



GUIDELINES FOR THE SUBMISSION OF MANUSCRIPTS FOR THE "NEWS SERIES OF THE 1902 COMMITTEE"

Editorial team: Sara Garcês, Carlos Gómez, Hugo A. Mira y George Nash

1. Originals should be sent to the editors of the volume (1902committee@gmail.com) by 30th of April 2023.
2. There are two types of articles that will be accepted by the journal:
 - a. Type 1 article length cannot exceed 8,000 words using Times New Roman, 12 pt, double-spaced and justified.
 - b. The length of type 2 articles cannot exceed 5,000 words using Times New Roman, 12 pt, double-spaced and justified.
3. All papers must be submitted in digital format using Word or OpenOffice (in any of its versions: .doc, .docx, .odt).
4. Manuscripts may be written by the invited author or by more authors, indicated by the invited author.
5. The structure of the paper will be made by means of titles ordered by Arabic numerals. For example: 1.1. section title;
6. Papers must be sent with an attached document specifying the author(s)' details: first and last name(s), professional affiliation, place of work, address, telephone number (including international prefix for non-Spanish telephone numbers), e-mail address, curriculum vitae of 10 lines and a photograph.
7. If numbers are included:
 - a. Type 1 article: 8-10 figures maximum.
 - b. Type 2 article: 5-7 figures maximum.
 - c. They should be a minimum of 300 dpi for full colour, 350-400 dpi for black and white halftones, and 600 dpi for transparencies. The file format should preferably be .tiff, but grayscale or CMYK (avoid RGB) .jpg is also acceptable. Any manipulation or modification to enhance, darken or remove individual features must be acknowledged in the caption. Each figure should be referenced in the narrative, and initial references to them should be in numerical sequence in the text. Where a single figure includes more than one image and each is referred to separately within the text, they should be labelled A, B, C, within the figure. Where there are two rows of objects or images in the same figure, they should be labelled clockwise, starting with the object or image in the top left-hand corner. Where there are multiple rows of objects or images within a single figure, label them from left to right in successive rows starting with the top left and ending with the bottom right of their respective figure. Images must be submitted as separate files in .jpg format. It is mandatory to indicate where each figure should be placed within the text.
 - d. Figure legends should be submitted in a separate text file. They should begin with the word "Figure", followed by the number corresponding to their order within the text and a full stop ("Figure 1."). To send images, use online link services for sharing large files, e.g. wetransfer.com or transferXL.com.
8. If tables are included, they should be sent separately from the text and each in a separate Word document. It is mandatory to indicate where each table should be placed within the text. Table titles should be sent in a separate file. They must begin with the word "Table",

