

PCMA BOOK SERIES
GUIDELINES FOR CONTRIBUTORS
(created 15 September 2021)

GUIDELINES FOR CONTRIBUTORS

SUBMISSION PROCEDURE

To start the process please send a cover letter covering as much of the questions in this publishing proposal instruction: [PAM_serie_propozycja wydawnicza_instrukcja.doc](#) to the Chief Editor Iwona Zych, head of the Publications Section, Polish Centre of Mediterranean Archaeology, University of Warsaw.

The proposal will be presented to the Editorial Committee, seeking external advice if deemed appropriate. A recommendation from one of the Committee members is sufficient to proceed with the process of publishing your book.

You will then be asked to submit a draft of your text and illustrations for review. We use an open review procedure in the case of our books, meaning the reviewer knows the author.

Up to three reviews may be solicited for a given publication, taking into account subject specificity, fields of expertise etc. All reviews are written following the PCMA book review form. Reviewers are requested to complete the form and encouraged to write their remarks in full, even interacting with the text /author if the parties agree. Our objective is to **improve** and **enhance**. The Series Editor is responsible for actively avoiding conflict of interest and ensuring proper and ethical action throughout the reviewing process. Any issues at this stage can be discussed with the Editorial Committee. The final decision to accept or reject a proposal is with the Series Editor in consultation with the Editorial Committee.

Work on the manuscript begins following a successful review process which should not take longer than 1–2 months as a rule depending on reviewer's availability. Procedures include language editing in English and French, bibliographic editing, control of illustration quality and layout editing. Translation is not part of the editing process, although the Editors can be useful in arranging a good translation. Editions in Polish are managed entirely through the University of Warsaw Press (WUW) system for PCMA.

Pre-press is usually outsourced or managed through the Publisher, and the actual printing is in the responsibility of the Publisher. At present most of PCMA book series and individual books are published by the University of Warsaw Press. The PPMA series is published by Peeters Publishers.

Online editions are increasingly a standard with both publishers. Many books are also O/A as required by the various government body funding sources.

Authors are included in the process at all stages of manuscript preparation and at the proofs stage.

DETAILED INSTRUCTIONS FOR PREPARING TEXT AND IMAGES

TEXT

We accept texts written in English (standard American English conventions preferred), French and Polish; 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. Please indicate sponsoring institutions, research associates 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. French follows its own rules. 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., etc., 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 attā lakumma Utunapisztim;
Minatuka ul szana, kima jatima attā,
U attā ul szana, kima jatima attā.
- ☛ **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 °). 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 spelled 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, BCE, CE, 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.

- **ABBREVIATIONS.** Use standard abbreviations consistently.

Figures: abbreviated as Fig. (*singularis*) and Figs (*pluralis*); please note the plural form has no full stop at the end.

Number: abbreviated as no. (*singularis*) and nos (*pluralis*); please note the plural form has no full stop at the end.

Editor: abbreviated as ed. (*singularis*) and eds (*pluralis*); please note the plural form has no full stop at the end.

Avoid using c. or ca.; write “about” or “approximately” instead.

In doubt?

Consult with our editors at pam.pcma@uw.edu.pl

REFERENCES AND REFERENCE LIST

CITATIONS AND NOTES. Publications that have influenced the content of the author’s work should be cited following the author–date referencing system in the text as well as footnotes. Text citations (in parentheses) are incorporated into the text body. Works are 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, Kubińska, 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://owll.massey.ac.nz/referencing/apa-reference-list.php>).

And specifically in PCMA book series:

- ☛ **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. Cite the hardcopy of the item if available.
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. An effort will be made to include active hyperlinks in the pdf formats of the publication.
- ☛ **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.

FIGURES AND TABLES

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.

- ☛ All figures must be mentioned in the text. Ideally, the PCMA book series layout calls for figures to be inserted in the text as close as possible to where they are cited. Full-color publication is considered in individual cases. References to figures in the text are italicized and should be set in square brackets, e.g. [*Fig. 1*], [*Figs 3, 5*]; additional information (e.g. “bottom”, “left” etc.) should not be in italics, e.g. [*Fig. 2 top*]. If a figure is mentioned more than once, subsequent references should be preceded by the word “see”, e.g. [see *Fig. 2*].

- ☛ 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)
- ☛ The figures you submit will be scaled down to one of the following sizes: full page – 160 mm x 220 mm; 1 column – 80 mm at the base (at min. 300 dpi resolution). Please keep this in mind when selecting the figures, as it may influence the clarity of the illustrations (especially in the case of maps, plans etc.).
- ☛ The publisher has the right to reject any (photo)graphic material or other digital illustration material that is of insufficient quality to be reproduced in the publication according to the publisher’s own expertise and judgment. We remind you that scans of field documentation are not suitable material for publication. Also figures (photos, drawings etc.) inserted in a text document are not of publication quality and can only serve for comparison.
- ☛ **SUBMISSION STANDARDS.** Please submit:

Photos. Please submit original files from the photo camera in the highest available resolution (formats TIFF, JPEG, RAW etc.).

All photos need to have a min. resolution of 300 dpi and min. size at the base (at 1:1): 165 mm (full page) or 80 mm (1 column). The max. height of figures is 220 mm.

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; including illustrations made in AUTOCAD or ARCHICAD. Also accepted are .pdf files of publication quality. 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/>.

Remember: the only books we cannot publish are the ones that haven't been written!