



Submission guidelines for introductions

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.

The section 'Introductions' is meant for the presentation of recently started research by e.g. PhD or postdoc researchers, either individually or as a part of a larger project. One page is reserved for each introduction (text, figures, and endnotes).

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 manuscript 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

A research introduction (incl. text, figure and endnotes) should fit on **one page!**

The manuscript of an introduction consists of two parts, viz.:

1. A Word file containing the sections of the introduction (see below);
2. One figure (which will be printed across the width of 8 cm, i.e. one column)

1. Introduction 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.

- Research title
- Type of research (PhD research, research project or postdoc 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 bio of researcher(s) (if desired including contact information, max. 60 words)
- ORCID of researcher(s)/project director(s) (see: <https://orcid.org/register>)
- Figure caption
- Endnotes (please add relevant literature references in one or two endnotes)

2. Figure

- Provide the introduction with **one clear figure**, which is submitted as a separate file.
- The figure will be printed across the width of a column (8 cm).
- If your figure contains **text** (e.g. a legend), keep in mind that it will be downsized when choosing a font size.
- Submit the figure in its original size and file type (e.g. tiff, png, or jpeg), preferably in colour.
- The resolution should be at least **300 dpi**.
- **Please note:** all introductions in TMA will be published as 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 caption

- Give the figure a clear caption, which should start with “Figure 1.”
 - 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).
- The caption contains a source reference. The author is solely responsible for acquiring permission for the use of figures or data from third parties and must provide adequate referencing to the original source of the image in the figure caption.
- Refer to the provided figure or table in your text.
 - Example: We find many examples of this in Athens (see figure 1).

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.
- 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*
- Introductions do not have a bibliography. Literature references and other remarks should be recorded in **endnotes** marked by numbers. For example: ^{1, 2, 3, 4}. Please keep the number of notes limited.
- 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

Introductions 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

Introductions do **not have a bibliography**. References should be 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

- 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.