

GUIDE FOR AUTHORS

General Instructions

1. The *Acta Terrae Septemcastrensis* scientific journal receives contributions under the form of unpublished research papers, review papers written in English, in advance for the next three years of publishing. The fields of interest are: Archaeology, History, Transylvanian Patrimony. The accuracy of translation is author's responsibility.
2. The corresponding author should clearly state in a **To whom it may concern** document that the submitted manuscript has not been published, submitted or accepted elsewhere and, if collective authorship, that all authors agree with the content and the submission of the manuscript.
3. Manuscripts should be submitted via email to the Editorial Board:

sabinadrian.luca@ulbsibiu.ro, cosmin.suciu@ulbsibiu.ro

The manuscript should be submitted as a single file in PDF or MS Word format containing: (1) To whom it may concern document, (2) manuscript, (3) list of illustrations and (4) tables (if required). Together with document the authors should attach jpeg or tiff format illustrations (legend marked inside text).

4. The manuscript should not exceed 20 pages bibliography included, written in Time New Romans (TNR), font size 11, justified, single row, 2 columns, A4 page format, 2 cm margins. The pages should not be numbered. The manuscript should contain an abstract and keywords in English and another one in Romanian (Romanian translation will be provided by Museum staff if authors have no means under this respect).

Text arranging

The submitted manuscript should be arranged as follows: (1) title, (2) author's name, (3) author's affiliation and email address, (4) abstract, (5) keywords, (6) manuscript, (7) references, (8) list of illustrations, (9) tables.

Title: The title should be concise, written in Time New Roman, size 11, with majuscules and centered.

Authors: Two rows below the title, write the full name(s) of author(s) in TNR, size 11, font bold, centered.

Affiliation: Write the affiliation(s), e-mail address in TNR, size 11, justified, below the author's name.

Abstract: Two rows under the author's name should be arranged the abstract comprising 100 – 500 characters, no abbreviations or reference citations. The abstract represents a summary of the paper that refers to the method, the main results and conclusions. Text should be written in TNR, size 11 while the sub-title "Abstract" to be in bold.

The Romanian abstract has the same features to which a translation of the title, in bold characters should be added.

Key words: Five to six keywords should be given below the abstract, the order being English version followed by the Romanian one.

Main text:

1. Please, follow the headings structure as shown below:
 - Primary subtitles (Capital the beginning of the first word, bold and lower case, left)
 - Secondary subtitles (Capital the beginning of the first word, italic and lower case, left)
 - Other (Capital the beginning of the first word, lower case, left)
2. Italics should be used for terms or abbreviations in other languages “et al.”, “etc”
3. Weights and measures should observe *International System of Units*. Chemical and isotopic analyses as well as radiometric and palaeontological data should be referred to sampling locality and include coordinates.
4. References citation:
 - a) References are cited in the text by the last name of the author and the year of publish (Luca, 1998). In the case of a citation of a paragraph, it will be put between quotation marks while the page will be cited (Luca, 1998, 17).
 - b) For references having two authors, use the names and the year (Luca, Gudea, 2010, 20) and for those with three or more authors, use the last name of first author followed by “et al”. (Luca *et al.*, 2003, 120).
 - d) References cited should be arranged chronologically; if there are more than one references for one author in the same year, use a,b,c *etc*. The references to same or different authors should be separated by semicolon: (Lazarovici 1979, 85; Luca 1998, 72; Luca 2001a, 121; Luca 2001b, 78).

References

1. The title “References” will be written in TNR, size 11, bold, centered, upper case
2. Include only references cited in the text, figures, captions and tables.
3. Arrange the references alphabetically by first author and then alphabetically by second author. If there are more than one reference to the same author(s), arrange them chronologically. For references with more than two authors, list alphabetically by first author and then chronologically.
4. For the most common cases, follow the examples:

a) Papers in periodical journals as follows:

Luca <i>et al.</i> 2008	Luca Sabin Adrian, Diaconescu Dragos, Suciuc Cosmin Ioan, <i>Archaeological research in Miercurea Sibiului-Petris (Sibiu County, Romania): the Starčevo-</i>
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	<i>Cris level during 1997-2005 (a preliminary report)</i> . In: <i>Documenta Praehistorica</i> 35 (2008) Ljubljana, p. 325-343.
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b) Books as follows:

Luca 2001	Luca Sabin Adrian, <i>Așezări neolitice pe valea Mureșului (II). Noi cercetări arheologice la Turdaș-Luncă. I. Campaniile anilor 1992-1995</i> . In <i>Bibliotheca Musei Apulensis</i> , 17 (2001) București.
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c) Chapters in books:

Schuster 1999	Schuster Cristian, <i>Early Bronze Age in Romania</i> . In Nikolova Lolita, <i>The Balkans in Later Prehistory. Periodization, Chronology and Cultural Development in the Final Copper and Early Bronze Age (Fourth and Third Millennia BC)</i> (1999), p. 241-248.
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d) Proceedings from symposiums and conferences:

Luca, Suciu 2005	Luca Sabin Adrian, Suciu Cosmin Ioan, <i>Migrations and local evolution in the Early Neolithic of Transylvania. The typological analysis and the perspective of lithic industries</i> . In <i>Società per la Preistoria e Protoistoria della regione Friuli-Venetia Giulia</i> , 12, A short walk through the Balkans: the first Farmers of the Carpatian basin and adjacent regions. Proceedings of the Conference held at the Institute of Archaeology UCL on June 20th-22nd (2005), Trieste (2007), p. 77-88.
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e) Unpublished thesis or reports:

Roman 1958	Roman Petre, <i>Grupa înmormântărilor cu ocru pe teritoriul RPR</i> , Bucuresti (1958). Thesis (manuscript).
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Diaconescu <i>et al.</i> 2011	Diaconescu Dragoș, Dumitrescu-Chioar Florian, Natea Gheorghe, <i>Șura Mică, com. Șura Mică, jud. Sibiu</i> . In <i>CCA 2011 (campania 2010)</i> (in press).
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List of illustrations

A list of illustrations (numbered consecutively) should be arranged on a different page after the list of references. To the illustration number the legend should be added. The illustration list is to be translated in Romanian (Romanian translation will be provided by Museum staff if authors have no means under this respect).

Illustrations

1. Inside the text, each illustration (maps, graphs, photographs) should correspond to the number of the illustration list.
2. The legend should be TNR 11.
3. The legend should comprise reference to first author name and year of publishing if required.
4. Maps must indicate the North, have at least two coordinate data on each axis, and have a graphic scale. Localities mentioned in text, should be marked on maps.
5. Good quality jpeg or tiff format (300 dpi), clear black and white contrast photographs are acceptable. If color, please note that the decision of black and white or color publishing will be communicated to you afterwards by the editors.
6. References to illustrations in the text should appear as “Figure 1”.

Tables

1. Tables should be arranged on a different page, numbered consecutively.
2. References to tables in text should appear as Table 1.