AUTHOR GUIDELINES

Wiadomości Archeologiczne welcomes submissions for publication under the following headings: *Essays*, *Miscellanea*, *Materials, Discoveries* and *Chronicle*. We do not accept typical field reports (on regular and rescue excavations, surface surveys, etc.). All contributions are subject to peer review by experts selected for their knowledge of their subject.

Please submit your text in a printed paper version, one-sided (1 copy) and a digital version (in .doc, .docx, or .rtf format, graphic files in .tif format) on a data storage device or in the form of an e-mail attachment. Authors are strongly advised to adhere to the technical requirements given below. Submissions which depart significantly from the standard will not be considered eligible for peer review and shall be returned to the sender.

Please include the following information with your submissions: personal data of the Author/Authors – first and family names, institution, contact details (address, email, telephone number).

The editors reserve the right to correct evident errors and make minor additions and stylistic adjustments; also, to correct inaccuracies in place names, terminology, etc. For more serious changes the text may be returned to the Author/Authors with a request for clarification, necessary corrections, etc.

P r i n t e d   c o p y
• The printed copy may retain the formatting preferred by the Author/Authors, i.e., bold and italics style, expanded character spacing, centring, variable line spacing etc., but the final decision as to formatting rests with the editors. The pages of the printed copy should be provided with consecutive numbering (this applies to all the elements of the text and illustrations), handwritten or automatic.

D i g i t a l   v e r s i o n
• The digital version should include, in separate files: the main text, list of reference literature, figure captions, tables, diagrams etc., the summary and, any tables, and non-textual matter (drawings, tables, diagrams etc., also in separate files). The names of individual files should contain the name of the Author or the key word from the title, helping to identify the contents of the file unambiguously, e.g.,: *Kowalski texy.doc*, *Kowalski tabeles.doc*, *Kowalski figure 01.tif,* etc.

- The text files should have only basic formatting:

- t e x t – 12-point Times New Roman font, Normal style, with 1.5 line spacing, left justified or fully justified, paragraphs with a 1.25 cm indentation ending in hard space; the text may be highlighted only using the Bold or Italics styles (particularly unwelcome is highlighting the text by pressing the spacebar); sub-headings should be separated from the main text with a double line spacing; numbering of individual portions of the text is unacceptable. Lists, if any, etc. should not be numbered automatically;

- p a g e – without numbering, no headers or footers, margins 2.5 cm on each side;

- n o t e s – the only acceptable form are footnotes or endnotes generated and numbered automatically. The note number in the footnote should be separated from the text of the footnote with a hard space;

- r e f e r e n c e s – bibliographic references inserted in the text must be in the Harvard Referencing System: the initial of the first name of the author/authors, last name, year of publication and list all the cited pages, figures etc. (e.g.,: J. Kostrzewski 1923, p. 34–37, fig. 234, 236), references given in footnotes or endnotes must either have the Harvard Referencing System, or "traditional" (i.e., Oxford Referencing System) format, and give the full title of the cited work (e.g.,: J. Kostrzewski, *Wielkopolska w pradziejach*, Poznań 1923, pp. 34–37, figs. 234, 236), preserving the basic rules (a full reference for the first citation, for subsequent ones either abbreviated title – J. Kostrzewski, *Wielkopolska…*, p. 313, which is the most recommended, or a reference to the preceding citation – J. Kostrzewski, *op. cit.*, p. 313).

S u m m a r y

- All summaries are printed translated into English. Where justified, a summary may be translated into a second language (e.g., Lithuanian, Belarusian, Ukrainian, German, etc.). A summary cannot be smaller in size than 10% of the text (except for texts contributed to the *Materials*, where a summary of a smaller size may be accepted), it should contain references to plates/figures etc., and it may also contain references to numbers of key footnotes. Excessively complex sentences are to be avoided in the summary, where technical terminology is used it is recommended to give the English counterpart (and possibly in the second language of the summary). Abstracts written in English are accepted (with the name of the translator) but the Editorial Staff reserve the right to proofread them and adjust them if necessary. Summaries of papers written in English or German are translated into Polish.

