

Instructions for Authors

Types of published texts:

Research article

The journal *Památky archeologické* publishes articles with a maximum length of **90 standard pages of text** (162,000 characters with spaces = c. 30 printed pages). The scope of image attachments should not exceed the printed scope of the text part, i.e. a maximum of another 30 printed pages. Longer articles can be accepted for editorial processing only upon prior consultation with the editorial board.

Discussion and polemical articles

The length of discussion and polemical articles is limited to **30 standard pages of text** (54,000 characters with spaces).

To be included in the review process, the text part of an article must contain:

- a) the actual text including references to literature and image attachments (pictures, tables and graphs);
- b) material for the abstract in the scope of a least 600 characters with spaces (10 standard lines) to a maximum of 1,200 characters with spaces (20 standard lines);
- c) up to six keywords;
- d) material for the summary (including references to literature and illustrations) in the scope of at least 1,800 characters with spaces (1 standard page) up to a maximum of 30% of the number of characters with spaces in the actual text of the article;
- e) illustration captions;
- f) footnotes, if they are used in the text;
- g) a list of literature cited in the text, including the Digital Object Identifier (DOI), if the referenced title has been assigned a DOI;
- h) the full name of the author(s) including titles, affiliation (in approved form), address, email, and ORCID.

This information will be printed after the text of the article.

Reviews

Památky archeologické publishes the following critical and informative reviews of publications of supraregional importance: reviews of Czech (Slovak) publications in the Czech (Slovak) language in the range of 2–5 standard pages (3,600–9,000 characters with spaces) and reviews of foreign-language publications written in Czech, English or German in the range of 4–15 standard pages (7,200–27,000 characters with spaces).

The description of the publication's content should not exceed two-thirds of the length of the review. The review should contain the reviewer's assessment of the main value and shortcomings of the work, and possibly their own comments on the given issue.

When reviewing foreign works, it is recommended that the reviewer consider a comparison with the handling of similar issues in the Czech Republic or drawing attention to connections with the territory of the Czech Republic or Central Europe.

The journal accepts articles in Czech, Slovak, English, and German. For foreign-language texts by Czech authors, the translation of the relevant parts into Czech is provided by the authors. Abstracts and keywords in Czech and English are printed before the text of the article. For articles in Czech and Slovak, the summary is in English or German (based on the author's

request). For articles in other languages, the summary is in Czech. The summary should be a concise, condensed text (including references to literature and illustrations), which will be an abbreviated, yet full-fledged version of the original article for the reader.

When writing the summary, keep in mind that the text is intended for translation, i.e. avoid long, complicated sentences and refrain from using outdated or slang terms.

Památky archeologické follows the rules for British English. The journal does not provide comprehensive proofreading of English-written manuscripts and is not responsible for any linguistic errors or inaccuracies. We highly recommend professional proofreading to authors who are unsure of the linguistic quality of their English texts. The journal only translates or proofreads English abstracts, summaries, and captions under images (illustrations and tables). When preparing texts in Czech, we recommend following the Czech version of the Instructions for Authors (download [here](#) or on the Czech version of the website).

Text formatting:

The editorial board accepts articles electronically in MS Word (.doc, .docx, or .rtf), which should be sent to the editor-in-chief's e-mail address: burgert@arup.cas.cz. Font size should be 12 points with normal line spacing. We ask authors not to format the text parts of the article or make any demanding graphic adjustments, and not to wrap images, charts, etc. in them. Images should be sent in separate files. Only references to these appendices are inserted into the text (e.g. 'Fig. 1', 'Tab. 1'). Add the captions to the images and tables at the end of the text document.

Abbreviations

Abbreviated words should first be written out in their full form upon their first occurrence in the text.

Foreign words

Foreign words and their abbreviations should be placed in italics (*in situ*). Foreign words and their abbreviations adopted and commonly used in English (e.g. 'c.', 'cf.') are written as roman (plain) text.

Numbers

Numbers under ten should be written as words, numbers ten and over as Arabic numerals. If a number is used in a sentence in which the majority of numbers are greater than five, Arabic numerals can be used for all of them (e.g. '125 potsherds, 11 fragments of daub, and 4 bones'). If possible and appropriate, avoid the use of Roman numerals. For numbers above 1,000, three digits are separated by a comma (e.g. '1,597', '24,514', '1,542,375'), though this does not apply to calendar dates.

Calendar dates

AD should be written before the date, BC after the date. Use the en dash, not a hyphen, to indicate a range of dates (e.g. 1920–1860 BC).

