



Submission guidelines for articles

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 published both in printed form and digitally (via the platform of University of Groningen Press). Directly after publication the author receives a printed copy of TMA and a digital copy of his or her article. TMA follows the guidelines of Diamond Open Access. In principle, contributions are published under Creative Commons licence CC BY-NC-SA 4.0. However, publishing a contribution under a different Creative Commons licence is possible in consultation with the editorial board. We ask that auteurs comply with the terms of the used licence when distributing their contribution.

Deadlines and editorial process

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

	Deadline abstract	Deadline article
Summer edition	January 1st	January 31st
Winter edition	July 1st	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 an article consists of two or three parts, viz.:

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

1. Article 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.

- Title
- First and last name author, affiliation and ORCID (see: <https://orcid.org/register>)
- Text article of **1500-3000 words**
- Acknowledgements (optional)
- Short author description (a few lines stating your name, education, current position)
- A bibliography, consisting of **max. 25 titles** with as header: Literature
- A summary of 100-150 words
- Three to Five keywords, written without capitals
- A list of figure captions (for the format see below)
- A list of table captions (for the format see below)
- Endnotes, **max. 25**

2. Figures

- Submit the figures as separate files in their original size and file type (e.g. tiff, png, or jpeg), preferably in colour.
- The resolution should be at least **300 dpi**.
- Give all the figures a clear file name by using your name and the number of the figure. For example: "Attema_01.tiff".
- TMA uses **3 standard formats** for printing figures:
 - i – single column (8 cm width)
 - ii – one-and-a-half column (12-13 cm width)
 - iii – double column (17 cm width)If desired you can use the codes above to specify the preferred size of your figures in the file name. For example: Attema_01_iii (for a double column).
- If your figure contains **text** (e.g. a legend), keep in mind that the images will be downsized when choosing a font size.
- Regarding **maps**: add an arrow indicating north and a scale bar.
- We request a **minimum of 3 figures** and a **maximum of 6 figures** per article. The editorial board has the right to reject or adjust figures.
- **Please note:** all articles in TMA will be published digitally as Open Access (see publication agreement). Authors are therefore fully responsible for permission to use figures made by third parties. TMA cannot be held accountable for copyright violations of data or figures.

Figure and table captions

- Images and graphs are denoted as figures: "Figure [number]". Tables are denoted as such: "Table [number]". Figures and tables are numbered separately: Figure 1, Table 1, Figure 2, etc.
- Provide all figures with clear captions, starting with "Figure [number]."
 - Example: Figure 5. Ground plan of house 6 (figure De Jong 1982: fig. 2).
- Provide all tables with clear captions, starting with "Table [number]."
 - Example: Table 3. Overview of different house types per site.
- All figure captions contain a source reference. The author is solely responsible for correct referencing and for acquiring permission for the use of figures or data from third parties.
- Refer to the provided figures and tables in your text.
 - Example: In figure 1 you see the examples in Athens.
 - Example: We find many examples of this in Athens (see table 1).

3. Tables/graphs

- Tables and graphs must be submitted as Excel files.
- 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.
- Write clarifying captions for all graphs and tables (see format above).

Layout

- The text should be **submitted as plain as possible in Times New Roman 12, aligned on the left** side. 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.
- Indentations are **not** to be used.
- The author is asked to structure his/her article in sections (and, if necessary subsections), each accompanied by a title.
 - **This is a section title**
 - *This is a subsection title*
- 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}
- Citations (with references in endnotes) 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
- 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*.
- 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 given in endnotes (see notes 2 and 3). For the layout of the bibliography, see below.

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

³ For more examples cf. Appadurai 1986: p. 22.

⁴ Albert 2001: p. 14; Tagliacozzo et al. 1994.

Spelling

Articles 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).

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

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

- References to websites are placed as a link (url) in an endnote.
 - 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.