Instruction 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 and expected date and place of publication.

Contributions should not exceed 20 printed pages (incl. figures, tables and references). One page of printed text in JDA is equivalent to approximately 4800 characters, including spaces (Any modern word processor will have a facility to count the number of characters in your document - use it).

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 should be strictly followed. They serve to minimise production time and to maximise homogeneity of appearance of the various contributions to a volume. Failure to heed the instructions may result in delay of publication, as manuscripts will be returned to the authors for correction, and will be scheduled for a particular volume only, when they have been received in a correct form.

STRUCTURE OF CONTRIBUTIONS

A contribution should contain: title, author name(s), abstract, main text, address section and references. Further it may contain: figures, tables, footnotes and an acknowledgement section.

Title

The title should be concise and informative as regards theme, period and locality or area. Long titles should preferably be broken up into a main title and a subtitle. The latter will be typeset in a slightly smaller size than the former.

Author name(s)

Author name(s) should appear the way you would sign yourself in a letter (i.e. you should not reduce you given names to initials if you don't do so when you sign yourself).

Abstract

The abstract section contains condensed information on topic, methods and results. It appears as the first section of the paper, but is not typeset differently from the rest of the paper. The abstract should not exceed 600 characters.

Main text

The main text should be carefully structured using headings. Three levels of headings may be used. The principal heading and the first subheading are placed on separate lines before the sections they head, the former in small caps, the latter in italics. The second subheading is placed on the first line of the section it heads followed by the text on the same line.

Notes should be kept at a minimum. They should be numbered consecutively and typed after the main text of the paper (use endnotes in your word processor instead of footnotes).

References should be given in the text: (Fischer 1989, 23) or (Fischer 1989, fig. 9) or (Fischer 1989, 23ff, figs. 8-9). If more than two works are referenced together semicolons should separate them: (Fischer 1989; 1991) or (Fischer 1989; Aaris-Sørensen 1988). In references with two authors, both names should appear separated by an ampersand: (Andresen &

Madsen 1993). In references with three or more authors only the name of the first author should appear followed by an *et al.* (Andresen *et al* 1993). Normally, only family name and year of publication is used in references. In cases where publications by two different authors would appear with identical names and years, initials of the authors should be added. Where two publications of the same author from the same year is referenced, an "a", "b" etc. is added to the year (see below in connection with references): (Hansen 1997a; Hansen 1997b)

Figures and tables that are part of the contribution may be referenced in brackets in the text (fig. 3, tab. 2) or directly in the text in unabbreviated form: figure 3 and table 2.

For radiocarbon dates it must be clearly indicated, whether they are given in conventional C-14 years or as calibrated dates. For uncalibrated dates use bp (before present = 1950), and not bc/ad recalculations since they are in fact meaningless. For calibrated dates please use BC (before Christ) and AD (after Christ). When quoting individual dates, a reference must be given to laboratory no., e.g. (K-5030). For calibrated dates, please refer to the calibration curve in question. If a calibration program has been used by the authors, a reference to this program should be provided. Radiocarbon dates may be quoted in the following way:

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

Address section
The address section should for each author contain name, institution, and full address including email address and www homepage if available.

References
All references should be listed alphabetically and (for the same author) chronologically by year of publication. If necessary, add "a", "b", etc. to mark different publications from the same year. You must give full bibliographical references. Do not use *et al (et al* is only used in the text), but list all contributors. Do not abbreviate periodical data (e.g. not *JDA* but *Journal of Danish Archaeology*). Always provide publisher and place of publishing for books.

Note the following reference styles for journal articles (1); articles in edited books (2); articles 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, pp. 70-76.
2 Roesdahl, Else 1988: Vikingetidens befæstninger i Danmark - og hvad siden skete. In Torsten Madsen (ed.): *Bag Moesgårds maske*, pp. 203-216. Århus, Aarhus Universitetsforlag
3 Hvass, Steen 1988: Jernalderens bebyggelse. In Peder Mortensen & Birgit M. Rasmussen (eds.): *Jernalderens stammesamfund. Fra Stamme til Stat i Danmark 1.* Jysk Arkæologisk Selskabs Skrifter 22, pp. 53-92.
4 Ørsnes, Mogens 1988: *Ejsbøl I. Waffenopferfunde des 4.-5. Jahr. Nach Chr.* Nordiske Fortidsminder, Serie B 11.
5 Aaris-Sørensen, Kim 1988: *Danmarks forhistoriske dyreverden. Fra istid til vikingetid.* Købehavn, Gyldendahl.

TECHNICAL GUIDELINES FOR CONTRIBUTIONS

Preliminary submission of contribution
Three copies of the manuscript including tables, figure captions and figures (copies of a quality suitable for referee purposes) should be submitted. The text of the manuscript should be printed double-spaced with a left margin of five centimetres. All pages must be numbered. The beginning of each new paragraph should be clearly visible in the print layout. Use a pencil in the margin to mark the intended level of the headings (e.g. 1, 2 3). The approximate position of illustrations and tables should be indicated in the margin of the text.

Submission after acceptance
If your contribution is accepted you are requested to submit all material in a quality and format suitable for a computer based production of the journal. This implies the following:

Text. The text must be delivered on either a Macintosh or an IBM-compatible diskette. Files from

Microsoft Word or Word Perfect are acceptable, regardless of version. If you cannot deliver your text in the formats of either of these two word processing systems, you should contact the editors for alternative arrangements. Please keep the following golden rules in mind:

- Never use spaces to lay out your text. The only time to use the spacebar is for that one important space placed between each word. Use the replace facility of your wordprocessor to ensure that there is no space before "," or ".", and that two consecutive spaces never occur.
- Never use the tabulator to lay out your text.
- Never ever apply hyphenation to your text. Only obligatory hyphens should be present.
- Never try to anticipate the formatting of the text as it appears in the Journal (i.e. do not use capital letters in headings or in author names even if they appear so in JDA)
- Do not use empty lines to separate the individual paragraphs.
- In principle do not justify the text to a straight right margin, since the gaps between the words in some older versions of Word Perfect will be translated into spaces when imported into our DTP system.
- Use Italics if you intend a text to appear in Italics (but avoid bold or underlining - since we do not accept it in JDA). In case you cannot provide your text in Microsoft Word or Word Perfect you may be asked to substitute Italics with underlinings, but this is a last resort, which will make things much harder for the editors. Do not do this on your own account.

Tables. Tables should be produced by way of the table functions of Microsoft Word or Word Perfect and submitted in separate files. Alternatively, tables may also be created using Microsoft Excel. When you decide on the content of a table, you should consider its final size: it may be either 86 or 178 mm wide, and the smallest font size we can use is 8 point. Experiment with the layout of your tables, and do not try to achieve the impossible. Tables that are higher than 215 mm will be broken across more pages. Table legends including the numbers should be associated with each table in the file containing these.

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

All artwork should preferably 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. In the case of maps and plans, scale bars should be added to indicate the scale.

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

Illustrations created by way of a computer should be submitted as a computer file. Please contact the editors for specifications. A list of figure legends should be supplied either as a separate file, or alternatively at the end of the main text file.