

Submission of proposals

The contribution for “**Ocalone Dziedzictwo Archeologiczne**” (“**Saved Archaeological Heritage**”) series should be submitted in electronic version, preferably as a Microsoft Word file in *.doc or *.docx format. The files should be sent to following e-mail addresses: wydawnictwo@profil-archeo.pl (main series proposals) or karol@profil-archeo.pl (“Miniatures” subseries proposals). Using cloud-based file transfer services is also welcomed.

The text must be written in the Times New Roman font at a size of 12 pts with 1.5 line spacing. All margins should be set to 2.5 cm, and all pages should be numbered. It is highly recommended that the contributors avoid undue use of text formatting options, such as word dividing, bolded or underlined words, empty lines, different font types, etc. Using such options should be reduced to the necessary minimum. It is important that footnotes contain only the necessary additional information.

The submitted file/s should consist of the following:

1. Title.
2. Author/s full name/s, together with affiliation, address, e-mail address, phone number (for each author); when there is more than one author, please indicate the person responsible for contact with the Editor, Editorial Board, and – after the publication – with the readers.
3. Text (divided into chapters, which titles must be separated by an additional empty line below and above).
4. Summary in English (up to 1/5 of the texts) or full text in English (in case of bilingual publications).
5. List of references (for a book in case of single- or multi-author monographs, or for each chapter in case of multi-author edited monographs).
6. List of figures with complete captions.
7. List of tables with complete captions.
8. List of plates with complete captions.

Preparing of figures, plates and tables

Illustrations should be delivered in an electronic form, each figure being a separate file of TIFF or JPG format (minimum 600 DPI for black-and-white and grey-scale drawings, minimum 300 DPI for colour drawings or photos) named in a clear way, e.g. using the name of the author/first author (e.g. `Kowalski_Figure1.jpg`), or consequent numbers within chapters (e.g. `Chapter_4_fig_1.jpg`). Please do not insert illustrations in the text!

Figures should be referred to in the text using Arabic numerals; a reference to a particular part of the illustration should use colon and proper number/s or letter/s (e.g. Fig. 31:12–14). A continuous numbering (as ‘figures’, in the language of the publication – e.g. ‘Figure’ or ‘Rycina’) should be kept for all the illustrations and photographs, in the order in which they are referred to in the text. The maximum size of a printed illustration will be 165 (or 80 – one column) x 210 mm (125 x 175 mm in case of ‘Miniatures’ subseries, any single column-size available). In exceptional cases larger size of figures (165 x 240 mm) may be accepted – when caption can be placed on the neighboring page. The size of numbers and letters within figures

(we recommend using Arial font and Arabic numerals) should be adjusted to the illustration size, to make them readable. All drawings should be provided with a clear and adequate linear scale. The same applies to plates which should have standardized size of 165 x 240 mm (125 x 175 mm in case of 'Miniatures' subseries); the only difference is that plates should be numbered using Roman numerals, and referred to in the text as follows: (Pl. XV:13).

All the tables should be delivered in electronic version as Microsoft Word file (*.doc or *.docx); an additional version in *.pdf format is welcomed. The tables may be saved in a single file or as separate files; in both cases the file name/s should clearly refer to the content – it is desirable that the author's/first author's name is used (e.g. Smith_Tables.doc or Smith_Table1.doc). Each table must be provided with a headline containing its number and title. Any comments, if necessary, must be placed below the table. Tables should be referred to in the text using Arabic numerals (e.g. Table 3); their numbering should follow the order in which they are referred to in the text.

Authors are responsible for obtaining permissions from copyright holders for reproducing any illustrations, figures, or tables if their publication does not meet criteria for 'citation'.

The files with illustrations and tables should be sent to specific e-mail address: (wydawnictwo@profil-archo.pl for main series, and karol@profil-archo.pl for 'Miniatures' subseries), or recorded on CD / DVD and mailed to the following postal address: Wydawnictwo Profil-Archo, 23 Jurajska Str., PL-32-087 Pękowice n. Kraków, Poland. Using cloud-based computer file transfer services (e.g. Wetransfer, Dropbox) is also possible.

References

The bibliography should only contain positions that are referred to in the text or in the illustrations or tables. Journal names should be used in their full form. References in the text should be ordered chronologically, beginning with the oldest quoted position and kept to the following pattern: (Sherratt 1981, 35–38; Rice 1996; Nowak 2009, 32). If a publication has more than two authors, the expression *et al.* should be used (e.g. Smith *et al.* 2014). If there is more than one publication of the same author/s within one year, lower case extensions should be used (e.g. Marciniak 2005a; 2005b). Figures and/or tables in quoted publications should be referred to using the following pattern: (Czerniak, Pyzel 2013, fig. 9:6; Nowak 2016, table 6, pl. XV).

The bibliography should be listed according to the patterns presented below. They were drawn up for publications in English. For publications in other languages, the use of upper and lower case, as well as the expressions and denotations like: (in:), (ed.), (eds.), pp., (typescript), should be adjusted to the rules of the given language. Particular attention should be given to provide accurate spelling of authors' names and publication titles, especially in languages where diacritic marks are common (e.g. Czech, Slovak).

Examples of citation patterns:

1. Monographs:

Nowak M. 2009 *Drugi etap neolityzacji ziem polskich*, Kraków.

2. Papers or chapters in monographs, series, conference papers, etc.:

Sherratt A. 1981 Plough and pastoralism: aspects of the Secondary Products Revolution, [w:] I. Hodder *et al.* (red.), *Pattern of the Past*, Cambridge, 261–306.

Czerniak L., Pyzel J. 2013 Unusual funerary practices in the Brześć Kujawski culture in the Polish Lowland, [w:] N. Müller-Scheeßel (red.), *“Irreguläre” Bestattungen in der Urgeschichte: Norm, Ritual, Strafe...? Akten der Internationalen Tagung in Frankfurt a. M. vom 3. bis 5. Februar 2012*, Bonn, 139–150.

3. Papers in journals:

Rice P.M. 1996 Recent ceramic analysis: 1. Function, style, and origins, *Journal of Archaeological Research* 4/2, 133–142.

4. Typescripts:

Frankiewicz M. 2013 *Aplikacja metody mikroskopowej analizy powierzchni materiałów kostnych i jej możliwości na przykładzie schyłkowo-paleolitycznych i mezolitycznych znalezisk z terenu dzisiejszej północnej Polski*, Poznań (typescript of the M.A. thesis, Adam Mickiewicz University in Poznań).

5. Web sites:

IAEA/WMO 2014 Global network of isotopes in precipitation, *The GNIP Database*, <http://www.iaea.org/water> (accessed on 24.06.2015).