ACTA UNIVERSITATIS LODZIENSIS. FOLIA ARCHAEOLOGICA

Paper Editing Rules

1. **Submitting Papers**

   Please submit papers in electronic form to folia.archaeologica@uni.lodz.pl or using the online editorial system on https://czasopisma.uni.lodz.pl/archaeo/about/submissions.

2. **The Main Text**

   The editorial team accepts papers in Polish and English.

   The text should be in 12 pt Times New Roman, with 1.5 line spacing.

   The title (and the subtitle) aligned to the left, in bold, 14 pt.

   Automatic hyphenation.

   No paragraph spacing.

   A first-line indent of: 1cm.

   All margins of 2.5cm.

   Dashes should be en dashes: – (and not hyphens: – or em dashes: —).

   Lists should start with dashes or Arabic numerals.

   Quotations should be in italics, with no quotation marks. Long, multi-sentence quotations should be in smaller font (10 pt), in a separate paragraph, after a space, without italics.

   A summary in Polish and English should not exceed 1 page (with the paper title translated into English) – 10 pt, 1.0 line spacing.

   Keywords – 6–10 keywords in Polish and English, 10 pt font; the words should be listed after a colon, separated by commas.

   Individual sections of the paper, such as prefaces, introductions, subsections etc.: 12 pt font (without italics).

The literature cited should be listed at the end of every paper in the Bibliography section (if necessary, divided into Sources and Literature).

Place the author's name (without degrees/titles) directly under the text, followed by affiliation, email address, and the ORCID number in separate lines, all aligned to the left. If the paper has more than one author, this data should be provided for all authors.

3. **Notes**

Bibliographic notes should be prepared following Oxford (Harvard) rules, indicating literature within the text.

The sources used should be put in parentheses, providing the author, the publication date, and, after a colon, the page number. If there are more than two authors, only provide the name of the first (main) one, and add 'et al.' (however, in the Bibliography, list all authors).

For example:

(Buko 1990: 45);

(Horbacz, Lechowicz 1982: 275);

(Górska et al. 1976: 15).

In the case of a collaborative work, in parentheses provide the beginning of its title in italics with an ellipsis, followed by the publication date, and, after a colon, the page number.

For example:

(*Archaeologies of the Contemporary...* 2001: 7).

Do not use Latin phrases, such as *ibidem* or *op. cit.*, in the notes.

Each item should include the author's name or the beginning of the collaborative work's title. The author's name can be omitted if it is mentioned in the sentence preceding the note. E.g.: Another publication and the discussion of the publications were made by A.H. Vaday (1977: 27–31, Tabl. 8).

When listing more than one publication, present them in a chronological order.

E.g.: (Kamińska 1968: 80; Kola 1991: 13–21; Kołodziejski 1994: 7).

In case more than one publication of the same author published in the same year are cited, distinguish them by adding small letters. E.g. (Miłobędzki 1978a: 30–31). Remember to include these letters (with regard to publications from the same publication year) in the Bibliography at the end of the paper.

The author's first name initial is only provided when two authors have the same surname and their works were published in the same year:

(A. Kowalski 2002: 76);

(B. Kowalski 2002: 168).

Non-bibliographic notes should be placed in **footnotes**.

Bibliography

The bibliography should include all works cited in the text. They should be provided in an alphabetical order (without numbering them).

The basic form of a bibliographic entry is as follows: the author's surname and initial of the first name, the publication year in parentheses, the title in italics, the publisher, the publication place, and page numbers. Individual parts of each entry are separated by commas.

In the case of more than one publication place, they should be separated by en dashes, e.g. Kraków–Warszawa–Poznań.

In case there is no publication place, write: n.p.

In case there is no publication date, write: n.d.

In papers to be published in Polish, foreign alphabets are transliterated in the bibliography in accordance with the Polish Standard (e.g. PN-ISO 9 for Slavic alphabets, see https://sjp.pwn.pl/zasady/;629693).

In papers to be published in foreign languages, please use transliteration standards applicable to these languages. In the case of English, it is the standard of the Library of Congress (https://www.loc.gov/catdir/cpso/roman.html).

Bibliographic Style

<u>A book by one or more authors</u>

Graves-Brown P. (2000), *Matter, Materiality and Modern Culture*, Routledge, London–New York.

Graves-Brown P., Harrison R., Piccini A. (2013), *The Oxford Handbook of the Archaeology of the Contemporary World*, Oxford University Press, Oxford.

<u>An edited publication</u>

Archaeologies of the Contemporary Past (2001), V. Buchli, L. Gavin (ed.), Routledge, London–New York.

<u>An article in a collective work</u>

Kobyliński Z. (2015), *Which Archaeology Does the Modern World Need?*, [in:] K. Kristiansen, L. Šmejda, J. Turek (ed.), *Paradigm Found. Archaeological Theory – Present, Past and Future*, Oxbow Books, Oxford–Philadelphia, p. 156–166.

Holtorf C., Høgberg A. (2015), *Contemporary Heritage and the Future*, [in:] E. Waterton, S. Watson (ed.), *The Palgrave Handbook of Contemporary Heritage Research*, Palgrave Macmillan, Manchester, p. 509–523.