Radiocarbon dates

Each radiocarbon date, whether included in a table or directly in the text, must be written as uncalibrated conventional BP (e.g. 3521 ± 24 BP) along with the appropriate laboratory code (e.g. Poz-20921). For calibrated and modelled data, the range(s) must be given together with the probability level (usually 68.3% or 95.4%); it is also permissible to state the 1σ and 2σ at

which the calibration was performed (e.g. ‘5247–5041 cal BC at 95.4% probability’, ‘1 σ : 528–642 cal AD’). We also encourage authors to state the employed calibration software (e.g. ‘OxCal v.4.4’) and calibration curve (e.g. ‘IntCal20’), along with the relevant citations.

Detailed information on conventions for publishing radiocarbon dates can be found here:

Millard, A.R. 2014:

Conventions for Reporting Radiocarbon Determinations. *Radiocarbon* 56, 555–559.
<https://doi.org/10.2458/56.17455>

Image attachments:

Image attachments can be in colour or black and white, but please consult the editorial team in advance if you intend to submit a larger number of colour attachments. The editorial office accepts image attachments primarily in electronic form (in other forms only upon prior agreement).

The following attachments are accepted: photographs and scanned slides in 300–400 DPI resolution (TIFF, EPS, JPG), black and white pen drawings (not in grayscale) in 1,200 DPI resolution (TIFF, GIF), image attachments created on a computer, preferably converted to curves in CDR, AI, EPS (but also TIFF) formats, all in a size close to the size of the resulting printed original. The editorial office requires the graphic scale for maps, plans, field documentation and depictions of material (finds). The basis for creating image attachments is a mirror print measuring 177 × 246 mm.

We ask authors to take into account the resulting dimensions of the printed supplements: height including label up to the height of the mirror 246 mm and around three possible widths: 85 mm (column width), 120 mm and 177 mm (page mirror width).

The size of letters and numbers in printed form must not fall below 2 mm.

Depict relevant artefacts in the appropriate scale—ceramic fragments and stone artefacts in particular are printed exclusively at a reduction of 50% or more of their actual size. The depiction of these objects on a larger scale (1:1, 2:3, etc.) is possible only in exceptional cases upon prior agreement with the editorial staff. The editorial staff reserves the right to edit the supplied image attachments based on the needs of the journal's typographical layout.

Tables

Tables are accepted in MS Excel (.xls, .xlsx) or MS Word (.doc, .docx) files. Do not insert tables into the text of the paper; please submit them in separate files that are clearly named. Make sure the references to the tables in the text match the designations of the submitted files. Do not format the tables.

Funding statement:

Funding statements (typically identifying grant projects) may be included in the Acknowledgements section before the foreign language summary. We ask authors to carefully check the accuracy of all information provided. The editorial office is not responsible for typos or omissions caused by the authors' carelessness!

Citations:

Citations in the text

Památky archeologické uses Harvard referencing, i.e. in-text citations, with references placed in round brackets directly in the text. The parentheses contain the author's name in italics, the year of publication in italics, and the page or page range in normal font, separated by an en dash. If the work is not cited in its entirety, specific page numbers should always be given. Multiple quotes within a single set of parenthesis are separated by a semicolon. If multiple works by the same author have the same year of publication, they are distinguished by lowercase letters following the year of publication. In the case of works with four or more authors, only the first author is listed, followed by 'et al.'.

Citations in bibliography

The bibliography is included at the end of the actual text. Sorting is alphabetical and then chronological. If a DOI exists for the given source, it must be stated with the reference. All bibliographical references must be complete and accurate. We kindly ask authors to check them carefully.

Samples of sources:

Magazine articles:

Bronk Ramsey, C. 2009:

Bayesian Analysis of Radiocarbon Dates. *Radiocarbon* 51/1, 337–360.

<https://doi.org/10.1017/S0033822200033865>.

Dobeš, M. – Šumberová, R. 2015:

Klasický stupeň badenské kultury v Čechách na příkladu sídliště v Kolíně. *Památky archeologické* 106, 43–93.

