

Instructions for authors

The peer-reviewed journal **Památky Archeologické** (PA) publishes original scientific works from the field of archaeology and other related fields. Most of the subjects involve wide-ranging studies with supraregional significance. Reviews of publications with pertinent themes are also included.

The author is responsible for the factual content of contributions and to ensure that neither the contribution submitted to the editorial team of PA nor any part of it (including appendices of illustrations), conflict with law No. 121/2000 Sb. (law of authorship).

The textual part of the manuscript

PA publishes contributions of a length of a maximum of 90 standard pages of text (162 000 characters with spaces = around 30 printed pages), including an abstract, key words, remarks, bibliography and summary. The amount of line drawings should not exceed the printed length of the textual part, i.e. a maximum of a further 30 printed pages. The length of discussive and polemical contributions is limited to a maximum of 30 standard pages of text (54 000 characters with spaces).

The textual part of the manuscript must contain:

- a) the text itself (including references to illustrations),
- b) the data for an abstract of a minimum of 600 words with spaces (10 standard rows) to a maximum of 1200 characters with spaces (20 standard rows),
- c) a maximum of 6 key words, giving point-by-point an accurate summary of the content of the contribution,
- d) the data for the summary (including references to illustrations and cited literature) of a minimum of 1800 characters with spaces (1 standard page) and a maximum of 30 % of the number of characters with spaces of the text of the article itself,
- e) descriptions of the picture supplements,
- f) annotations, should the text contain any,
- g) bibliography,
- h) the author's (or authors') full name(s) and address(es) and, if need be, additional contact information (e-mail, telephone, fax). These details are ultimately printed below the text of the contribution.

The editors accept the text 1x in printed form and simultaneously on computer disc or CD formatted for **MS Word**. It is also possible to send the text by e-mail to the following address pamatky@arup.cas.cz. The editors ask authors not to format the text or to lay it out in a graphically complex fashion, insert illustrations, graphs and the like.

Quotes from literature are to be arranged in the same way as they were in previous volumes of the journal PA. Footnotes (or notes at the end of the text) serve solely to complement – or explain the text, or to present direct quotations and the like, but not for a bibliography.

The editors accept texts in **Czech, Slovak, English, German or French**. In the case of foreign language texts, the editors will arrange the following translations:

- a) English and Czech translation of the abstract including key words,
- b) Czech translation of the summary,
- c) Czech translation of the figure captions.

Abstracts and key words in Czech and English are printed above the text of the actual article. In case contributions come in languages other than Czech or Slovak, the summary will be in Czech.

The summary should be a compact text in condensed form (including sources and references to illustrations) forming a shortened, but fully accurate version of the actual contribution for the reader. When choosing formulations and composition, keep in mind that the text will be translated.

Figures

The standard form of the figures is black and white. The printing of coloured figures is only possible in exceptional cases after prior agreement with the editors. The editors accept the following figures: good quality pen-sketches, good quality computer graphics, slides, photocopies and photographs. Computer generated graphic appendices including maps and plans are only accepted by the editors in electronic form.

The editors accept figures: **a) in electronic form**: photographs and slides of a distinction of 300-400 DPI (in tiff, eps, jpg formats), black and white drawings of a distinction of 1200 DPI (in tiff and gif formats), computer generated picture supplements are best transferred into diagrams in cdr, ai, eps (but also tiff) formats – *solely on CD or ZIP-disc* (not on computer discs) and in a size close to the size of the resulting printed original, **b) in original form in A3** (297 x 420 mm) *format at maximum*.

In the case of maps, plans, field research documentation and illustrations of finds the editors require a graphic scale.

The basis for the production of figures is the printing mirror of a page with the dimensions **177 x 246 mm**. We request authors to take the following dimensions of the printed appendices into consideration: height including descriptions up to the height of the mirror which is 246 mm and roughly 3 possible widths a) 85 mm (width of a column); b) 120-140 mm; c) 177 mm (width of the mirror of a page).

The size of the letters and numbers may not fall below 2 mm in printed form.

Figures of sherds and stone tools will be accepted on a scale up to 50 % at minimum. Larger scales (1:1, 2:3) will only exceptionally be accepted and only will be published after consultation.

The editors reserve the right to alter the submitted figures according to the requirements of the typographic lay-out of the journal.

Reviews

PA publishes critical and informative book reviews written in the Czech, Slovak, English, German and French languages at a length of 7200–27 000 characters with spaces (4-15 standard pages). The review should contain the author's evaluation of the main contributions and shortcomings of the work and possibly his own commentary on the given problems.

The author receives one proof-copy, which he returns to the editors with the completed corrections within 3 weeks. If the author does not return the corrected proofs to the editors by this time-limit, the editors will do basic corrections. Alterations submitted by the author after the time-limit will not be taken into consideration.

Submitted illustrations appendices and all electronic media will be returned to the authors.

Contributions are unpaid. Each author receives a copy of the journal's issue in question and off-prints of the contribution. The number of off-prints is 20 per 1 contribution.

These guidelines also account for all publications which are published in the Supplementa series of PA.