

INSTRUCTIONS FOR AUTHORS

Papers are written on A4 size paper, typed in double spacing in Times New Roman font, letter size 11 and saved on CD. Illustrations are added separately (in *jpg*, *rtf* or *tiff* form), with indication of their placement within the text (1/4, 1/2 of the page, the entire page). They should be numerated (Fig.1, T. IV) and accompanied by legends. Subnumerations are not to be used (e.g. Fig. 1a, T. Va). Please do not submit original illustrations. Tables are placed below the text, extending on the entire page. Illustrations, tables and graphs are printed out and submitted together with CD. The author should also include his/her name and surname, academic title, institution address and electronic mail address. It is also necessary to add an abstract, comprising maximum 1200 characters, written in italics and in the original language, and a list of 5 to 10 key words. At the end of the text there should be a short summary (maximum 4000 characters) on general topic, work methodology, results and conclusion. The paper is written in 3rd person singular. If it is written in foreign language, it must contain a summary in Croatian.

Works can be cited in one of following two ways:

I. Harvard style (author and year of publication, page number) with reference list at the end of the text; e.g. (Batović 1966, 32). The year of publication and page number are separated by a comma. In case of more than one author, their names are cited in alphabetical order and separated with semicolon; e.g. (Andrič 2004, 32; Batović 1966, 18; Šimić 1995, 118).

Examples are given below. Please make sure that the reference list is complete, in order to avoid time-consuming bibliography check that delays the printing process.

Name initials are followed by a dot, with space in between, e.g. Belošević, J., Miracle, P. T., and NOT Belošević, J. Miracle PT, etc.

Titles of journals and series are written in full form e.g. "Vjesnik Arheološkog muzeja u Zagrebu", NOT "VAMZ".

Theses:

Karavanić, I. 1999. *Šandalja II*. Neobjavljena doktorska dizertacija, Sveučilište u Zagrebu.

Or

Bottema, S. 1974. *Late Quaternary Vegetation History of North- Western Greece*. Unpublished PhD thesis, University of Groningen.

Journal article:

Cruise, G. M. 1990. Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63, 299-313.

Book:

Lamb, H. H. and Tessler, L. 1987. *Weather, Climate and Human Affairs*. London, Routledge.

Book with editor:

Fairbairn, A. S. (ed.) 2000. *Plants in Neolithic Britain and Beyond*. Oxford, Oxbow.

Book chapter:

Foster, I. D. L. and Grew, R. 1990. Magnitude and frequency of sediment transport in the Po valley. In J. Boardman (ed.), *Soil Erosion of Agricultural Land*, 36-56. New York, Wiley.

Book chapter with more than one editor:

Frayser, D. W. 1997. Ofnet: evidence for a Mesolithic massacre, in D. L. Martin and D. W. Frayer (eds.), *Troubled Times: Violence and Warfare in the Past*, 181-216. Amsterdam, Gordon and Breach.

Book chapter without quoted editor:

Serre-Bachet, F., Guiot, J. and Tessier, L. 1992a. La dendroclimatologie; pour une histoire du climat. In *Les veines du temps*. Catalogue d'exposition, 93-119. Paris, Musée du Monde.

or

II. Style using footnotes with indication of placement within the text, in ordinal numbers starting with number 1. More than one reference unit used in the same footnote is cited in continuous order, separated by a dot and a comma. When reference unit is used for the first time, it is cited in its full length, and thereafter one should only cite the author's last name and name initial followed by "Op. cit." and page number. The mark "same" can be used when the same reference is repeated in a sequence. If journal is cited repeatedly, standard abbreviation is used.

[F = footnotes; RL = reference list]

1. MONOGRAPHS (BOOKS)**1.1. ONE, TWO OR THREE AUTHORS**

F Last name, Name. *Book title*. Place of publication: Publisher, year of publication, page number.

Goldstein, Ivo. *Bizant na Jadranu: od Justinijana I. do Bazilija I* (Zagreb: Latina et greca – Zavod za hrvatsku povijest Filozofskog fakulteta, 1992), 24 (hereafter: Goldstein, I. Op. cit. 35.)

RL Last name, Name. *Book title*. Place of publication: Publisher, year of publication.

Goldstein, Ivo. *Bizant na Jadranu: od Justinijana I. do Bazilija I*. Zagreb: Latina et greca – Zavod za hrvatsku povijest Filozofskog fakulteta, 1992.

For more than one author, names are separated by semicolon (;).

1.2. TRANSLATION

F Last name, Name. *Book title*, transl. Name Last name. Place of publication: Publisher, year of publication, page number.

RL Last name, Name. *Book title*. Translated by Name Last name. Place of publication: Publisher, year of publication.

2. JOURNAL ARTICLES

F Last name, Name (initial). „Article title”, *Publication Issue (Year)*: page number.

