

## **GUIDELINES FOR AUTHORS**

Please read and follow these instructions carefully; doing so will ensure that the publication of your manuscript is as rapid and efficient as possible. The Publisher reserves the right to return manuscripts that are not prepared in accordance with these instructions. All submissions must undergo a review process. The editor has the right to refuse further consideration of the submission.

Work submitted for publication must be original, previously unpublished, and not under consideration for publication elsewhere.

**The deadline for abstract submission is 30th of September 2013.**

### **PREPARATION OF THE MANUSCRIPT**

**General:** Papers must be clearly written in English. Maximal length of each contribution is 10 text pages (maximal range of 18 000 symbols; without bibliography) plus 5 figures. Articles must include full title, authors' names, academic degrees, and affiliations. Provide the complete names of all authors. Individual chapters are to be numbered to no more than three levels (1; 1.1; 1.1.1; 1.1.2 etc.). All text must be unformatted. If you use any abbreviations, lists of abbreviations have to be added.

**Abstract and keywords:** An abstract should succinctly and clearly describe the major findings reported in the manuscript. Must not exceed 200 words. You must choose up to five keywords defining the theme of the article. We only accept manuscripts in Microsoft Word's .docx or .doc format.

**Figures and charts:** Figures /charts should be supplied in an electronic format at a suitable size for printing with the following resolutions: 600 dots per inch (dpi). Colour figures must be supplied in CMYK not RGB colours. Acceptable figure formats are GIF, TIFF and JPEG. Maximal figures size is format of paper A5 (210 x 148 mm – 21 x 14.8 cm, portrait or landscape). If you have colour figures, please send those also in grayscale. Figure legends must be added separately in another Microsoft Word file. Illustrations, accompanied by captions in the text section, should be of high quality and must be numbered.

**Tables:** Only unformatted. The best way to submit tables is in MS: Excel file format (.xls).

Please ensure that the prepared electronic image files print at a legible size and are of a high quality for publication. Maps, plans and drawings must include a scale.

### **REFERENCE STYLE**

Authors are responsible for the accuracy of the references. Authors are requested to adhere to the standard citation on the basis of journal Archeologické rozhledy. List all literature cited in the text, as outlined in the examples below.

## **Examples:**

### **1. Citation in the text:**

**one author:** ... most of these blades determined to have been used as tribulum inserts are large blades (Anderson 2000, 321-323).

**two and more authors:** ... most of these blades determined to have been used as tribulum inserts are large blades (Anderson 2000, 321-323; Blatch 2008, 645-659).

**another examples:** ... most of these blades determined to have been used as tribulum inserts are large blades (Anderson, oral announcement).

... most of these blades determined to have been used as tribulum inserts are large blades (see Anderson – Denster 2004, 125, Fig. 5).

### **2. Bibliography:**

#### **Monographs:**

Drda, P. – Rybová, A. 1995: *Les Celtes de Bohême*. Paris.

#### **Articles:**

Gosden, Ch. 1984: Bohemian Iron Age Chronologies and the Seriation of Radovesice, *Germania* 62, 289–309.

Přichystal, A. – Opravil, E. 1992: Poznatky k přírodnímu prostředí keltského oppida Staré Hradisko. *Acta Musei Moraviae – scientiae sociales LXXVII*, 115–121.

#### **Proceedings contributions:**

Gosden, Ch. 1993: The coding of the Radovesice Hallstatt and La Tène period pottery. In: J. Waldhauser et al., *Die hallstatt- und laténézeitliche Siedlung mit Gräberfeld bei Radovesice in Böhmen*. In: *Archeologický výzkum v severních Čechách 21*, Praha, 86–114.

Jansen, C. R. 1986: The use of local pollen indicators and of the contrast between regional and local pollen values in the assessment of the human impact on vegetation. In: K. E. Behre ed., *Anthropogenic Indicators in Pollen Diagrams*, Rotherdam, A. A. Balkema, 203–208.

Birks, H. J. B. – Line, J. M. – Persson, T. 1988: Quantitative Estimation of Human Impact on Cultural Landscape Development. In: H. H. Birks – H. J. B. Birks – P. E. Kaland – T. Persson eds., *The Cultural Landscape – Past, Present and Future*, Cambridge, University Press, 229–240.

#### **Editions:**

CDB: *Codex Diplomaticus et Epistolaris Regni Bohemiae V-4*. Dudkova, S., Vasek, V. (Eds.), Prague 1993.

**All authors are responsible for the content of the manuscript.**

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