

## GUIDELINES FOR PRESENTING ORIGINAL PAPERS TO THE *CYPSELA* AND *EMPÚRIES* JOURNALS OF THE MUSEU D'ARQUEOLOGIA DE CATALUNYA

**These guidelines will also apply, to the greatest extent possible, to the *Sèries Monogràfiques* of the Museu d'Arqueologia de Catalunya**

1.- Original papers may be sent either to the Administration of the Museu d'Arqueologia de Catalunya (Passeig de Santa Madrona, 39-41, Parc de Montjuïc, 08038 BARCELONA) or to the editors-in-chief of the journals *Cypselà* and *Empúries*

2.- Papers will be collected before the 15th of March on the year of publication of the relevant issue of the journal. Papers may be submitted for publication in Catalan, Spanish, Italian, French, English or German.

3.- The Editorial Boards of the journals *Cypselà* and *Empúries* will determine the suitability or not of their publication, if necessary after consultation with outside experts. In any case, the decision made by the Editorial Boards will be communicated to the authors of the papers.

4.- Papers must have a maximum length of 20 pages of text including bibliography (3300 characters with spaces per page), and of 10 figures. Both texts and figures must be submitted on paper and on a computer diskette. The first page of the paper must give its title, the complete name of its author or authors and his/her/their institutional or private address. A contact telephone number must also be provided in order to facilitate consultations regarding the paper's publication.

5.- Each paper must also be accompanied by an abstract of five lines at the most, written in three languages other than the language of the paper, and a maximum of five key words in the language of the article, underneath the title of the article. These words, duly translated, must also appear at the end of each corresponding abstract.

6.- The footnotes (the fewest possible and brief), which may not be bibliographical, and will be numbered correlatively without parentheses. The professional information about the author or authors is not considered a footnote, and will go at the bottom of the first page of the paper, preceded by one or more asterisks.

7.- The style for citing bibliographic sources will be the author-year. These citations will have the surname of the author with only the first letter capitalised and the year of publication, separated from the pages cited by a comma. In cases in which the citation refers to a figure or specific plate or illustration, this must be indicated in order to differentiate it from the pages. Examples: (Hayes 1972, 230-237); (Hayes 1972, 134, fig. 24). If the citation refers to two or three authors, their surnames will be separated by slashes. Example: (Castanyer/Roura/Tremoleda 1987, 215-220). If the citation refers to a collective work by more than three authors, only the first must be mentioned, followed by the locution "*et al.*". Example: (Duval *et al.* 1988, 330-335).

8.- The bibliography of the works cited must come at the end of the paper as described, in the following blocks of information, based in the ISO 690: 1987 (UNE 50-104-94), all separated by a comma:

- Surname(s) of the author(s), and initial of the first name or name of responsible organisation, in capital letters, plus the year of publication. Up to three, separated by a comma (.). When there are more than three authors, only the first or the first two or three need be given. The rest can be omitted, and the abbreviation "*et al.*" used. The names of the scientific publishers can be quoted by adding the abbreviation (dir.) or (ed.).

- **Book:** surname(s), abbreviated first name or name of responsible organisation year, *title: subtitle* (in italics), edition, place of publication, publisher, collection; number (optional).

*Examples:*

BELARTE, M. C. *et al.* (ed.) 2001, *Tècniques constructives d'època ibèrica i experimentació arquitectònica a la Mediterrània: actes de la I Reunió Internacional d'Arqueologia de Calafell (Calafell, 20, 21 i 22 de gener del 2000)*, Barcelona, Universitat de Barcelona. Dep. de Prehistòria, Història Antiga i Arqueologia, Arqueo Mediterrània; 6.

GENERALITAT DE CATALUNYA. DEPARTAMENT DE CULTURA 2004, *Legislació sobre patrimoni cultural*, 2a ed., Barcelona: Generalitat de Catalunya, Legislació temàtica; 7.

