

Guidelines for NINMACH 2013

Pictures

- please use, if possible, lower case characters for labelling
- photos and other half tone pictures
 - o use the same resolution in the size it should be published, at least 300 dpi, if possible 360-400 dpi
 - o if possible please in tif-format
- please scan charts and drawings as 1800-dpi-bitmap
- name of the photographer/graphic designer and, if needed, the institution or a full literary quote

Text

The text should not be longer as 16 000 characters (ca. 5-6 pages).

The Word-document (preferably in .doc-format) should not contain:

- blank lines in the running text to mark the single passages
- integrated pictures, graphs, tables etc.
- automatic numeration
- accentuation in the text; except: *italic* for terms in Latin, **bold type** for references to pictures, tables and charts

The document should not be in edit mode, i.e. all corrections must be accepted or rejected.

Title and headlines

- no headline »Introduction«
- the headlines are not preceded by numeration (the hierarchy will be made by the editor with font styles)
- please define hierarchy with #H1#, #H2#, #H3# etc. in front of the headline.

References for pictures

Examples

(figs 1, 3. 10. 15) subnumbers 3, 10 and 15 in image 1

(figs 1a; 2b) image subnummers in small characters

(figs 1-2) two consecutive images

(figs 1, 1-2; 2c. g. k)

(fig. 3; tab. 3b; pl. 5)

Please use the following abbreviations:

(fig. 3, 1) (figs 6-9; 2, 5-6) (pl. 13; tab. 1a) (pls 14-15; tabs 15-16)

Citations in the text/notes/footnotes

Only scientific citation, i.e.

- in text references with the author's name and year of publication

Examples

(Mueller 1994, 5f. pl. 3)

(Mueller 1998, 5-15 figs 3, 4; Schmidt / Meyer 2000, 8-10 tab. 3)

(Schmidt 2003, figs 1, 5; 3, 4; 4, 1; Schmidt 2004; Mueller et al. 2006)

Notes only for elucidation, addition or secondary problems of particular paragraphs

- please no elucidations in the headlines, charts and captions

Literature

Denomination: References

The quoting and punctuation in the notes and in the list of references follow mainly the guidelines of the Römisch-Germanische Kommission (published in: Ber. RGK 71, 1990 und 73, 1992).

- Sequence in the list of reference:
 - Only the author (chronological)
 - Author with up to two co-authors (alphabetical)
 - Author with more than three co-authors (alphabetical)
- up to three authors: separate with a slash, from the fourth on please add »et al.«; same for more than three places of publication
- Author with more publications in one year: Mueller 2000a. – Mueller 2000b. – Mueller 2000c etc.
- Authors with the same surname:
 - o use the same short quote
 - o in case of the same publication year add small characters (a, b, c etc.)
 - o in the list of references sort alphabetically following the first name
- journals and anthologies: full title
- abbreviations: in print, in prep.
- edition in front of the date

Examples:

Essays in Journals

Lennartsson 1997/1998: M. Lennartsson, Karolingische Metallarbeiten mit

Pflanzenornamentik. *Offa* 54/55, 1997/1998, 431-619.

Bartel / Lampe 1988: A. Bartel / W. Lampe, Ein Griffzungenschwert mit Gewebe- und Fellresten aus Puddemin, Kr. Rügen. *Ausgr. u. Funde* 33, 1988, 120-126.

Essays in Collected Editions

Klein et al. 1993: S. Klein / H. Urban / H.-G. Stephan / A. König / H. J. Bollingberg, Archäologische und metallurgische Untersuchungen zur mittelalterlichen Bunt- und Edelmetallverarbeitung in Höxter und Corvey. In: H. Steuer / U. Zimmermann (Hrsg.), *Montanarchäologie in Europa [Koll. Freiburg i. Br. 1990]* (Sigmaringen 1993) 291-301.

Seidel 1994: M. Seidel, Keltische Glasarmringe aus dem nordmainischen Hessen. Eine Bestandsaufnahme. In: C. Dobiat (Hrsg.), *Festschrift fuer Otto-Herman Frey zum 65. Geburtstag. Marburger Stud. Vor- u. Fruehgesch.* 16 (Marburg 1994) 563-582.

Monographs

Brandau / Schickert / Jablonka 2004: B. Brandau / H. Schickert / P. Jablonka, *Troia. Wie es wirklich aussah* (München, Zürich 2004).

Thomas 1985: C. Thomas, *Christianity in Britain to AD 500* (London 2¹⁹⁸⁵).

Monographs in Series

Baales 2002: M. Baales, *Der spätpaläolithische Fundplatz Kettig. Untersuchungen zur Siedlungsarchäologie der Federmesser-Gruppen am Mittelrhein. Monogr. RGZM* 51 (Mainz 2002).

Unpublished Dissertations/ M.A.-theses /Excavation Reports

Rick 2004: S. Rick, *Die fruehlätenezeitlichen Grabfunde am nördlichen Oberrhein* [unpubl. Diss. Univ. Mainz 2004].

Maurer 2006: U. Maurer, *Die Silexwerkzeuge der gravettienzeitlichen Freilandfundstelle Azé-Camping de Rizerolles (Saone-et-Loire, Frankreich)* [M. A.-thesis Univ. Tübingen 2006].

Exhibition Catalogue

David / d'Errico / Thévenin 1998: S. David / F. d'Errico / A. Thévenin, L'art mobilier de Ranchot (Jura) et de Rochedane (Doubs). In: C. Cupillard / A. Richard (Eds.), Les derniers chasseurs-cueilleurs [*Exhibition Catalogue*, Besançon] (Lons-le-Saunier 1998) 192-200.

Encyclopaedia Entries

Jankuhn 1983: RGA² 5 (1983) 240-258 s. v. Depotfund, Hortfund (H. Jankuhn).

Websites

Seeher 2006: J. Seeher, Hattusa/Boğazköy – Lehmziegel-Stadtmauer. Rekonstruktion eines Teilabschnitts der hethitischen Stadtmauer – Ein Projekt zur experimentellen Archäologie. www.dainst.org/index_4437_de.html (14.02.2006).

Index of Authors

- no titles
- order:
 - o First and family name
 - o University / super ordinate institution (in original language)
 - o Institute / Department
 - o Street
 - o State: licence tag - postal code and city
 - o (official) e-mail-address
 - o no websites

Abbreviations

- Units of measure and weight
- Symbols: ‰; ‰‰; €; £; \$; § etc.

Dating

- century/siècle (no abbreviation)
- 20 000 years (reduced interspace)

Superscripts

¹⁴C, 11th, 1^{er}

Italic type

- Latine terms and technical terms in foreign languages: i.e. *in situ*, *terminus post quem*, but not: Villa, Oppidum
- text citation in Latin

Indication of measurements

- 1,2 × 0,4 m
- diameter of 20-22 cm
- in the years 1996-1999
- 60-80 km
- between 20 and 25 m
- in the catalogue: Objects < 40 cm; Objects > 40 cm

Numbers

- 10,356.98