- followed by the number corresponding to its order within the text and a full stop ("Table 1.").
9. The author must have full permission to use and reproduce images (in all formats, including digital, in perpetuity and in all geographic regions of the world) in the manuscript and is responsible for any fees charged for the use of the images. If an image is taken from another source, the copyright holder must be cited in the caption. Adjustments to brightness, contrast or colour balance may be applied to the entire image if the result does not mislead the viewer. Authors should take this into account when preparing the formatting of images for submission and when obtaining permission to use third party material.
 10. Photographs should be in a separate folder.
 11. Papers may not include footnotes.
 12. Each paper must be written in the mother tongue or preferred language of the author(s).
 13. Each paper must include a one-page abstract (maximum 500 words) in English. In case of difficulties with the translation (Portuguese, Spanish, French, Italian) we can provide the translation.
 14. For the citation, the modified APA system will be used as follows: The first surname of the author(s) followed by the year of publication, two points and the page number(s), if it is a textual citation. If several publications are mentioned with the same author and year of publication, the lower-case alphabet should be used to distinguish between them. If there are three or more authors, only the surname of the first author followed by "et al." in italics should appear. All these references must be inserted within the text and will never appear in the footnotes, as these should only be used for brief comments. Each citation must go in the References section at the end of the text, which should be included in the word count. For example: (Arce, 1982: 20-25); (Brogiolo, 1994a: 8); (Gutiérrez & Benítez, 1996); (Loring et al.: 50-60); (Horkheimer, 2003 [1937]).
 15. The bibliography should be placed at the end of the text, following the modified APA system as shown in the following examples:
 - a. Books/monographs: The author's surname will be at the beginning, followed by a comma, the initial of the first name and a full stop. When there is more than one author, they will be separated by a semicolon, except for the last one, which will be preceded by "and" without a semicolon. The year of publication must then be indicated in brackets, followed by a colon. If the work is still unpublished, the year should be replaced by '(p.p.)' (pending publication). If the work is completely unpublished, write '(unpublished)'. This is followed by the title of the book/monograph in italics followed by a full stop. This is followed by the publisher, a full stop, and the place of publication. For example: Clottes, J. & Lewis-Williams, D. (2001). *Los chamanes en la Prehistoria*. Ariel prehistoria. Barcelona. 160p.
 - b. Journals' articles: Name of author(s) and year of publication as in books/monographs. The title of the paper should be followed by the title of the journal in italics and a comma. This should be followed by the volume or issue number followed by a colon. If both the volume and the issue number are available, the latter will be in brackets. This is followed by the page numbers. For example: Ramos, J.; Cantalejo, P. & Espejo, M. (1999). El arte de los cazadores recolectores como forma de expresión de los modos de vida. *Historiografía reciente y crítica a las posiciones eclécticas de la postmodernidad. Revista Atlántico-Mediterránea de Prehistoria y Arqueología*, II: 151-177.
 - c. Collaboration in co-authored publications (proceedings, book, catalogue, book chapter): Names of the author(s) and year of publication as in books/monographs. The title of the work should be written next, followed by 'In:' and the surnames of the editors or coordinators, each followed by a comma and the initial of the name, separated by a semicolon and with '(Ed.)', '(Eds.)', '(Coord.)' or '(Coords.)' as appropriate at the end. The last of this list will not be preceded by a comma, but by 'and'. Collective works should be cited with the phrase 'VV.AA.' (several

authors). This will be followed by the title of the publication in italics followed by a full stop, the publisher, a full stop and the place of publication followed by a colon and the corresponding page numbers. For example: Olmo, L. (2006). *La ciudad en el centro peninsular durante el proceso de consolidación del Estado visigodo de Toledo*. In: Morín De Pablos, J. (Ed.), *La investigación arqueológica de la época visigoda en la comunidad de Madrid*. Vol. I. Museo Arqueológico Regional. Madrid: 251-266.

- d. Electronic reviews: These should be cited in the following order: Author, date, title (all as in the previous examples), name of the journal in italics followed by a comma and the corresponding number. This will be followed by the full web address in brackets followed by a full stop and the date of consultation. For example: García-Raso, D. (2009). "De la basura de las nuevas tecnologías. Base bibliográfica para un estudio de cultura material contemporánea". *Arqueoweb. Revista sobre Arqueología en internet*, 12. [<http://www.ucm.es/info/arqueoweb/numero12/conjunto12.htm>. Fecha de consulta: 20/07/2011].
 - e. Archaeological reports: Name of the company or director(s) of the intervention followed by the year in which it was carried out following the criteria explained above. Then, the name of the intervention followed by a period and the place where the report is filed. For example: Strato Gabinete Arqueológico, S.L. (1999). *Informe arqueológico de excavaciones en Santa María de los Reyes Godos (Trespaderne, Burgos)*. Informe depositado en el Servicio Territorial de Cultura de Burgos.
16. No more than fifteen references shall be exceeded.
 17. The editors will acknowledge receipt of the papers, indicating the date, within a maximum of 8 working days. Authors will also be informed of the date on which the paper will be sent for editorial review.
 18. After the editorial review, the author(s) will be informed, if necessary, of the changes to be made to the original manuscript for it to be definitively accepted.
 19. During the revision process, authors will not be allowed to increase the length of the text by more than 5%.
 20. Once the volume has been published, a copy of the complete publication (electronic and/or printed) will be sent to the author(s).