

GUIDELINES FOR THE PRESENTATION OF ORIGINAL MANUSCRIPTS (8-July-2011)

Trabajos de Prehistoria is a peer-reviewed journal that publishes work on the Prehistory and Protohistory of the Iberian Peninsula and its relations with Europe and the Mediterranean. On an exceptional basis, works related to other geographical areas may be published, but only if they are considered of general interest, based on their theoretical or methodological focus or on the comparative value of their archaeological content.

The journal covers subjects related to archaeological theory and methodology, archaeometry and palaeoenvironments, and contains different sections: Articles, Reports, Book Reviews and Scientific Chronicle, Abstracts and Received Books. Since volume 51 (1994) *Trabajos de Prehistoria* has been published twice a year (June and December). On occasion and based on prior decision of the Editorial Board, monographic numbers may be issued. In such cases their contents will meet the publication norms and will receive the same treatment as other manuscripts received.

The digital version of articles may include complementary material (e.g., Excel tables) if the information contained or their value should so warrant, but always with the prior consent of the Editorial Board. Only original works contributions (ones not previously published or pending publication elsewhere) will be published. These may be written in Spanish, English or French, and should have the following characteristics:

Articles (Artículos): original, research articles must be submitted to this Section. Should not exceed a maximum of 100000 characters, including notes, captions, tables and illustrations. Submissions to this Section will be peer-reviewed.

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Book Review and Scientific Chronicle: These should have critical content, and not be merely descriptive. The maximum length should be around 10000 characters (4 pages). Contents of this Section are reviewed exclusively by the Editorial staff.

Trabajos de Prehistoria uses an external, “double blind” evaluation system for the submitted originals, so that both the author and the referees remain anonymous. This process will take no longer than four months. The publication of an original will in no case be financially remunerated (see note concerning copyright).

The norms have a double objective: to guarantee that standards required by international databases be followed and to streamline the publication process.

Submission of the original manuscript

Papers should be sent to the Editor of the journal:

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Figures and Tables should be sent in files separately from the text and, if possible, in pdf format in order to facilitate their electronic transmission to the referees. The complete address of the author/s, telephone and e-mail including, should be indicated on a separate sheet.

For an article to be accepted, a written declaration of originality signed by all of the authors is required, stating that it has not been, nor is it to be, published elsewhere. The statement should also include a commitment to the exclusivity of the journal. In publications arising from research projects, this statement must also include the agreement of the Principal Investigator if s/he is not one of the signing authors.

Submissions must conform to the following indications: ISO A4 (210 × 297 mm) paper size, 2 cm upper, lower and side margins, double interlineate, Times or Times New Roman font size 12, with a maximum of 30 lines per page including footnotes. Pages should be numbered consecutively. Footnotes must be numbered in the order in which they are mentioned in the text. Authors are to decide the proportion of text and illustrations. One full-page illustration is the equivalent of 5100 characters.

The first page must present the title, abstract and key words in Spanish and in English/French; the complete name of the author/s with asterisks referring to the institutional affiliation, or the personal address. Both full postal and e-mail addresses are to be provided. Acknowledgements should be located at the end of the text.

The abstract should summarize the objectives, methodology, results and conclusions of the work presented, in 50 to 150 words. Key words should enable the identification of the article by computer-based searching by topic, methodology, geographic location and chronology. Book reviews must include the complete bibliographic information of the work reviewed; the full name and address of the author should be indicated at the end of the text.

Illustrations

Differentiation must be made between Figures and Tables, each one to be numbered using Arabic numerals (Fig. 1: 3; Fig. 1A; Tab. 1). Figures should include a graphic scale or other indication of North in the case of maps/plans, and lettering big enough to be legible after

reduction. Locations within the [Iberian Peninsula and the Balearic](#) or [Canary Islands](#) should be indicated on a standard map that will be provided by the journal.

No illustrations are to be integrated into the text, and they should be designed to fit within the space of a whole page (162 x 210 mm), half page, or 1/3 or 2/3, or in columns, as shown in the [model included in the journal](#). Their captions should be submitted separately, together with the text, with complete data for their identification.

Once a manuscript has been accepted, the author/s should send the revised version of the text to the journal, together with illustrations having a minimal resolution of 300 ppp for colour or greyscale images, and of 900-1200 ppp for black-and-white images (preferably in jpg or tiff formats).

Style

In order to facilitate comprehension by foreign readers, authors who write in Spanish are requested to use a simple and clear syntax. Also the following norms should be followed:

–Capital letters should be accented.

–Abbreviations: cm, g, ha, s.n.m., m²

–Years without punctuation: 1971.

–Scale 1:25.000

–Latin expressions in italics: *et al.*, *oppida*, *per se*, *in situ*, *ca.*

–Citation of C14 dates should include the laboratory abbreviation, sample number, type of material, and standard error; calibrated dates must include the conversion table or program used.

