



Author's Guide

The author's guide has been adapted from an original created by Dr. Susanne Kerner and is used with her kind permission.

STYLE

We suggest using a reference managing tool, like Zotero, Paperpile, and Mendeley to make it easier to reference and generate a bibliography which lists all your references at the end (Zotero 2023, Paperpile 2023, Mendeley 2023). If you use a reference tool, make sure to set the style to Chicago Author-Date Style.

LENGTH OF ARTICLE

Your article should be a maximum of 25,000 characters/6250 words/10 pages, including text for illustrations, appendices, bibliography but excluding an abstract of 625 characters/200 words/0.4 pages. There is a limit of 8 figures per paper.

If you are interested in submitting a contribution exceeding 10 -12 pages, please contact us before the deadline.

GENERAL REMARKS

- Submit your article to us at: chronologjournal@gmail.com or through our website: <https://tidsskrift.dk/Chronolog/index> before the deadline. We only accept contributions in English. If necessary, please ensure that your paper has been reviewed by a native speaker before submission.
- The abstracts will be bilingual, and you are required to write one in English, and we will get it translated to Arabic, unless you can provide us with a translated version of sufficient quality. The abstract is not included in the word count.
- The text and illustrations of the article should be submitted in separate files:
 - The text of the article should be submitted without the figures, as those need to be sent separately.
 - The text should be sent as a text file *and* a PDF file.
 - The figures, tables, and graphs should be sent in a folder.
 - The PDF should include text and illustrations in order to provide a reference copy for the editorial board.
- Copies of copyright clearances for each image that you plan to include into your paper must be submitted as well.



TEXT:

General remarks about the text, how to include tables, figures, and references.

- Use a standard font for your article text (such as Times New Roman, Arial or Calibri). 12 points for the text.
- Keep it simple: Strip the text of automatic layout styles and avoid cross-references and indentations of paragraphs.
- If you need to use a font with special characters (for example for ancient languages), please note the name of the font under the text of your article and send us the font itself or a link.
- We suggest using headers, as this will make it easier for the readers to orientate themselves.
- Keep the headline short and if possible snappy. Explain in more detail in a sub-headline.

NUMERALS:

- Ordinal numbers should be typed 1st, 2nd, etc.
- Dates: for centuries and millennia use Arabic numbers, e.g. 2nd millennium.
- Words: century, millennium etc. should not be capitalised.
- Abbreviations: BCE, CE, BP, CE, bp should be spelt without full stops. Please avoid the abbreviations BC and A.D. as well as their equivalent in other languages.
- 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 BCE.
- For timespans, use the following formula, e.g. 9 May – 25 June 2009

QUOTATION MARKS:

- Both parts of the quotation marks should be in the upper index, e.g. “word”, (not „word”).
- Please do not use inverted commas/apostrophes as quotation marks, e.g. “quote”, (not ‘quote’).

ITALICS:

- Foreign words should be given in italics, e.g. *in situ*, *Bit-hilani*.
- Common abbreviations, even those of Latin origin, should not be italicised, e.g.,: i.e. and etc.

ABBREVIATIONS:

- Figures: abbreviated as Fig.
- Tables: abbreviated as Tab.
- Number: abbreviated as no.
- Editor: abbreviated as ed. and eds.
- Please limit the use of abbreviations.

FOOTNOTES and ENDNOTES:

- Footnotes at the bottom of a page are discouraged and should be kept to a minimum; they are to be used for providing minor additional information, not for bibliographical references.
- Please do not use endnotes.

TABLES:

- Tables should be submitted separately, preferably as Excel (or separate Word) files. Please name the files indicating the last name of the first contributor and the number of the table: Smith_Table 1; Smith_Table 2 etc.
- To indicate the place at which the table should be inserted, please use [insert Table 1 here] in the article text document after a line break.
- Every table submitted must be mentioned in the text and mentions must be set in brackets e.g. (Table 1).
- Make sure that the full size of a table does not exceed a maximum width of 16 cm. Double page illustrations are not possible.
- Each table must have a concise caption explaining its contents. The captions should be submitted as a list at the end of the article (after the references).

