

Instructions to Authors

Manuscripts are accepted for publication on the understanding that they have not been published, submitted or accepted for publication elsewhere. If another paper on the same or partly the same topic is in preparation or has been published elsewhere, please inform us of its size, target group, language and expected date and place of publication.

Manuscripts are submitted to referees for evaluation. You will generally be notified of acceptance, rejection, or need for revision within three months.

The instructions below have been prepared to serve both authors and readers, since minimizing copy editing will further speed publication. If they are carefully followed, time between receipt and publication will be reduced, whereas failure to follow the instructions may require that the manuscript be returned for correction, with a consequent delay in publication.

Three copies of the manuscript including tables, figure captions and figures (copies of a quality suitable for referee purposes) should be submitted. Please retain the original figures until the manuscript has been accepted for publication. In the case of photographs, one glossy print from each negative should be submitted.

Manuscripts:

Contributions should not exceed 20 printed pages (incl. figures, tables and references). Authors who wish to submit larger papers are advised to contact the editors in advance. Manuscripts should be in English and have been linguistically revised. Name(s) of author(s), institution(s), and full address(es) should be given at the end of the main text of the paper.

Title page:

The title should be concise and informative as regards theme, period and locality or area.

Abstract:

Condensed information on topic, methods and results.

The abstract is typed on the first page of the manuscript and must not exceed 600 characters.

Manuscripts:

The manuscript must be typed double-spaced with a left margin of five centimetres. All pages must be numbered. At the beginning of a new paragraph indent two spaces. After headlines no indentation should be used. Do not employ hyphenated word breaks. Only obligatory hyphens should be present. Do *not* range right. Use *underlining* for italics. (*Anvend ikke orddeling, kun obligatoriske bindestreger må forekomme. Brug ikke lige højre margin. Marker kursiv med understregning.*)

If your contribution is accepted, an IBM-compatible diskette containing the entire manuscript should be submitted, with file names observing the DOS convention. Reduce to an absolute minimum of codes. All versions of the Word Perfect application are acceptable, otherwise convert all text to uncoded ASCII. In case of difficulty, consult the editors in advance.

Three levels of headings may be used: Principal heading. First sub-heading. Second sub-heading – followed by text on the same line.

Notes should be numbered consecutively and typed after the main text of the paper.

References should be given in the text: (Fischer 1989:23) or (Fischer 1989 fig. 9) or (Fischer 1989:23ff, figs. 8-9).

Radiocarbon dates: It must be clearly indicated, whether radiocarbon dates are given in conventional C-14 years or as calibrated dates. For uncalibrated dates use bp (before present) and bc/ad (before Christ/after Christ). For calibrated dates please use BC and AD. When quoting individual dates, a reference must be given to the laboratory and and sample no., e.g. (K-5030). For calibrated dates, please refer to the calibration curve in question.

Radiocarbon dates may be quoted in the following way:

2230 ± 70 bp (K-5030). Calibrated (Stuiver & Pearson 1993) ± 1 stand. dev.: 390-195 BC.

Figures and tables:

Each figure or group of figures should be designed to fit into the area of either one or two columns of text. The maximum width of a one-column illustration is 86 mm and of a two-column illustration 178 mm; the maximum height of illustrations is 215 mm.

All illustrations are to be numbered consecutively with arabic numerals, and each one must be referred to in the text.

The approximate position of illustrations and tables should be indicated in the margin of the text.

All illustrations are to be marked with author's name, the figure number and indication of orientation, scale and any reduction or cropping.

Tables and legends should be written on the last page(s) of the manuscript. Do not incorporate the legend in the figure itself. In the case of maps and plans, the scale should be indicated by scale bars.

All artwork should be submitted mounted and ready for reproduction.

Figures, letters, and other symbols on illustrations should be drawn so large that they will be at least 1.5 mm high in the final print.

Illustrations in colour may be included if absolutely necessary, contact the editors in advance.

References:

All references should be listed alphabetically and (for the same author) chronologically by year of *publication*. If necessary, use "a", "b", etc., after the same year.

Do not use *et al.*, but list all contributors. Give full periodical data and do not use abbreviations.

Note the following reference styles for journal articles (1); articles in compendia (2); or in serials (3); monographs in serials (4); and books (5):

- 1 Bennike, Pia 1990: Human Remains from the Grøfte Dolmen. *Journal of Danish Archaeology* 7, 1988 (1990), pp. 70-76.
- 2 Roesdahl, Else 1988: Vikingetidens befæstninger i Danmark – og hvad siden skete. In T. Madsen (ed.): *Bag Moesgård's maske*, pp. 203-216. Århus: Aarhus Universitetsforlag.
- 3 Hvass, Steen 1988: Jernalderens bebyggelse. In P. Mortensen & B. M. Rasmussen (eds.): *Jernalderens stammesamfund. Fra Stamme til Stat i Danmark 1*. Jysk Arkæologisk Selskabs Skrifter 22, pp. 53-92.
- 4 Ørnsnes, Mogens 1988: *Ejlsbøl I. Waffnopferfunde des 4.-5. Jarh. nach Chr.* Nordiske Fortidsminder, Serie B 11.
- 5 Aaris-Sørensen, Kim 1988: *Danmarks forhistoriske dyreverden. Fra istid til vikingetid*. København.