

Guidelines for Manuscripts

for *Jysk Arkæologisk Selskabs Skrifter* and *Kuml*

Main text

Headings are written on a separate line, with upper- and lower-case letters; they never have a full stop at the end. Headings should be separated from the preceding text by a blank line. The hierarchy of headings should be marked on the paper print with colour codes.

Articles for *Kuml* begin with the title and sub-title, if any. Then the author's name follows, on a new line, e.g.:

By Hans Jørgen Hansen

Text. The first line of text in the article, and the first line after subsequent headings, should be written without indentation. This also applies after blank lines, although the latter should only be used to a limited extent, where there are significant breaks in the text.

Apart from this, new paragraphs are always marked by indentation. This is done by tabulator and never – for the love of God and of those working on layout – using the ordinary space-bar.

The “Enter” key, for starting a new line, should only be used at the end of a paragraph. Never use this key to start a new line in a continuous passage of text.

The text should be written without hyphenation (word-splitting) at the ends of lines. Automatic word-splitting by the word-processing programme should be de-activated.

Avoid writing text with fixed right margins (“right justification”) and never use extra spaces between words in the text.

Please also remember that:

- use of the letter o instead of the number 0, or the letter l instead of the number 1, should be avoided;
- abbreviations should only be employed when they are in common use – for instance etc., e.g., i.e., cf., BC, AD, c. – and for indications of weight or measurement. For square metres use a raised 2, i.e. m²;
- spaces between two abbreviations should be avoided;
- spaces should not be left between measurements, e.g. 12x15 m;
- dates should be given as follows: 14th century, 1340s (no apostrophe) and C14-dating (no space between C and 14 and hyphen after C14). A period of time, e.g. 1300-1320, should be written without spaces;
- hyphens do not have a space before or after, while a dash always has a space before and after. Note that a dash should appear as: – , and not as a hyphen: - ;

- numbers from 1-9 are written out in letters when they are not weights or measurements;
- emphasis on a word or phrase is signalled by using italics, but should be limited to rare use;
- quotation marks should always be double, with: “ at the beginning and: ” at the end;
- references to illustrations or tables should be given in brackets – (fig. xx);

Bibliographical references are written in brackets, referring to the bibliography, as follows: (H.J. Hansen 1980, p. 2; H.J. Hansen 1985, p. 10 ff.; H.J. Hansen 1990, p.7, fig.2). If there are more than two authors one can write (H.J. Hansen et al.).

In Kuml the references are not included in the main texts, but a note-number refers to an endnote text in the above form giving the reference to the bibliographical list.

Notes

Note texts should be written as endnotes, not as footnotes. With the help of the word-processing programme's note function the endnote-numbers are marked in the main text (raised arabic numerals). Usually the note-number should follow a full stop and only exceptionally should it follow a comma or other punctuation mark. In order to limit the number of notes, the maximum amount of information should be collected in the same note.

Bibliography

The bibliography should be arranged alphabetically. Under each author the titles should be listed in order of year of publication, with the earliest title first. Where there are several titles from the same year they should be differentiated by small letters (e.g. 1990a, 1990b). (Examples 1-3 below)

In the bibliography, the first line of each reference should start at the left margin, while any following lines in the same reference should be indented using the tabulator. The full author's name is repeated for each reference under the same name. Abbreviations for names of periodicals and the like should be avoided.

To distinguish between individual works, articles in periodicals, collective works and source editions the bibliographical data should be set out typographically as follows:

In the case of *individual works* the author's surname is placed first, followed by a comma and the first name, possibly indicated only by the initial(s). If there are several authors those after the first are listed with first name first and commas between the authors' names, except that the sign & is used between the two last names. There then follows, without intervening punctuation, the year of publication and a colon. Then comes the title of the work in italics, followed by a comma and the volume number in ordinary type, and a full stop. If the reference is to a series of publications, this can be mentioned. Finally, the place of publication – i.e. the location of the publishing house – is given, followed by a full stop. The publisher's name is not given. (Examples 1-4 below.)

In the case of *articles in periodicals* the name(s) of the author(s) and year of publication are given as for individual works. Then the title of the article is given in ordinary type, fol-

lowed by a full stop. Then the periodical's name follows in full in italics, with the volume number in ordinary type followed by a comma, then if applicable the part number, followed by a comma, possibly the year and last, after a comma, indications of the first and last page-numbers for the article, e.g. pp. 10-15. Note that the year of publication is not always the same as the year-attribution of the periodical. The place of publication is normally not given in the case of periodicals. (Example 5 below.)

In the case of *collective works* the name(s) of the author(s) are given, then the year of publication and the title as for articles in periodicals. Then after the full stop: In: and the name(s) of the editor with first name first followed by: (ed.):. Then the work's title is given in italics, with the place of publication as for individual works, and lastly, after a comma, the first and last page-numbers of the article, e.g. pp. 5-10. (Example 6 below.)

