

## STANDARDS FOR ARTICLES SUBMITTED FOR PUBLICATION

### GENERAL

- Articles will be submitted in Word (.doc/.docx or .rtf) electronic format.
- Accepted languages: French, English, German and Italian.
- Articles will be accompanied by an abstract of maximum 300 words, in both English and Romanian languages and by 5 keywords in the same languages.

### FONT TYPE, SIZE AND SPACING

- Abstract and keywords: Times New Roman, 10-point font size with single line spacing, justified.
- Text: Times New Roman, 11-point font size with single line spacing, justified. Use line breaks for each new paragraph and new title.
- Citations (only footnotes accepted): 10-point font size. The notes must not include paragraph breaks.

### CAPITAL LETTER USE

- In main text and footnotes do not use capital letters in proper names. In the French language, capital letters must have the proper accents: À, É, È, Ô, Û, etc.

### QUOTATION MARKS

- Use double quotation marks (“ ” for English texts, « » for French and Italian texts, and „ “ for German texts) for quotations.
- For French texts only, spaces between the quotation mark opening and closing the word or the passage concerned (« word ») should be employed.

### REFERENCES

- Footnotes with abbreviated references (limited to the name of the author/names of the authors separated by a comma, year of publication of the contribution quoted, page corresponding to the remarks made in the text).
- For an author's multiple entries of the same year, place lowercase letters after the date of publication: 2005a, 2005b, 2005c, etc.
- For papers/volumes with 4+ authors, the use of *et alii* will be employed in the abbreviated version, and explained in full at Bibliography.

#### Examples:

- Alexandrescu 1999, p. 27; Oța 2007a, p. 78; Oța 2007b, p. 229; Avram, Bîrzescu, Zimmermann 2008, p. 129; Luca *et alii* 2016.
- A complete bibliography arranged in alphabetical order should be listed at the end of the text, containing the full information of the abbreviated bibliographic references in the footnotes. Different works of the same author should be listed chronologically (from older to newer).
- Authors are required to respect the rules illustrated in the following examples:

#### Paper in a journal:

- Chernakov 2011 – D. Chernakov, *A hoard of ceramic vessels in a Chalcolithic necropolis near the village of Kosharna, district of Rousse*, CCDJ 28, 2011, p.<sup>1</sup> 59-74.
- Hașotti 1986 – P. Hașotti, *Observații asupra ceramicii dintr-un complex al culturii Hamangia de la Medgidia, punctul “Cocoașe”*, SCIVA 37, 1986, 2, p. 121-133.

#### Paper in a collective volume:

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1 ‘S.’ for texts in German.

- Brežňanová 2012 – G. Brežňanová, *Reflections of the Contacts between Celtic Communities in North-Western Romania and South-West Slovakia in the Grave Inventories*, in<sup>2</sup> S. Berecki (ed.)<sup>3</sup>, *Iron Age Rites and Rituals in the Carpathian Basin. Proceedings of the International Colloquium from Târgu Mureş, 7-9 October 2011*, Cluj-Napoca – Târgu Mureş, 2012, p. 289-294.
- Duval, Chevalier 1994 – N. Duval, P. Chevalier, *VII.g. Tables rectangulaires anépigraphiques*, in N. Duval, E. Marin, C. Metzger (éds.), *Salona I. Recherches archéologiques franco-croates à Salone. Catalogue de la sculpture architecturale paléochrétienne de Salone*, Coll. de l'École française de Rome 194, Rome, 1994, p. 158-172.

#### Authored volume:

- Comşa 1974 – E. Comşa, *Istoria comunităţilor culturii Boian*, Bucureşti, 1974.

#### Edited volume:

- Kogălniceanu *et alii* 2015 – R. Kogălniceanu, R.G. Curcă, M. Gligor, S. Stratton (eds.), *Homines, Funera, Astra 2. Life beyond death in ancient times (Romanian case studies). Proceedings of the International Symposium on Funerary Anthropology, 23–26 September 2012, “1 Decembrie 1918” University (Alba Iulia, Romania)*, Oxford, 2015.

### **ABBREVIATIONS AND CONVENTIONS**

- For abbreviations, please use the list provided on the journal's webpage ([www.daciajournal.ro](http://www.daciajournal.ro)). If some of the titles are not to be found in the respective list (annually updated), authors are requested to add at the end of their text a complete list of the abbreviations used.

### **TRANSLITERATION OF SLAVIC WORDS**

- Use international standards, not English, French or other conventions. Transliterate the title the way it appears in the original publication.

#### Example:

- *Arheologičeski razkopki na pretoriuma v Ulpija Eskus*, in *Arheologičeski otkritija i razkopki prez 2014 g.*, Sofia, 2015 (not *Arheologicheski razkopki...*, or *Archaeological excavations ...* [in Bulgarian]).
- When signing the article, authors are free to choose for their own transliteration (example: S.L. Solovyov).
- The same principle applies to well-known toponyms (e.g. Kerch or Kertsch for Kerč).

### **ILLUSTRATIONS**

- Please observe the volume format: 16.5 cm × 23.5 cm (this area includes also the space for the legend of the respective figure/plate).
- The figures (in JPEG or TIFF format, with a minimum resolution of 300 dpi) should be numbered according to their reference in the text.
- Authors are requested to have a list of illustrations at the end of the article.
- Photos are generally published B/W but at times, under special circumstances, colour photos may be possible. If submitted, colour photos will appear in the .pdf version of the paper and on the official internet site of the publication ([www.daciajournal.ro](http://www.daciajournal.ro)).
- Images to be reproduced (photos, drawings, maps, etc.) must be copyright-free.
- Authors must obtain from photographers, institutions or agencies the right of using the respective images.

### **SUBMITTING MANUSCRIPTS**

- Authors are requested to send their manuscripts to the following address: [iab.redactie@gmail.com](mailto:iab.redactie@gmail.com).

*Received manuscripts eligible for publication for their scientific content but not complying with the technical publication standards, will be returned to the authors for revision. Manuscripts that will not be reviewed in order to meet the technical standards will not be published, irrespective of their scientific content!*

<sup>2</sup> 'in' for texts in English, German and Italian; 'dans' for texts in French.

<sup>3</sup> (ed./eds.) in English; (éd./éds.) and French; (Hrsg.) in German; (a cura di) in Italian.