

## *Journal of the Serbian Archaeological Society* **GUIDELINES FOR THE AUTHORS**

The manuscripts are submitted in Serbian language in Cyrillic version of script (with Serbian Cyrillic support) or in some of the widespread European languages: English, German, French, Italian, Russian. If the manuscript is submitted in Serbian or , the author is required to also enclose a résumé in English. If the author submits the work in a foreign language which is not his or her native language, it is required to state the name of the translator, or the press corrector who prepared the version of the text in a foreign language. Besides, key words, résumé, and captions below the illustrations in Serbian language should be added to the works written in a foreign language. Words, quotations and titles written in some of the foreign languages should be written in their original form.

The articles submitted to the editorial board of Glasnik Srpskog arheološkog društva should be prepared to contain, in the following order: the title, the name of the author with the affiliation, summary (abstract), key words, body text, bibliography, acknowledgments (not required), résumé (separate file), graphical appendices (separate files), list of illustrations and textual content of illustrative annexes (separate file) and contact details (separate file).

**1.** The title (**TITLE** – capital letters, bold) should be concise and clear, and describe the content of the article as accurately as possible. The words used in the title should be suitable for index listing and search. If there are no such words in the title, it is preferable to add a subtitle to the main title.

**2.** The author or the authors of the article should state their full name and surname, with affiliation and contact address. The author or the authors need to state the official name and seat of the institution they are employed in. When it comes to complex institutions, the entire name is stated (for example: University of Belgrade, Faculty of Philosophy, Department of Archaeology, Belgrade). The authors who are unemployed state their place of residence. PhD students list the name of the Faculty and the University where they attend their PhD studies.

**3.** The summary (abstract) is a brief overview of the content of the article (100- 250 words). It is preferable that it contains the terms frequently used in article index listing and search. The summary should offer data about the purpose of the research, the method, the results of the research and the conclusion. It is submitted in the language in which the article is written. Along with the abstract should be submitted key words in the same language

**4.** Key words should be the terms that best describe the content of the article for the purposes of index listing and search. The number of key words should not exceed 10.

**5.** The articles should not exceed the length of two author's sheets (32 pages / 1800 characters with spaces), in A4 paper size, including the references and the illustrative part. The text should be edited in Word file (must be .doc), written in Times New Roman font (12 pts), with 1,5 cm spacing and 2,5 cm margins. PLEASE AVOID AUTOMATIC TEXT FORMATTING (such as auto headings and subheadings etc.) AND REDUCE FORMATTING TO MINIMUM.

Subheadings should be **bold** and separated with an empty row from the remaining text; second-level should be in *italic*.

**6.** Notes and remarks can be an integral part of the body text. They should contain important data or suitable explanations. They are not substitutes for the quoted bibliography. They are not substitute for the cited bibliography. It is recommended to use the footnotes only if unavoidable.

7. Acknowledgements, if any, is placed at the end of the body text, before the bibliography. expressions of gratitude to institutions and individuals, as well as the title of the project within which the text was written, the funding sources for the researchings etc.

8. The summery (résumé) should contain the same information as the summary, but in a broader scope (not more than 4000 characters). Below the title should be key words in the language of the résumé. Résumé should be sent as a separate file. Résumé is in English, if the manuscript is in Serbian, or in Serbian language, if the manuscript is in other language.

9. Illustrations should be given as separate files. Scanned appendices should be enclosed in 600 dpi resolution, and photographs in at least 300 dpi resolution in the following formats: TIFF, PSD or JPG. Tables should be submitted as Word documents and charts in TIFF or JPG formats. It is recommended to prepare tables change in B5 paper format in order to fit into the magazine format. The titles and text content of illustrative appendices should be enclosed in two languages (main language of the manuscript and the language of the résumé). Illustrations may be submitted in colour, but it is recommended to the authors to keep in mind that only the online version is in colour, while Journal is sometimes printed in black-and-white, therefore charts, tables, etc. in colour should be adjusted for black-and-white printing.

