



Submission Guidelines for Articles

General

TMA offers both novice and established researchers the chance to publish their research. TMA is published twice a year.

TMA is a journal that focuses on Dutch-speaking archaeologists and generally interested readers. Authors may assume the readers to possess general knowledge of archaeology, but jargon should either be avoided or explained.

Publication agreement

By publishing in TMA you accept the following terms. TMA is primarily published in printed form. Digital publication of the articles on the TMA-website follows one year after publication. Directly after publication the author receives a printed copy of TMA and a digital copy of his or her article. We ask authors to limit the distribution of the article to educational and research purposes and not to make it available on personal websites (for example Academia), until it has been published on the TMA-website.

Deadline & editing

The manuscript should be sent to: tijdschrift@mediterrane-archeologie.nl. Submission deadlines are:

	<i>Deadline summary</i>	<i>Deadline article</i>
Summer edition	January 1st	January 31st
Winter edition	July 1st	July 31st

Your text will be edited twice, and will be returned to you with comments in Track Changes. Both times a swift return of the corrected text to the editors is required. Hereafter you will receive the proofs in order for you to check the type-setting and layout.

Manuscript

The manuscript of an article consists of two or three parts, namely:

1. A Word file containing the sections of the article (see below);
2. Separate figures (min. 3 - max. 6);
3. Tables/graphs made in Excel (submit as Excel file).

1. Article in Word file

The following order of different sections must be maintained.

Before you submit your text please check whether all the sections are presented in the correct order.

- Title
- First and last name author
- Text article
- Acknowledgements (optional)

- A bibliography, consisting of max. 15 titles with as header: Literature
- Short author description (if desired including contact information)
- A summary of 100-150 words
- A list of figure captions (for the format see below)
- A list of table captions (for the format see below)
- Endnotes

2. Figures

Compare the style and layout of your figures with the figures in recently published TMA-articles, to maintain the unity of the articles within the journal.

- TMA offers the possibility of printing **in colour** if it profits the image. Be aware that in general images will be printed in grey and should contain contrasting colours.
- Send figures as separate files.
- Deliver the figures in their original size and file type (for example tiff-, png-, or jpeg-file), preferably in colour.
- The resolution should be at least **300 dpi**.
- Give all the figures a clear file name: the name of the author and the number of the figure. For example: Attema_01.
- TMA uses 3 standard formats for figures:
 - i – single column (8 cm wide)
 - ii – one-and-a-half column (12-13 cm wide)
 - iii – double column (17 cm wide)
 If desired you can use the codes above to specify the preferred size of your image in the file name. For example: Attema_01_iii (for a double column).
- We request a **minimum of 3 figures** and a **maximum of 6 figures** per article.

Captions of figures and tables

- Write clear captions for all figures and tables with reference to the source.
 - For example: Figure 2. Photo of the Acropolis in Athens (photo author).
 - For example: Figure 5. Plan of house 6 (after De Jong 1982: fig. 2).
- Refer to the figures in the text.
 - For example: In figure 3 and table 2 you see the examples in Athens.
 - For example: There are many examples of this in Troy (see figure 1 and table 3).
- For an image with text use a clear and large letter type (in case of downsizing of the image).

Maps

- Use clear black lines where necessary: avoid hairlines (too thin) or lines thicker than 0.5 pt (too thick).
- Add a north arrow and a scale bar.
- Use large font text in case of downscaling.

3. Tables/graphs

- Tables and graphs made in Excel, should be submitted as an Excel file.
- Use a different tab for each table/graph within the Excel file.
- Give each graph a clear title.
- Give both axes in the graphs clear labels.
- Figures and tables should be numbered separately.

Layout

- The word count of the article should be between **1500 and 3000 words**.
- The text should be submitted as plain as possible. Exceptions are non-English words and words that need to be stressed. These words should be in *italics*.
N.B.: if a non-English word is used multiple times in the text, it should be in *italics* only the first time it is mentioned, immediately followed by an explanation.
- The text is aligned on the left side.
- The standard line spacing is single (format "1.0" or "no spacing").
- Indentations are **not** to be used.
- The first word of the title is capitalised.
 - For example: The Sybaritide: an analyses of site patterns
- The author is asked to divide the article into sections (and subsections), each accompanied by a catchy title. The first word of the title is capitalised.
 - Example: **This is a section title**
 - Example: *This is a subsection title*
- Sections are separated by a blank line.
- Literature references and additional remarks should be put in **endnotes**, using the automatic reference system in Word.
- Citations (with a reference in the endnote) are marked with double quotation marks in the text.
 - For example: The goal of the book is to "examine the nature of Roman imperialism".³
- Citations in a language other than English are given in the original language, followed by a translation in parentheses.
- In-text references to book titles and journals should be in *italics* and without parentheses.
 - Example: Various articles contributing to this debate have been published over the last decade in the *Journal of Roman Archaeology*.

