Guidelines for Manuscripts in English Language for Collaborative Research Centre
SFB 1070 RESOURCECULTURES (June 2016)

Responsible for editing: Uwe Müller

1. Layout and style of texts

Basic layout and formatting:
Texts should be submitted as word.doc or word.docx files in A4.
Tables should be submitted as separate word files.
Captions should be submitted as separate word files.

- Font: Arial, 11pt, spacing 1.5.
- Please do not use any additional formatting (indent, tabs, bullet points or the like)!
- Texts should be structured as follows:
  - Title of contribution
  - Author(s), full name
  - Keywords (five to seven)
  - Optional: acknowledgements, initial quotation (marked as quotation)
  - Summary (min. 150, max. 350 words)
  - Text (including sub-titles and titles of chapters)
  - Contact information for authors
  - Bibliography according to the guidelines given below

- Left-aligned, no grouped style or columns.
- No indents or tabs.
- No manual division of words.
- UK spelling.
- In headings nouns and adjectives capitalised.
- No small caps, except for the expression RESOURCECULTURES.
- Genus and species names, as well as expressions in other languages than English in italics (Spondylus, in situ, etc.).
- **Bold** may be used for highlighting.
- Headings separated by two blank lines above and one below.
  - No numbering except for subheadings, like:
    - 1. SFB 1070 RESOURCECULTURES
    - 1.1. Project A01 ‘Resources and the Emergence of Inequality: Raw Materials and Communication Systems in Prehistoric South-East Europe’
1.1.1. Case Study: The Carpathian Basin

- Direct quotations should be identified by ‘ and ’.
- If special fonts are used please notify us.

Measurements and Dates:

- 3mm; 0,318cm; 215m; 15m²; 21.24km
- 5g; 10kg; 100ha; 20l
- 1980–2011
- 7th cent. BC (BCE optional)
- 3rd mill. BC (BCE optional)
- Ca. 2300–2000 BC (BCE optional)
- Uncalibrated radiocarbon dates: 11960±60 BP. Calibrated: 2800–2400 calBC

References:

- Please use only short references (name year, page number) in brackets within the text. Example: (Bartelheim et al. 2008, 165–168).
- Full references should be listed alphabetically in the bibliography (see below).
  - Attention: do not use et al. in the bibliography, here all authors’ names have to be listed.
- Please, do not place short references in footnotes.
- Footnotes may be used for further explanations.
- Footnotes should be placed after punctuation marks.
- Please, do not abbreviate the names of journals and series.

Illustrations:

- Illustrations may be submitted in colour or black and white.
- Photographs should be submitted as separate files.
  - .tif and .jpg files will be accepted.
- Please submit high quality illustrations only:
  - Photographs at least 400dpi
  - Drawings as .tif with at least 1200dpi
- Please don’t use tabs for graphs, diagrams and Excel-charts.
- Responsibility to get permission for the use of illustrations is with the author (see below)!
- References for illustrations not prepared by the author himself should be given in brackets at end of the caption. Example: (from: Eggert/Samida 2013, 224 Abb. 7.8.1).
- Please use definite captions and submit them as a separate word document.
- Please refer to your illustrations within the text, where appropriate.
- If references to your own illustrations are given in brackets use italics, if they are included into a sentence don’t use italics.
  o Examples: ‘… bowls with flaring rim (fig. 3) are frequent …’.
  o ‘…bowls like those depicted on fig. 3 are frequent…’.

**Copyrighted Images:**

‘Images’ includes all kinds of drawings, photos, graphs and tables (UrhG § 64).
If in a manuscript an author/authors uses images for which he/they do not hold the rights (images produces by other persons or by the author/authors, but previously published elsewhere), they are responsible to make sure that the images can be reprinted without permission (orphaned works, public domain images or images under CC-license), or otherwise to obtain the necessary permission and to submit this permission to SFB 1070 together with the manuscript.

2. Bibliography – Citation Guidelines for English Language Manuscripts submitted to Collaborative Research Centre SFB 1070 ResourceCultures (June 2016). Presently valid for the departments of Prehistory, Social and Cultural Anthropology and Biblical Studies.

**General**
- Please use et al. if referring to three or more authors of the same paper in the text.
- Do not use et al. in the bibliography, here all authors’ names have to be listed.
- Separate authors’ names by / (Hauptmann/Pingel 2008).
- Please give exact page numbers, do not use ff. (Hauptmann/Pingel 2008, 156–162).
- If referring to several papers of the same author and the same year, distinguish with letters (Mayer 2006a; 2006b; 2006c).
- To separate references use a semicolon (Hauptmann/Pingel 2008; Lichter 2005; Çilingiroğlu 2009).
- Commas separate page numbers and references to illustrations that do not directly follow each other (Hauptmann/Pingel 2008, 156, 172, fig. 3, fig. 5, tab. 17).
- Successive page numbers or references to successive illustrations are linked by a dash (Schoop 2005, 56–71).
- A dot separates the number of the illustration and the individual picture on it (Schoop 2005, Abb. 15.4).
**Examples for monographs**

Lichter 2005

Yalçın et al. 2005

Schoop 2005

Kaiser et al. 2012

Çilingiroğlu 2009
Ç. Çilingiroğlu, Central-West Anatolia at the End of the 7th and Beginning of 6th Millennium BCE in the Light of Pottery from Ulucak (Izmir) (PhD-Thesis Eberhard Karls Universität Tübingen 2009).

Бибиков et al. 1994
С. Н. Бибиков/В. Н. Станко/В. Ю. Коен, Финальный Палеолит и Мезолит Горного Крыма (Одесса 1994).
Examples for journals

Pernicka et al. 1993

Korfmann/Kromer 1993

Reingruber 2011

Hansen et al. 2009

Shennan 2001

Riehl et al. 2013

Stanko/Kiosak 2008/2009

Біаджі et al. 2008
Examples for articles in edited volumes

Thissen 2001

Bonsall 2008

Horejs 2009

Kienlin 2015

Müller et al. 2007

Examples for websites

Seeher 2004