

Instruction for Authors

Scope

Open Archaeology is a peer-reviewed, electronic-only journal that publishes original, high-quality research on all aspects of archaeology. The journal encompasses novel, interdisciplinary approaches to archaeological data including archaeological science, theory and interpretation as well as archaeological heritage management and promotion.

Scope of the journal includes, but is not restricted to:

- World Archaeology - discoveries and research
- Archaeological Science (dating methods, environmental and population studies, remote sensing and non-destructive method in field and artefact studies)
- Theory and interpretation in archaeology (new approaches to archaeological interpretations and new perspectives for existing ones, studies on past technologies and knowledge, cognitive archaeology, gender studies, etc.)
- Archaeological heritage preservation and management (conservation studies, national and international legislation, archaeological education, museum archaeology)

Editorial Policy

Unpublished Material

Submission of a manuscript implies that the work described is not copyrighted, published or submitted elsewhere, except in abstract form. The corresponding author should ensure that all authors approve the manuscript before its submission.

Conflict of interest

When authors submit a manuscript, they are responsible for recognizing and disclosing financial and/or other conflicts of interest that might bias their work and/or could inappropriately influence his/her judgment. If no specified acknowledgement is given, the Editors assume that no conflict of interest exists.

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Authorship

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be named in an Acknowledgement section.

Data Sharing Policy

Effective December 2020, the journal requires authors to follow data sharing policy. Research data should be made widely available to the research community in order to demonstrate the robustness and validity of the research presented in the journal, to encourage replication of the results, and to provide the community with opportunities to learn. By publishing in the journal authors are encouraged to provide a data availability statement (DAS) in their

articles. Authors are encouraged to share their data but not required to. The decision to publish will not be affected by whether or not authors share their research data. See our [Data Sharing Policy](#) for more details.

Peer Review Process

The Editors reserve the right to decline the submitted manuscript without review, if the studies reported are not sufficiently novel or important to merit publication in the journal. Manuscripts deemed unsuitable (insufficient originality or of limited interest to the target audience) are returned to the author(s) without review. The Editor seeks advice from experts in the appropriate field. Research articles and communications are refereed by a minimum of two reviewers, review papers by at least three. The journal uses single-blind peer review model. Authors are requested to suggest persons competent to review their manuscript. However, please note that this will be treated only as a suggestion, and the final selection of reviewers is exclusively the Editor's decision. The final decision of acceptance is made by Managing Editor or, in case of conflict, by the Editor-in-Chief.

Scientific Misconduct

This journal publishes only original manuscripts that are not also published or going to be published elsewhere. Multiple submissions/publications, or redundant publications (re-packaging in different words of data already published by the same authors) will be rejected. If they are detected only after publication, the journal reserves the right to publish a Retraction Note. In each particular case Editors will follow [COPE's Core Practices](#) and implement its advice.

Criteria for Publication

The primary criteria for judging the acceptability of a manuscript are: its originality, scientific importance and interest to a general prehistory audience. See our [Editorial Policy](#) for more details.

Electronic Submission

Open Archaeology encourages the submission of both substantial full-length bodies of work and shorter manuscripts that report novel findings. There are no specific length restrictions for the overall manuscript or individual sections; however, we urge the authors to present and discuss their findings in a concise and accessible manner. All submitted manuscripts must be written in English language.

Manuscripts submitted under multiple authorship are reviewed on the assumption that all listed authors concur in the submission and are responsible for its content; they must have agreed to its publication and have given the corresponding author the authority to act on their behalf in all matters pertaining to publication. The corresponding author is responsible for informing the coauthors of the manuscript status throughout the submission, review, and production process.

All submissions must be made via online submission system Editorial Manager (<http://www.editorialmanager.com/opar/>). In case of problems, please contact the Managing Editor of this journal (Katarzyna.Michalak@degruyter.com).

