ABOUT PAM – EDITORIAL POLICY

The scholarly journal *Polish Archaeology in the Mediterranean* (*PAM*) is a peer-reviewed journal of over 30 years’ standing. It appears annually, in English, presenting archaeological, geophysical, conservation & restoration fieldwork, as well as academic research, from a broadly considered Near East, including the Arabian Peninsula and the Caucasus, as well as northeastern and northern Africa. The chronological scope is very broad, from prehistory and protohistory through the Early Bronze Age in the Near East, the predynastic period and the Old, Middle and New Kingdoms in Egypt, broadly understood Greco-Roman culture in the southern and eastern parts of the Mediterranean, as well as early Christianity, including medieval Nubian kingdoms in Africa, to the Islamic Age in all of the area in question.

The scope of the Journal, both territorial and chronological, is a derivative of the original founding editorial policy, which was the presentation of the full extent of work done by researchers and specialists under the aegis of the Polish Centre of Mediterranean Archaeology (PCMA), a research unit of the University of Warsaw established in 1959. The journal continues to host publications of current research with an emphasis on new excavations, conducted by teams either from or associated with the PCMA, but since 2008 it has become more study-oriented in an effort to provide a platform for presenting original research deriving from the reported discoveries. Since 2013 it has implemented a policy of publishing separate thematic fascicles (*Beyond Ornamentation, PAM* 23/2, *Deir el-Bahari Studies, PAM* 24/2, *Research on the Red Sea, PAM* 26/2, *Deir el-Bahari Studies II, PAM* 27/2).

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Articles are available online from [http://www.pam-journal.pl](http://www.pam-journal.pl), [www.pcma.uw.edu.pl/en/publications](http://www.pcma.uw.edu.pl/en/publications), [www.bazhum.muzhp.pl](http://www.bazhum.muzhp.pl) and [www.ceeol.com](http://www.ceeol.com). Authors are also encouraged to disseminate their work in the form of author’s .pdfs in the academic social media without limitation.

A hard copy of the journal still appears once a year (by the end of the publication year) and enjoys a limited distribution, mainly to academic libraries and research institutions, through a worldwide book exchange program run by the PCMA. Copies may be acquired from the publisher, University of Warsaw Press.

Manuscripts considered for publication in PAM, in English (French and German also accepted), include original research, theoretical and innovative approaches to archaeological documentation methods and conservation issues, reports on new and ongoing archaeological excavations, material culture studies presenting new material, ongoing and completed conservation and restoration projects, reviews of current scholarship in the field, academic book reviews. Submissions need to be consistent with the broad territorial and temporal scope indicated above. Occasional theme issues relating to this scope are welcome. Book reviews have been introduced with volume 28.

Submissions must be original. They cannot be submitted simultaneously for consideration elsewhere or already published (either in printed form or online), whether
in English or another language. Co-authors include all persons actively involved in writing and editing some or all of the submitted manuscript (ten at most); exceptions can be made in justified cases. Responsibility for portions of the text should be indicated in clear and unambiguous fashion, preferably in the form of initials in brackets following relevant sections of text. Research experts and team members who studied the material should be mentioned in the text; their role as co-authors may be acknowledged only if they wrote and contributed a specific section to the manuscript.

Acknowledgments, financing sources and, specifically in the case of excavation reports, team members and fieldwork data are presented as a separate section.

INSTRUCTIONS FOR CONTRIBUTORS

SUBMISSION PROCEDURE

All submissions should be made online through https://editors.publisherspanel.com; authors (at least the primary or corresponding author in case of multi-author texts) should use their account, if they have one, or register as a new user, then select the journal and submit the manuscript and related materials by following the instructions.

IMPORTANT: We pride ourselves on our editorial processing of both text and images. Therefore, our submission guidelines are broader than most and we kindly request source material for processing in some cases. And so:

INSTRUCTIONS FOR UPLOADING FILES

MANUSCRIPT FILES: Please upload in .doc or .docx format. A complementary .pdf file is welcome, especially if fonts or other special marks are used, for editorial processing only. All other textual material should be in .doc or .docx format, but in the case of tables, preferably, as Excel files.

Technical preparation of the files:
- manuscripts should be double-spaced, margins equal to 2.5 cm, no full justification. The following order should be kept: title, abstract, keywords, text with notes (footnotes and endnotes accepted), reference list (including abbreviations, if used), figure and table captions. Please note that we use an author-date referencing system: footnotes are discouraged and should be kept to a minimum; they are to be used for providing additional information, not for bibliographical references, which appear in parentheses in the body of the text.
- There should be no identifying material contained in the manuscript or supporting materials, in order to facilitate the double-blind review process that requires manuscripts to be sent out anonymously for peer review. The author’s name, professional standing and affiliation, and e-mail address, as well as the same for co-author(s) will be requested separately as part of the online submission process. The same goes for acknowledgments (including financing and institutional partners).
- The abstract should focus on the primary conclusion of the article, mentioning methodology and sources as required; it is good practice to contain references to all your keywords in the context of the argument presented in the article. Please do
not exceed about 200 words (500–1000 characters with spaces). Please provide 4–8 keywords.