<u>A book series</u>

Write the series title in parentheses following the publication place. Provide the volume number in Arabic numerals after a comma.

Grömer K. (2014), *Römische Textilien in Noricum und Westpannonien – im Kontext der archäologischen Gewebefunde 2000 v. Chr. – 500 n. Chr. in Österreich*, Unipress Graz, Graz (Austria Antiqua, 5).

<u>A paper in a journal</u>

González-Ruibal A. (2007), *Making Things Public: Archaeologies of the Spanish Civil War*, "Public Archaeology", 6 (4), p. 203–226.

González-Ruibal A., Edensor T., Funari P., Hall M., Holtorf C., Leone M., Meskell L., Oliver L., Saunders N., Schofield J., Zarankin A. (2008), *Time to Destroy: An Archaeology of Supermodernity*, "Current Anthropology", 49 (2), p. 247–279.

A review

Kołtun A. (2014), *O rzeczach i materialności inaczej*, [rev.:] *B. Olsen, W obronie rzeczy. Archeologia i ontologia przedmiotów...* – "Annales Universitatis Mariae Curie-Skłodowska", 39 (1), p. 101–108.

Bibliographic notes referring to works published in the same year

Modzelewski K. (1980a), *Organizacja grodowa u progu epoki lokacji*, "Kwartalnik Historii Kultury Materialnej", 28 (3), p. 329–339.

Modzelewski K. (1980b), *Między prawem książęcym a władztwem gruntowym. II. Instytucja kasztelanii majątkowych Kościoła w Polsce XII–XIII w.*, "Przegląd Historyczny", 71 (3), p. 449–477.

Unpublished works

Similarly to published works, with the title without italics and the work's location in parentheses.

Documentation on inv. no. K 268–280: Dokumentace k inv. č. K 268–280 (unpublished report stored in the Art Collections Department of the Prague Castle Administration).

Works only available in electronic form

Furholt M. (2003), *Absolutchronologie und die Entstehung der Schnurkeramik*, http://www.jungsteinsite.de (access 30 VI 2014).

Białas M. (no date), *Smutny relikt*, "Gazeta Częstochowska", http://gazetacz.com.pl/artykul.php?id=2532 (access 4 XII 2017).

Websites

http://www.radiowroclaw.pl/articles/view/67440/XIX-wieczny-wiatrak-z-Radziechowa-zostanie-odrestaurowany (access 15 II 2019).

4. **Figures and Tables – Technical Requirements**

The editorial team reserves the right to reject figures that are incorrect in technical terms. Figures have to be sent as separate files; they should never be included in the paper. In the text, suggested figure locations can be marked with square brackets and

figure numbers [Figure_1.jpg], [Figure_2.jpg] etc. The brackets with figure numbers should be separated from the rest of the text with pilcrows (before and after the brackets).

Titles and captions of figures should be included in the caption file. Captions should provide sources of figures in parentheses, e.g. "Photograph by J. Kowalski"; "Created by K. Nowak", "Created by K. Nowak, the electronic form prepared by J. Hen".
In the case of materials (e.g. figures) taken from other published or unpublished sources, regardless of whether their author is the author of the paper, the source should be clearly indicated, e.g. "Based on Kostrzewski 1964, Fig. 21". Remember to include the work referenced in the bibliography.

Properly prepared figures should be saved as uncompressed bitmaps in
- JPEG (.jpg / .jpeg) or
- TIFF (.tif / .tiff) formats.

Size and Resolution
- The maximum width of a figure is 118mm.
- The maximum height of a figure is 159mm.
- The minimum resolution of a figure is 300dpi (when creating figures consisting of a few bitmap images, use uncompressed source images).

A Colour Space
Black and white figures must be saved in a grey scale.
Coloured figures must be saved in an RGB colour space (not as CMYK).

File Names
Files should be named in accordance with the order they appear in the text:
- figure_01.jpg
- figure_02.jpg

or
- figure_01.tif
- figure_02.tif

Letters in Figures

In case any figure contains letters, they should be prepared in a bitmap file in 7pt Arial Bold.

Charts

Figures including charts should be prepared as bitmap files in compliance with all the above technical requirements. Particular attention should be paid to their legibility and clarity.

We do not accept 3D charts.

Tables

Tables should be prepared in Microsoft Word (.doc, .docx). The editorial team shall not accept tables saved as bitmap files or those prepared in Microsoft Excel.

Tables should be sent as separate Microsoft Word files (they should not be included in the text file). In the text, suggested locations of tables can be marked with square brackets and numbers [table_01.jpg], [table_02.jpg] etc.

The brackets with table numbers should be separated from the rest of the text with pilcrows (before and after the brackets).

Correct names of files including tables:

- table_01.doc
- table_02.doc

or

- table_01.docx
- table_02.docx

etc.

Table orientation, size, and contents must comply with the journal format, i.e. B5. This means that tables cannot have too many columns or rows. Table headers should not include any vertical text.