Publication Formats

Open Archaeology considers submissions of:

- Research Article – The default format for reporting research results. There is no length restriction.
- Review Article – Used to submit literature reviews on a topic of interest. The article should contain a broad, balanced and fair perspective of the topic, identifying trends and/or gaps in the literature or providing a new synthesis of existing literature. Reviews should be scientifically sound and should describe the most relevant and recent contributions.

- Mini-Review Article – A shorter form of a Review Article intended for a brief analysis of a focused topic on advances in the field. It discusses recent experimental research, highlights recent developments in fast-moving areas and suggests areas that require additional research.
- Communication – This format is intended for the presentation of brief observations that do not warrant full-length papers. An empirical report resulting from analysis of collected data to address one or more research questions and/or hypotheses.

Electronic Formats Allowed

We accept submission of text, tables and figures as separate files or as a composite file. For your initial submission, we recommend you upload your entire manuscript, including tables and figures, as a single PDF file. If you are invited to submit a revised manuscript, please provide us with individual files: an editable text and publication-quality figures.

- Text files can be submitted in the following formats:
 - MS Word – standard DOCUMENT (.DOC)
 - RICH TEXT FORMAT (.RTF)
 - PDF (**not applicable for re-submitted or accepted manuscripts**, see below).
- Tables should be submitted as MS Word or PDF (**not applicable for re-submitted or accepted manuscripts**, see below). Please note that a straight **Excel file is not an acceptable format**.
- Graphics files can be submitted in any of the following graphic formats: EPS; BMP; JPG; TIFF; GIF or PDF. Please note that **Powerpoint files are not accepted**.

Post-acceptance, text files of the revised manuscript and tables are required for use in the production. Authors should clearly indicate the location(s) of tables and figures in the text if these elements are given separately or at the end of the manuscript. If this information is not provided to the editorial office, we will assume that they should be left at the end of the text.

First-Time Submission of Manuscripts

It is important that authors include a cover letter with their manuscript. Please explain why you consider your manuscript to be suitable for publication in *Open Archaeology*, why your paper will inspire the other members of your field, and how will it drive academic discussion forward. Please use the 'comments' section to this aim.

The letter should contain all important details such as:

- your full name (submitted by)
- full title of article and short title
- full list of authors with affiliations
- e-mail of the corresponding author
- contact address, telephone/fax numbers of the corresponding author
- number of attached files, if there is more than one
- status: new, reviewed or accepted (with reference ID if reviewed or accepted)

The cover letter should explicitly state that the manuscript (or one with substantially the same content, by any of the authors) has not been previously published in any language anywhere and that it is not under simultaneous consideration or in press by another journal. If related work has been submitted, then we may require a preprint to be made available. Reviewers will be asked to comment on the overlap between the related submissions. Manuscripts that have been previously rejected, or withdrawn after being returned for modification, may be resubmitted if the major criticisms have been addressed. The cover letter must state that the manuscript is a resubmission, and the former manuscript number should be provided. To ensure fair and objective decision-making, authors must declare any associations that pose a conflict of interest in connection with evaluated manuscripts (see Editorial Policy for details).

Submission of Revised Articles

Resubmitted manuscripts should be accompanied by a letter outlining a point-by-point response to Editor's and reviewers' comments and detailing the changes made to the manuscript. A copy of the original manuscript should be included for comparison if the Editor requests one. If it is the first revision, authors need to return the revised manuscript within 28 days; if it is the second revision, authors need to return the revised manuscript within 14 days. Additional time for resubmission must be requested in advance. If the above-mentioned deadlines are not met, the manuscript will be treated as a new submission.

For resubmitted manuscripts, please provide us with an editable text and publication-quality figures. Supply any figures as separate high-resolution, print-ready digital versions.

In addition to the editorial remarks, authors are asked to take care that they have prepared the revised version according to the Journal's style.

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Organization of the Manuscript

We draw particular attention to the importance of carefully preparing the title, keywords and abstract, as these elements are indicators of the manuscript content in bibliographic databases and search engines.