Klaić N., „Poganska stara ili vela Hrvatska cara Konstantina Porfirogeneta”, *Croatica Christiana Periodica* 21 (1988): 49-62 (hereafter: Klaić, N. Op.cit. (footnote 1), 61).

RL Last name, Name. „Article title”, *Publication Issue (Year)*: page number.

Klaić, Nada. „Poganska stara ili vela Hrvatska cara Konstantina Porfirogeneta.” *Croatica Christiana Periodica* 21 (1988): 49-62.

3. WORKS IN ANTHOLOGIES

F Last name, Name (initial), "Work title", in: *Publication* (short form), ed. (editor) Last name Name (initial) (City: Publisher, year of publication), page number.

Hauptmann, Lj. "Prihod Hrvatov", in: *Bulićev zbornik*, ed. Abramić M. and Hoffiller V. (Split [s.n.]; Zagreb: Narodne novine, 1924), 515-545 (hereafter: Hauptmann, „Prihod Hrvatov“).

RL Last name, Name. „Article title“. In: *Publication* (full form). Ed. (editor) Last name Name (initial). City: Publisher, year of publication, page number.

Hauptmann, Ljudmil. „Prihod Hrvatov.“ In: *Bulićev zbornik: naučni prilozi posvećeni Franu Buliću prigodom LXXV. godišnjice njegova života od učenika i prijatelja IV. oktobra MCMXXI*. Ed. Abramić M. and Hoffiller V. Split [s.n.]; Zagreb: Narodne novine, 1924, 515-545.

4. UNPUBLISHED WORKS, THESES, ETC.

F Last name, Name. „Work title“ (Type of work, University-Department, Year), page number.

Bueno, Irene. „Two inquisitors of declining Catharism“ (MA thesis in Medieval Studies, Central European University – Department of Medieval Studies, Budapest, 2005), 124 (hereafter: Bueno, I. Op. cit., 75).

RL Last name, Name. „Work title.“ Type of work, University-Department, Year.

Bueno, Irene. „Two inquisitors of declining Catharism.“ MA thesis in Medieval Studies, Central European University – Department of Medieval Studies, Budapest, 2005.

5. SOURCE PUBLICATIONS

F Author, *Work title* (in italics), *Publication title* (abbreviated, e.g. MGH SS) publication issue, page number, ed. (editor) Name Last name (City: Publisher, year).

Lector, Theodorus. *Historia Ecclesiastica*, PL 115., pg-pg. ed. J.-P. Migne (Paris: J.-P. Migne, 1865). (hereafter: Lector, T. Op. cit. PL 115, pg.)

RL Author. *Work title* (in italics). *Publication title* (full form, e.g. Monumenta Germaniae Historica, *Scriptores* etc.) publication issue. Ed. (editor) Name Last name. City: Publisher, year.

Lector, Theodorus. *Historia Ecclesiastica*, Patrologiae cursus completus series latina 115., pg-pg. Ed. J.-P. Migne. Paris: J.-P. Migne, 1865.

6. ELECTRONIC SOURCES (ACCESSIBLE THROUGH ELECTRONIC MEDIA)

F Last name, Name (initial). „Article title“. Accessible at: web address, (date).

Nucita, A., “La religione fra superstizione e magia nel tallone d’Italia”. Accessible at: <http://www.bpp.it/Apulia/html/archivio/1985/IV/art/R85IV013.html>, 2-3,(09.01.2006).

RL Last name, Name. “Article title“. Accessible at: web address, (date).

Radiocarbon dating:

When quoted for the first time in text, it is written in its full form, e.g. BP $\pm 1\sigma$, cal BC ranging at 2σ , including laboratory number (e.g., **8800 \pm 80 BP, 8210-7610 cal BC, OxA-4024**). If quoted again, it is written as cal BC range (8210-7610 cal BC). Radiocarbon results must be calibrated with accurate curves and programs. Both programs CALIB 5 and OxCal 3.10 are free and accessible on-line. Calibration curve and program used must be cited in text.

CALIB 5.0: <http://radiocarbon.pa.qub.ac.uk/calib/calib.html>

OxCal 3.10: <http://www.rlaha.ox.ac.uk/O/oxcal.php>

Calibrated ranges must be rounded to nearest decade, e.g.:

OxA-4834, 4460 \pm 45: 3344-2927 cal BC, rounded to 3340-2930 cal BC

UB-3790, 4367 \pm 18: 3039-2919 cal BC, rounded to 3040-2920 cal BC

UB-3794, 4432 \pm 22: 3301-2929 cal BC, rounded to 3300-2930 cal BC

If cited datings are previously unpublished (previously unknown), one must cite the material treated, together with its accompanying ^{13}C values.

Submitted scientific and professional papers are sent by editorial board to two reviewers for evaluation and classification. If the reviewers suggest alterations, supplements, etc., copies of reviews are sent back to the authors. The author is accountable for the content of his/her paper.

Editorial board