



ex oriente e.V. Produktion, Subsistenz und Umwelt im frühen Vorderasien

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Neo-Lithics: Submission and Format Guidelines for Authors **(February 3rd, 2020)**

Submission Guidelines

Send your contribution as digital files to one of the co-editors, see below; the co-editor receiving your contribution will guide you through the editorial processes/ is your coach in any question. The co-editor may return a submission for amendment if basic quality standards are not reached/ formatting is incorrect. Reviews of submissions take place on the co-editors' level of Neo-Lithics.

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For all formatting of your submission it is advisable to consult the most recent issue of Neo-Lithics which you find under www.exoriente.org/bookshop ("Free Downloads of Neo-Lithics"). Submissions might be returned if formatting is incorrect.

Texts have to be edited by a native speaker prior to submission (English and French texts are accepted, other languages: contact co-editors).

Indicate addresses/ affiliations of all authors with e-mail addresses.

Texts should be delivered as plain WORD texts (doc./docx.); 12p without any formatting (references and captions in 10p).

Abstract is not obligatory.

Colour photo illustrations should be delivered as separate tiff or jpeg- files in colour with a minimum resolution of 400dpi.

Line illustrations should be delivered as separate tiff, eps, psd, jpg or pdf files with a minimum resolution of 600dpi, if appropriate with colours.

Tables should be designed with the font Arial Narrow 9p.

Illustrations and tables should be saved individually with the file names mentioning the first author's name and figure number, e.g. Gebel_Fig03

Caption lists have to mention the copyright owners of illustrations and tables, i.e. the author of the photo, graph etc. followed by the project name, e.g. Fig. 1 caption text. (graph: Purschwitz; Eastern Jafr Archaeological Project), or have to make reference to the original publication. The author(s) guarantee by their submission that copyrights for each

illustrations were respected, respectively that they hold permissions. The Neo-Lithics editorial board may ask for letters of confirmation regarding this point.

The hierarchy of (sub-) headings should consider max. three levels, and should have a formatting: 1st category: 12p bold, 2nd category: 12p bold + italics, 3rd category: 12p not bold + italics (heading in capital letters for words >3 letters).

Do not use other fonts/ underlining except of italics for words in a language other than the main text (*e.g.* below).

west/ western, east/ eastern etc. are written in small letters if not part of a name.

Submit your contribution with highlighted references in the main text for figures, tables and endnotes.

For *Neo-Lithics* only endnotes are accepted – no footnotes (keep them at minimum).

Citations in the text according to scientific style in chronological order, of the same date in alphabetic order (*e.g.* below).

References have to be formatted according to the guidelines (*e.g.* below). Submissions might be returned if formatting is incorrect.

ex oriente aims to de-politicise prehistoric research: no place or other names with political messages or meaning have to be used in maps and texts; state borders in maps have to be avoided; prefer geographic names and provide map orientation by modern place names without a political meaning. Neo-Lithics respects UN resolutions.

Submissions might be rejected or returned if above guidelines were not respected.

Format Guidelines

Text: General Rules

Examples for references within the text in chronological order:

(Gebel 2010; Schmidt 2012, 2013; Stordeur and Willcox 2012; Benz et al. 2015, 2017; Benz 2016)

(Schmidt 2012; *cf.* Watkins *et al.* 2006; Watkins and Sterelny 2010; Watkins 2011; Alt *et al.* 2015)

Words in Latin or other languages than the main text should be in italics. Example: ... is a good example of a *chaîne opératoire* for the production of ...

Use italics for abbreviations of Latin origin, *et al.*, *cf.*, *e.g.*, *i.e.*, *c.*, *v.v.*, *sensu*, *etc.*

Do not use *f.* or *ff.* or symbols like &.

Measurements: 12.2mm, 350m, 10,000km, 6km²

Add a space after backslash but not before: The sky is grey and/ or blue.

Dates: use only calibrated dates; 10,000 cal BCE/ indicate the range 10,000- 9,450 cal BCE (1σ) or the original date including the error 10,000±50 BP; use BCE instead of BC.

Bibliography: General Rules

Please, do not format the arrangement of bibliography beyond the stage shown below!

