

**General Information:**

- The deadlines for the final submissions for all papers are twice a year: 31<sup>th</sup> of March and 30<sup>th</sup> of September. Paper should be sent to the editorial office e-mail: [musaica.archaeologica@gmail.com](mailto:musaica.archaeologica@gmail.com)
- Journal is peer-reviewed (double blind peer review). Final decision depends on editorial board following the reviews. Each author will be informed of the result via e-mail.
- Journal has black-and-white/greyscale printing. It is possible to use colour printing after the approval of the editorial board (at least in online version).
- Journal has A4 layout
- All contributions should be in either English, Slovak, Czech, German or Polish. Only Slovak script has language review provided by the editorial office.
- Journal sections contain: peer-reviewed papers, books annotation and review, discussion and other contributions (actualities, short reports)

**All papers should have following layout:**

- The text should be submitted as MS Word document file (\*.doc, \*.docx) or \*.rtf; using Arial or Times New Roman, 1.5 line feed, with numbering of pages, left alignment, without tabs
- The text should not exceed 25 pages (1800 characters with spaces/1 standard page), other non-reviewed contribution are to be only 5 pages and maximum of three figures.
- Special symbols and letters should be highlighted with yellow

**Text of manuscript should contain (one file):**

1. The title page must contain: the title, the authors' full name(s), institution with the address and authors e-mail
2. Abstract in English (10 standard rows, within title in English, when text is in other language); key words (5 words, phrases)
3. Abstract in original language, e.g. Slovak, Czech, German (10 standard rows) and key words (5 words, phrases). When the original contribution is English, editorial office will provide translation into Slovak language.
4. Chapter and subhead should be separated by one row (enter). Chapters can be numbered.
5. Text may contain schemes with caption (e.g. Tab. 1). It can mark the position of figures by yellow highlighting in text as well. Do it only with caption „Fig. ...“ in relevant separate row.
6. Bibliography
7. Résumé in English (max. 3600 characters, or 5400 after agreement with editorial board). It should have the same content as text.
8. List of captions of figures (Fig. 1. ...) and schemes (Tab. 1. ...) in original language (Obr. 1., Abb. 1.) and English.

- **The figures should be** in suitable number, order and condition. We prefer format (bitmap) \*.tiff and \*.psd, or by **vector format** \*.ai / \*.eps. Each file with figure should be named clearly, e.g. Author\_Fig1).

Please use these instructions:

1. **DPI (bitmap):** 1200 dpi (Line-drawings as black-and-white bitmap), min. 600 dpi (photographs and others as greyscale)
2. Printing mirror including caption: max 170 x 250 mm
3. We recommended labelling of all pictures, graphs and maps as **figures** (Obr., Fig., Abb.). **Schemes should be included in the text, or in a separate file \*.xls** also.
4. In case of colour version/printing, both greyscale and colour figure must be modified so that any important changes in legend and text will be created.

### **Bibliography and quotation**

You can find the examples in the actual issue of *Musaica archeologica*.

Please, use the Harvard referencing system for citing sources.

In text use: *Surname year* in italics, e.g. (Točík 1956, 643)

More sources are in chronological order, separated by the semicolon, e.g. (Točík 1956, 643; Neustupný 1970, 23)

Titles of journals should be cited in full-name and without the place of issue.

### **Bibliography must be built-up as following:**

Journal (periodical): *Surname, N. 1970*: Title. Journal issue, 28–50.

Book: *Surname, N. – Surname, M. 2012*: Title. Place of issue.

Proceeding and books with more authors (no-periodical): *Surname, N. 2001*: Title. In: Editors (ed.): Proceedings. Place of issue, 28–35.

### **Final Notes:**

- Special notes and request for editorial office to be written at the first page up and highlighted with red.
- Footnotes should be reserved to commentaries or with additional remarks only.
- Copyright and printing rights to all of the images must be settled prior to sending and the source must be listed (e.g. Institution archive, the primary archival source)
- Please use chapter Acknowledgement at the end of the text for project or grant information and other special thanks for colleagues.
- We recommended using of the following structure in text: Introduction, Aims, Materials and Methods, Results, Discussion, Conclusion, Bibliography