General rules

The work must demonstrate its novelty, importance to the field, and its interest to scientific audiences in general. Conclusions must be justified by the study; please make your argumentation complete and be self-critical as you review your drafts.

The journal encourages the submission of both substantial full-length bodies of work and shorter manuscripts that report novel findings that might be based on a more limited range of data. There are no specific length restrictions for the overall manuscript or individual sections; however, we urge the authors to present and discuss their findings in a concise and accessible manner.

Articles should be organized into the following sections:

- Title page with title (and running title)
- Abstract
- Keywords
- Introduction
- Body of the work (including: methods, results, discussion if needed)
- Acknowledgments (if applicable, these can be included in the cover letter to facilitate double-blind review if necessary)
- Abbreviations
- Author's Statements
- References
- Figure Legends and Table Captions
- Tables
- Figures
- Supplemental data (if applicable)

Each of these elements is detailed below. We draw particular attention to the importance of carefully preparing the title, keywords and abstract, as these elements are indicators of the manuscript content in bibliographic databases and search engines.

Title

We suggest the title should be informative, specific to the project, yet concise. Please bear in mind that a title that is comprehensible to a broad academic audience and readers outside your field will attract a wider readership. Avoid specialist abbreviations and non-standard acronyms. Titles should be presented in title case (capitalize all “major” words (nouns, verbs, adjectives, adverbs, and pronouns) in the title/heading, including the second part of hyphenated major words (e.g., Self-Report not Self-report), and all words of four letters or more).

Authors, Affiliations, Addresses

In the cover letter, provide the first names (or initials – if used), middle names (or initials – if used), and surnames for all authors. Affiliations should include:

- Department, University or organization, City, Postal code, State/province (if applicable), Country.

One of the authors should be designated as the corresponding author to whom inquiries regarding the paper should be directed. It is the corresponding author’s responsibility to ensure that the author list and the summary of the author contributions to the study are accurate and complete.

Abstract

The abstract should not exceed 200 words. The abstract should give a summary of the content of the paper. Mention the main findings without going into methodological detail and summarize briefly the most important items of the paper. Because the abstract will be published separately by abstracting services, it must be complete and understandable without reference to the text.

Keywords

List keywords for the work presented (maximum of 5), separated by commas. We suggest that keywords do not replicate those used in the title.

Introduction

The introduction should put the focus of the manuscript into a broader context and should supply sufficient background information to allow the reader to understand and evaluate the results without referring to previous publications on the topic. As you compose the introduction, think of readers who are not experts in this field. Include a brief review of the key literature – use only those references required to provide the most salient background rather than an exhaustive review of the topic. Relevant controversies or disagreements in the field should be mentioned so that a non-expert reader can delve into these issues further. The introduction should conclude with a brief statement of the rationale for the study, the hypothesis that was addressed or the overall purpose of the experiments reported, and should provide a comment about whether that aim was achieved.

Methods

This section should include sufficient technical information to enable the experiments to be reproduced. Protocols for new methods or significant modifications to existing methods should be included, while previously published or well-established protocols should only be referenced. Describe new methods completely.

Results

This section should be clear and brief. This section should provide statistical analyses of all of the experiments that are required to support the conclusions of the paper. Reserve extensive interpretation of the results for the Discussion section. Details of experiments that are peripheral to the main thrust of the article and that detract from the focus of the article should not be included. Present the results as concisely as possible in text, table(s), or figure(s) (see below).

Avoid extensive use of graphs to present data that might be more concisely presented in the text or tables. Graphs illustrating methods commonly used need not be shown except in unusual circumstances. Limit photographs to those that are absolutely necessary to show the experimental findings. Number figures and tables in the order in which they are cited in the text, and be sure to cite all figures and tables. Styles and fonts should match those in the main body of the article. Large datasets, including raw data, should be submitted as supporting files. The section may be divided into subsections, each with a concise subheading.

Discussion

Sometimes it is appropriate to combine Results and Discussion. This section should spell out the major conclusions of the work along with some explanation or speculation on the significance of these conclusions. The discussion should be concise and tightly argued.

