



Submission guidelines for reviews

General

TMA offers both beginning and established researchers the opportunity to publish their research. The journal is published twice a year. Articles are usually in Dutch, but we welcome articles in (British) English from contributors whose native language is not Dutch.

Our readership mainly consists of Dutch-speaking archaeologists and students, but we also cater a public of interested non-professionals. Authors may therefore assume a general knowledge of archaeology in the ancient Mediterranean, but jargon should either be explained or avoided.

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 shortly after publication. Directly after publication the author receives a digital copy of his or her review. The author is free to distribute and publish this digital copy, online or otherwise.

Deadline and editorial process

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

Summer edition	January 31st
Winter edition	July 31st

Your article will be read and commented upon in two editorial rounds, and will be returned to you within two weeks with comments in *Track Changes*. Both times a swift return of the corrected text to the editors is required. Hereafter you will receive a digital proof of your article for a final check of the type-setting and layout.

Manuscript

The manuscript of a review consists of two parts, viz.:

1. A Word file with the review, in sections (see below);
2. An image of the front of the book under review.

1. Review in Word file

The order of the different sections listed below must be maintained. Please check whether all sections are presented in the correct order before submitting your manuscript.

- Details of the book being reviewed, i.e.: full name of the author (in bold); title and subtitle (in italics); publisher, city, year; ISBN, and price. Example:

The Oxford Handbook of the Bronze Age Aegean

Eric H. Cline (ed.)

Oxford University Press, Oxford, 2010.
ISBN 978-01-953-6550-4, €195,00.

- Text review, **max. 1500 words**.
- Name reviewer
- A limited number of endnotes

2. Figure of the front cover

- Submit the figure in its original size and file type (e.g. tiff, png, or jpeg), in colour.
- The resolution should be at least **300 dpi**.
- Send the figure as a separate file.

Layout

- The text should be **submitted as plain as possible in Times New Roman 12**. Exceptions are:
 - Non-English words and words that need to be emphasised. These words should be in *italics*. NB: non-English words that are used multiple times should be in *italics* only the first time it is mentioned, immediately followed by a definition.
- 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.
- The author is asked to structure his/her article in sections (and, if necessary subsections), each accompanied by a title.
 - Example: **This is a section title**
 - Example: *This is a subsection title*
- Reviews do not have a bibliography. Use **endnotes** for references to sources and additional remarks. Make use of the automatic reference system in Word (Arabic numerals). For example: ^{1, 2, 3, 4}
- Use double quotation marks for citations from the book being reviewed (with a reference to page number(s) using “p.” or “pp.”).
 - 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
- References to chapters or sections of the book being reviewed should be in italics without parentheses. Example: Arguments for this statement are found in the chapter *Protohistoric animal deposits in the Alps*.
- When discussing individual articles, the title and author can also be mentioned in brackets. Example: Remains of horses have also been found in Italian cemeteries (*Evolving traditions: Horse slaughter as part of burial customs in Italy*, R. Leifsson, pp. 184-194).
- Texts in dead languages (e.g. ancient Greek, Latin) should be translated to English. Always mention the source of the translation.

¹ Endnotes contain additional comments. Bibliographical references are also **fully** 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

Reviews should be written in clear idiomatic English using British (UK) spelling. A few specific cases of spelling are given below.

Dates and time periods

- TMA uses BC/AD. AD comes before the date, BC after.
- The word 'century' is not abbreviated and no superscript is to be used:
 - 3500 BC, AD 1066, 13th century.
- All specific period designations are capitalised:
 - Early Republic, Neolithic, Middle Bronze Age villages, Iron Age settlement.
 - But: prehistory, protohistory (non-specific period designations).

Proper nouns and geographic designations

- References to peoples and material culture (proper nouns) are capitalised:
 - Etruscan settlement, Delian league, Minoan palace.
 - Also: Romanisation and Hellenisation.
- References to specific geographical areas and proper nouns are capitalised
 - the East (reference to specific geographical area).
 - Southern Italy, Central Anatolia (proper nouns).
- Adjectives and general indications of direction or location are not capitalised.
 - In the south of Spain, the west.
 - The eastern part (adjective).
- For names of cities and persons please use the common English spelling of Egyptian, Greek, Latin etc. proper names:
 - Thucydides, Virgil (or Vergil), Ovid.

Numbers

- Arabic numerals should be used only for measurements, dates and all **numbers above twelve**, without superscripts. Roman numerals should be avoided.
 - 12 cm, 6 km², twelfth century, 13th of August.

Abbreviations

- Abbreviations are generally avoided, 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

Reviews do **not have a bibliography**. Necessary references are fully given in the endnotes.

TMA uses the **Harvard** formatting style for references. In references and endnotes, ancient authors and their works are abbreviated according to the system of the Oxford Classical Dictionary, see: <http://classics.oxfordre.com/>.

Nota bene

- For website references, the link (url) suffices.
 - Example: For more information, see <http://tijdschrift.mediterrane-archeologie.nl>
- Avoid unnecessary capitalisation in titles of publications
- In references to articles in edited books, the name of the publisher and place of publication can be omitted.

Examples

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.

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, 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.

Dissertation

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

Thank you in advance for observing these guidelines. If you have any questions, please contact us at tijdschrift@mediterrane-archeologie.nl.