Guidelines for Publications of the Eurasia Department of the German Archaeological Institute


The Eurasia Department publishes two yearbooks, Eurasia Antiqua and Archäologische Mitteilungen aus Iran und Turan (AMIT), as well as two monograph series Archäologie in Eurasien and Archäologie in Iran und Turan which are published periodically. The following guidelines are applicable with immediate effect for the preparation, acceptance, editing and printing of manuscripts for all four publications. They replace directives published previously in Eurasia Antiqua 1, 1995 and AMIT 29, 1997.

General guidelines

Languages

Contributions are published either in German, English or in French. Authors who submit contributions in English or French must ensure that their texts are without error in terms of language and grammar. Contributions containing errors may be rejected.

Revised German spelling is preferred on principle. For a transitional period, however, the old spelling will be retained in submitted and accepted manuscripts if used consistently by the author.

Form of the manuscript

Only manuscripts that are complete and ready for setting can be accepted for setting. Conversion of the manuscript into the house form by the editorial office may result in alterations or cuts. The authors have the opportunity to discuss these with the editorial office when they correct the page proofs. The publisher, however, will take the final decision about a manuscript's definitive form.

All monographs and long articles are to be prefaced with a list of contents.

Manuscripts are to be submitted on electronic data carriers (diskette, CD Rom) in Microsoft Word for Windows and additionally as a double-spaced hardcopy in A4 format. Authors are requested to observe the following guidelines precisely:
- The text must be typed without syllabification, justification or indentations and without any other page or type formatting (e.g. bold, spaced, italics, etc.) throughout and must be paginated. Paragraphs should be marked.

- The text including footnotes, the list of references, catalogues, tables as well as captions for illustrations, tables and plates should all be saved in separate files (<Name of the author>-text.doc; <Name of the author>-references.doc; <Name of the author>-catalogue.doc; <Name of the author>-illustration-captions.doc; <Name of the author>-tables.doc; <Name of the author>-table-captions.doc; etc.).

- The editors assume that every author possesses a duplicate of the submitted files. The authors must further ensure that the submitted files can be read without any difficulty.

The authors may submit suggestions concerning layout. However, the publisher reserves the right to take the final decision about the layout.

**Transliterations and transcriptions**

*Cyrillic*

In the list of references and notes, Cyrillic text is not transliterated. In the main body of the text, the respective Cyrillic alphabet is to be transliterated in accordance with *ISO-Transliteration* in the case of the proper names and place names.

*Farsi*

In German-language contributions, proper names and literature titles in Farsi are to be transliterated according to the rules set out in *H. F. J. Junker/B. Alavi, Wörterbuch Persisch-Deutsch, Langenscheidt (Leipzig 1992)*; in the case of contributions in English or French, the transliterations used in the *Encyclopaedia Iranica* apply.

*Chinese*

Chinese in *Hanyu Pinyin* is to be transliterated according to *K. Kaden, Die wichtigsten Transkriptionssysteme für die chinesische Sprache (Leipzig 1983)*. Where possible, the authors should also submit the char-
acters, particularly for proper names and place names, with their manuscripts. For the spelling of Chinese geographical terms, authors should consult the reference work Zhongguo diminglu – Zhonghua Renmin Gongheguo dituji diming suoyin (Verzeichnis der Ortsnamen Chinas – Ortsnamenregister zum Atlas der Volksrepublik China) Ditu-Verlag (Beijing 1983).

Special symbols

If the text uses symbols that are not included in the Microsoft Word set of special symbols, the appropriate fonts should be supplied as well.

Citations

It is the authors' own responsibility that citations are correct. The editorial office assumes that all citations have been carefully checked.

Bibliographic citations and references must appear not in the text but in footnotes or notes. Footnotes are to be indicated in the text by superior figures (without parentheses) and numbered consecutively; the figures are always placed before the punctuation mark even in English-language contributions.

Citations always consist only of the surname of the author followed by the year of publication of the work concerned. The full title is given in the list of references.

The year of publication is followed – separated by a comma - by the page number and by illustration or table number. The abbreviation "p." for "page" is omitted; "illustration" is abbreviated to "Ill." or "Fig.", "plate" to "Pl.", "table" to "Tab."

Parzinger 1997, 230 Ill. 4.
Agrawal 1982, 240–242 Fig. 149 Tab. 8.

The initials of the first name, and of the patronymic in the case of Russian authors, are to be added before the surname only if works by several authors with the same surname are cited:

Back-references (ibid., loc. cit., op. cit., etc.) are not permitted. If several titles by one and the same author are cited, the surname is repeated each time, followed by the new year of publication:


Where titles by the same author and with the same year of publication are cited, a lower-case letter should be appended to the year of publication in order to differentiate between the various works:


Where a title has two authors, the surnames of both authors should be given, separated by an oblique:

Kudrjavcev/Gadžiev 2001, 133.

Where a title has more than two authors, the surname of the first author should be given and the remaining authors indicated by the words "et al."

Avanesova et al. 2001, 63.

Individual citations within a footnote may be separated either by a semicolon or by a full stop and dash ( . – ); the full stop and dash indicates a greater degree of separation than the semicolon:


In the list of references, no punctuation marks are used to separate page, illustration, plate and table numbers:

Wechler 2001, 56 Fig. 14 Tab. 6 Pl. 10,22.