Papac et al. 2021:

Papac, L. – Ernée, M. – Dobeš, M. – Langová, M. – Rohrlach, A. B. – Aron, F. – Neumann, G. U. – Spyrou, M. A. – Rohland, N. – Velemínský, P. – Kuna, M. – Brzobohatá, H. – Culleton, B. – Daněček, D. – Danielisová, A. – Dobisíková, M. – Hložek, J. – Kennett, D. J. – Klementová, J. – Kostka, M. – Křišťuf, P. – Kuchařík, M. – Hlavová, J. K. – Limburský, P. – Malýková, D. – Mattiello, L. – Pecinová, M. – Petrišáková, K. – Průchová, E. – Stránská, P. – Smejtek, L. – Špaček, J. – Šumberová, R. – Švejcár, O. – Trefný, M. – Vávra, M. – Kolář, J. – Heyd, V. – Krause, J. – Pinhasi, R. – Reich, D. – Schiffels, S. – Haak, W.:

Dynamic changes in genomic and social structures in third millennium BCE central Europe. *Science Advances* 7/35, eabi6941.

<https://doi.org/10.1126/sciadv.abi6941>

Books:

Childe, V. G. 1929:

The Danube in prehistory. Oxford: Clarendon Press.

Ernée, M. 2015:

Prag-Miškovice: Archäologische und naturwissenschaftliche Untersuchungen zu Grabbau, Bestattungssitten und Inventaren einer frühbronzezeitlichen Nekropole. Römisch-germanische Forschungen 72. Darmstadt: Philipp von Zabern.

Limburský et al. 2018:

Limburský, P. – Brnič, Ž. – Dobeš, M. – Flašar, J. – Kleinová, K. – Kovačiková, L. – Košťová, N. – Kyselý, R. – Likovský, J. – Pleinerová, I. – Salač, V. – Stránská, P. – Trojánková, O. – Véllová, L.:

Pohřební areály únětické kultury ve Vliněvsi. Praha: Archeologický ústav AV ČR.

Monographic series:

Ernée, M. 2015:

Prag-Miškovice: Archäologische und naturwissenschaftliche Untersuchungen zu Grabbau, Bestattungssitten und Inventaren einer frühbronzezeitlichen Nekropole. Römisch-Germanische Forschungen 72. Darmstadt: Verlag Philipp von Zabern.

Zápotocký, M. – Vencl, S. 2000:

Cimburk und die Höhensiedlungen des frühen und älteren Äneolithikums in Böhmen. Památky archeologické – Supplementum 12. Praha: Archeologický ústav AV ČR, Praha.

Edited anthologies and books:

Bickle, P. – Whittle, A. /eds./ 2013:

The first farmers of central Europe: Diversity in LBK lifeways. Oxford: Oxbow Books.

Venclová, N. /ed./ 2008:

Doba halštatská. Archeologie pravěkých Čech 6. Praha: Archeologický ústav AV ČR, Praha.

Chapters in books and conference anthologies:

Dobisíková, M. 1999:

Určování věku. In: Stloukal, M. /ed./: Antropologie: Příručka pro studium kostry. Praha: Národní muzeum, 235–339.

Roymans, N. 2007:

On the laténisation of Late Iron Age material culture in the Lower Rhine/Meuse area. In: Möllers, S. – Schlüter, W. – Sievers, S. /eds./: Keltische Einflüsse im nördlichen Mitteleuropa während der mittleren und jüngeren vorrömischen Eisenzeit. Akten des Internationalen Kolloquiums in Osnabrück vom 29. März bis 1. April 2006. Kolloquien zur Vor- und Frühgeschichte 9. Bonn: Habelt, 311–325.

Vávra, M. – Šťastný, D. 2006:

Záchranný výzkum na dálnici D 11 v Kaníně, okr. Nymburk. In: Droberjar, E. – Lutovský, M. /eds./: Archeologie barbarů 2005. Sborník příspěvků z I. protohistorické konference „Pozdně keltské, germánské a časně slovanské osídlení“, Kounice, 20.–22. září 2005. Praha: Ústav archeologické památkové péče středních Čech, 471–481.

Unpublished master's thesis:

Golitzko, M. L. 2010:

Warfare and alliance building during the Belgian Early Neolithic, late sixth millennium BC. Chicago: University of Illinois at Chicago. Unpublished master's thesis.

Petrišćáková, K. 2011:

Pohrebiská v Jinoniciach, Butoviciach a Stodůlkach a regionálne špecifiká únětickej kultúry. Praha: Ústav pro archeologii FF UK. Unpublished master's thesis.

Digital Archive of the Archaeological Map of the Czech Republic (AMČR):

Břicháček, P. 1982:

Document C-TX-198504255. Digitální archiv AMČR. <https://digiarchiv.aiscr.cz/id/C-TX-198504255>.

Gojda, M. 2004:

Dokument C-DL-200400059. Digitální archiv AMČR. <https://digiarchiv.aiscr.cz/id/C-DL-200400059>.