

Instructions for Authors

The journal *Památky archeologické* (PA) publishes original scientific articles from the field of archaeology and related research disciplines as well as reviews of publications with a similar thematic focus.

The journal primarily publishes larger studies of supraregional significance in the broadest sense.

In addition to being responsible for the factual accuracy of their work, the author also warrants that the full article submitted to the PA editors, including all illustrations, is in compliance with Act No. 121/2000 Coll. (Copyright Act), as amended.

Památky archeologické is a peer-reviewed journal. Each submitted article undergoes a review procedure, the result of which expresses the opinion of the editors.

Manuscript text

Památky archeologické publishes articles with a maximum length of 90 standard pages (162,000 characters with spaces = c. 30 printed pages), including abstract, keywords, footnotes, bibliography and summary. The scope of illustrations should not exceed the length of the actual text, i.e., a maximum of another 30 printed pages. Longer articles can be accepted for editing only after prior consultation with the editors. The length of commentary and polemic essays is limited to a maximum of 30 standard pages of text (54,000 characters with spaces). To be included in the review process, the text part of the article must contain:

- a) the actual text, including references to literature and illustrations (pictures, tables and charts);
- b) material for the abstract in the range of at least 600 characters with spaces (10 standard lines) up 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 range of at least 1,800 characters with spaces (1 NS) and a maximum of 30% of the number of characters with spaces in the text of the article itself;
- e) illustration captions;
- f) footnotes, if included in text;
- g) a list of literature cited in the text, **including the DOI number** if the referenced source has been assigned this number;
- h) the full name of the author(s), including titles, affiliations (in the approved form), correspondence and email address. This information is printed at the end of the article.

Articles in MS Word are to be sent to the PA editor-in-chief at: burgert@arup.cas.cz. The editors ask authors not to format the text parts of the article, make complicated graphic modifications or insert illustrations, charts, etc.

References should be formatted based on PA CXII 2021. Footnotes are to be used exclusively to supplement/explain the text, provide direct quotations, etc. The editors ask authors not to confuse footnotes with the bibliography and to respect established citation conventions.

Texts can be submitted in Czech, Slovak, English or German. The editors will arrange translations of the following texts at its own expense:

- a) the translation of the abstract and keywords into English or Czech (for foreign language texts);
- b) the translation of the summary into English, German (as requested by the author) or Czech (in the case of foreign language texts);
- c) the translation of the figure captions into the language of the summary.

In the case of foreign language texts by Czech authors, the authors shall provide a translation of the relevant parts into Czech.

Abstracts and keywords in Czech and English are printed before the text of the actual article. In the case of articles in Czech and Slovak, the summary is in English or German (as requested by the author). The summary is in Czech for all other languages.

The summary is to be a condensed yet full-fledged version of the article with illustrations and a bibliography.

Please bear in mind when writing the summary that it is intended for translation, avoiding complicated sentences and outdated or slang expressions.

Figures

The standard form of figures is black and white, while the printing of coloured figures is possible in justified cases upon prior agreement with the editor-in-chief. Figures are primarily sent in electronic form (other forms upon prior agreement with the editor-in-chief).

The following illustrations are accepted electronically: photographs and scanned slides in 300–400 DPI resolution (in TIFF, EPS, JPG formats), black and white line drawings (not in grayscale) in 1200 DPI resolution (in TIFF, GIF formats), computer-generated images best converted into diagrams in CDR, AI, EPS (but also TIFF) formats, all in a size close to that of the resulting printed original.

Maps, plans, field documentation and find illustrations require a graphic scale. The basis for the production of figures is a **mirror print of a page measuring 177 x 246 mm**. Authors are kindly requested to take into account the resulting dimensions of the printed attachments: height, including captions, up to a mirror height of 246 mm and approximately three possible widths: 85 mm (column width), 120–140 mm and 177 mm (width of page mirror).

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

Display the relevant artefacts using an appropriate scale – potsherds and stone artefacts in particular are printed exclusively with a reduction of 50 percent or more of their actual size. The depiction of these artefacts on a larger scale (1:1, 2:3, etc.) is possible only in exceptional cases upon prior arrangement with the editor-in-chief.

The editors reserve the right to modify the supplied images according to the typographic needs of the journal.

Reviews

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

The description of the publication's content should not exceed 2/3 of the length of the review. The review should include the author's evaluation of the main merits and shortcomings of the work and perhaps the author's own comments on the given issues. With foreign works, it is recommended that the author consider a comparison with the treatment of similar issues in the Czech Republic or drawing attention to connections with the territory of the Czech Republic or Central Europe in general.

During editorial processing, the corresponding author will receive two proofs, which they are required to return to the editors with the requested changes by the designated deadline. Changes made by the authors after this deadline will not be taken into consideration, and the failure to meet the agreed deadline can be grounds for moving the publication of the article to the subsequent volume of the journal. Prior to signing the license agreement, the author may not distribute or publish the electronic version of the article.

Authors are not paid for their articles. The corresponding author receives one copy of the relevant journal volume, an electronic copy of their article in PDF format and offprints, if available for the specific volume.

These "Instructions for Authors" also apply to all publications in the "Supplement" series of *Památky archeologické*.