10. When submitting the manuscript, the author should enclose their contact details in a separate file: the address of the institution they are employed in and the personal e-mail address. If there are two or more authors, only the contact details of the first one should be given. All files have to be named after the author (e.g. Smith\_Body text; Smith\_Table 1; Smith\_Figure 1; Smith\_Summary etc).

11. The manuscripts will be accepted only if they are written and structured in accordance with this Guidelines. Editorial board of Glasnik Srpskog arheološkog društva will forward each of the incoming works to anonymous reviewers for peer review. The editorial board decides on the categorization of the accepted manuscripts, in accordance with the criteria listed in the valid acts on editing scientific journals of Ministry of Education, Science and Technological Development of Republic of Serbia.

The papers should be submitted in digital form via e-mail [sad.glasnik@gmail.com](mailto:sad.glasnik@gmail.com).

12. References in the text have to be given by the Harvard system, as well the bibliography at the end of the body text. If the text is written in Cyrillic (Serbian, Russian), the bibliography is aligned in alphabetical order, and if in a foreign language (English, French, German, Italian) the bibliography should be sorted in alphabetical order.

In the following examples, the most frequently cited types of references are listed:

## **BOOKS (MONOGRAPHS)**

### **1. Citing and listing the books with Personal Author(s):**

#### *a. One author*

Citing in the text: (Popović 2006, 21)

Listing in bibliography: **Popović, I.** 2006. *Roma aeterna inter Savum et Danubium*. Belgrade: the Institute of Archaeology.

#### *b. Two authors*

Citing in the text: (Vasić i Milošević 2000, 125)

Listing in bibliography: **Vasić, M. i Milošević, G.** 2000. *Mansio Idimvm rimska poštanska i putna stanica kod Medveđe*. Beograd: Arheološki institut.

*c. Three or more authors*

Citing in the text: (Petković et al. 2005, 129-131)

Listing in bibliography: **Petković, S., Ružić, M., Jovanović, S., Vuksan, M. and Zoffmann, K. Zs.** 2005. *Roman and Medieval Necropolis in Ravna near Knjaževac*. Belgrade: the Institute of Archaeology.

**2. Citing and listing edited books (instead of the author - editor-in-chief, translator, editor of the publication):**

Citing in the text: (Поповић 1994, 65)

Listing in bibliography: **Поповић, И.** прир. 1994. *Античко сребро у Србији*, Београд: Народни музеј.

**3. Simultaneous citing and listing of more than one book by the same author:**

*a. written in different scripts*

Citing in the text: (Поповић 2002, 23-26; Поповић 2006, 33)

Listing in bibliography:

**Поповић, И.** 2002. *Накит са Јухора, остава или сакрални тезаурус*. Београд: Народни музеј, Археолошки институт.

**Поповић, И.** 2006. *Roma Aeterna inter Savum et Danubium*. Belgrade: the Institute of Archaeology

*b. written in the same year*

Citing in the text: (Dawkins 1996a; 1996b)

Listing in bibliography:

**Dawkins, R.** 1996a. *Climbing Mount Improbable*. London: Viking.

**Dawkins, R.** 1996b. *River out of Eden*. London: Phoenix.

**4. Citing and listing chapters or sections of a book (journal/ collection):**

Citing in the text: (Кондић 1994, 66)

Listing in bibliography: **Кондић, Ј.** 1994. Рановизантијско сребро, у *Античко сребро у Србији*, ур. И. Поповић, 65-67. Београд: Народни музеј.

**5. Citing and listing the chapters from the books that had already been published before (as a primary resource):**

Citing in the text: (Cicero 1986, 35)

Listing in bibliography: Cicero, Quintus Tullius. 1986. Handbook on canvassing for the consulship. In *Rome: Late republic and principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago readings in western civilization*, ed. J. Boyer and J. Kirshner, 33-46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn Shuckburgh, trans., *The letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

**6. Citing and listing the digital publications of e-books:**

Citing in the text: (Kurland and Lerner 1987)

Listing in bibliography: **Kurland, Ph. B. and Lerner, R.** eds. 1987. *The founders' Constitution*. Chicago: University of Chicago Press://press-pubs.uchicago.edu/founders/.

