

## 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.

### Text

- 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.
- 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.

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.

### Illustrations

- **Photographs in colour and grayscale:** resolution 300 dpi, file format .tiff
- **Scanned plans and line drawings:** resolution 800–1200 dpi, file format .tiff
- **Plans and ceramic drawings** (from Illustrator or CAD programmes): please be sure to export in .pdf format. As a general rule, vector lines should remain vector lines and should not be converted into a pixel programme such as Photoshop. 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.
- 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.

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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