

## **EDITORIAL INSTRUCTIONS**

1. Articles should be delivered in a form of a printout (text + figures + abstract) and digital version recorded on a compact disc – with separate files containing: text, abstract, figures, captions for figures, tables, captions for tables.
2. The text should be preceded with the name of the author(s) and a title of the article. Affiliation of the author should be placed at the end of the text, before references.

## **TEXT FILE PARAMETRES – WORD DOCUMENT**

1. File format: rtf.
2. Naming files: name of the author\_text, name\_abstract, name\_figure, etc.
3. Font: Times New Roman 12 points.
4. Spacing: 1,5 points.
5. Margins: 2,5 cm.
6. Paragraphs with an indent equal to one tab stop.
7. Text aligned to the left (non-justified).
8. Please, do not apply division of words, decorative styles, running head, ornaments, letters with manual spacing, division of sections; whereas, words should always be separated with a single space.

## **QUOTING LITERATURE**

1. References to the literature should be placed in the text, in brackets, according to presented order: quoting text - (Name 1900, 56); quoting figures (Name 1900, fig. 56); quoting several publications of the same author - (Name 1900, 56; 1901, 43; 1902, 53); quoting various authors (Name 1900, 56; Name 1900, 56).

2. List of literature (references) – following the main text. In case it is necessary to apply bibliographic abbreviations, such abbreviations (in alphabetical order) with their expansions should precede references (lists of abbreviations most commonly applied by the editorial office can be found at the end of already published volumes of *Materiały Archeologiczne*, *Materiały Archeologiczne Nowej Huty* and *Biblioteka Muzeum Archeologicznego w Krakowie*). List of quoted publications should be given in alphabetical order (for particular authors in chronological order as well), accordingly to following pattern (based on the 4th volume of *Biblioteka Muzeum Archeologicznego w Krakowie*):

### **MONOGRAPH**

Dąbrowski J.

1968 Zabytki metalowe epoki brązu między dolną Wisłą a Niemnem, Wrocław-Warszawa-Kraków.

### **ARTICLE IN A MAGAZINE**

Dąbrowski J.

1985 Problem zróżnicowania kulturowego ziem Polski w starszej epoce brązu, PA 33, 105-158.

### **ARTICLE IN COLLECTIVE EDITION**

Dąbrowski J.

1991 Uwagi o powstawaniu kultur łużyckich, [w:] Die Anfänge der Urnenfelderkulturen in Europa, *Archaeologia Interregionalis* 13, 195-215.

### **OR**

Florek M., Taras H.

1997 Möglichkeiten der Interpretation von Bestattungsbräuchen und Gesellschaftlichen Fragen in der Trzciniec-Kultur. Am Beispiel des Hügelgrabs in Dacharzów, [w:] W. Blajer (red.) Beiträge zur Deutung der bronzezeitlichen Hort- und Grabfunde in Mitteleuropa, Kraków, 65-89.

### **FOOTNOTES**

In case it is necessary to apply a meritorical footnote, it must be inserted automatically (in document toolbar find option INSERT and select CITATION - FOOTNOTE).

### **ABBREVIATIONS**

The author is obliged to explain all of the abbreviations employed in the text (except for those commonly used, the expansion of which can be found in Słownik Języka Polskiego published by PWN – current edition).

### **FIGURES**

1. Illustrative material should be maintained in an uniform stylistic manner.
2. Maximum size of printed figures – 14,5x 22,5 cm (in case it is necessary to place figures of larger format, please, consult this matter with the editorial office beforehand).
3. Figures, with their complete list, should be delivered in quality corresponding with printing requirements (resolution of minimum 300 dpi, format .tif or uncompressed .jpg).
4. Printouts of figures should be described accordingly to numeration applied in the list of figures/photographs.
5. Illustrations such as maps and plans should contain readable (without any ornaments) scale line and be correctly oriented in respect to the corners of the world (pictograms and captions corresponding with current rules of cartography) – the last remark does not apply to archival maps, plans or drafts (the captions of which should include information that the document is archival).
6. Illustrations of artefacts should contain readable scale line.
7. Legend placed directly in the figure should contain a pictogram and its designation merely – marked with a number/letter, description of which should be placed under the figure, i.e. in its caption.
8. Please, do not place the figures inside frames.

### **GHOSTWRITING**

Editors' Materiały Archeologiczne indicates that the authors of a manuscript should make a statement on the principles of scientific integrity at the creation of text - the principles set out in the Explanatory Notes to the issue of ghostwriting on the Polish Scientific Bibliography (Polska Bibliografia Naukowa)

<https://pbn.nauka.gov.com/>.

**NONCOMPLIANCE WITH ESTABLISHED TERMS OF DELIVERING THE AUTHOR'S CORRECTION WILL RESULT IN OMITTING SUCH CORRECTIONS BY THE EDITORIAL OFFICE.**