

NESAT XIII – Guidelines for authors

PAPERS

- **Maximum length 20 min.**
- PowerPoint presentation
- English or German language
- No simultaneous translation will be provided
- German-spoken papers should have an English PowerPoint presentation

POSTERS

- **A0 (portrait) or A1 format**
- English or German language
- Material for fixing posters to its assigned place will be provided by the conference team
- Printing and transportation of posters will be author's responsibility
- The place for posters will be available during all conference days
- Poster section will be on Wednesday the 24th May – authors of posters should be available at their poster in this time

PAPERS FOR NESAT XIII PROCEEDINGS

- All conference papers can be presented as an article
- **Deadline for submission of full text: 31 July 2017**
- Manuscripts and correspondence regarding manuscripts should be sent via e-mail exclusively to: nesat2017@arup.cas.cz
- Via post to:
 - Dr. Helena Březinová
 - Institute for Archaeology of the CAS, Prague
 - Letenská 4
 - 11801 Praha 1
 - Czech Republic
- English language
- Authors guarantee that the work has not been published or submitted elsewhere
- Authors are responsible for ensuring the accuracy of the factual content in their contributions
- Each article must include an abstract of max. 500 words and 5-7 keywords
- Text and artwork must be submitted in digital form in a MS-Word compatible format (*.doc, *.docx, *.rtf), accompanied by the illustrations as separate files in TIFF or JPG-format
- **Length: max. 12 standard pages (21.600 characters including spaces)**
- Formatting: 1.5 spacing, 12pt Times New Roman (*see Attachment 1*)
- Together with the manuscript, the authors must submit a signed copyright statement, assigning the rights to print their work and to use the pictures (*see Attachment 2*)
- Manuscript must contain full names, affiliations and e-mail addresses of all co-authors
- One copy of the proceedings book for the authors **is included** in a conference fee; in case of more co-authors maximum two copies are included overall

POSTERS FOR NESAT XIII PROCEEDINGS

- All conference posters can be presented on a DVD, which will be integral part of the proceedings book

- **Deadline for submission: 31 July 2017**
- English or German language
- PDF-file format
- The proceedings book for authors of posters **is not included** in the conference fee

Attachment 1

Manuscript

- Length: max. 12 standard pages (21.600 characters including spaces)
- Formatting: 1.5 spacing, 12pt Times New Roman
- The manuscript should be organized as follows: Title – Author – Main body text – Acknowledgements – References – Figure Captions
- For the main body text please use the following structure of headings:
 - 1. ...
 - 1.1 ...
 - 1.1.1 ...
 - 1.1.2 ...
 - 2. ...
 - 2.1 ...
- Restrict formatting to bold font and italics; do not use any other formatting commands
- For dimensions use the metric system
- Abbreviations need to be explained
- The maximum size of artwork is 170 x 245 mm
- **Max. four black&white figures and one colour figure for each article can be accepted**
- Illustrations accompanied by captions in the text section should be of high quality and must be numbered
- Figures (illustrations within the text) should be numbered consecutively according to their mentioning in the text
- Figures depicting artefacts, maps, plans and drawings must include a scale
- Text within artwork should be in Arial font and of 8-12pt size
- Do not use frames of the figures
- All artwork must be sent as separate file labelled consecutively, together with the name of the author (e.g. Brezinova_fig1.tif)
- Digital artwork must be submitted in TIFF-format (*.tif) or JPG-format (*.jpg) with a minimum of 300 dpi in publishing size

References

- Citations in the text are to be formatted as (*Author 2016*, 16) or (*Author – Author 2016*, 16).
- In case of three or more authors the abbreviation “et al.” is used after the first author, e.g. (*Author et al. 2016*)
- Multiple citations within brackets are separated by semicolons (“;”), e.g. (*Author 2016; Author 2015; 2016*)
- All titles cited in the manuscript need to be included in the References section
- References should be listed in alphabetical and chronological order

Example:

Bravermanová, M. – Březinová, H. 2015: Further Textile Artefacts from the Royal Crypt at Prague Castle (CZ). A Tablet-Woven Silk Band and Fragments of a Child’s Funeral Tunic. Archaeological Textiles Review 57/2015, 104-110.

Grömer, K. 2010: Prähistorische Textilkunst in Mitteleuropa. Geschichte des Handwerks und Kleidung vor den Römern. Wien.

Kohout, D. – Březinová, H. 2015: An Assemblage of Medieval Archaeological Textiles from Prague: a Study of Current and Original Colours. In: Grömer, K. – Pritchard, F. (eds.), Aspects of the Design, Production and Use of Textiles and Clothing from the Bronze Age to the Early Modern Era. NESAT XII. Archaeolingua Main Series 33. Budapest, 229-238.

Attachment 2

Signed copyright statement assigning the rights to print the work and to use the pictures in NESAT XIII Proceeding

Title of article:

Names of authors within affiliation, address and signature:

Names of artwork's authors within signature:

Date: