

General indications

Languages

Contributions are published in English, but can be handed in English preferably or alternatively in Russian. Authors who submit their contributions in English or Russian must ensure that their texts are without error in terms of language and grammar.

Length of the manuscript

Articles should not exceed a length of 35.000 characters without illustrations. The article should contain a suitable number of illustrations (colour, greyscale and line art).

Form of the manuscript

Only manuscripts that are complete and ready for setting can be accepted for setting. Conversion of the manuscript into the house form by the editorial office may result in alterations or cuts. The publisher takes the final decision about a manuscript's definitive form.

Manuscripts are to be submitted in Microsoft Word for Windows. Authors are requested to observe the following guidelines precisely:

- The text must be typed without syllabification, justification or indentations and without any other page or type formatting (e.g. bold, spaced, italics, etc.) throughout and must be paginated. Paragraphs should be marked.
- The text including footnotes, the list of references, catalogues, tables as well as captions for illustrations, tables and plates should all be saved in separate files (<Name of the author>-text.doc; <Name of the author>-references.doc; <Name of the author>-catalogue.doc; <Name of the author>-illustrationcaptions.doc; <Name of the author>-tables.doc; <Name of the author>-table-captions.doc; etc.).
- The editors assume that every author possesses a duplicate of the submitted files. The authors must further ensure that the submitted files can be read without any difficulty.

The authors may submit suggestions concerning layout. However, the publisher reserves the right to take the final decision about the layout.

The title should be no longer than two lines of 30 characters each and contain no abbreviations.

Under the title stand the names of all authors. The full addresses of all Authors appear at the end of the article.

There follow at least 8, at most 20 keywords in German, English and Russian which specify the geographical position, age, type and cultural-historical attribution of the study.

The main body of the text is divided into unnumbered headed sections.

The manuscript should be accompanied by an abstract of the article, which can be a maximum of one printed page in length. An English or Russian abstract is obligatory. It is possible to add an abstract in the language of the author. These abstracts should be provided by the author(s).

Transliterations and transcriptions

Cyrillic

In the list of references and notes, Cyrillic text is not transliterated. In the main body of the text, the respective Cyrillic alphabet is to be transliterated in accordance with *ISO-Transliteration* in the case of the proper names and place names. For texts in English the *Library of Congress* transliteration may alternatively be used.

Special symbols

If the text uses symbols that are not included in the Microsoft Word set of special symbols, the appropriate fonts should be supplied as well.

Citations

It is the authors' own responsibility that citations are correct. The editorial office assumes that all citations have been carefully checked.

Bibliographic citations and references must appear not in the text but in footnotes or notes. Footnotes are to be indicated in the text by superior figures (without parentheses) and numbered consecutively; the figures are always placed after the punctuation mark even in English-language contributions, except for direct references, where they may be placed directly after the site/topic.

Citations always consist only of the surname of the author and are always written in latin letters, i.e. transcribed in other alphabets (Cyrillic etc.). The year of publication of the work concerned follows. The full title is given in the list of references.

Bokovenko 1977

Николай А. (**nicht** Анатольевич) Боковенко, Типология бронзовых котлов сарматского времени в Восточной Европе. Советская археология Н. 4, 1977, 228–235.

The year of publication is followed – separated by a comma - by the page number and by illustration or table number. The abbreviation "p." for "page" is omitted; "illustration" is abbreviated to "Ill." or "Fig.", "plate" to "Pl.", "table" to "Tab.":

Molodin 2001, 25 Fig. 9.

Sukowski 2015, 99 Fig. 107.

Agrawal 1982, 240–242 Fig. 149 Tab. 8.

The initials of the first name, and of the patronymic in the case of Russian authors, are to be added before the surname only if works by several authors with the same surname are cited:

V. D. Kubarev 2001, 133. – G. V. Kubarev 1997, 629.

Back-references (*ibid.*, *loc. cit.*, *op. cit.*, etc.) are not permitted. If several titles by one and the same author are cited, the surname is repeated each time, followed by the new year of publication:

Simonenko 1997, 389; Simonenko 2001, 187.

Where titles by the same author and with the same year of publication are cited, a lower-case letter should be appended to the year of publication in order to differentiate between the various works:

Hansen 2006a, 115–118; Hansen 2006b, 31–69.