In cases of *source editions, encyclopaedias, etc.*, the title of the work is given first, in italics, followed by the year of publication in ordinary type. After a colon there follows the name(s) of the editor/publisher, followed by: (ed.) or (publ.), and then the volume number if applicable. After the full stop comes the place of publication. (Example 7 below.)

(Example 1):

Smith, H.J. 1985: *The Stone Age*. London.

(Example 2) :

Smith, H.J. 1990a: *The Bronze Age*. London.

(Example 3):

Smith, H.J. 1990b: *The Iron Age*. London.

(Example 4):

Smith, H.J., A. Jones & P. Nisbet 1994: *The Viking Age*, vol.1. Birmingham.

(Example 5):

Thompson, A. 1985: Burial mounds in Great Sisby. *Annual report on Nordic Prehistoric Research* 1984, pp. 10-15.

(Example 6):

Wilson, P. 1977: Semi-spherical vessels. In: H.J. Smith and A. Jones (eds): *Viking Age Pottery*, vol. 1. Edinburgh, pp. 5-10.

(Example 7):

The Earliest Historical Reports 1977. S. Smith (publ.). Manchester.

Summary/Abstract

Kuml articles conclude with a summary which should be supplied in Danish or in English. In some cases the language of an English text will be revised. Remember to include the article's title, and subtitle if applicable, at the top. The summary should not be longer than 25% of the main text and should include references to all tables/illustrations, although these can be grouped, e.g. (figs. 1-4). At the end the author's name should be given in italics, along with that person's place of employment or home.

Illustration texts

Texts for illustrations/tables are included at the end of the manuscript or in a separate document. There should be a blank line between each text.

The illustration texts, which should naturally be numbered in sequence and in accordance with the numbering of the illustrations, should begin: Fig. xx., followed by the text itself. They should conclude, where applicable, with an indication of scale, such as: 1:5, and the holder of the copyright of the illustration, e.g. Drawing by N. Jones, or Photo: Paul Peters, or National Museum. If the illustration has been taken from a publication that publication should be named, e.g. From H.J. Smith 1990, p. 30.; this will refer to a title in the bibliographical list. If all or most of the illustrations originate from the same person, this can instead be mentioned after the whole group of illustration texts.

Illustrations

All illustrations should be delivered for reproduction in print-ready state together with the manuscript. The illustrations should be given consecutive numbers in pencil. Marks should be made in ink in the left margin of the manuscript to indicate the intended placing of the illustrations in relation to the finished text.

Where possible, the scale-relation should be indicated to the publisher. The editor will determine the size of reproduction taking into account the proposals made by the author.

The author has sole responsibility for the copyright conditions of the use of illustrations. An exception to this is Danish map-material from *Kort- og Matrikelstyrelsen*, for which the editor can obtain collective authorisation.

Photographs are best reproduced from black and white negatives or from colour slides, even when they are to be printed in black and white. If photos cannot be delivered in this form, black and white paper versions are possible. If possible the photographs should be delivered with a paper/photocopy with indications of any wishes in terms of cropping, format, etc.

Drawings have to be delivered as black and white originals in a professional and fully print-ready version with indications of scale. It is important that the drawings are made on the correct paper, with appropriate thickness of line and preferably completely without text. Keys and archaeological layers, etc., should be given a number linking them to the illustration text.

It is important that in cases of doubt the editor is contacted before work on drawings has been embarked on, in order to avoid having to redo the work.

Illustrations from books should be attached as actual photographs, definitely not just as photocopies. Otherwise the actual book in question can be sent.

Digital illustrations have to be accompanied by a large and clear paper print-out with details of the programme used.

Tables, diagrams and graphs should each be stored in an individual file. It is the responsibility of the author to ensure that data are delivered in a format usable by the layout programme. If tables, diagrams and graphs are used extensively it would be advisable to contact the editor at an early preparatory stage.

Proofs

When the author has delivered the text and illustrations the editor will read the manuscript thoroughly and will possibly send it for peer review. Then the author will receive the manuscript back with comments and suggestions for alterations. When the final text is available there is a last proof-reading. After this the manuscript has to be seen as absolutely complete and “write-protected”, i.e. in principle it should not be changed any further.

After this the manuscript is sent off for the layout process; the author receives a galley proof and/or a final proof. In the case of articles for Kuml only final proofs are sent.

Galley proofs have to be checked right through, paying particular attention to text-formatting errors, headings and word-splitting. As indicated above, there should be no new corrections compared to the manuscript text. In the left margin of the proof, marks should be made in ink to indicate where the illustrations, if possible, should be placed in the final text.

Final proofs have to be checked right through, paying particular attention to text-formatting errors, headings and word-splitting. Where there has been a galley proof, corrections inserted at that stage should be checked for errors, and it should also be checked that corrections in the galley proofs have not caused new word-splitting errors. It is also necessary to check that no piece of text has fallen out in the layout process. Finally the author must ensure that the illustrations are correctly placed, are turned the right way and have the right size. It is absolutely not possible to make alterations to the text at this stage.