAUKE (ARCHAEOLOGY AND SCIENCE)

Editorial staff of the periodical *ARHEOLOGIJA I PRIRODNE NAUKE* decided to apply *Akta o uređivanju naučnih časopisa*¹ (Acta about editing scientific periodicals) proposed by the Ministry of Science and technological development 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.

Papers submitted to the editorial staff of the periodical *ARHEOLOGIJA I PRIRODNE NAUKE* must be formed in a standard way. Each paper submitted has to contain: title; author's name; name of the institution (affiliation); abstract; key words; main text; resume; illustrations with captions; bibliography; contact address.

1. Titles need to be short and clear, describing content in the best possible way. 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, bold and with font size 14 (pts).

2. Author(s) should give their full name(s), including first name, surname and middle initial.

3. Autor(s) need to state official names and addresses of their employees, including names and addresses of employees which conducted research that lead to the results published. With complex institutions, complete title is to be named (ex.: Belgrade University, Faculty of Philisophy, Archaeological Department, Belgrade).

¹ Acta about editing scientific periodicals, proposed by the Ministry of Science and technological development of the Republic of Serbia, can be found at the following web-site: http://www.nauka.gov.rs/cir/images/stories/ves-ti/09-07-17/akt_o_uredjivanju-casopisa.pdf

4. Abstract, consisting of 100-250 words, describes shortly content of the paper. 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. Abstracts should be bilingual (in Serbian, English or some other foreign language). Abstracts in foreign languages need to be adequatly lectured, i.e. posses correct grammar and spelling.

5. Key words need to be terms which describe paper'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.

6. The lenght of papers should not exceed 32 pages, DIN A4, including footnotes and illustrations. The main text should be written in Times New Roman or Arial (12 pts), MS Office Word 97 or later, line-spacing 1,5 and with margins 2,54 cm. Main text should not contain illustrations. They are to be submitted as separate files.

7. Apart from Serbian, manuscripts can be submitted in one of worldwide languages (English, German, French). Names of translators, if any, should be stated. Papers submitted should have an abstract and a resume written in some other language. If a paper is submitted in a language other than Serbian, there should be an abstract and a resume written in Serbian language. Words, quotations and titles written in some other language should be written in their original form.

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. (An appendix to

these Instructions explains the way of quoting to be applied).

8. Abstracts should have the same content as resumes, only in an extended form, whose length is not exceeding 10% of the main text. It is very much desired to submit a resume in a structural form.

9. Illustrations (photographs, tables, drawings, graphs etc.) 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. Illustrations are to be submitted as separate files and should not be incorporated into the main text. Captions should be submitted bilingually (using the language in which the manuscript was written and in English or some other of the proposed languages).

10. Quoted literature should include bibliographic sources (articles, books etc.) and it should be submitted as a separate part of the manuscript, as a list of references. It is a part of every scientific article, with precisely named bibliographic references which were quoted. Bibliography should be written in a proposed manner, depending on standards precisely described in this instruction. Bibliography should be written using the language and alphabet in which it was originally published.

11. Bibliography's structural elements (author's name, title of work, source etc.) should be written according to standard forms of quoting. Editorial staff of the periodical *ARHEOLOGIJA I PRIRODNE NAUKE* accepted the recommendation of the Ministry of science and technological development 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: Editor.

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 the second author, or the second and the third author,

“and” should be written, no matter what the main language of the publication.

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 Mastykova, A. 2006

Les necropoles de Viminacium a l'Époque 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, within the main text and in Serbian cyrillic, only the first name is written and **i dr.** is added. Books printed 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, S. Perić (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, Поповић 2006)

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*, С. Крунић (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*, S. Stone, (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: Casle Press. Available through Anglia Ruskin University Library. <http://libweb.anglia.ac.uk>>[pristupljeno 5 juna 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, *Title of the acta (italic)*, Name's initial.

Surname, (ed.), Place of editing: Editor, page numbers.