FIGURES:

- To indicate the place at which the figure should be inserted, please use [insert Figure 1 here] after a line break. This should ideally be close to the place where they are mentioned.
- Every submitted figure must be mentioned in the text.
- References to figures in the text should be set in brackets e.g. (Fig. 1).
- Please avoid references such as “the figure below”, as we cannot guarantee an exact placement of the figure.
- Each figure must have a concise caption explaining its contents. The captions should be submitted as a list at the end of the article (after the references).
- The captions for each illustration should include any necessary copyright information (original and processing, digitising etc.), e.g. (Photo /Drawing /Digitising: Name). Example: Fig. 1. Monjukli Depe. Grave 4, the burial of a child, in Building 4. Traces of ochre are visible around the body (Photo: Jane Doe).
- All images that do not belong to the author must have copyright cleared on them for both print and electronic publication and this is the responsibility of the individual authors. Any invoice received from an external source for use of illustrations will be sent on to the relevant author.
- Please note that each author must provide a written author warranty for the use of all images.
- Copies of copyright clearances for each image that you plan to include into your paper must be submitted as well.
- If clearances are missing Chronolog reserves the right to not include the respective paper into the final publication.

BIBLIOGRAPHY AND REFERENCES:

- Please use the so-called “Author-date system of referencing” for in-text citations; the references are to be inserted in the text in round parentheses () and shortened to the basic information: (Name year, page, figure) e.g. (Kafafi 2017, 205), (Kafafi 2017, 205–207, Fig. 4), (Kafafi forthcoming).
- Where there are two authors, their names should be separated by “and” example (Schmidt and Kafafi 2016).
- For publications with more than two authors, please give the first name followed by “et al.”
- References to more than one publication in a single parenthesis are separated by semicolons. e.g. (Smith and Kafafi 2016; Kafafi 2017).
- Every reference used in the article must be mentioned in the bibliography at the end of the article.
- If you wish to submit a list of references in Word format, please refer to the Chicago Manual of Style, (Author, date, publication, publisher). For more example of how to use it see the online version of the Chicago Manual of style (Chicago Manual of style 2017).
- If possible, mention the DOI of digital resources.

PREPARATION AND SUBMISSION OF FIGURES, ILLUSTRATIONS AND TABLES.

FIGURES:

General remarks:

- Each illustration should be delivered as a separate file. The name of the file should be the number of the figure in the text preceded by the name of the (first) contributor, e.g. Smith_Fig. 1.
- The figures you submit may be scaled down to fit the page width and will not exceed 16cm x 23cm. Please remember this while selecting the figures, as it may influence the clarity of the illustrations (especially in the case of maps, plans etc.).
- For plan, maps and object illustrations, insert a drawn scale using the metric system.

PHOTOS AND SCANS:

- Please submit original files from the photo camera in the highest available resolution (formats TIFF, RAW etc.).
- All scans should be saved as TIFF files.
- Slides must be scanned at a resolution of 2400 dpi.
- Ink drawings etc. must be scanned at 1200 dpi resolution, as RGB (if coloured) or GREYSCALE (if black and white); BITMAP mode is not suitable.



DRAWINGS:

- All digital illustrations (plans, maps, drawings of artefacts etc.) should be sent in vector format, preferably as files of the program ADOBE ILLUSTRATOR (.ai saved as CS4 compatible). Drawings made in programs such as AUTOCAD or ARCHICAD should ideally be submitted as .eps.
- Please submit additionally also PDF or JPG files of the abovementioned drawings; these files will serve for comparison only.
- JPG and PDF files of digital drawings are not suitable material for publication.

PARAMETERS FOR ILLUSTRATOR FILES:

- Minimum line thickness: 0.25 pt
- Colour 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 20% (e.g. K=20%, K=40%, K=60%).
 - 1) Font: make sure the font is embedded. Do not use characters smaller than 8 pt.
 - 2) Please make sure that images are embedded.

TABLES AND GRAPHS:

- MS Excel/LibreOffice Calc graphs should ideally be submitted as table files (.xls/.ods, make sure the data is embedded) or as .pdf (click on the graph and save as .pdf).

For any question pertaining to the preparation and submission of illustrations, do not hesitate to contact us. All enquiries should be directed to: chronologjournal@gmail.com

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Author's checklist

A quick checklist to prepare for submission of the paper.

- Make sure the text complies to the editorial guidelines.
- Save and label figures according to guidelines.
- Make sure you submit text and figures separately, as well as a PDF file with the figures incorporated in the text – placed as you would like them to be.
- Check your references and quotes for mistakes.
- Check your figure and table captions.
- Check the bibliography.
- Check you have filled in the permissions form and asked for permission to publish, figures and tables, if they are not of your own creation.

We look forward to reading your paper.

- Chronolog Editorial board.