

INSTRUCTIONS FOR AUTHORS SUBMITTING MANUSCRIPTS TO *ARCHEOLOGICKÉ ROZHLEDY*

General information

Archeologické rozhledy (AR) is a peer-reviewed archaeological journal focused on the territory of Central Europe and extending into other regions with related issues. Articles accepted by the editorial board for the evaluation process are reviewed by at least two independent experts. The result of the evaluation process is used by the editorial staff to formulate its opinion. The opinion of the editorial staff, checked by the editorial board, must be regarded as final and cannot be appealed.

The author is responsible for the content of their article.

The author declares that their manuscript has not been published elsewhere (with the exception of student theses and dissertations), regardless of the language in which the work is published. The author also declares that if their article is published in AR, the manuscript shall not be submitted to the editorial staff of another journal, even one published in a different language.

The author declares that all co-authors of the article have granted their consent to its publication and that they are aware of the authorship order.

The author agrees to the publication of their article online.

Types of articles and the structure of the text

AR mostly publishes primary original research articles and systematic reviews. To a lesser extent, the journal focuses on theory and method (in the case of articles of this type, it is necessary to justify why the work should be published in AR and not in a journal with the relevant focus).

The structure of the articles should correspond to the general layout of a professional text: introduction, material and methods, results, discussion and conclusion, with the author's own opinion appearing primarily in the discussion and conclusion. In justified cases, an alternative layout of texts is also possible, but the authors should be prepared for possible objections from the editors.

The editorial staff accepts reports of new publications, primarily critical in character and providing a review in broader contexts. The editors do not accept birthday notices for esteemed colleagues. Obituaries are accepted only after prior consultation with the editors.

Technical specifications and citations

The editors accept texts in Czech and English in DOC format. The editor asks authors not to include illustrations, charts, etc., in the body of their manuscripts. Numbered captions to illustrations, charts and plates should be attached to the article, not directly with illustrations or in the body of the text.

An essential part of every manuscript written in English is the abstract capturing the aim of the work in the scope of 7–12 lines, 5–7 keywords, and the contact address of the author(s), including their e-mail address. The established citation method according to AR volumes from the past ten years must be followed (see below). If the article concerns a specific site, a map of the relevant country or broader territory must be provided with the appropriate localisation, preferably inserted in the corner of the site plan.

The format for image attachments is 126 x 195 mm. Illustrations and tables must be clearly named and numbered (e.g., Surname_

Fig_01). Accepted formats are TIFF, EPS, AI, PSD, JPG, and resolution must be at least 500 DPI. Be prepared to zip any files exceeding 15 MB. The editorial staff does not accept images in DOC format. After converting images into the AR printed format, font height must not drop below 1.5 mm. When processing images on the computer, make sure line thickness remains adequate. Maps, plans and drawings must be accompanied by the graphic scale. The editors do not accept individual drawings/photographs intended for compiling an overall image, only fully compiled images.

Charts should be in PDF, TIFF, EPS, or XLS format, tables in XLS or DOCX, both appropriately named and numbered.

Citations in the text

Citations should be placed directly in the body of the text in the form of a reference in brackets containing the name of the author, the year of publication (both in italics, no comma between them). These are followed by a comma (not in italics) and the cited page(s). Multiple citations are arranged chronologically, separated by semicolons (again, not in italics). If various works published in the same year by the same author are cited, these must be identified in greater detail (*Stephan 1986a; 1986b*). If a group of authors is composed of three or more individuals, state only the first author *et al.* (*Stephan et al. 1986, 85*). The page number must be provided for monographs.

Example of citations in the text:

..., as stated by *Stephan (2001, 28)*, people are ...

... *Stephan et al. (1996; 1997)* argue that ...

For example, *Stephan and Marcus (1992)* performed an analysis ...

... these results (*Stephan et al. 1994, 199-200*) ... of the archaeological excavation (*Stephan 2002, 38; Stephan et al. 2006, 45; Stephan – Marcus 1985, 56-59; Olivier – See eds. 2001*).

References

References are listed (alphabetically and subsequently chronologically) at the end of the text. All bibliographical references must be complete and accurate. If a DOI exists for the source, it must be stated with the reference. References to online sources must contain the date of the most recent access.

BOOKS:

Absolon, K. – Knies, J. 1921: Lovci mamutů. Brno: Moravské zemské muzeum.

ANTHOLOGIES:

Olivier, L. – See, E. eds. 2001: La nécropole de tumulus du Bois de Voivre à Haroué (Meurthe-et-Moselle). Paris: CNRS.

ESSAY IN AN ANTHOLOGY OF PART OF A BOOK:

Peck, M. 1976: Early Bronze Age settlement in Poland. In: E. White ed., *Bronze Age in Europe*, London: Routledge, 11–52.

JOURNALS:

Slayton, D. 2017: Archaeology of Funnel Beaker in Northern Europe. *Antiquity* 93 (358):348-359. doi:<https://doi.org/10.15184/aqy.2017.21>.

Lovell, J. 1992: Technology of Neolithic Pottery. *Journal of Archaeology* 38, 134–142.

Stafford, T. B. – Young, J. 2001: Dating of burial mounds. *Cambridge Archaeological Journal* 21, 25–64.

Müller, H. – Kohl, I. – Ruder, J. – Czermak, S. 1999: Das germanische Grab 1748 in Landshut. *Germania* 90, 178–221.

Thank you for respecting these rules, which will accelerate the publication of your text in AR.