

Guidelines for Authors

The aim of this journal is to publish lengthy site reports (including preliminary reports) and other data-based articles (not syntheses for which there are many other journals), and to provide space for many illustrations including a few in color.

1. Submit your paper in Microsoft Word saved as *.doc or *.rtf. The preferred font is Time New Roman, 12 point.
2. Please include the radiometric information with your article. When citing radiocarbon dates, please provide the **BP date** and the **Lab-number** and then add the calibrated BP date noting the software used for calibration (such as INTCAL98, OxCal or Calap1). Please mark the provenience of the samples on the stratigraphic sections of the site. The same should be done for TL, OSL dates, as well as other dating techniques.
3. You can email your paper to one of the editors (see below). For review purposes you can send your paper in pdf format including all the illustrations.
4. Following acceptance, for publication send the paper in Microsoft Word – the text, list of references, list of figures and tables.

Line figures and photos should be sent as separate files clearly marked in the desired sequence (see below).

5. Organization of the manuscript:

Title page

- Title of the paper (not to exceed 90 characters).
- Names, affiliations, addresses, fax numbers, and e-mail address for all authors.
- Abstract (not longer than 300 words).
- Keywords (7 words or less).

Article

Manuscripts must be written in English and all of the text must be double-spaced on A4 or US letter. Text should be divided into sections and paragraphs. Headings must be ranked, and this should be marked using roman numerals (i.e., I, II, III).

Figures and Tables

Illustrations, line drawings, graphs, and photographs are all considered to be ‘figures’. **Figures** should be the width of one column (**70 mm**), or two columns (**145 mm**), and may not exceed **205 mm** in height. Each figure must be cited in the text, and must be in a separate

file and numbered consecutively with Arabic numerals (i.e., Fig.1, Fig.2). All illustrations should be supplied as a **TIFF format (at publication size)** in Grayscale (600 dpi, black and white, grayscale photos), RGB (min. 300 dpi, color photos), and CMYK (600 dpi, color vector graphics). Do not use word processing programs to produce figures, drawings, or graphs, or to embed graphics into the text after your article is accepted for publication.

Each **Table** must be cited in the text, should be in a separate file and numbered consecutively with Arabic numerals (i.e., Table 1, Table 2). Tables usually just contain headings and numbers, however tables with graphic elements must be prepared with graphics software (for example, CorelDraw). Do not embed tables into the text. Please include a title and a caption for each table.

Acknowledgements

Please use the full name of universities or organizations and do not abbreviate.

References

The reference list should contain only the references that **appear in the text**. Please cross-check the text with the reference list to ensure the accuracy of spellings and dates, and ensure that all of the references that appear in the text appear in the reference list and vice versa. Papers that have not been accepted for publication may not be cited. **Do not abbreviate** the names of journals, books, publishers, or cities.

When referring to tables and figures in cited papers, please use lower case (e.g., Smith, 1961:fig. 3, table 6). References in the text should be cited as: (Smith, 1988) or if pages cited (Smith, 1988:23), using letters to indicate additional publications from the same author and year, i.e. (Jones, 1965a, b). For two authors, please name both, i.e. (Smith and Jones, 1999). For three authors or more, please name the first author followed by *et al.*, i.e. (Smith *et al.*, 2000). For publication with no date please use (Smith, n.d.). The reference list should appear in alphabetical order. You must spell out the full name of the article and the publication. Please follow the style of the latest issue of journal Eurasian Prehistory.

Examples are given below:

Books

JONES M.R. 1965a. *Horsegear of the Eighteenth Century*. James Publishing, New York.

JONES M.R. 1965b. *Tapestries as horse blankets*. Johnson Publishing, Trenton.

Journal article

SMITH A.V. 1998. Styles of horseshoes in Poland. *Antiquity* 22, 10–15.

Book section

SMITH A.V., JONES M.R. 1999. Boots with spurs. In: Z. Mason (ed.) *Equestrians of the Eighteenth Century*. Miller University Press, Dallas, 23–48.

Article in a conference volume

SMITH A.V., JONES M.R., SIMPSON C.T., ANDREWS G.P. 2000. Food and lodging: beams and elevated mangers of the eighteenth century and their affect on equine morphology. In: *Humans Housing Large Animals. Conference Proceedings from the 53' AMO (Annual Meeting of Osteologists), London 23-26 March 1999*. Chief Press, London, 32–65.

Unpublished studies and dissertations

KOWALSKI A. 2008. *Przewalski's Horse (Equus ferus przewalskii) in the Early Bronze Age societies of Sayan Mountains*. Unpublished Ph.D. thesis Bigest University, Kraków.

SMITH G., NOWAK Q. (in press). The oldest horse phalange in Europe. *International Journal of Animal Bones*. (Accepted for publication December 2011).

Electronic sources

KOWALSKI C. 2007. Riding a horse in South-Eastern Poland. *Horsing Quaterly* [Online] 01 June, 17, 39–54. Available at: <http://guideweb.animal.pl/ejournals/457> [Accessed 12 June 2010].

BOOTS GROUP INC. 2003. *History of top-boots* [Online] Available at: <http://www.Boots.org/Articles/Historical.Asp?Leveltop=885&Level3op=0> [Accessed 28 September 2009].

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