O t h e r   r e m a r k s

- **Place names** and administrative data should be given in their present form, consistent with official records. For sites that have names accepted in literature it is acceptable to use their traditional version (e.g.,: *Wielbark* – today, Malbork-Wielbark, *Rządz* – today Grudziądz-Rządz, *Wilanów* – today Warszawa-Wilanów). When a locality is cited for the first time in the text it should be provided with **up to date** administrative details: for text written in Polish, the name of the powiat (county) should be written in the official format, with the name of the county centre given as an adjective, e.g. *pow. bieszczadzki* [Ustrzyki Dolne], *pow. gdański* [Pruszcz Gdański]), for other countries, the name of the corresponding territorial unit and the unit of a higher order allowing easy localization of the locality. For Poland we recommend using official lists of names of localities published on the home page of the Ministry of the Interior. For other countries there is need to confirm the administrative data drawn from literature. Authors are requested to pay special attention to the correct spelling of the place names using the correct diacritical marks and letters of national alphabet.

- For **proper names, family names, etc.** written in non-Latin alphabets please give the transliteration (not: transcription!) according with the ISO 9:2000 norm for Cyrillic alphabets and the original notation in the national alphabet. For texts written in English or German the scientific transcription of names, places etc. is also accepted. When making reference to materials published before 1945 provenanced to former provinces of Prussia, Silesia, eastern Lesser Poland, etc., the Authors are requested to give the present and former name of the locality (the latter in italics), e.g., Krosno, pow. pasłęcki, former *Krossen, Kr. Preussisch Holland*; Nača (Нача), Garadzenskaâ vobl. (Гарадзенская вобл.), Belarus (Беларусь), former *Nacza, pow. lidzki*.

- **Tables** may not exceed 17 cm in width (unless they are oriented horizontally, in which case, they may not exceed – 25 cm in width), tables with a length greater than 1 page of a standard printout should not be divided into parts. In electronic files Authors are requested to use only the basic formatting in tables, with a uniform line thickness and style, without any internal formatting of columns, rows or cells. The Author/Authors may use their preferred formatting of tables in the printed version of their text.

- All **quotations** must be in italics, and their source – except in obvious cases – must be given.

Non-textual matter

- All non-textual matter is acceptable either in the form of standard, original line drawings in black ink on tracing paper, original negatives, diapositives or prints, or, original printouts of images which only have a digital form (e.g., diagrams, printouts from analytical equipment, digital photographs, etc.). Non-electronic images should be scanned in resolution 600 dpi (or higher if need be, e.g., for older photographs, near-illegible archival materials etc.), gray scale (all black and

white images) or in RGB (all colour images) and saved in .tif format. Scans of photographs should not be edited (cleaned, colour calibrated, sharpened etc.) using any graphics software, only for scans of drawings (especially, maps, plans etc.) all impurities should be removed and scanning rectified. Labels, descriptions, scale etc. in digital files should be saved in separate layers; Polish characters are to be avoided in labelling. The key to the figures may be given only in the caption, whereas on the figures the key should be signed with numerals or letters. The labels of individual illustrations in a figure (drawing, photograph etc.) should be inserted by the right bottom corner of that illustration. Original maps, line drawings, plans etc. should be oriented North (except for archival illustrations) and provided with a linear scale (for archival maps and plans where applicable, it is imperative to note the degree of reduction in relation to the original).

- Authors are advised to use a uniform system of graphic illustration (drawings, full format tables, diagrams etc.) treating them all figures and numbering them consecutively (with Arabic numerals only), and use a separate numbering scheme for in-text tables (including, if need be, tables containing visual elements); drawings and photographs may be combined in the same figure. Other schemes of numbering of visual elements (e.g., separate for less than full format figures and for full format tables) may be used in justified cases when accepted by the Editorial Staff.

- The maximum area for full format figures in print is 17×23 cm (without captions). For hand drawings (drawings of artefacts, maps, plans etc.), both full format and otherwise, it is advisable for technical reasons to reduce them to the target size, consequently it is best to prepare them in a size allowing their uniform and proportional reduction.

- Illustrations submitted only in the form of photocopies will not be accepted.

- Figure captions should, next to a description of their content, give the name/s of the author/authors of the illustration, including also the name of the author of their electronic editing, e.g.,: Fig.*: A. Potoczny (a–c), G. Nowakowska (d–g). Photo: R. Sofuł (h, i)*, and/or sources of the illustration, e.g.,: *Drawing: A. Potoczny (a, c), from: R. Jakimowicz 1925 (b) and E. Blume 1915 (d)*. Figure captions should not end in a full stop.

Bibliography

- The list of cited literature should contain all works and sources cited in the text, in figure and table captions etc., and each work included in the bibliography should be invoked at least once in the text, figure captions etc.