Vasić, M. 2006. Stibadium in Romuliana and Mediana. *Felix Romvliana 50 years of archaeological excavations*. M. Vasić (ed.). October, 27-29 2003, Zaječar, Serbia. Belgrade: Institut of Archaeology, Committee on Archaeology of Serbian Academy of Sciences and Arts, and Zaječar: National Museum, 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 [novog reda] *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.

IV PAPER IN PRINT / FORTHCOMING

- (in print), within papers written in English (in print)

- (forthcoming), within papers written in English (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*, ур. М. Лазић, Бор и Београд: Музеј рударства и металургије и Филозофски факултет.

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.

MAIN TEXT

Quoting bibliography in the main text according to the pattern (author's surname and year: page number, footnote, figure, table):

(Papazoglu 1969: 52, sl. 4/1, T. 18-4-6)

(Babović 1984: 68; Moritz 1978: 68, figs. 40-41;

Tasić 1997: 84, sl. 21)

- Additional data within brackets can be written after a dash:

(Swoboda-Milanović 1958: 55, Taf. 18/24 – olovne pločice).

- The same work of the same author in the next quotation can be quoted abbreviated *ibidem* (*ibid.*: page number).

- The second work of the same author in the next quoting, if there are no quotations in between, is quoted as (*idem* year: page number): (Faltings 1998a: 367; *idem* 1998b: 31–32).

- In papers written in Serbian language, the transcribed exact pronunciation of a foreign author's name is written within the main text, without brackets, but the original name is written in quotation: ...Vencel (Wenzel 1965: T. HS/4).

- If the author, work and page number are the same as in the previous quotation, they are quoted as *loc. cit.* (lat. *loco citato*) – quoted place.

- Abbreviation *cf.* (lat. *confer*) - compare

- Abbreviation *e.g.* (lat. *exempli gratia*) - for ex-

ample

- Abbreviation *i.e.* (lat. *id est*) - actually.

12. All of the quoted references are listed after alphabetic order, if written in English or some other foreign language, initial's order withing author's surname or the initial letter within the quoted title (if the author or editor are not stated).

SUBMITTING PAPERS

13. 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 first 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.

14. Each of the papers submitted to the editorial staff of the periodical *ARHEOLOGIJA I PRIRODNE NAUKE* shall be given to anonymous reviewers. Editorial staff also decides about the categorization of positively evaluated manuscripts, according to the criteria named in the *Akta o uređivanju naučnih časopisa* (Acta about editing scientific periodicals).

15. Manuscripts accepted for printing should be submitted to the editorial secretary. Apart from printed version, papers should be submitted in electronic form, on a CD.

- Printed version should be written as follows: 1. title of work; 2. name, middle initial and surname of the author; 3. author's affiliation; 4. abstract; 5. key words; 6. text body; 7. resume; 8. bibliography; 9. illustrations; 10. captions; 11. author's address (address or e-mail address).

- Digital version should be divided into several files: 1. Word file with the first six parts of paper (1. title; 2. author's name, middle initial and surname; 3. author's affiliation; 4. abstract; 5. key words; 6. text body); 2. Word file with resume; 3. Word file

with quoted bibliography; 4. Folder with graphic illustrations; 5. Word file with captions (bilingual, Serbian and English or some other language); 6. Word file with author's address.

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 staff, does not accept remarks of the reviewers or the proof-reader, paper shall not be printed. It is not allowed to change papers after reviews have been submitted, unless they are in accordance with these remarks. Editorial staff holds the right to demand illustrations of lesser quality to be replaced with illustrations of better quality if necessary.

For additional explanations, please contact the secretary Oliveri Ilić, PhD. (address: Arheološki institut, Kneza Mihaila 35/IV 11000 Beograd; phone: 381 (0)11 2637 191; mobile +381 64 322 0286 or send an e-mail to: o.ilic@ai.ac.rs.

Editorial staff of
ARCHAEOLOGY AND SCIENCE
ARHEOLOGIJA I PRIRODNE NAUKE