

GUIDELINES FOR AUTHORS

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CATEGORIES OF SUBMISSIONS AND LANGUAGES

Anthropologie publishes submissions in four categories: Original papers, Research reports, Book reviews and News. Original papers should be fully documented reports of original research. Research reports may be single case reports, details of work in progress or the results of studies which do not warrant a full paper. The categorisation of a manuscript as an Original paper or a Research report is left to the editors' discretion. Submissions are preferably accepted in English (both British and American), French or German.

MANUSCRIPT SUBMISSION

Authors are required to submit their manuscripts by e-mail to the Editor-in-Chief (anthropologie@mzm.cz).

Authors are expected to comply with best practices in publication ethics, specifically regarding authorship, dual publication, plagiarism, figure manipulation and competing interests. For more details about Anthropologie's expectations for publication ethics, see Publication ethics and malpractice statement on the journal website.

MANUSCRIPT FORMAT

The manuscript should have a uniform style and be submitted exactly as it is to appear in print. Manuscript should consist of the following subdivisions: Title page, Abstract, Key words, Text, Acknowledgments, References, Table titles, Tables, Figure legends, Figures.

The length of the manuscript is limited to about 8000 words, excluding References, Tables and Figures. The manuscript should be double-spaced using a 2.5 cm margin on all sides. Number the manuscript pages consecutively, beginning with the title page.

All text should be Times New Roman, 12-point font. Indent the first line of every paragraph. Do not right-justify any text. Do not divide words at the end of lines. Do not begin sentences with abbreviations. Always spell out numbers when they stand as the first word in a sentence or if the number is less than 10 (numbers 10 and greater should use Arabic numerals). Do not follow numbers spelled out with abbreviations. Text to be italicised should be italicised and not underlined in the manuscript.

The manuscript should be submitted as a single file (.doc, .docx or .rtf) that includes all text, tables and figures in low resolution (ca. 150 ppi). In addition to the main manuscript file, authors should submit figures (graphs and images) also as separate files and they must be in .tif, .jpg or .eps format with high resolution (300–600 ppi). It is possible to combine files into an archive (.zip or .rar) and send only a single file when submitting the manuscript. If you are submitting a revised manuscript, please include your responses to the reviewers' comments as a separate file.

Authors are encouraged to submit the names and addresses of possible reviewers.

TITLE PAGE

The title page must contain the full title, the author's (or authors') full name or names, address(es) for correspondence including e-mails of all authors.

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Manuscripts submitted as Original papers and Research reports must be accompanied by an abstract and keywords. The abstract should be formatted as one paragraph not longer than 300 words. The abstract should be written in complete sentences and should succinctly state the objectives, the design of the paper, materials and methods, and the principal observations and conclusions. The abstract should not be an introduction to the paper. The abstract should be intelligible without reference to the rest of the paper. Keywords describe your paper for indexing purposes (a minimum of three). Both abstract and keywords should be in the language of the text, and also in English when the text is in French or in German.

IN-TEXT REFERENCE CITATIONS

In the text, references to the literature should be cited by author's surname followed by year of publication. Multiple citations should be listed first alphabetically, then chronologically. Where reference is made to more than one work by the same author published in the same year, they should be designated in the text as (Shea 2004a, b). Where three or more authors are listed in the reference list, please cite in the text as (Shea *et al.* 2005). Use a colon to separate date of publication from additional information. There should be a space between the colon and additional information. Page numbers must always be given when direct quotations are used in the text, when other authors' ideas are directly paraphrased or when specific ideas or data are referenced from a long text. Always use full page numbers in a citation. If citing a figure, table, etc. from another work, use abbreviations Fig., Tab., etc but do not italicise it. Examples:

...population of Europe (Currat, Excoffier 2009, Ray *et al.* 2005)...
...are considered equally likely (Martin *et al.* 1994: 129)...
...development (Martin *et al.* 1994: Fig. 2, Willner, Martin 1985)...
...as suggested by Ammerman and Cavalli-Sforza (1984)...
...as noted by Shea *et al.* (2005)...
...Shea (2003, 2004a, b) argued...

REFERENCES CITED

References should be listed at the end of the paper and arranged first alphabetically and then further sorted chronologically if necessary. All references must be complete and accurate. In the References the names of all authors (editors) must be listed, do not use *et al.* here. Do not capitalise principal words of the title. Journal titles should be given in full and capitalised. Use appropriate format for foreign-language titles with respect to capitalisation, accents, etc. Online citations should include date of access. All references must include a DOI if assigned.

Journal article

COHEN M. N., 2009: Introduction: rethinking the origins of agriculture. *Current Anthropology* 50, 5: 591–595. DOI: <https://doi.org/10.26720/anthro.22.02.14.1>
RICHARDS M. P., PRICE T. D., KOCH E., 2003: Mesolithic and Neolithic subsistence in Denmark: new stable isotope data. *Current Anthropology* 44: 288–295.

Book

ZAR J. H., 1999: *Biostatistical analysis*. Prentice Hall, Upper Saddle River.
HOPKINSON T., 2007: *The Middle Palaeolithic leaf points of Europe: ecology, knowledge and scale*. BAR International Series 1663. John and Erica Hedges Publishing, Oxford.

Book chapter

BENTLEY A., 2007: Mobility, specialisation and community diversity in the Linearbandkeramik: isotopic evidence from the skeletons. In: A. W. R. Whittle, V. Cummings (Eds.): *Going over: the Mesolithic-Neolithic transition in North-West Europe*. Pp. 117–140. Oxford University Press, Oxford.

FOOTNOTES

Footnotes to the text should be limited as much as possible and must be numbered consecutively. The corresponding reference must be clearly indicated in the text. Footnotes to a table should be typed directly beneath the table and numbered with superscripts (e.g. 1, 2, 3). If superscript numbers could be mistaken for exponents, substitute superscript a, b, c, etc. Footnotes indicating standard levels of statistical significance usually use asterisks.

TABLES

All tables must be cited in the text. The word "Table" is not abbreviated in the text, but italicised: (*Table 3*). Do not embed tables in the text of the manuscript. Tables should be numbered consecutively with Arabic numerals.

All variable names, group names and value names have the first letter capitalised and all the other letters are lower case (e.g. Social status, Females, Yes). Tables should be simple and uncomplicated, with as few vertical and horizontal rules as possible. Please do not use colour, shading or graphics in tables. Table titles should be complete but brief. Information other than that defining the data should be presented in footnotes, not in the table heading.

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Figures should be submitted at the size the author intends it to be reproduced in print. The width of one column is 82 mm and a two-column width is 170 mm. Figures should be submitted in black and white unless colour reproduction is requested (see below).

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BOOK REVIEWS

Book reviews should begin with the author(s), title, publisher, year of publication, number of pages and ISBN of the book reviewed. The reviewer's name and address should be placed at the end of the review.

Example:

Philip R. Nigst: *The Early Upper Palaeolithic of the Middle Danube region. Studies in human evolution*. Leiden University Press, Leiden. 2012. 379 pp. ISBN 978-90-8728-159-5.

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