Acknowledgments

This section should describe recognition of personal assistance: people who contributed to the work, but do not fit the criteria for authors should be listed along with their contributions. You must ensure that anyone named in the acknowledgments agrees to being so named. Information concerning research grant support should appear in a separate **Funding Information** section at the end of the paper, not in an acknowledgements.

Abbreviations

Please use standard abbreviations. Ensure consistency of abbreviations throughout the article. Non-standard abbreviations should not be used unless they appear at least three times in the text. List all abbreviations, acronyms and symbols in alphabetical order, along with their expanded form, at the end of the text. Define them as well upon first use in the text.

Author's Statements

This section should describe:

- any **funding information**, including the role of the study sponsor(s), if any, in study design, collection, analysis, and interpretation of data, writing the paper and decision to submit it for publication;
- **authors contribution** (for multi-authored publications);
- **conflict of interest**;
- **data availability statement** (recommended).

Please refer to [Author's Statement](https://www.degruyter.com/view/journals/opar/opar-overview.xml) document at <https://www.degruyter.com/view/journals/opar/opar-overview.xml>

References

We use **APA 6th edition formatting style** for citations. Therefore, citations should be put within the text in parentheses:

- one author: (Jeffrey, 2015) or Jeffrey's (2015) recent study...
- two authors: (Dionne & Schneider, 2002)
- three or more authors: the first citation in the text gives the surnames of all the authors (Griebel, Diesel, & Rast, 2016). In subsequent citations in the text, only the surname of the first listed author is used, followed by the expression "et al." (Griebel et. al., 2016)
- six or more authors: only the surname of the first author is used, followed by et al.
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- works by different authors: (Hawkins, 1980b; Foley, 2006).

Include page numbers if you need to be specific. The abbreviation for page is p. and the abbreviation for pages is pp.: (Jeffrey, 2015, pp. 150–151).

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Please use the following style (**APA 6th edition**) for the reference list:

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- If the journal article has a digital object identifier (DOI), include this in your reference.
- If there is no DOI and you have accessed the article electronically, include the web address of the journal's homepage in which the article was published in your reference.
- Include all authors **up to seven** names.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Journal name – italicised, Volume – italicised*(Issue number), Page number(s). DOI

- For **eight or more**, include the first six, then an ellipsis - . . . - followed by the last author's name.

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Accepted papers

- Use “in press” in the place of a date to cite a work that has yet to be formally published.

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Article from the Internet (available to anyone, no DOI assigned)

Author, A. A., & Author, B. B., (Year of publication). Title of journal article. *Journal name – italicised, Volume – italicised*(Issue or number), Page number(s). Retrieved from <http://www.xxxxxx>

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Editor, A. A., & Editor, B. B. (Ed. or Eds.). (Year of publication). *Title of book - italicised*. Place of publication: Publisher.

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Theses

Author, A. A. (date). *Title* (PhD thesis). (Unpublished doctoral dissertation or master's thesis). Name of institution, Location.

Author, A. A. (date). *Title* (PhD thesis). (Doctoral dissertation or master's thesis, Institution, Location). Retrieved from <http://www.xxxxxx>

Conferences

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Published conference paper

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Unpublished conference paper

Presenter, A. A. (Year, month). *Title of paper - italicised*. Paper presented at the Conference name, Location. doi:doi:xx.xxxxxxxx (if available).

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References to **unpublished** work, unpublished conference presentations, personal communications, patent applications and patents pending, computer software, databases, and websites should be referred to as such only in the body of the text. These should be kept to a minimum. The examples are as follows:

- (J. Smith, unpublished data)
- (J. Smith, personal communications, April 20, 2017)
- (Sh. Kawahara, Modes of phonological judgment. Talk presented at University of Pennsylvania, Oct 14th. 2010)

Quotations

- Short quotations should appear in the running text and be enclosed in double quotation marks.
- Longer quotations should appear in a separate block without quotation marks.
- Quotations in languages other than English should be followed by translations (in square brackets).
- The citation to the source should be placed at the end of quotation (as in the examples above). The page number(s) is (are) necessary.