*Protection du patrimoine archéologique sous-marin en Méditerranée* 1995, Marseille: A.M.P.H.I. Atelier du Patrimoine, Documents techniques; 5.

- **Chapter of book:** surname(s), abbreviated first name or name of responsible organisation year, title of the chapter, *in* surname (s), abbreviated first name or name of responsible organisation (in capital letters), *title of book* (in italics), place of publication, publisher, pagination.

*Example:*

JARMAN, M. R. 1972, A territorial model for archaeology: a behavioural and geographical approach, in Clarke, D.L. (ed.), *Models in Archaeology*, London, Methuen, 705-733.

- **Journal article:** surname(s), abbreviated first name or name of responsible organisation year, title of article, *title of journal* (in italics), volume, number, pagination.

*Example:*

GANDOLFI, D. 1981, La terra sigillata chiara D proveniente dagli scavi di Albintimilium, *Rivista di Studi Liguri* 47-1/4, 53-149.

- **Complete journals:** *title* (in italics), volume, number, year, place of publication, publisher.

*Example:*

*Gallia Préhistoire* 47, 2005, Paris, CNRS Éditions.

- **Complete conferences:** surname(s), abbreviated first name or name of responsible organisation year, *title: subtitle (s)* (in italics), *date and place of realisation* (in parentheses and in italics), place of publication, publisher.

*Example:*

INSTITUT D'ESTUDIS CERETANS 1998, *Comerç i vies de comunicació (1000 aC - 700 dC): XIè Col.loqui Internacional d'Arqueologia de Puigcerdà (Puigcerdà, 31 d'octubre i 1 de novembre de 1997)*, Puigcerdà, Institut d'Estudis Ceretans

- **Article published at a conference or meeting (communication, address, etc.):** surname(s), abbreviated first name or name of responsible organisation year, title of article (communication, address etc.), *title of congress: subtitle (s)* (in italics), *place and date of realisation* (in parentheses and in italics), place of publication, publisher, pagination.

*Example:*

GRACIA, F. 1998, El comercio protohistórico en el nordeste peninsular entre los siglos VII-III aC. Balance de investigación 1985-1997, *Comerç i vies de comunicació (1000 aC - 700 dC): XIè Col.loqui Internacional d'Arqueologia de Puigcerdà (Puigcerdà, 31 d'octubre i 1 de novembre de 1997)*, Puigcerdà, Institut d'Estudis Ceretans, 51-72.

The bibliography will be in alphabetical order by authors' surname. If different works by the same author are cited, their references will be listed by year of publication, from the oldest one until the most recent. In cases in which more than one work by the same author in the same year is cited, they will be differentiated by the first letters of the alphabet: 1981a, 1981b, 1981c, etc.

9.- Papers or studies which refer in a monographic way to an archaeological site are obliged to include a map which indicates its geographical location of the site.

10.- The only illustrations which will be accepted will be original, high quality ones, preferably on a computer CD. They will be made to fit into the printing area, taking into account possible reductions (1:2, 1:3, 1:5, etc.). The printing area is 15,5 by 23,5 cm.

11.- All illustrations will be numbered correlatively. The captions for the figures must be placed on a separate page at the end of the paper. Any references which are made to figures in the main text must be placed in parentheses, as in this example: (Fig. 4). All illustrations (paintings, maps, graphics, plates of material, floor plans, sections etc.) are conceived of as figures and must indicate their corresponding graphic scale.

12.- Authors will only receive one set of galley proofs of their paper to correct, and these proofs must be returned within a maximum of 10 days. After this deadline, if no response has been received, the author will be considered to be in agreement with their publication.

13.- Any paper which does not meet these guidelines will be returned to its author(s) in order to be amended to meet the above-mentioned conditions for its publication.

14.- For each paper published in a journal, the author or authors will receive a copy of the journal, up to a maximum of 5, which will be sent to the first signatory. The off-prints will be sent on a computer diskette.