Bibliography

Bibliographical citations in the text should be in the following format: the surname/s of the author/s in small letters, without initials, followed by the year of publication and (in the case of specific quotation), by page numbers preceded by a colon, all within parentheses. If there are more than two authors, only the first is used, followed by *et al.* Examples: (Belen Deamos and Chapa Brunet 1997), (Fernández-Posse *et al.* 2008). Citation of unpublished works are not accepted. Unpublished theses should be cited in footnotes.

Only cited works are to appear in the bibliography, and only those that are in print, with full publishing data.

The full bibliographic list must be placed at the end of the manuscript in alphabetical order, as follows:

Author/s surname followed by the initial of the given name/s (for all authors, separation from one another by semicolon); year of publication, works published by an author in a single year are differentiated by use of the letters a, b, c, etc.); title of the work in inverted commas; titles of books (Belen Deamos and Chapa Brunet 1997), journals (Almagro Basch 1969) or congress proceedings in italics and without abbreviation (Raposo and Cardoso 1997).

References to books should include the publisher and place of publication (Belen Deamos and Chapa Brunet 1997); in the case of reviews should include "Review of" (Consuegra Rodríguez 2005); in the case of journals, the volume and pages (Bosch *et al.* 1999; Jöris *et al.* 2003); in the case of congress proceedings, the place and date of the congress, the pages and the place of publication (Raposo and Cardoso 1997); series of books without abbreviation (Fernández-Posse *et al.* 2008; Garrido Pena 2006); online publication will include doi or URL with accessed date within parentheses (Mueller *et al.* 2004). Examples:

Almagro Basch, M. 1969: "De orfebrería céltica: el depósito de Berzocana y un brazalete del Museo Arqueológico Nacional". *Trabajos de Prehistoria* 26: 275- 287
<http://www.cervantesvirtual.com/FichaObra.html?Ref=29234> (accessed 13-X-2010).

Belen Deamos, M. and Chapa Brunet, T. 1997: *La Edad del Hierro*. Síntesis. Madrid.

Bosch, A.; Chinchilla, J. and Tarrús, J. 1999: "La Draga: un poblado del Neolítico Antiguo en el lago de Banyoles (Girona, Catalunya). In J. Bernabeu Aubán and T. Orozco Köhler (eds.): Actes del II Congrès del Neolític a la Península Ibèrica (Valencia 1999). *Saguntum. Papeles del Laboratorio de Arqueología de Valencia*, Extra 2: 315-321.

Consuegra Rodríguez, S. 2005: "Review of Molina, F. y Cámara, J. A. 2005. *Guía del yacimiento arqueológico Los Millares*. Consejería de Cultura, Junta de Andalucía y Molina, F. (dir.) 2004. *Los Millares. Los fortines de Los Millares: el control de un territorio*. DVD. Consejería de Cultura, Junta de Andalucía; Universidad de Granada; Producciones Bosco". *Trabajos de Prehistoria* 64 (1) 2007: 187-189.

Fernández-Posse, M.^a D.; Gilman, A.; Martín, C. and Brodsky, M. 2008: *Las Comunidades agrarias de la Edad del Bronce en la Mancha oriental (Albacete)*. Bibliotheca Praehistorica Hispana XXV, CSIC, Instituto de Historia; Instituto de Estudios Albacetenses. Madrid.

Garrido Pena, R. 2006: "Transegalitarian societies: an ethnoarchaeological model for the analysis of Copper Age Bell Beaker using groups in Central Iberia". In P. Díaz-del-Río and L. García Sanjuán: *Social inequality in Iberian late Prehistory*. British Archaeological Reports, International Series 1525, Archaeopress. Oxford: 81-96.

Jöris, O.; Álvarez Fernández, E. and Weninger, B. 2003: "Radiocarbon evidence of the Middle to Upper Palaeolithic transition in southwestern Europe". *Trabajos de Prehistoria* 60 (2): 15-38.
doi:10.3989/tp.2003.v60.i2.79

Mueller, R.; Rehren, Th. and Rovira Llorens, S. 2004: "The question of early copper production at Almizaraque, SE Spain". *34th International Symposium on Archaeometry (Zaragoza 2004)*: 209-215. Zaragoza. <http://ifc.dpz.es/recursos/publicaciones/26/10/ebook.pdf> (accessed 13-X-2010).

Raposo, L. and Cardoso, J. L. 1997: "Nota acerca das industrias musterienses da Gruta Nova da Columbeira". In P. Bueno Ramírez and R. de Balbín Behrmann (eds.): *II Congreso de Arqueología Peninsular (Zamora 1996)* I: 27-34. Zamora.

Book Reviews

For publications to be reviewed, two copies of the work must be sent to the journal: one for the reviewer and one to be incorporated into the Tomás Navarro Tomás (CCHS - CSIC) library. Individual articles (offprints), and second editions (except those with significant changes) are excluded. Exceptionally, based on the judgment of the Editorial Board, replies may be published, but in no case counter-replies.

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