

INSTRUCTIONS FOR AUTHORS FOR THE CONFERENCE VOLUME „FORUM URBES MEDII AEVI“

The FORUM URBES MEDII AEVI conference volume has been issued since 2002 and all papers has been peer-reviewed since 2004 (FUMA III). The intellectual content of the papers is the responsibility of the authors. The result of the peer review process expresses the opinion of the editorial board. The papers are not remunerated.

Submission deadline:

By **March 31, 2015** at the latest,
to the e-mail address: **lcerna@archaiabrno.cz**

Please, pay attention to following instructions. Abiding by them, you will make the work of the editorial board and of yourselves easier and you will enable a smooth course of the whole process of elaboration of an article.

1. EXTENT OF THE PAPER:

- a: main text – max. 14 standard pages – about 420 lines by 60 characters, font size 12pts
- b: abstract in English – 1000 to 1500 characters without spaces
- c: summary (to be translated into German) – max. 1/4 of the main text

2. STRUCTURE OF THE PAPER:

- a) main text of the paper;
- b) reference list;
- c) comments;
- d) abstract and summary, keywords;
- e) figure captions;
- f) personal data on the author(s).

a) text

- extent max. 14 standard pages – about 420 lines by 60 characters, font size 12pts, preferably in **.doc** format

- the use of abbreviations (e.g. PV, AR) is not permitted unless absolutely necessary, in the latter case a list of abbreviations must be added

- **references to figures/tables:** references should be placed in brackets, beginning with lower case letter, highlighted with **red** if possible

Example:

Relics of medieval masonry were uncovered during archaeological excavations **(fig. 1)**/**(tab. 1)**.

- **references to literature:** references should be set out in the style of the following examples:

(Dvořák 1986); (op. cit., 24-31); (Dvořák in print); (Dvořáková-Zelenková 1986); (Dvořáková-Zelenková, 1986; Klásek – Hanák 1972); (Dvořák 1986, 35–41, fig. 6: 2); (Dvořák 1986, 38; 1989, tab. XV: 3-8); (CDB II).

For references with more than two authors, only the first one should be given followed by the **et al.** abbreviation: (Dvořák et al. 1993) – the reference list will contain DVOŘÁK, K. – NOVÁK, J. – DVOŘÁKOVÁ-ZELENKOVÁ, M. 1993.

- **references to comments:** no superscript numerals as with footnotes, but “normal” numerals with a right bracket behind, highlighted with **turquoise** if possible

Example:

Relics of medieval masonry were uncovered during archaeological excavations. **1)**

- the text which is **italicised** or **bolded** should be highlighted with yellow

Example:

The research results are summed up in the excavation report **Brno – Mendlovo Square, sewerage** (Dvořák 2013).

b) reference list

- for better illustration we give fabricated examples showing the most frequent variants of references; please observe this form of citation (both graphical and formal)

- **Archived documents and collections**

NOVÁK, J. 2002

Brno, Josefská 7, NZ: archiv Archaia Brno, o. p. s., č. j. 25/01.

CDB II

Codex diplomaticus et epistolaris regni Bohemiae II (1198–1230). Fridrich, G. (ed), Pragae 1912.

- **Literature**

1) Journal articles

DVOŘÁK, K. – NOVÁK, J. – DVOŘÁKOVÁ-ZELENKOVÁ, M. 1993

Soupis eneolitických nálezů z Rakovnicka, Archeologické rozhledy 45, 206–284.

DVOŘÁKOVÁ-ZELENKOVÁ, M. 1986

Hrob kultury se šňůrovou keramikou ze Zdic, okres Beroun, Archeologické rozhledy 38, 324–345, 378–380.

KLÁSEK, P. – NOVÁK, J. in print

Hrob ze starší doby římské v Uhříněvsi, okr. Praha – východ, Archeologické rozhledy.

NOVÁK, J. 1983

Středověké nálezy z Berounska – Mittelalterliche Funde aus Beroun Gebiet, Archaeologia historica 8, 42–55.

2) Monographs

RYCHLÝ, P. 1974

Pravěk Rokycanska. Rokycany.

SIROVÁTKA, L. 1997

Bronzové depoty únětické kultury v Čechách. Praha: Academia.

ZELENÝ, J. 1992

Mladší doba kamenná v Krkonoších, Praehistorica 5. Vrchlabí: Krkonošská univerzita.

3) Published proceedings or collected papers

DVOŘÁK, K. – DVOŘÁKOVÁ-ZELENKOVÁ, M. edd. 1996

Pohřební ritus doby bronzové v Čechách. Praha: Středočeské muzeum v Roztokách u Prahy.

4) Article in an edited book

NOVÁK, J. 1989

Nové nálezy z Hořovicka. In: Dvořák, K. (ed.), Archeologický výzkum středních Čech, Příbram: Příbramská archeologická společnost, 23–34.

5) Unpublished thesis, dissertation etc.

ZELENKOVÁ, M. 1979

Pohřební ritus kultury nálevkovitých pohárů v Čechách. Praha: Univerzita Karlova, unpublished thesis.

6) Personal communication

VOMÁČKA, K.

Domiciled in U zoologické zahrady 44, Brno-Bystrc, pers. comm. 29 February 2008.

7) Internet sources

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military (Josephinian) survey – Moravia, map sheet No. 37 [online, accessed 23 January 2011], available on www

http://oldmaps.geolab.cz/map_viewer.pl?z_height=500&lang=cs&z_width=800&z_newwin=0&map_root

c) comments

- the text can be equipped with comments which should be listed at the end
- please use only a limited number of comments, each of them on max. 3 lines
- comments should be numbered consecutively throughout the text and cited as mentioned above

d) abstract, summary, keywords

- abstract in English – 1000 to 1500 characters without spaces
- summary (to be translated into German) – max. 1/4 of the main text
- keywords: minimum three, according to content of the paper

e) figure/table captions

- captions should be set out in the style of the following examples:

Fig. 1

General view of the excavation area (Photo Archaia Brno, o. p. s. – Inv. No. 0021-2013).

Fig. 2

Portal in the western front of the church.

Tab. 1

Results of archaeobotanical analysis of macroremains from Layer 254.

f) personal data on the author(s)

- data on all authors of the paper should be set out in the following manner:
 - name(s) and surname(s), title(s)
 - employer's name
 - employer's address
 - e-mail address

Example:

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3. ILLUSTRATIONS AND TABLES

- illustrations and tables are not limited in number, the editorial board reserves the right to decide whether to publish them or not

- any illustration will be printed in greyscale, colour print is possible in limited extent in well-founded cases only, at the request of the author

- parameters:

dimensions: max. 28 x 19 cm (A4 format with margins of 1 cm on all sides), min. width 10 cm; photos preferably B/W 10 x 15 cm;

resolution: photos: min. 300 dpi (pen and ink drawings: 1200 dpi);

format: .jpg, .tif, .eps, .ai, .psd (other format except for .doc is allowable by arrangement with technical editors).

- please pay increased attention to the quality of illustrations; maps and plans should include a scale and indicator of cardinal points. All drawings should be equipped with graphic scale. After being reduced to fit the FUMA requirements, the letters in illustrations should not be smaller than 2 mm. Captions should be placed specifically in the text (not directly in figures) – see article 2e).

- tables in .xls and .doc format should be numbered separately and titled, for example:

Tab. 1 Dendrochronological dating

- figure captions should be placed specifically in the text, not directly in figures – see article 2e)

For any other questions, please contact:

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