

SHORT INSTRUCTIONS FOR EDITING MANUSCRIPTS

The editorial office accepts manuscripts written in the following languages: Slovak, Czech, English, German, French.

SAVING OF FILES

Each manuscript submitted as a contribution to the journal must include:

- **abstract** (in English, including the title): 1000 – 2000 characters;
- **keywords** (in English): max. 6;
- **text:**
 - the text must be clearly structured; in case of complicated structure, an outline of the manuscript should be provided in a separate file;
 - references to appendices must be inserted in the text (e.g. Fig. 2: 4, 5; 3; 5; Tab. 1; Pl. II: 5 – 11), references to appendices in the text should be indicated in colour;
 - references to literature must be inserted in the text;
- **footnotes** should be numbered consecutively;
- **summary:**
 - max. 10 – 15 % of the text length;
 - in the case of a paper in Slovak or Czech, the language of the summary is English, German or French; in the case of a paper in English, German or French, the language of the summary is Slovak (in this case, Slovak and Czech authors submit the summary in Slovak or Czech, respectively; for other authors, the translation of the summary will be provided by the editorial office);
- **list of references** (see below for details);
- **texts for the pictorial appendices:** each text for an appendix includes the location and its own description, scale and authorization where appropriate (e.g. Pl. III. Trenčín, Castle. 1, 2 – pottery; 3 – 8 – iron objects; 9 – bone whistle. Scale: a – 1, 2, 9; b – 3 – 8. Drawing I. Moricová.);
- **address of the author(s):** name and full titles of the author(s), correspondence (preferably institutional) address, e-mail, ORCID number(s) of the author(s).

Each file must be labelled with the last name of the author(s) and a specification of the content (e.g. Moric_Text, Moric_TextFrames, etc.).

FORMATTING OF TEXT FILES

Author submits unformatted text files – do not use automatic bullets, numbering, heading formatting, etc.

TECHNICAL CONDITIONS FOR ATTACHMENTS

Illustrations pasted into a word processor (e.g. MS Word) will not be accepted.

ATTACHMENT PARAMETERS

- **mirror:** max. size 162 x 237 mm
- **resolution of bitmap files:** drawings minimum 600 dpi, photos minimum 300 dpi
- **bitmap file format:** optimally lossless TIF, in the case of JPGs without any signs of compression and smoothing
- **diagrams:** original spreadsheet file (e.g. MS Excel) including source data
- **tables:** alphabetical tables produced either in a spreadsheet or in a word processor, alphanumeric and numeric tables exclusively in a spreadsheet

NUMBERING OF ATTACHMENTS AND THEIR ABBREVIATIONS

- Figure, abbreviated **Fig.** (Slovak obr., German Abb., Fr. fig.): Arabic numbers – 1, 2, 3, ...
- Plate, abbreviated **Pl.** (Slovak. Tab., Germ. Taf., fr. pl.): Roman numerals – I, II, III, ...
- Table, abbreviated **Tab.** (Slovak Table, Germ. Tab., fr. tab.): Arabic numerals – 1, 2, 3, ...

CITATION

CITATION OF PRINT SOURCES

References are cited inserted in the text in parentheses in the order of author, year, page range, appendices; individual items of appendices are separated by semicolons (e.g. Hanuliak 2004, 79 – 82, fig. 75; pl. XIII: 12). When multiple sources are cited, they are listed alphabetically and separated by semicolons (e.g., Hanuliak 2004, 79 – 82; Šalkovský 1994, fig. 7). The footnotes set out the text that has the character of an explanatory note.

CITATION OF SOURCES FROM THE INTERNET

All URLs must be functional and contain permanent links. For multiple references, a meaningful abbreviation is created and inserted into the text (e.g. www.neolith; Vavák s.d.). Isolated references to internet sources are also inserted in footnotes by entering the complete URL and date of access, e.g.:

<https://sk.wikipedia.org/wiki/Pova%C5%BEie> [9. 3. 2022]

CITATION OF SOURCES THAT HAVE A DOI

When citing sources that have a DOI, authors are required to include it.

REFERENCE LIST

Journal titles are not abbreviated in the reference list. Bibliographic details are given in the original language. In the case of sources from the internet, the date of access shall only be inserted for sources with no other identifiers.

The list shall be arranged alphabetically (in accordance with the rules of alphabetical ordering in the language of the paper) according to the surnames of the authors; multiple works by the same author shall be arranged according to the years of publication; within a year, in alphabetical order of the distinctive letters of the lowercase alphabet, and in accordance with the bibliographical citation in the text of the paper.

EXAMPLES

Monograph – one author

Hanuliak 2004 – M. Hanuliak: Veľkomoravské pohrebiská. Pochovávanie v 9. – 10. storočí na území Slovenska. Archaeologica Slovaca Monographiae. Studia 8. Nitra 2004.