- Preferred font for all textual materials is Candara 10, but Times New Roman (or equivalent Macintosh) is also accepted. If additional fonts are required, they must be Unicode-compliant; please upload fonts that you wish the editors to consider and, generally, consult with the editors prior to submission of the manuscript.
- A two-level outline of the article is recommended. Use titles for all divisions. Level one titles should be in capital bold letters (TITLE), level two for important subdivisions in lowercase bold letters (Title). Any lists (bulleted or not) should be indented. Transcriptions and translations should be separated by a line and indented on both sides; italics should be used.

**FIGURE FILES:** Please upload:
- photo files (B&W and color) in .jpeg, .tiff or .png format (for excavation documentation we welcome original photo camera files in .raw or similar formats).
- scanned documentation (photo negatives, ink drawings etc.) as .tiff files, scanned as RGB (if colored) or GREyscale (if black and white); BITMAP mode is not suitable.
- digital illustrations (plans, maps, drawings of artifacts etc.) in .cdr or .ai format (including Autocad and Archicad files); a .pdf or .jpg format is welcome for editorial processing and comparison, but is not suitable, as a rule, for publication without processing.

*For detailed instructions of text and illustration preparation, see guidelines below.*

**EVALUATION AND REVIEW PROCEDURES**

Manuscripts are accepted for review with the understanding that the same work has not been already published, that their submission has been approved by all of the authors and by the institution where the work was carried out and that all contributors are bylined in the article. The Journal follows a double-blind review procedure; our reviewers are listed at [https://pcma.uw.edu.pl/en/publications-2/pam-journal-2/reviewing-procedures-and-list-of-reviewers/](https://pcma.uw.edu.pl/en/publications-2/pam-journal-2/reviewing-procedures-and-list-of-reviewers/). One or both of the reviewers may be members of the extended PAM Editorial Board.

All texts pass our unique language pre-review evaluation. The procedure, developed by the journal in response to a quarter of a century of experience in publishing academic texts in English frequently written by non-native English speakers, covers language correctness in terms of grammar and style, checking simultaneously for adherence to international standards of content structure for scientific academic texts in the humanities and social sciences. All submissions are first evaluated by qualified English-language editors and approved for peer evaluation either directly or after minor language improvement. Texts not up to standard are returned to authors for improvement with a detailed list of issues to address and an invitation to resubmit for another evaluation. At PAM we consider this pre-stage evaluation extremely important.
as we respect the time and effort that our reviewers put in evaluating papers for publication in the journal.

The reviewer evaluates manuscripts based on the topic significance and relevance, originality of research, methodology, quality and clarity of the presentation. Reviewers will recommend to the editors whether to accept a paper substantially as is, with modifications, return for rewriting and a second round of reviews, or reject. The final decision regarding acceptance is always with the editors. Acceptance of a manuscript depends on the editors considering it ready for publication and on a publication agreement being signed by the PCMA on one side and the author(s) on the other.

The final draft, after acceptance of all revisions and suggestions, should be submitted via the online submission system.

The PAM publication agreement to be signed by all contributing authors, assigns copyright in the contribution to the Polish Centre of Mediterranean Archaeology University of Warsaw. The agreement will be sent by e-mail upon acceptance of the final draft and should be returned signed forthwith to pam.pcma@uw.edu.pl.

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Figure captions, in this and in all cases, should include proper acknowledgment of the author and copyright owner, as well as the authorship of amendments made to the images. These should be written out for each illustration and table.

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We accept texts written in English (standard American English conventions preferred), French and German; the editors provide English language editing, but reserve the right not to accept texts that need major revision and editing.

**Affiliation and Acknowledgments.** Authors are requested to state their affiliation and contact information as per publication time. For fieldwork reports, please state affiliation both as per publication time and when the described research took place. Mission directors are requested to list the function and affiliation for all team members (as a separate list); please consult the editors regarding this item. Mission and project directors, as well as individual authors, are reminded to include, in the form of a separate paragraph, information on sponsoring institutions financing their research and local partners (archaeological authorities, museums, universities, etc.), if applicable.

**Quotations.** Please use quotation marks in the following form: “ and ”. In English, both parts of the quotation marks should be upper index, e.g. “word”. Please do NOT use inverted commas/apostrophes as quotation marks. Brief quotes do not need to be italicized; longer quotations will be set as a separate paragraph and indented.

