



Submission Guidelines for Reviews

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.

Recently published books and edited volumes concerning archaeological research in the Mediterranean area are reviewed in TMA. Publications (published max. two years ago) can be requested at the editorial board of TMA for reviewing. The reviewer is allowed to keep the reviewed publication.

Publication agreement

By publishing in TMA you accept the following terms. TMA is primarily published in printed form. Digital publication of the reviews on the TMA-website follows immediately after publication. Directly after publication the author receives a printed copy of TMA and a digital copy of the review. 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

The manuscript of a review consists of two parts, namely:

1. A Word file containing the sections of the review (see below);
2. A scan of the front of the reviewed book.

1. Review 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 of the book

- Text review
- Name reviewer
- Endnotes

2. Scan of the front of the book

- Send the figure as a separate file.
- 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.

Layout

- The maximum word count for a review is **1500 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, 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.
- Title description of the book: Author (full name: first name + last name). Title and subtitle (*italics*). Publisher, place of publication, year. ISBN number, price.
Example:
Patricia S. Lulof & Iefke van Kampen
Etrusken. Vrouwen van Aanzien - Mannen met Macht.
WBOOKS, Zwolle, 2011.
ISBN 978-90-400-7806-4, €24,95.
- The author is asked to divide the article into sections (and subsections), each accompanied by a 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.
- Reviews 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 amount of notes limited.
- Citations (with a reference to a page number) are marked with double quotation marks in the text.
 - Example of citation from the reviewed book: The goal of the book is to "examine the nature of Roman imperialism" (p. 22).
 - Example of citation from other literature: The goal of the book is to "examine the nature of Roman imperialism".³
- Citations in another language than English are not translated. If necessary a translation can be given in parentheses directly after the citation.
- References to titles of books and journals in the text should be in italic and without parentheses.

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/>.

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 Peloponnese, 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.