

INSTRUCTIONS TO AUTHORS FOR SENDING THE ORIGINAL DOCUMENTS

The 'Documents on Medieval Archaeology' collection was founded in 2009 by the University of the Basque Country / Euskal Herriko Unibertsitatea and aims to edit monographs, minutes from meetings, theses or excavation reports in the field of Archaeology and European Post-Classical History, by following quality criteria. Texts are accepted in Euskera, Spanish, English, French, Portuguese, Italian and German, and only unpublished works will be published. It is essential that the topics covered are approached from a comparative European perspective.

Text

Original documents will be submitted in digital format in doc, docx or rtf, and in A4 size (29x21cm). No images will be included in the text, but tables are permitted. A printed and complete copy including all images will also be attached.

The text will be preceded by a 200-300 word summary and 5 keywords in both English and the original language of the text. Keywords must not include terms that are already present in the title.

Expressions in a foreign language or Latin must be in italics, and literary citations in quotation marks.

Images and tables

Documents on Medieval Archaeology are published in black and white. Therefore the images must be properly processed for their reproduction.

There is a difference between images and tables, which must have separate numbering. In the event of there being various chapters, the numbering of the images and tables must be made consecutively in each chapter. The ideal place for the the images and tables to be included must be indicated in the text, including the references (fig. 1; table 1).

Tables and graphs will be sent in xls or xlsx format. Images will be sent in jpeg or tiff format with a minimum resolution of 300 dpi.

It is essential to include a complete list of tables and figures, indicating, where appropriate, the dimensions thereof (one column, double-column, full page).

Bibliographical citations

The American system will be used, indicating the bibliographical reference in the body of the text. For example: Brogiolo (1988) or (HOCHKIRCHEN, 1995: 32) or (CHAPELOT, FOSSIER, 1980).

When there are three or more authors, the first of them will only be included followed by the expression *et ai.* (QUIRÓS CASTILLO *et al.*, 2008)

If websites are mentioned, the date on which they were consulted will be added. For example: <<http://www.sedecatastro.gob.es/>> [Consulted 2 November 2010].

The final bibliography will include all works mentioned in the text and ordered alphabetically (chronologically if there is more than one work by the author and with sequential references if there are more works from the same year):

Book:

WARD-PERKINS B., 2005, *The fall of Rome and the end of civilization*, Oxford.

Book chapter:

RIBERA A., ROSELLÓ M., 2000, El primer grupo episcopal de Valencia, *Los orígenes del Cristianismo en Valencia y su entorno*, Valencia, pp. 165-185.

Chapelot J., 1993, L'habitat rural: organisation et nature, M. DEPRAETÈRE-DARGER, M. PETIT (eds.), *L'Île-de-France de Clovis à Hugues Capet du Ve siècle au Xe siècle*, Paris, pp. 178-199.

Journal article:

ALBERTI A., BALDASSARRI M., 1999, Per la storia dell'insediamento longobardo a Pisa: nuovi materiali dell'area cimiteriale di piazza del Duomo, *Archeologia Medievale* XXVI, pp. 369-375.

DÍAZ DEL RÍO P., 2004, Copper Age ditched enclosures in Central Iberia, *Oxford Journal of Archaeology* 23.2, pp. 107-121.

Article in records:

Lecanda Esteban J.A., Palomino Lázaro A., 2001, Dos modelos de ocupación del territorio en la época visigoda en la provincia de Burgos: la región montañesa septentrional y la comarca ribereña del Duero, *Actas del V Congreso de Arqueología Medieval Española*, Valladolid vol. 1, pp. 37-48.

GELICHI S., LIBRENTI M., 1997, L'edilizia in legno altomedievale nell'Italia del nord: alcune osservazioni, S. GELICHI (ed.), *Atti del I Congresso Nazionale di Archeologia Medievale*, Florencia, pp. 215-220.

Radiocarbon dating

Radiocarbon dating will be expressed in BP (Before Present) years, including the laboratory reference, dated material and the date calibrated at 1 and 2 sigma with the indications "cal AD".

TL (Thermoluminescence) Dating

A specific table will be included with the following data:

Field/context	Laboratory ref.	Year of analysis	BP dating	AD (Anno Domini) years (threshold)	Proposed dating

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