¹ Endnotes contain additional comments. Bibliographical references are also given in endnotes (see note 3). For the layout of the bibliography see below.

² Reference to a website: <http://tijdschrift.mediterrane-archeologie.nl/> (consulted 4 April 2012).

³ Appadurai 1986: p. 22.

Spelling

Non-Dutch contributions to TMA should be written in clear idiomatic English using British (UK) spelling. A few specific cases of spelling are given below.

Dates:

- TMA uses BC/AD. AD comes before the date, BC after, except when using a century name. The word 'century' is not abbreviated and no superscript is to be used: 3500 BC, AD 1066, tenth century.

Capitalization

All specific period designations are capitalized:

- Late Antiquity, Imperial Rome, Middle Bronze Age villages.
- Cultural periods recognized by archaeologists are capitalized: Bronze Age, Archaic period, Late Antique period.

- Specific geographical areas are capitalized, general indications of direction or location are not. For example: South Italy, Central Greece, Mid Atlantic, the North, in the south of Spain, the eastern part.

Numbers:

- Roman numerals should be avoided whenever possible. Arabic numerals should be used for all numbers above 10, measurements and dates, without superscripts. For example: 1st century, nine sherds, 10.000 pieces, seven centuries ago, 11 coins, 15 lamps, 8th-9th century BC, 2 cm, 5th of August.

Measurements:

- Roman numerals should be avoided whenever possible. Arabic numerals should be used measurements, dates and all numbers above 12 without superscripts.
- For example: 12 cm, 6 km², twelfth century, 13th of August.

Abbreviations:

- Abbreviations should be avoided as much as possible, with the exception of commonly used abbreviations and units of measurement, such as: etc., sq cm, ca., e.g., i.e., pers. comm.

Literature formatting

TMA uses the **Harvard** formatting style for literature references. Examples of this formatting style are presented below.

The Harvard formatting style is also offered in *RefWorks*. We advise authors to use this program in combination with *Write-N-Cite* for their literature references.

Examples of literature formatting:

Article in an edited book

Wright, J.C. 2004, "Comparative settlement patterns during the Bronze Age in the northeastern Peloponnesos, Greece" in *Side-by-Side survey: comparative regional studies in the Mediterranean world*, (eds.) S.E. Alcock & J.F. Cherry, Oxbow Books, Oxford, pp. 114-131.

Article in a journal

Nakassis, D., Parkinson, W.A. & Galaty, M.L. 2011, "Redistributive economies from a theoretical and cross-cultural perspective", *American Journal of Archaeology*, vol. 115, pp. 177-184.

Book

Bailey, D.W. 2000, *Balkan prehistory. Exclusion, incorporation and identity*, Routledge, London.

Edited book

Gauß, W., Lindblom, M., Smith, R.A.K. & Wright, J.C. (eds.) 2011, *Our cups are full: pottery and society in the Aegean Bronze Age. Papers presented to Jeremy B. Rutter on the occasion of his 65th birthday*, Archaeopress, Oxford.

Barrett, J.C. & Halstead, P. (eds.) 2004, *Emergence of Civilisation Revisited*, Sheffield University Press, Sheffield.

Dissertation, thesis

Weiberg, E. 2007, *Thinking the Bronze Age. Life and death in Early Helladic Greece*, PhD thesis, University of Uppsala, Uppsala.

Website

Voutsaki, S. 2007, *Shifting identities. Social change and cultural interaction in the Middle Helladic Argolid, 2000 - 1500 BC*. Available: <http://www.mhargolid.nl/index.html> [2012, 01/24].

We would like to thank you in advance for complying with these submission guidelines. If you have any questions, please contact us at: **tijdschrift@mediterrane-archeologie.nl**.

By publishing in TMA you accept the terms stated in the publication agreement. The editorial office reserves the right to refuse an article/review/introduction at any time.