A full stop is used to separate figures and letters that designate individual pictures within one illustration or table:

Galanina 1997, Fig. 27,3.22.57.86 Pl. 19,126.139.140.

If various page, illustration, plate or table numbers in the same publication follow directly after one another, they are to be separated by a semicolon:

Wechler 2001, 56; 58; 66; 73 Fig. 14; 16; 18 Tab. 6; 8 Pl. 10,22; 13; 14,8–15; 16,14–16.
The above citation guidelines do not apply to classical authors or reference works and corpora, which accordingly are named not in the list of references but only in the footnotes:

Hdt. IV 22.1.

In the case of reference works and corpora, the abbreviation or grammalogue is followed by the volume number in Roman numerals, while further subdivisions are given in Arabic numerals. No comma is used between the Roman and Arabic numerals. The year of publication can be stated if there is justification for doing so; it is given in brackets. This is followed by the page or column number, the headword preceded by "sub voce", which is always abbreviated to "s. v.", and then the name of the author in brackets:

CIL VIII Suppl. 1, 12010.
ORL B 41 Jagsthausen 24 ff.

Proof-reading

When correcting the page proofs, authors must refrain as far as possible from altering or adding to the text, since the publisher has to bear the cost of such changes. Alterations by authors that exceed what is justifiable will therefore be charged to the authors themselves.

List of references

A list of references containing all titles should stand at the end of every published article. The list is divided into two sections, the first containing titles written in the Latin alphabet, the second containing works in Cyrillic.

In the list of references, only the initial letter of an author's first name – and the patronymic in the case of a Russian author – is given before the surname. In the main text of the paper, first name initials are used only at the first mention. Ch, Ph, St and Th count as one letter, as do Ya and Yu for Russian names. For works by multiple authors, the names of all authors are given in the list of references, separated by an oblique. The titles of monographs, articles and contributions in collective works should be given in full and without abbreviations. Series, journals and collective works (festschrift, conference report, catalogue, or similar) are also to be given in full and without abbreviations.
Series number, volume number, issue number or fascicle number (Roman numerals are not permitted here) should be stated in this order. For monographs, the place and year of publication should appear in brackets:

Caner 1998  

Galanina 1997  

Marčenko et al. 2000  

Wechler 2001  

For journals, the volume number, year of publication, issue number and page number should be stated in this order:

Avanesova et al. 2001  

Parzinger 1997  

Боковенко 1977  
Н. А. Боковенко, Типология бронзовых котлов сарматского времени в Восточной европе. Советская археология 1977, 4, 228–235.

Papers appearing in a collective work are cited with the full title of the latter. If the collective work itself was published in a periodical or series, the title of the latter is to be given in full. The title of the article is followed by a full stop, then "In:", then the name(s) of the editor(s), identified as "(ed.)" or "(eds.)", and then the title of the collective work. The place and year of publication is given in brackets, followed by the relevant page numbers:

Wagner 2001  

Nagler 2001  
Illustrations

Submissions

Authorisation or permission to reproduce material must accompany all submitted figures. Slides and perfect-condition original ink drawings are strongly preferred. Paper prints may also be submitted if the image is sharp and high-contrast. The scale of illustrated plans, sections, finds, etc. must be indicated in each case. The editorial office also accepts digital image files but only if they are in the formats *.eps, *.tif or *.pdf. Illustrations must be scanned with a resolution of at least 600 dpi. The authors must check that images are suitable for reproduction before submitting the image files.

References to figures

A figure reference has the form of a citation (see above). They should be stated either in the relevant caption or in list form at the end of the article.

Figure captions

Full captions contain information on the find site, age, type, cultural attribution and peculiarities of the illustrated finds. Where appropriate they also contain the figure reference.

Special guidelines for monographs

Copy deadline

Manuscripts for monographs may be submitted to the publisher at any time.

Length of the manuscript

They may not be shorter than 150 printed pages including illustrations.
The main body of the text should be divided into headed sections, numbered or unnumbered at the author's discretion.

**Special guidelines for articles in the yearbooks**

**Copy deadline**

*Eurasia Antiqua:* 31 December for the volume to be printed the following year

*AMIT:* 31 March for the volume to be printed in the same year.

**Length of the manuscript**

An article should be 10 to 20, in exceptional cases up to 50 printed pages in length with no more than 25 figures (greyscale and line art). Approximately two pages of manuscript typed in the form described above (double-spaced, 11 pt., 90 characters per line including gaps, 30 lines per page) can fit on one printed page.

**Form of the manuscript**

*Title*

The title should be no longer than two lines of 30 characters each and contain no abbreviations.

*Author*

Under the title stand the names of all authors with their professional position. The full addresses of all authors appear at the end of the article.

*Keywords*

There follow at least 8, at most 20 keywords in German, English and Russian which specify the geographical position, age, type and cultural-historical attribution of the finds.

*Headed sections*

The main body of the text is divided into unnumbered headed sections.
Abstract

The manuscript should be accompanied by an abstract of the article, which can be a maximum of one printed page in length according to the length of the contribution. It will be translated into English or Russian.