Publication
Editorial guidelines to submit papers from the conference
Fingerprinting the Iron Age

The organisers of the workshop warmly invite speakers to submit their papers by **15 December 2011**, for a volume based on the conference which is intended to be published during 2012. This is an ambitious plan which will require us to keep to some very strict deadlines. A selection of papers adhering tightly to the theme will be published, after selection, review and editing.

**1 January 2012**: Initial selection of papers which best adhere to the theme of identity, informing authors in the first week of January.

**1 April 2012**: Completion of Review period

**1 June 2012**: Resubmission of texts by authors in response to review.

**1 September 2012**: Submission to publisher

Oxbow has agreed to publish the volume and we have a small subvention to assist quick publication and colour if possible.

Authors are requested to adhere to the following guidelines (based on the style of the Cambridge Journal of Archaeology).

**Format**
1) Papers must be sent in RTF format by email (see below), labelled with the last name of the senior author
2) The paper must begin with the title followed by the author’s name and affiliation.
3) An abstract of 100 up to 200 words is required, followed by a list of up to 5 keywords which characterise the content of the paper.
4) A short author’s biography of up to 100 words is required.
5) Papers should be no more than 5,000 words in length, excluding the bibliography.
6) Papers can have up to five figures (black-and-white or colour figures and photos); Artwork (e.g. line diagrams, graphs etc.) should be sent as Tiff files at a resolution of at least 600 dots per inch; Figures containing greyscale (e.g. photographs) should be sent as Tiff files only of at least 300 dpi.). Colour pictures should be Tiff files of at least 600 dpi.
6) Bibliographic references should be referenced in the text (as described below); authors are kindly asked to avoid the use of footnotes.
7) Acknowledgements for any kind of support can be given in separate paragraphs at the end of the paper, before the bibliographic list.

**Text Preparation**
Spelling: should follow English practice, e.g. 'colour' rather than 'color'.
Use ‘z’ instead of ‘s’ in words such as 'organize', 'recognize', 'civilization', 'sympathize', 'analyze' etc.
Notes: these will be footnotes but will only be used MINIMALLY. Notes are referred to in the text with a superscript number.
Numerals: Use words for one to nine, but numbers from 10 upwards, except where this produces inconsistency within a sentence or short passage; in this case, use numbers throughout.
Commas should be used in thousands only from 10,000 (e.g. 3500, 23,840).
Spell out 'per cent', reserving '%' for lists and tables.
For measurements, use metric not imperial as far as possible.
Dates:
1) 1 May 1988 (no comma)
2) the nineteenth century (noun); nineteenth-century (adj.)
3) the forties; the 1760s
4) AD and BC in small capitals (or font size 8); AD and BC to follow the date separated by a space, e.g. 1066 AD, 4004 BC.
5) Radiocarbon dates should be calibrated, indicating the error margin and calibration curve, with the designation CAL BC

Quotations:
1) Use “…” and ‘…’ not "...", ''…'' or ‘…’
2) Long quotations are set apart in smaller type, without quotation marks. Quotations within long quotations are indicated by single inverted commas.
3) Short quotations are indicated by single inverted commas, with double inverted commas only for quotations within quotations.
4) Punctuation follows closing inverted comma, except exclamation mark and question mark belonging to the quotation, or a full stop if the quotation is or ends with a grammatically complete sentence beginning with a capital.
5) Bibliographical reference to the quotation follows the final punctuation if that punctuation belongs to the quote. The reference precedes the final punctuation mark if the mark does not belong to the quotation according to the above criteria (no. 4). e.g. (NB. Placement of full stop): ‘... Yet there is a sufficient diversity to rule out any simple, strongly deterministic causality.’ (Trigger 1989a, 402) but ‘... there is a sufficient diversity to rule out any causality’ (Trigger 1989a, 402).

Figures and Plates:
1) e.g. Figure 1. Map of site.
2) In-text references to figures and plates are abbreviated to 'Fig.', followed by a single space then the number, e.g. Fig. 3.
3) Figure is the term employed for Figures and Plates

References
1) Use ampersands (&) and commas where appropriate, works by the same author published in the same year should be indicated by 'a', 'b', etc. and should follow date without intervening space, e.g. Edwards 1982a; Jones 1987a,b,c.
2) Do not use Ibid., op. cit. or similar expressions.
3) Do not use abbreviations of classical texts

At end:
1) Grouped in author-alphabetical order at the end of the article.
2) Upper and lower case: article titles should be in lower case, plain text; book and journal titles should have main words capitalized and be in italics.
3) Page numbers are elided as far as possible, e.g. 223-71 rather than 223-271; 453-9 rather than 453-459, except for numbers from 11 to 19, e.g. 312-17 not 312-7.
4) Page numbers are required within the reference for articles in journals and separate articles in books (see examples below).
5) States within publication location information should be in standard abbreviated form in round brackets, e.g. Albuquerque (NM): University of New Mexico Press; New York (NY): Academic Press, etc.
6) Journals do not need the place or publisher to be specified.
7) Punctuation: see examples below.

Examples:
Journal Articles

Chapter in book

Book

Deadline and address:
Contributors are kindly required to send their manuscripts no later than 15 December 2011 to:
Dr. Simon Stoddart, Magdalene College, Cambridge CB3 0AG (United Kingdom) enclosing a CD.
Or preferred method by E-mail: ss16@cam.ac.uk as an attachment.

Catalin Popa
Dr. Simon Stoddart
October 2011