

# GUIDELINES FOR AUTHORS

## GENERAL GUIDELINES

1. Texts should be submitted in standard font (Times New Roman, Garamond etc.) – 12 pt text, 10 pt footnotes.
2. Texts should be submitted as text documents (DOC files) and as a PDF file.
3. Illustrations need to be submitted separately; do not paste them in the text file.
4. Each article should have an abstract and keywords (in English).
5. Authors are requested to provide their institutional affiliation.

## FOOTNOTES

Footnotes at the bottom of the page should include, beside relevant text, bibliographic references following the model below:

LAST NAME year of publication, page range.

e.g. KOLENDO 2008, pp. 120–121.

## Notes

1. Semicolons should be used to separate reference items in footnotes. For a number of works by the same author use either:  
ECK 2001; ECK 2003a.  
or:  
ECK 2001; 2003a.
2. All footnote references need to be listed as a full bibliographic reference at the end of the article.

## LIST OF BIBLIOGRAPHIC REFERENCES

A list of bibliographic references follows the text of the article.

Each item on the list begins with:

LAST NAME year of publication —

Followed by:

### 1. Book

F. LAST NAME, *Title*, place of publication.

e.g. PARNICKI-PUDEŁKO 1990 — S. PARNICKI-PUDEŁKO, *The Fortifications in the Western Sector of Novae*, Poznań.

## 2. Book in series

F. LAST NAME, *Title* (= *Name of series* number in series), place of publication.

e.g. KUNISZ 1987 — A. KUNISZ, *Le trésor d’antoniniens et de folles des ‘Principia’ de la légion de Novae (Bulgarie)* (= *Studia Antiqua* 10), Warsaw.

## 3. Article/chapter in collective work

F. LAST NAME, “Title of article/chapter”, [in:] *Title of collective work*, ed. F. LAST NAME, place of publication, page range.

e.g. DYCZEK 2005 — P. DYCZEK, “On the genesis of Roman legionary hospitals”, [in:] *Limes XIX, Proceedings of the XIXth International Congress of Roman Frontier Studies, Pécs, Hungary, September 2003*, ed. Z. VISY, Pécs, pp. 871–881.

## 4. Article/chapter in collective work published in a series

F. LAST NAME, “Title of article/chapter”, [in:] *Title of collective work*, ed. F. LAST NAME (= *Name of series* number in series), place of publication, page range.

e.g. KOLENDO 2008 — J. KOLENDO, “Novae during the Goth raid of AD 250/1 (Iordanes, *Getica* 101–103)”, [in:] *A Companion to the Study of Novae*, ed. T. DERDA, P. DYCZEK, J. KOLENDO (= *Novae. Legionary Fortress and Late Antique Town* 1), Warsaw, pp. 117–131.

## 5. Article in periodical

F. LAST NAME, “Title of article”, *Title of periodical* number of periodical, page range.

e.g. LEMKE 2009 — M. LEMKE, “Stone projectiles from Novae”, *Novensia* 20, pp. 209–219.

## 6. Article (item) in encyclopedia

F. LAST NAME, “Title of article (item)”, *Title of encyclopedia* volume number (optional), place of publication, page or column range.

e.g. CERMANOVIĆ-KUZMANOVIĆ 1976 — A. CERMANOVIĆ-KUZMANOVIĆ, “Risinium”, *The Princeton Encyclopedia of Classical Sites*, Princeton, p. 760.

## Notes

1. Items by the same author published in one year need to be identified by successive letters of the alphabet (e.g. 1998a, 1998b, 1998c, etc.), listed in alphabetical order of titles.
2. Multiple authors need to be cited in the order on the title page, separated by commas. For more than three authors, list name of first author only and add *et alii*.

3. For book titles in English capitalize all words; in article titles in English capitalize only proper names.
4. For repeated citing of popular series (e.g. *CIL*) and encyclopedias (*RE*) list relevant abbreviations; write out in full if cited only once.
5. In case of titles in other than congress languages include translation into the language of the article, in square brackets [ ].
6. Pages (columns) should be preceded by the relevant abbreviation in the language of the article (PL: s., kol.; ENG: p./pp., col./cols; DE: S., Sp., etc.).
7. Page ranges should be given with ‘en dash’ (see pt. 9 below) without spaces, e.g. 22–35.
8. For multiple publication place names use ‘en dash’ (see pt. 9 below) with spaces, e.g. Warsaw – Cracow – Wrocław.
9. ‘En dash’ — key combination Ctrl + “-” (from the number keyboard).
10. Internet citations should provide full URL in footnotes as well as bibliography. Please provide access dates in each case. If a hard-copy version exists, do not cite electronic version.

## TRANSLITERATION RULES FOR PROPER NAMES IN THE CYRILLIC ALPHABET

Proper names (geographical names, personal names and last names) in the Cyrillic alphabet should be transliterated according to the following rules:

Cyrillic alphabet    transliteration

а	a
б	b
в	v
г	g
д	d
е	e
ж	ž
з	z
и	i
й	j
к	k
л	l
м	m
н	n
о	o
п	p
р	r
с	s
т	t
у	u
ф	f
х	h
ц	c
ч	č
ш	š
щ	š (Russian); št (Bulgarian)

ъ	” (Russian); ă (Bulgarian)
ы	y (Russian)
ь	’
э	è (Russian)
ю	û
я	â
ђ	đ (Serbian)
ѓ	g’ (Macedonian)
љ	lj (Serbian)
њ	nj (Serbian)
ћ	ć (Serbian)
ќ	k’ (Macedonian)
џ	dž (Serbian)

## ILLUSTRATIONS

1. Illustrations included with an article need to be cited in the text.
2. References to figures are given in the text in square brackets; e.g. [Fig. 1], [Figs. 2–3] (in English), [Ryc. 1], [Ryc. 2–3] (in Polish), [Abb. 1], [Abb. 2–3] (in German), etc.
3. Provide captions for figures describing content. List of figure captions can be appended at the end of the article (after the list of bibliographic references).
4. Include credit information. Authors are responsible for obtaining all relevant copyright permissions required for the legal publication of submitted materials.
5. Submit illustrations as separate files identified by the number of the figure as cited in the text of the article.

### Photographs

Photographs should be submitted as original digital files (TIFF, JPEG, RAW etc.) in maximum available resolution.

### Scans

Scan transparencies in 2400 dpi resolution and submit as TIFF files.

Ink drawings etc. should be scanned in 1200 dpi, as RGB (color) or GREYSCALE (black/white) in TIFF format.

### Drawings

Digitized figures (plans, maps, drawings of objects etc.) should be submitted as files of the original software in which they were done, that is Corel (not higher than X3) or Illustrator (AI). For Autocad and Archicad software, files should be saved in Corel format, for example.

Submit all illustrations of this kind additionally as PDF or JPG files for inspection.

Avoid submitting JPG or PDF files of figures prepared in one of the graphic software programs.

### Parameters for figures drawn using Corel or Illustrator software

Minimum line thickness: 0.1 mm.

Color: CMYK, for black C=0 M=0 Y=K K=100.

For shades of gray, the difference should be at least 10%.

For legends, Arial font; next to scale: 6 pt, other parts of the legend: 7–9 pt.