

GUIDELINES ON THE DESIGN OF MANUSCRIPTS

In order to simplify the submission of manuscripts in the German-speaking countries, the Department of Historical Archaeology of the OeAI traditionally follows the current [guidelines](#), abbreviations, and [formatting criteria](#) of the German Archaeological Institute. Therefore, we would like to point them out and ask that the manuscript is prepared as described there. For publications with an Austrian place of publication there are also additional abbreviations.

Submission

Please submit a data medium in a standard word processing program.

For Greek text passages or other diacritical marks that go beyond the scope of supply of Microsoft, please use the font [AISA UNICODE](#) which is provided by the Austrian Academy of Sciences.

Text

Text, captions, image references must be submitted in separate files.

The text and footnotes should be in the font Times New Roman in a uniform font size (11 pt) and 1.5 line spacing; the footnotes must be consecutively numbered and located at the bottom of each page.

The type area for all publications is 15 × 24 cm.

Do not add any additional formatting such as headers or footers, tabs or indents. Only add paragraphs where they are fully intended. Headings should be created in such a way that their hierarchy is clear.

Please do not forget to add your name, address, and also the email address that you would like to have published.

The authors must obtain the publication permission themselves and are responsible for the content of the contribution and accuracy of the citations.

Illustrations

Illustrations on data medium must have a resolution of 300 dpi for photographs (color and grayscale) or 800–1,200 dpi for scanned line drawings (black or white); file format .tiff.

Gray lines should be eliminated in scanned line drawings with fine lines (e.g. pottery drawings). For a better reproduction during printing it is recommended to scan at a resolution of 800–1,200 dpi and to include black instead of gray areas.

Illustrations (e.g. pottery charts, CAD-plans, etc.) created in Macromedia Freehand, Illustrator, CorelDraw, or CAD-programs must be submitted as .eps or .pdf. The lines must be 0.3 pt or thicker, the preferred font is Arial.

In the case of integrated photographs, the linked original data must be submitted separately.

Plans should not be larger than DIN A3 (420 × 297 mm). Larger formats should be avoided – should it be necessary in order to convey scientific content, please consult the editors.

Please bear in mind that the editors cannot carry out any changes on the illustrations and details get lost when the illustration is scaled down too far.

Illustration templates of insufficient quality cannot be accepted for publication, therefore, please send original templates.

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In order to facilitate the review process, we request that a pdf file containing the figures in reduced size and numbered and in the correct order be sent along with the submission.