Where a title has two authors, the surnames of both authors should be given, separated by an oblique:

Kudrjavcev/Gadžiev 2001, 133.

Where a title has more than two authors, the surname of the first author should be given and the remaining authors indicated by the words "et al.":

Hansen et al. 2009, 63.

Individual citations within a footnote may be separated either by a semicolon:

Simonenko 1997, 389; Simonenko 2001, 187.

Molodin 2001, 33; Kubarev 1997, 629.

In the list of references, no punctuation marks are used to separate page, illustration, plate and table numbers:

Wechler 2001, 56 Abb. 14 Tab. 6 Taf. 10,22.

A full stop is used to separate figures and letters that designate individual pictures within one illustration or table:

Galanina 1997, Abb. 27,3.22.57.86 Taf. 19,126.139.140.

If various page, illustration, plate or table numbers in the same publication follow directly after one another, they are to be separated by a semicolon:

Wechler 2001, 56; 58; 66; 73 Abb. 14; 16; 18 Tab. 6; 8 Taf. 10,22; 13; 14,8–15; 16,14–16.

Antique authors, reference works and corpora follow the guidelines given above.

Special writing

For historical and personal names the denominations from *Soviet Atlases* are used.

Proof-reading

When correcting the page proofs, authors must refrain as far as possible from altering or adding to the text, since the publisher has to bear the cost of such changes. Alterations by authors that exceed what is justifiable will therefore be charged to the authors themselves.

List of references

A list of references containing all titles should stand at the end of every published article. Here the family name of the author is always given in Latin letters – they are supplemented by the abbreviated first name and for Russian authors additionally by the abbreviated patronyms, if works of different authors with the same family names are cited.

The complete title of the publication is **not** transcribed.

In the list of references the first name is spelt out fully in front of the family name – further names and/or patronyms of Russian authors are abbreviated. In the main text of the paper, first name initials are used only at the first mention. Ch, Ph, St and Th count as one letter, as do Ya and Yu for Russian

names. For works by multiple authors, the names of all authors are given in the list of references, separated by an oblique.

The titles of monographs, articles and contributions in collective works should be given in full and without abbreviations. Series, journals and collective works (festschrift, conference report, catalogue, or similar) are also to be given in full and without abbreviations.

Abhandlungen der Sächsischen Akademie der Wissenschaften zu Leipzig. Philologisch-Historische Klasse (nicht „AbhLeipzig“)

Prähistorische Zeitschrift (nicht „PZ“)

Советская археология (nicht „CA“)

British Archaeological Reports, International Series (nicht „BAR

Int. Ser.“) Römisch-Germanische Forschungen (nicht „RGF“)

Series number, volume number, issue number or fascicle number (Roman numerals are not permitted here) should be stated in this order. For **monographs**, the place and year of publication should appear in brackets:

Kleiss 2015

Wolfram Kleiss, Geschichte der Architektur Irans. Archäologie in Iran und Turan 15 (Berlin 2015). Galanina 1997

Ljudmila K. Galanina, Die Kurgane von Kelermes. „Königsgräber“ der frühskythischen Zeit. Steppenvölker Eurasiens 1 (Moskau, Berlin 1997).

Marčenko et al. 2000

Konstantin K. Marčenko/Viktor G. Žitnikov/Viktor P. Kopylov, Die Siedlung Elizavetovka am Don. Pontus Septentrionalis

2. Tanais 2 (Moskau, Berlin 2000)/Константин К. Марченко, Виктор Г. Житников, Виктор П. Корьлов, Елизаветское городище на Дон. Pontus Septentrionalis 2. Танаис 2 (Москва 2000).

Sulkowski 2015

Kai A. Sulkowski, Prähistorische umwallte Anlagen in Nordostchina. Die Befestigungswerke der frühbronzezeitlichen Kultur Unteres Xiajiadian. Archaeology in China and East Asia 4 (Darmstadt 2015).

For **journals**, the volume number (whenever necessary with issue number), year of issue (if needed print year in brackets) and page numbers (first to last) should be stated in this order.

Avanesova u. a. 2001

Nona Avanesova/Šapulat Šajdullaev/Abduman Ėrkulov, Džam – ein bronzezeitlicher Fundort in der Sogdiana. Archäologische Mitteilungen aus Iran und Turan 33, 2001 (2002), 63–74.