Formatting and Typesetting

All pages must be numbered consecutively. The whole text (including legends, footnotes, and references) should be formatted double-spaced with no hyphenation and automatic word-wrap (no hard returns within paragraphs). Please type your text consistently, e.g. take care to distinguish between '1' (one), 'I' (capital I) and 'l' (lower-case L) and 'O'

(zero) and 'O' (capital O), etc. Manuscript pages should have line numbers. The font size should be no smaller than 12 points.

Footnotes and endnotes should be avoided. Allowable footnotes/endnotes may include: the designation of the corresponding author of the paper, the current address of an author (if different from that shown in the affiliation), abbreviations and acronyms.

Figures and Figure Legends

Authors may use photographs, schemes, diagrams, line graphs, and bar charts to illustrate their findings. Figures included with online submissions should be suitable for onscreen viewing and desktop printing. High resolution images should be provided on request or on manuscript acceptance. The figures and their lettering should be clear and easy to read, e.g., no labels should be too large or too small. Photomicrographs should include a scaled bar and indicate the size. We remind authors that it is not acceptable scientific conduct to modify any separate element within an image. Figures should be numbered consecutively using Arabic numerals and referred to in the text by number. Figure legends should follow the main text, each on a separate page. Each figure legend should have a concise title and should provide enough information so that the figure is understandable without frequent reference to the text. It should inform the reader of key aspects of the figure, but the figure should also be discussed in the text. The legend should be succinct, while still explaining all symbols and abbreviations. Avoid lengthy descriptions of methods.

Tables and Table Captions

Tables must include enough information to warrant table format and should be used only where information cannot be presented in the text. Tables should be typed as text, using either 'tabs' or a table editor for layout; please do not use graphics software to create tables. Tables occupying more than one printed page should be avoided, if possible; larger tables can be published as an appendix. Do not use picture elements, text boxes, tabs, or returns in tables. Tables that contain artwork, chemical structures, or shading must be submitted as illustrations. Tables should be numbered consecutively using Arabic numerals and referred to in the text by number. Table legends should follow the main text, each on a separate page. Each table should have an explanatory caption which should be as concise as possible. The headings should be sufficiently clear so that the meaning of the data is understandable without reference to the text. Footnotes can be used to explain abbreviations but should not include detailed descriptions of the experiment. Citations should be indicated using the same style as outlined above.

Supplemental Material

We encourage authors to submit essential supplementary files that additionally support the authors' conclusions along with their manuscripts (the principal conclusions should be fully supported without referral to the supplemental material). Supplemental material will always remain associated with its article and is not subject to any modifications after publication. The decision to publish the material with the article if it is accepted will be made by the Editor. Supporting files of no more than 10 MB in may be submitted in a variety of formats, but should be publication-ready, as these files will be published exactly as supplied. Material must be restricted to large or complex data sets or results that cannot be readily displayed because of space or technical limitations. Material that has been published previously is not acceptable for posting as supplemental material.

Supporting files should fall into one of the following categories:

- Dataset
- Additional Figure or Table
- Text
- Protocol
- Multimedia -Audio/Video/Animations (AVI, MPEG, WAV, Quicktime, animated GIF or Flash)

If the software required for users to view/use the supplemental material is not embedded in the file, you are Arged to use shareware or generally available/easily accessible programs. To prevent any misunderstandings, we request that authors submit a text file (instruction.txt) containing a brief instruction on how to use the files supplied. All supporting

information should be referred to in the manuscript, with titles (and, if desired, legends) for all files listed under the heading 'Supporting Information'.

Outline of the Production Process

Once an article has been accepted for publication, the manuscript files are transferred into our production system to be language-edited and formatted. Language and technical editors reserve the privilege of editing manuscripts to conform with the stylistic conventions of the journal. Once the article has been typeset, PDF proofs are generated so that authors can approve all editing and layout.

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