

GUIDELINES FOR AUTHORS

Archaeologia Baltica is a semiannual academic refereed journal published in English about the archaeology of the regions around the Baltic Sea, with the focus on the eastern shore of the Baltic. The editorial policy is to publish a wide range of contributions in all fields of archaeology related to the Baltic Sea region, from methodology to synthesis and theory. These may take the form of substantial research papers (up to 8,000 words) or shorter research reports. Short papers may include, for instance, new techniques, philosophical discussions, current controversies and suggestions for new research, as well as conventional research papers. Review or overview papers are welcome, as long as they are sufficiently critical, succinct and make a conceptual contribution to the field. The submission of a paper will be held to imply that it represents an original article, not previously published, and that it is not being considered for publication elsewhere. Only professionally translated articles will be accepted

Separate volumes publish materials of international conferences concerned with archaeological research in the Baltic Sea region.

Articles for *Archaeologia Baltica* should be typed in English, double-spaced on A4 paper, with at least 30-millimetre margins. Submitted articles must include:

- the name(s) and address(es) of the author(s), as well as an abstract of up to 100 words, and up to eight key words;
- a summary up to an eighth of the length of the whole text, for translation into Lithuanian;
- captions for figures and tables supplied separately and appended to the disc copy of the text;
- numbers and labelling on figures should be in publishable form, the font size of the numbers and letters should not exceed 12, figures and tables should not be bigger than 16 centimetres wide and 24 centimetres high, with thin frames.

Three hard copies and a computer version (in Word for Windows) of contributions must be submitted to the Managing Editor. Computer-generated drawings must be provided in hard copy and digital format (TIFF, EPS or CDR), the resolution should be not less than 300 dpi.

References should be arranged using the Harvard citation system (for a full explanation, see http://www.bournemouth.ac.uk/library/using/harvard_system.html):

- eg: Thomas 1996, p.10 (citation in the text), references at the end of a piece of work
- eg: THOMAS, J., 1996. *Time, Culture and Identity*. London: Routledge (reference to a book).
- eg: Bantz, C.R., 1995. Social dimensions of software. In: J.A. ANDERSON, ed. *Annual review of software management*. Newbury Park, CA: Sage,

502-510 (reference to a contribution in a book).

- eg: EVANS, W.A., 1994. Approaches to intelligent information retrieval. *Information processing and management*, 7 (2), 147-168 (reference to an article in a journal).

References in Cyrillic should be transcribed in Roman letters 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

Footnotes and endnotes should be avoided if at all possible.

Authors will be contacted by one of the editorial team. Articles will be submitted to two referees and to a professional language reviser. Manuscripts will then be returned with comments. After the completion of suggested changes (the computer version should be corrected too), a new manuscript should be sent to the editors for distribution. Text proofs of papers will be provided to authors, to which only minor corrections are allowed.

The whole contents of each publication will be put for open use. When presenting his/her article for publication the author declares passing all the non-material rights to the publisher and agrees with paper (or abstract) electronic publication.

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

Archaeologia Baltica volumes are available at: <http://www.ku.lt/leidykla/leidiniai/archaeologia>

More detailed information is available from the editors.

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