

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:
 - o Title of contribution
 - o Author(s), full name
 - o Keywords (five to seven)
 - o Optional: acknowledgements, initial quotation (marked as quotation)
 - o Summary (min. 150, max. 350 words)
 - o Text (including sub-titles and titles of chapters)
 - o Contact information for authors
 - o 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.
 - o 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).
 - o 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.
 - o .tif and .jpg files will be accepted.
- Please submit high quality illustrations only:
 - o Photographs at least 400dpi
 - o 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 produced 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

C. Lichter (ed.), How did Farming Reach Europe? Anatolian-European Relations from the Second half of the Seventh through the First half of the Sixth Millennium calBC. International Workshop, Istanbul, 20–22 May 2004. Byzas 2 (Istanbul 2005).

Yalçın et al. 2005

Ü. Yalçın/C. Pulak/R. Slotta (eds.), Das Schiff von Uluburun. Welthandel vor 3000 Jahren. Katalog der Ausstellung des Deutschen Bergbau-Museums Bochum vom 15. Juli 2005 bis 16. Juli 2006. Veröffentlichungen aus dem Deutschen Bergbau-Museums Bochum 138 (Bochum 2005).

Schoop 2005

U. D. Schoop, Das anatolische Chalkolithikum. Eine chronologische Untersuchung zur vorbronzezeitlichen Kultursequenz im nördlichen Zentralanatolien und den angrenzenden Gebieten. Urgeschichtliche Studien 1 (Remshalden 2005).

Kaiser et al. 2012

E. Kaiser/J. Berger/W. Schier (eds.), Population Dynamics in Prehistory and Ancient History. New Approaches by Using Stable Isotopes and Genetics. Berlin Studies of the Ancient World 5 (Berlin 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

E. Pernicka/F. Begemann/S. Schmitt-Strecker/G. A. Wagner, Eneolithic and Early Bronze Age Copper Artefacts from the Balkans and their Relation to Serbian Copper Ores. *Prähistorische Zeitschrift* 68, 1993, 1–54.

Korfmann/Kromer 1993

M. Korfmann/B. Kromer, Demircihüyük, Beşik-Tepe, Troia. Eine Zwischenbilanz zur Chronologie dreier Orte in Westanatolien. *Studia Troica* 3, 1993, 135–171.

Reingruber 2011

A. Reingruber, Early Neolithic Settlement Patterns and Exchange Networks in the Aegean. *Documenta Prehistorica* 38, 2011, 291–305.

Hansen et al. 2009

S. Hansen/M. Toderas/A. Reingruber/N. Becker/I. Gatsov/M. Kay/P. Nedelcheva/M. Prange/A. Röpke/J. Wunderlich, Pietrele. Der kupferzeitliche Siedlungshügel “Măgura Gorgana” und sein Umfeld. Bericht über die Ausgrabungen und geomorphologischen Untersuchungen im Sommer 2008. *Eurasia Antiqua* 15, 2009, 15–66.

Shennan 2001

S. Shennan, Demography and Cultural Innovation. A Model and its Implications for the Emergence of Modern Human Culture. *Cambridge Archaeological Journal* 11, 2001, 5–16.

Riehl et al. 2013

S. Riehl/M. Zeidi/J. Conard, Emergence of Agriculture in the Foothills of the Zagros Mountains of Iran. *Science* 341.65, 2013, 65–67.

Stanko/Kiosak 2008/2009

V. N. Stanko/D. Diosak, The Late Mesolithic Settlement of South-Western Ukraine. *Attidella Società per la Preistoria e Protostoria della Regione Friuli-Venezia Giulia* 17, 2008/2009, 27–100.

Біаджі et al. 2008

П. Біаджі/В. Н. Станко/Д. В. Кіосак, Нові радіовуглецеві дати поселення Мирне. Наукові праці, серія історичні науки спецвипуск 83, 2008, 33–37.

Examples for articles in edited volumes

Thissen 2001

L. C. Thissen, The Pottery of Illipinar, Phases X to VA. In: J. J. Roodenberg/L. C. Thissen (eds.), *The Illipinar Excavations 2* (Istanbul 2001) 3–154.

Bonsall 2008

C. Bonsall, The Mesolithic of the Iron Gates. In: G. Bailey/P. Spikins (eds.), *Mesolithic Europe* (Cambridge 2008) 238–279.

Horejs 2009

B. Horejs, Metalworkers at the Çukuriçi Höyük? An Early Bronze Age Mould and a 'Near Eastern Weight' from Western Anatolia. In: T. L. Kienlin/B. Roberts (eds.), *Metals and Societies. Studies in Honour of Barbara S. Ottaway. Universitätsforschungen zur Prähistorischen Archäologie 169* (Bonn 2009) 358–368.

Kienlin 2015

T. L. Kienlin, All Heroes in Their Armour Bright and Shining? Comments on the Bronze Age 'Other'. In: T. L. Kienlin (ed.), *Fremdheit – Perspektiven auf das Andere* (Habelt 2015) 153–193.

Müller et al. 2007

R. Müller/G. Goldenberg/M. Bartelheim/M. Kunst/E. Pernicka, Zambujal and the Beginnings of Metallurgy in Southern Portugal. In: S. La Niece/D. Hook/P. Craddock (eds.), *Metals and Mines. Studies in Archaeometallurgy* (London 2007) 15–26.

Examples for websites

Seeher 2004

J. Seeher, Die Entdeckung und Ausgrabung von Hattuscha/Boğazköy, last updated 26.06.2004, <<http://www.hattuscha.de/deu/themen/04-entdeckungsgeschichte/entdeckungsgeschichte.htm>> (last access 19.01.2006).