For articles and book titles: Don't use capital letters for titles except for geographical and personal names, periods, and names of journals/ series.

Do not use any abbreviations at all for serials or journals.

Insert a line between each reference but no other spaces.

Publications in alphabetical order according to the first authors name.

Publications of the same author/authors in chronological order of publication, beginning with the oldest.

If a reference has several authors, order alphabetically according to first author, then in alphabetical order of second, then according to third *etc.* author; then in chronological order of publications, beginning with the oldest.

Except for journals, magazines and newspapers, place and publisher have to be mentioned always.

Place names: in native language but in Latin characters (München instead of Munich, but Shanghai instead of 上海); do not indicate US States.

Publisher: Do not add titles or initials for Christian names of the publisher: Beck, not C.H. Beck; Habelt, not Dr. Rudolf Habelt; never use the words Verlag or Publisher except if it belongs to the publishers CI.

URL References: you may add a DOI number at the end of a reference, but please keep them as short as possible: *e.g.* doi: 10.1016/j.dcn.2012.09.003

Example of a monograph

Hodder I. (ed.)

2010 *Religion in the emergence of civilization. Çatalhöyük as a case study*. Cambridge: Cambridge University Press.

Stekelis M.

1972 *The Yarmukian culture*. Jerusalem: Carta.

Example of a certain monograph edition

Eibl-Eibesfeldt I.

2004⁵ *Die Biologie menschlichen Verhaltens. Grundriß der Humanethologie*. München: Beck.

Example of articles in a series:

Crowfoot Payne J.

1983 The flint industries of Jericho. In: K.M. Kenyon and T.A. Holland (eds.), *Excavations at Jericho 5*: 622-757. London: British School of Archaeology in Jerusalem, The British Academy.

Example of articles in a journal :

Baird D., Garrard A.N., Martin L. and Wright K.

1992 Prehistoric environment and settlement in the Azraq Basin: an interim report on the 1989 excavation season. *Levant* 24: 1-31.

Betts A.

1989 1986 excavations at Dhuweila, eastern Jordan. A preliminary report. *Annual of the Department of Antiquities of Jordan* XXXIII: 121-128.

Haun D.B.M., Rekers Y. and Tomasello M.

2014 Children conform to the behaviour of peers; other great apes stick with what they know. *Psychological Science* 25(12): 2160-2167.

Haun D.B.M., van Leeuwen E.J.C. and Edelson M.

2013 Majority influence in children and other animals. *Developmental Cognitive Neuroscience* 3: 61-71.

doi: 10.1016/j.dcn.2012.09.003

Smith B.D.

2007 Niche construction and the behavioral context of plant and animal domestication. *Evolutionary Anthropology* 16: 188-199.

2011a A cultural niche construction theory of initial domestication. *Biological Theory* 6(3): 260-271.

2011b General patterns of niche construction and the management of “wild” plant and animal resources by small-scale pre-industrial societies. *Philosophical Transactions of the Royal Society B: Biological Sciences* 366(1566): 836-848.

Example of an article in a monograph

Goupland G.

2013 Household archaeology of complex hunter-gatherers on the North-West Coast of North America. In: M. Madella, G. Kovács, B. Brigitta Kulcsarne-Berzsényi and I. Briz i Godino (eds.), *The archaeology of household*: 45-66. Oxford: Oxbow.

Example of a monograph in a series:

Gopher A.

1989 *The flint assemblages of Munhata (Israel)*. Les Cahiers du Centre de Recherche Français de Jérusalem 4. Paris: Association Paléorient.

Example of an unpublished M.A. or PhD theses:

Gopher A.

1981 *The stratigraphy and lithic industry of Wadi Tbeik. A Pre-Pottery Neolithic site in southern Sinai*. Jerusalem: Hebrew University. Unpublished M.A. Thesis (in Hebrew).

Example of an article in an edited monograph which appeared in a series

Mortensen P.

1988 A note on a small box with flint blades and arrowheads from Beidha, and its implications. In: A.N. Garrard and H.G. Gebel (eds.), *The prehistory of Jordan. The state of research in 1986*. British Archaeological Reports – International Series 396.1: 199-207. Oxford: British Archaeological Reports.