**Italics.** To be used for book titles, foreign (that is non-English) words not subsumed into the English language (a tricky issue at best), e.g. *in situ*, *Veneridae*, and transliterations. Common abbreviations, even those of Latin origin, should not be italicized, for example: *cf.*, *et al.*

**Transliteration and translation of foreign texts.** Transliterations and translations of inscriptions etc., that are not a part of a sentence in the text, should be given in italics, in a separate, indented paragraph, e.g.:

> Ana atta lakumma Utunapisztim;
> Minatuka ul szana, kima jatima atta,
> U atta ul szana, kima jatima atta.

**Place-names.** For unfamiliar names use diacritics. Arabic names are written without following the consonant assimilation rule when latinized in Latin-spelled languages, e.g. al-Tafila instead of at-Tafila, Kom el-Dikka and not Kom ed-Dikka. Exceptions can be made for time-approved place-names that have come to designate archaeological cultures or periods, e.g., Umm an-Nar.

**Numbers.** Cardinal numbers from one to ten should be spelled out and figures be used for larger numbers. Figures should be used in series and in mathematical, technical, scientific or statistical usage. This includes measures of distance, volume, area, etc. The abbreviations of such measures are not followed by periods (e.g. 5 km, not 5 km.). Ordinal numbers should not be superscripted: 1st, 2nd, etc. Write out common fractions. For percent and degrees, use standard symbols (% and º). Use Arabic numbers in all figural references.

**Sizes.** Write either e.g. 2 m x 3 m or 2 m by 3 m; please be consistent in your choice throughout the whole text. Sizes of structures are given in meters, e.g. 8.80 m, 0.50 m, usually rounded to two decimal places. Sizes of artifacts are given in centimeters, e.g. 5 cm, 0.55 cm, etc. For non-English authors, keep in mind that decimal fractions should be spelt with a dot, not a coma, e.g. 1.55 cm.
**Compass Points.** Write out compass points, e.g. northwest(ern) corner, south(ern) extension, east–west wall.

**Indented Lists.** Please avoid automatically bulleted or numbered lists. Number or bullet them by hand.

**Historical and Archeological Dates.** For centuries and millennia, use Arabic numbers, e.g. 2nd millennium. Words: century, millennium etc. should not be capitalized. Abbreviations: BC, AD, BP, bc, bp should be spelt without periods. Consistency is the overriding rule. When mentioning halves or quarters of centuries, millennia etc., write the first part in full, then use a number for the century/millennium, e.g. second half of the 3rd century BC. For time spans, such as dates of research, use the following formula: 9 May–25 June 2009.

**Radiocarbon Dates.** Include the laboratory code, sample number and relevant publication information. Uncalibrated ages should be expressed as years BP, calibrated ages as cal BP, cal AD and cal BC. The most recent available international calibration curve should be used when citing calibrated dates. Include the name and version number of the computer program used to calibrate the dates, as well as the website address of the program.

**Archaeological Terms.** All archaeological terms, like stratum, locus, room, level, phase, are written out and capitalized when preceding a specific reference.

**Archaeological and Historical Periods.** Write out archaeological time periods when they stand alone, e.g. Late Bronze Age, but abbreviate when they are followed by a specific subdivision, e.g. LBA II. Be consistent. The word “period” following the name of the historical period should not be capitalized. When citing archaeological periods, give time ranges as per your argument; this may be within the text at the first reference, or as a textual footnote. The numbers of the Egyptian Dynasties should be written out: Eighteenth Dynasty, Twenty-first Dynasty, etc.

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cited by the author’s last name and year of publication, followed by a colon (:), page number (without the preceding abbreviation “p.”), plate, figure or table number preceded by the proper abbreviation, capitalized (Fig., Pl., but Table), e.g. (Smith 2008: 15), (Smith 2009: 72–74, Fig. 4), (Smith forthcoming). There is no space after the colon in figure or plate references, e.g. (Kowalski 1939: Fig. 12:23a,b,c).

- For publications with more than three authors, please give the first name followed by “et al.” (not italicized), e.g., Torkaski et al. 2013.
- References to more than one publication in a single parentheses are separated by semi-colons, e.g. (Sarnowski, Kubiniška, and Toma 2000; Wesson and Teller 1909: 100). Please arrange references by dates from oldest to youngest.
- Page ranges follow the style illustrated here (also for citation of numbered items): 150–154, Pl. 32:3–9; always write out the full numbers. Please do not use f. or ff.
- Number notes sequentially in the text using superscript numbers. Citations within the notes follow the same rules as applied to the body of the text.
- A comprehensive list of references to all works cited in the article (including those in figure captions) should be provided at the end of the article (under the heading “References”). Do not include publications that you used preparing the article, but did not cite. Include items that are “forthcoming” (scheduled publication, publisher known) and “in preparation” (only in justified circumstances). A notation of “personal communication” may be included in the body of the text (e.g., Sara Debor, personal communication, 2018).

