

REI CRETARIÆ ROMANÆ FAVORVM ACTA



Guidelines for authors

The Acta will be produced in A4 format. In order to minimize the time and cost required for production, authors are strenuously requested to adhere to the following rules.

1. Length

Finished articles should not exceed 10 pages, including illustrations (type size 11 pt, one-line).

2. Abstract

An abstract of not more than 100–200 words is required for all articles. The abstract should be a factual summary of the contents and conclusions of the paper; it should not form part of the introduction.

3. Text

Please supply all texts as a WORD files (compatible with Windows). Bold and italic typefaces are acceptable but do not use underlines. References to figures should be in bold typefaces. To ease the type-setting please mark all special types (except the french ones). If necessary supply an explaining list.

4. Notes

A reference used once only should be placed in the appropriate note, anything cited more than once should be placed in a bibliography and referred to by author/ date (e.g.: Simpson 1977, 13–15). Please do not use any abbreviations. The titles of all books and articles cited should be given in full length. Please do not use capital letters for authors' names!

5. Bibliography

Please supply separately a bibliography of books and articles cited without abbreviation. For articles the complete page numbers should be cited (e.g.: 205–250, not 205 ff.). For monographs, indicate the place and date of publication in curved brackets. Do not use capital letters for authors' names!

6. Figures

Please supply digital versions (TIFF, JPG or EPS files). Resolution: 1200 dpi for line drawings, 300 dpi for half-tones/photographs. All figures should be numbered continuously (Fig. ##) whether they are photographs or line drawings. When preparing illustrations, plan for a final print area of 172×250 mm including the caption. Don't forget the captions (supply as an extra file or put them at the end of your text file)!

Line drawings should be prepared at a suitable scale for reduction to these dimensions. For pottery drawings a view to publication at 1:2 or 1:3 is common, a drawn scale should be included. Bear in mind that a printed line less than 0.1 mm thick cannot be reliably reproduced.

Colour illustrations are still expensive in printing. We will try to use colour in cases where it is absolutely necessary for a better understanding.

7. Tables & diagrams/charts

Tables should be numbered separately to figures, in consecutive order, and be accompanied by a caption. Please provide them as separate data files and don't place them in the text.

8. Language

Many of the articles are not written in their authors' native language but in another language (mostly in English). Every author has to assure that his or her article is impeccable from the linguistic point of view. We cannot accept any article in a language that is not the author's own language that has not been revised and corrected by a native speaker, who must sign off for it!

8. Deadline

At the latest the manuscripts should be sent to the editor by

December 31, 2016.

Acceptance of manuscripts after this date cannot be guaranteed. The editor's decision (in agreement with the editorial committee) on the suitability of a manuscript for publication is final.

9. Proof and corrections

A single set of page proofs (PDF) will be supplied to each author for checking of printing errors. Please ensure that you have retained a copy of your article in order to do this. No author's corrections will be permitted at this stage. The proofs should be returned as quickly as possible.

10. Offprints/PDF

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