- A bibliographic entry must give the title of the cited work in its full version given on the title page (not: on the cover!) of the book or the first page of an article, especially in case of collective works, incidental works, catalogues, conference proceedings etc.

- Titles of all cited printed matter (books, articles, reviews, notes, catalogues, brochures, maps, etc.), typescripts and manuscripts should be written in italics.

- Titles of cited printed matter, especially journals and publications series, should be written each time in their full version; except for titles that have been listed complete with abbreviations used by the Editing staff on the web page of the State Archaeological Museum in Warsaw: www.pma.pl/wydawnictwa/skroty and in every volume of *Wiadomości Archeologiczne*.

- Titles of journals should be written using a normal font, in quotation marks (e.g.: "Wiadomości Archeologiczne"); titles of periodic publications, including publication series, without quotation marks (e.g.: Monumenta Archaeologica Barbarica).

- All the numbering in the bibliographic entries must be in their original form, i.e., numbers (of volumes, issues, tables, etc.) should be given in Arabic or Roman numerals consistently with the cited numbering; where the number is spelled out, it should be given in the bibliographic entry in Arabic numerals.

- For all printed matter other than journals the place of their publication should be given; for publishing houses p that have several branches and give more than three place names in their publications the first of these should be given, e.g., for "Ossolineum" Publishing House only Wrocław should be given as the place of publication.

- For journals and serial publications with a consecutive numbering of volumes give the date (year) of printing (usually given on the title page) and, if they are different, the actual date of publication of the volume (usually given on the Edition notice or the imprint).

- References published the same year are to be listed in chronological order, marked as "a", "b" etc.

- All the collective works should be provided with the name of their editor of that publication.

- Works not using a Latin alphabet should be given in a transliteration compatible with the established norms (in particular, norm ISO 92000 for Cyrillic alphabets) and in their original form using the national alphabet.

Reference literature should be listed according to the standard given below (without indentations, name of author and initial of his or her name should be separated by a comma, the bibliographic date of publication and its title should be separated by a single tab stop, works of different authors should be separated by double line spacing).

Dąbrowska, T.

1973   *Nowe materiały z cmentarzyska w Starej Wsi, pow. Węgrów*, WA XXXVII/4 (1972), s. 484–503.

Belâvec, V. (Белявец, В.)

2002   *Dasledavannì 2000 g. na gruntovym mogìlnìku vel'barskaj kul'tury kalâ v. Pâtrovìčy* [*Даследаванні 2000 г. на грунтобым могілніку вельбарскай культуры каля в. Пятровічы*], [w:] M. Karczewska, M. Karczewski (red.), Badania archeologiczne w Polsce północno-wschodniej i na zachodniej Białorusi w latach 2000–2001. Materiały z konferencji, Białystok 6–7 grudnia 2001 roku, Białystok, s. 253–268.

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Cieśliński, A.

2006   *Nekropola w Olsztynie. Zagadnienie północnego zasięgu kultury przeworskiej na pograniczu Mazowsza i Warmii we wczesnym okresie rzymskim*, [w:] Pogranicze trzech światów. Kontakty kultur przeworskiej, wielbarskiej, i bogaczewskiej w świetle materiałów z badań i poszukiwań archeologicznych (red. W. Nowakowski, A. Szela), Światowit, Supplement Series P: Prehistory and Middle Ages XIV, Warszawa, s. 45–59.

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1987a *Metalowe części pasów na obszarze kultury zachodniobałtyjskiej w okresie wpływów rzymskich*, WA XLVIII/1 (1983), s. 21–36.

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2011   *Weklice. A Cemetery of the Wielbark Culture on the Eastern Margin of Vistula Delta (Excavations 1984–2004)*, Monumenta Archaeologica Barbarica XVII, Warszawa.

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2013   *Masuren in der Römischen Kaiserzeit. Auswertung der Archivalien aus dem Nachlass von Herbert Jankuhn*, Studien zur Siedlungsgeschichte und Archäologie der Ostseegebiete 12, Neumünster.

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1996   *Der »Alte See« bei Butzke, ein Opferplatz urgeschichtlicher Zeit im östlichen Pommern*, JRGZM 41/1 (1994), s. 231–295.

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Zagórska-Telega, J.

2013   *Obrządek pogrzebowy ludności kultury przeworskiej nadliswarciańskiego regionu osadniczego w młodszym i późnym okresie rzymskim*, m-pis rozprawy doktorskiej, archiwum Instytutu Archeologii Uniwersytetu Jagiellońskiego, Kraków.