Parzinger 1997

Hermann Parzinger, Sejma-Turbino und die Anfänge des sibirischen Tierstils. Eurasia Antiqua 3, 1997, 223–247.

Боковенко 1977

Николай А. Боковенко, Типология бронзовых котлов сарматского времени в Восточной Европе. Советская археология Н. 4, 1977, 228–235.

Papers appearing in a **collective work** are cited with the full title of the latter. If the collective work itself was published in a periodical or series, the title of the latter is to be given in full. The title of the article is followed by a full stop, then "In:", then the name(s) of the editor(s), identified as "(ed.)" [not eds.] and then the title of the collective work. The place and year of publication is given in brackets, followed by the relevant page numbers:

Wagner 2001

Mayke Wagner, Kayue – ein Fundkomplex des 2. Jahrtausends v. Chr. am Nordwestrand des chinesischen Zentralreiches. In: Ricardo Eichmann/Hermann Parzinger (Hrsg.), Migration und Kulturtransfer. Der Wandel vorder- und zentralasiatischer Kulturen im Umbruch vom 2. zum 1. vorchristlichen Jahrtausend. Akten des Internationalen Kolloquiums Berlin, 23. bis

26. November 1999. Kolloquien zur Vor- und Frühgeschichte 6 (Bonn 2001)

25–35. Nagler 2001

Anatoli Nagler, Über Mühlsteine in den Gräbern der eurasischen Steppe. In: Rainer M. Boehmer/Joseph Maran (ed.), Lux orientis. Archäologie zwischen Asien und Europa. Festschrift für Harald Hauptmann zum 65. Geburtstag (Rahden/Westf. 2001) 305–308.

Internet-Resources are cited as follow: Author (first name fully spelt out, family name spelt out), year, title of the contribution, title of the journal/series, volume (when given number of issue), [Online]. URL or DOI (last accessed: year, month, day).

McConnella et al. 2019

Joseph R. McConnella, Nathan J. Chellman, Andrew I. Wilson, Andreas Stohl, Monica M. Arienzo, Sabine Eckhardt, Die- drich Fritzsche, Sepp Kipfstuhl, Thomas Opel, Philip F. Place, Jørgen Peder Steffensen, Pervasive Arctic lead pollution suggests substantial growth in medieval silver production modulated by plague, climate, and conflict. Proceedings of the National Academy of Sciences of the United States of America (PNAS) 116.30 [vol. 116, no. 30], 2019, 14910–14915. [Online] URL: <https://www.pnas.org/cgi/doi/10.1073/pnas.1904515116> (last accessed 2020-12-10).

Hansen et al. 2019

Svend Hansen, Ignacio Montero-Ruiz, Salvador Rovira, Daniel Steiniger, Meda Toderas, The earliest lead ore processing in Europe. 5th millennium BC finds from Pietrele on the Lower Danube. PLoS ONE 14(4), 2019, e0214218. [Online] DOI: <https://doi.org/10.1371/journal.pone.0214218> (last accessed 2020-12-10).

Digital authors or institutional identifications (e.g. ORCID, ROR) are not required, but can be indicated if requested.

Should internet resources not be available any more, an indication may be added: The cited internet re- source(s) is/are no longer accessible, since they have been removed by the original author, are outdated as news, or have been blocked for other reasons.

Illustrations

Submissions

Authorisation or permission to reproduce material must accompany all submitted figures. Digital files and perfect-condition original ink drawings are strongly preferred. Paper prints may also be submitted if the image is sharp and high-contrast. The scale of illustrated plans, sections, finds, etc. must be indicated in each case. The editorial office accepts digital image files only in the formats *.tif or *.jpeg. Illustrations must be scanned with a resolution of at least 600 dpi. For colour images the CMYK mode should be chosen. The authors must check that images are suitable for reproduction before submitting the image files. Google- Maps may be used.

References to figures

A figure reference has the form of a citation (see above). They should be stated either in the relevant caption or in list form at the end of the article.

Figure captions

Full captions contain information on the find site, age, type, cultural attribution and peculiarities of the illustrated finds. Where appropriate they also contain the figure reference.