The end list of references uses APA style 6th edition (for a handy guide, see http://owl.massey.ac.nz/referencing/apa-reference-list.php).

And specifically in PAM:

- SERIES. Give the title of the series after the title of the book, in italics all except for the number, inside parentheses, after the equal sign, e.g., (=BAR IS 1577).

- CITING ENGLISH TITLES. Words that are not proper nouns (names etc.) are not capitalized either in book or in article titles (e.g., Early Makuria Research Project. The vessel assemblage from Tanqasi).

- JOURNAL AND SERIES NUMBERS. Write in Arabic numerals (e.g., PAM 28, BAR IS 1577); Roman numbers are used for volume numbers of multi-volume works (e.g., Deir el-Bahari III).

- ELECTRONIC SOURCES. Provide author, date, relevant title (article, journal, book, unpublished work, etc.), DOI or, if DOI is not available, website address and date accessed. If a hardcopy of the cited item is available, it should be cited rather than the digital version (this applies also to PAM articles). When citing web pages, please give the full URL and the date of access: e.g. http://www.eurekalert.org/pub_releases/2011-01/uoc-att010311.php?fb=1 (accessed: 5.05.2011). Do not cite web addresses that are no longer accessible at the time that a manuscript is submitted.

- PAGE NUMBERS. Give inclusive page numbers of articles in journals or books.

- REFERENCES TO CLASSICAL LITERATURE. Use standard abbreviations (see https://oxfordre.com/classics/page/abbreviation-list/) in the text. These should be written out in a separate list at the beginning of the reference list, indicating the edition used.
**BIBLIOGRAPHIC ABBREVIATIONS.** Wherever possible, please abbreviate the names of journals and series, etc.; please, list the full titles of the items you have abbreviated at the end of your reference list; e.g., AJA – American Journal of Archaeology, BAR IS – British Archaeological Reports International Series.

**TRANSLITERATION.** All titles appearing in the reference list must be transliterated into the Latin alphabet. For the transliteration of the Cyrillic script, use the following standard: ISO 9 (e.g., https://en.wikipedia.org/wiki/ISO_9)

**TRANSLATIONS OF FOREIGN BOOKS:** when citing, please add information on the original edition’s title and year of publication: e.g. Author (year of publication of the cited translation). Title [original title, translator]. Place of publication: Publisher. English translations of titles are requested for languages other than French, German, Italian and Spanish.

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All figures must be submitted in separate files, not inserted in the text document (for instructions on preparation of illustrations, see below). The name of the file should be the number of the figure in the text.

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- All tables inserted in the text should be numbered [Table 1, Table 2 etc]. Each table must be captioned and must be mentioned in the text [in square brackets]. Keep tables as simple as possible. Explanatory material should be included either in the caption or as a note appended to the table.

- Figures and tables should have concise captions explaining the contents and including information on copyright holders and authors, e.g. original and processing, digitizing etc. *(Copyright holder*** Courtesy of ***/photo ***, drawing ****, digitizing ****)*

  Typical caption: *Fig. 1. Burial in the northern chamber of Grave 1; personal ornaments visible in bottom left corner (PCMA UW/photo J. Kowalski, processing J. Michalski)*

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**Photos.** Please submit original files from the photo camera in the highest available resolution (formats TIFF, JPEG, RAW etc.).
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**Scans.** Slides must be scanned at a resolution of 2400 dpi and saved as TIFF files.
Ink drawings etc. must be scanned at 1200 dpi resolution, as RGB (if colored) or GREYSCALE (if black and white); BITMAP mode is not suitable.

**Drawings.** All digital illustrations (plans, maps, drawings of artifacts etc.) should be sent as appropriate graphics software files: .cdr or .ai; we prefer illustrations made in AUTOCAD or ARCHICAD to be submitted as .cdr or .ai files. Also accepted are .pdf files made for publication. Complementary .pdf or .jpg files of the drawings are welcome for designing the layout and checking accuracy. They may be suitable for publication, if the standards listed below are followed.

- **Parameters for Corel Draw and Illustrator files.**
  - Line thickness: no less than 0.1 mm.
  - Color mode: CMYK, for black C=0 M=0 Y=0 K=100.
  - When using different shades of grey, make sure they differ by at least 10% (e.g. K=10%, K=20%, K=30%).
  - Arial font; size: scale 6 pt, other descriptions on plans, maps etc: 7–9 pts.
- Scales and north points used in PAM can be downloaded from [https://pcma.uw.edu.pl/publikacje/dla-autorow/](https://pcma.uw.edu.pl/publikacje/dla-autorow/).

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