



Submission Guidelines for Introductions

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.

The section 'Introductions' is meant for the presentation of recently started research by PhD or Post-Doc researchers, either individually or as a part of a larger project.

Publication agreement

By publishing in TMA you accept the following terms. TMA is primarily published in printed form. Digital publication of the introductions on the TMA-website follows immediately after publication. Directly after publication the author receives a digital copy of the introduction. The author is free to distribute and publish this digital copy, online or otherwise.

Deadline & editing

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

	<i>Deadline introduction</i>
Summer edition	January 31st
Winter edition	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

A formatted research introduction (incl. text, one figure and endnotes) should fit on **one page (ca. 650 words, including notes, etc.)!**

The manuscript of an introduction consists of two parts, namely:

1. A Word file containing the sections of the introduction (see below);
2. One figure (which will be printed with a width of 8 cm)

1. Introduction 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.

- Research title

- Type of research (PhD research, research project or Post-Doc research) and funding agency
- Name and surname of the researcher(s) / project director(s) - without academic titles)

Example:

Challenging Testaccio. Urban landscape history of a Roman rione

Research project (KNIR, SSBAR), Gert-Jan Burgers and Renato Sebastini (project directors)

- Main text describing the aims, plans, and expectations of the research (**max. 550 words**).
- Short introduction of researcher (if desired including contact information, **max. 60 words**)
- Caption to accompany the figure
- Endnotes (please add relevant literature references in one or two endnotes)

2. Figure

- Provide the introduction with **one clear figure**.
- Send the figure in a separate file.
- Keep in mind that the figure will be printed with a width of 8 cm (one column width).
- Deliver the figure in its original size and file type (for example tiff-, png-, or jpeg-file), preferably in colour.
- The resolution should be at least **300 dpi**.
- Give the figure a clear file name: the name of the author and the number of the figure. For example: Attema_01.
- If the figure contains text, please keep in mind that the image might be scaled down.

Figure caption

- Give the figure a clear caption, which should start with "Figure 1."
- Do not use abbreviations. Do apply capital letters and punctuation.
- When necessary, add a reference. The author is responsible for providing the original source of the image.
 - Example: Figure 1. Photo of the Acropolis in Athens (photo author).
 - Example: Figure 1. Ground plan of house 6 (after De Jong 1982: fig. 2).
- Refer to the figure in the text.
 - Example: In figure 1 you see the examples in Athens.
 - Example: We find many examples of this in Athens (see figure 1).

Layout

- 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, 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.
- Sections are separated by a blank line.
- Introductions do not have a bibliography. Literature references and other remarks should be recorded in **endnotes**, which should be marked with numbers. For example: ^{1, 2, 3}. Please keep the number of notes limited.
- Citations (with a literature reference in an 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, A. (ed.) 1986, *The social life of things: commodities in cultural perspective*, Cambridge University Press, Cambridge, 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.
- References to peoples, material culture (specific names) are also capitalized: Roman settlement, Etruscan pottery,
- 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 measurements, dates and all numbers above 12 without superscripts.
- For example: 12 cm, 6 km², twelfth century, 13th of August.

Measurements.

- All measurements should be expressed using the metric system, with Arabic numerals and abbreviated units.

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.