Monograph – multiple authors

Geisler/Kohoutek 2014 – M. Geisler/J. Kohoutek: Vysoké Pole-Klášťov. Inventár hromadných nálezů železných předmětů a shrnutí terénních výzkumných sezon 2005 – 2007. Pravěk. Supplementum 28. Brno 2014.

Chapter in a (edited) monograph or article in proceedings

Henning/Ruttkey 2011 – J. Henning/M. Ruttkey: Frühmittelalterliche Burgwälle an der mittleren Donau im ostmitteleuropäischen Kontext: Ein deutsch-slowakisches Forschungsprojekt. In: J. Macháček/Š. Ungerman (Hrsg.): Frühgeschichtliche Zentralorte in Mitteleuropa. Internationale Konferenz und Kolleg der Alexander von Humboldt-Stiftung zum 50. Jahrestag des Beginns archäologischer Ausgrabungen in Pohansko bei Břeclav, 5. – 9. 10. 2009, Břeclav, Tschechische Republik. Studien zur Archäologie Europas 14. Bonn 2011, 259 – 288.

Journal article – one author

Šalkovský 1994 – P. Šalkovský: Frühmittelalterlicher Burgwall bei Detva. Slovenská archeológia 42, 1994, 155 – 185.

Journal article – multiple authors

Zábojník/Mitáš/Štubňa 2017 – J. Zábojník/V. Mitáš/J. Štubňa: Krištáľový mnohosten z Čataja. K problematike nálezov z horského krištáľu v archeologických súvislostiach zo Slovenska a na susediacich územiach. Slovenská archeológia 65, 2017, 343 – 376.

Thesis available in one of the registers

Bobek 2018 – P. Bobek: Stredodunajská mohylová kultúra na Slovensku a jej význam pre vznik stredodunajských popolnicových polí. Dissertation thesis. Univerzita Komenského v Bratislave. Filozofická fakulta – Slovenská akadémia vied. Archeologický ústav v Nitre. Nitra 2018. Online available at: <https://opac.crzp.sk/?fn=detailBiblioForm&sid=B91108598CC4B84B222316F148AB>

Work published in an online journal – if it has a DOI

Alt a i. 2014 – K. W. Alt/C. Knipper/D. Peters/W. Müller/A.-F. Maurer/I. Kollig/N. Nicklisch/Ch. Müller/S. Karimnia/G. Brandt/Ch. Roth/M. Rosner/B. Mende/B. R. Schöne/T. Vida/U. von Freeden: Lombards on the Move – an Integrative study of the Migration Period Cemetery at Szólád, Hungary. PLoS One 9/11, 2014, e110793.

DOI: <https://doi.org/10.1371/journal.pone.0110793>

Work published in an online journal – if it does not have a DOI

Staneková 2019 – Z. Staneková: Hroby bojovníkov vo Varíne? MÚZA. Elektronický poznávací časopis o histórii a krásach žilinského regiónu 7, 2019, 12 – 15.
Dostupné na: <https://pmza.sk/muza1-2019-1/muza1-2019-1.html>

Internet resources

The list is sorted alphabetically by the abbreviations used, with the full URL and date of access after the abbreviation and a dash in each entry, for example:

https.neolit – <https://sk.wikipedia.org/wiki/Neolit> [8. 3. 2022]

Vavák s.d. – J. Vavák: Mohutná pevnosť v Malých Karpatoch. Dostupné na:
<http://www.archeologiask.sk/slovania-a-velka-morava/clanok/article/mohutna-pevnost-v-malych-karpatoch.html> [9. 3. 2022]

Unpublished sources

Unpublished thesis (not available in online registers)

Rusnák 2009 – R. Rusnák: Košice v stredoveku. Na podklade archeologických výskumov. Dissertation thesis. Archeologický ústav SAV. Košice 2009.

Research reports

Budinský-Krička 1954 – V. Budinský-Krička: Kapušany. Poloha Pravý strmý breh Sekčova (severovýchodne od mosta). Košice 1954. Výskumná správa 164/54. Dokumentácia AÚ SAV.

Malec 2020 – J. Malec: NKP Hrad Beckov – obnova tzv. prachárne a pece. Trenčín 2020. Výskumná správa 27/2020. KPÚ Trenčín.

Zachar a i. 2014 – J. Zachar/M. Tretinová/V. Kúrová/M. Miscinaiová/T. Račko: Trenčín-Opatová, poloha „Veľká Skalka“. Obnova kláštora na Veľkej Skalke. Vrútky 2014. Výskumná dokumentácia z archeologického výskumu. KPÚ Trenčín.