**ARTICLES FROM PRINTED AND ELECTRONIC JOURNALS** (abbreviations for the titles of the journals should not be used)

**1. Citing and listing an article from a printed journal publication:**

Citing in the text: (Vasić 2004, 91, fig. 17)

Listing in bibliography: **Vasić, M.** 2004. Bronze railing from Mediana. *Starinar* LIII-LIV: 79-109.

## **2. Citing and listing an article from an electronic journal:**

Citing in the text: (Van Eijck 2009, 41)

Listing in bibliography: **Van Eijck, D.** 2009. Learning from simpler times. *Risk Management*, vol. 56, no. 1: 40-44. <http://proquest.umi.com/>. (pristupljeno 30. januara 2009).

## **DOCTORAL DISSERTATIONS AND MASTER'S THESES**

### **1. Citing and listing doctoral dissertations and master's theses:**

Citing in the text: (Ilić 2005, 25-32)

Listing in bibliography: **Ilić, O.** 2005. *Ranohrišćanski pokretni nalazi na području dijeceze Dakije od IV do početka VII veka*. Magistarska teza, Univerzitet u Beogradu.

## **REPORTS AND ANNOUNCEMENTS FROM SCIENCE EVENTS**

### **1. Citing and listing a published report or an announcement read at a science event:**

Citing in the text: (Vasić 2008, 69, fig. 3)

Listing in bibliography: **Vasić, M.** 2006. Stibadium in Romuliana and Mediana. *Felix Romvliana 50 years of archaeological excavations*. Ed. M. Vasić. Papers from the International Conference. October, 27-29 2003, Zaječar, Serbia, 69-75. Belgrade: Institut of Arhcaeology, Committee on Archaeology of Serbian Academy of Sciences and Arts, and Zaječar: National Museum.

### **2. Citing and listing an unpublished report or announcement read at a science event:**

Citing in the text: (Gavrilović 2004)

Listing in bibliography: **Gavrilović, N.** 2004. *Interpretatio Romana* of Oriental Cults in Upper Moesia from I to IV century A. D. Paper presented at the 10th Annual meeting of European Association of Archaeologists, September, 7-12, in Lyon, France.

## **POPULAR MAGAZINES (JOURNALS) AND NEWSPAPER ARTICLES**

### **1. Citing and listing an article from a popular magazine:**

Citing in the text: (Jaњић 2000, 32-33)

Listing in bibliography: **Jaњић, J.** 2007. Прво хришћанско знамење. *НИИ*, јул.

### **2. Citing and listing a newspaper article:**

Citing in the text: (Марковић-Штрбац 1999)

Listing in bibliography: **Марковић-Штрбац, С.** 1999. Пустахије са Јухора. *Политика*, 18. септембар. Одељак Култура, уметност, наука.

## **ELECTRONIC DATABASES, WEB PAGES, COMMENTS ETC.**

### **1. Citing and listing an electronic database (Name of database. Address):**

Citing in the text: (Pliny the Elder, Perseus Digital Library)

Listing in bibliography: Perseus Digital Library. <http://www.perseus.tufts.edu/>.

### **2. Citing and listing documents and data obtained from web pages of institutions (Name of the institution. Title of the document. Publisher. Web site. (Login date):**

Citing in the text: (Evanston Public Library Board of Trustees)

Listing in bibliography: Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000-2010: A decade of outreach. Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html>. (June 1, 2005).

**3. Citing and listing documents and data obtained from a Weblog** (User's name and surname. Name of the blog. Address):

Citing in the text: (Peter Pearson, The Becker-Posner Blog, comment posted March 6, 2006)

Listing in bibliography: Becker-Posner blog, The. <http://www.becker-posner-blog.com/>.