

Malta Archaeological Review
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Guidelines for contributors

The Malta Archaeological Society was founded in 1993 and is a registered Voluntary Organisation (V/O 195). It is formed of members with a genuine interest in archaeology in general and that of the Maltese Islands in particular. The Society publishes the *Malta Archaeological Review*, an annual peer-reviewed journal devoted to articles, reports, notes and reviews relating to current research on the archaeology of the Maltese Islands. The editorial board is ready to consider topics on areas of the Mediterranean of direct relevance to the Maltese Islands.

Submissions are invited in the following categories: Research articles and Reports (each max. 4000 words), Notes & News (max. 1000 words), and Reviews (max. 1000 words). Word limits include all text, tables, references, acknowledgements, and figure captions. Articles and Reports must reach the editor at the latest by 1 March each year. Notes & News and Reviews may be submitted later, with the agreement of the editor.

Intending contributors should consult the editor, Nicholas Vella nicholas.vella@um.edu.mt, in advance of submission of material for publication in the *Malta Archaeological Review*.

Submissions procedure

Authors should submit one hardcopy and one digital copy of their contribution to the editor following these guidelines. Submitted manuscripts that do not adhere to these guidelines may be returned to the author(s). Digital copies should be submitted either on CD ROM or as an email attachment. The hardcopy and digital files must be identical. The editor will acknowledge all contributions received. Submissions will be reviewed by at least two referees before acceptance. Recommendations made by referees will guide the editorial decision. The final decision is made by the editor. Following review, the editor will notify authors as to decision, and will forward recommendations by referees. Authors will receive a proof of their contribution as a PDF file. Please note that only typographical or factual errors may be corrected at proof stage.

Contributing authors will receive a copy of the journal and a print-quality pdf of their contribution.

Format and style

Manuscripts should be structured as follows:

- Article title
- Author's names and contact details for publication
- Abstract (for Research articles and Reports only)
- Text
- Acknowledgements
- References
- Figure captions
- Tables
- Bio note (max. 100 words)

Abstract

An abstract of not more than 200 words is required for Research Articles and Reports. It should be a summary of the contents and conclusions of the paper.

Page layout

Text should be typed double-spaced in 12 pt font on one side only. All pages should be numbered in the bottom right-hand corner. Paragraphs should be justified, separated by a single line space, and not indented.

Headings

Use of headings should be limited to two levels only and should be typed on a separate line. Primary headings should be in bold font, secondary headings should be in italic font.

Abbreviations

In general, abbreviations should be punctuated: ed., e.g., etc., fig., i.e., no., pl., p. 20. However, abbreviations in plural (eds, figs, nos, pls), contractions (Dr, Mr, Mrs, St), and series of initials (MA, PhD, UK) should omit stops.

Punctuation

Quotes should be placed within single quotation marks. Short quotes should be placed within the text, longer quotes should be indented. Compass points should be hyphenated, e.g. north-west, south-southeast; n-dashes (-) should be used to represent a range, e.g. 1342-1350 BC, and in page spans 45-50 whereas m-dashes (–) may be used to separate a nested clause or phrase

Numbers

Numbers between one and ten should be spelt out, except when in sequences or as measurements. Numbers over ten are to be printed as numerals except at the beginning of sentences. Ordinal numbers are to be spelled out in text: 'during the third millennium', the first phase'.

Measurements

Measurements should be in metric units: 4 cm, 5.3 m, 2 km, 7 ha, 14 g, 6 kg, abbreviated without full-stops. Where it is necessary to preserve imperial measurements then metric equivalents should be provided in parenthesis: ‘extended 8 yards (7.3 m)’; ‘34 inches (0.86 m)’.

Dates

Dates should be expressed as follows: 620 BC, AD 1340, AH 620, tenth century AD, fourth century AH, 14 July 1764, the 1890s, 211–202 BC, AD 1911–15. Radiocarbon determinations should be given with calculated error to one standard deviation, and with the laboratory reference cited: 5,050±110 BP (GrN3451). Calibrated dates should use the form Cal BP.

Sequences

In a sequence, the last two digits only should be given in the second element, except when the first of the two digits would be a zero: 1–13, 19–22, 124–35, but 104–108.

Spelling

The *Malta Archaeological Review* uses English UK spellings but Maltese fonts should be used for Maltese place names. Spelling of names should be standardised within each contribution. The editorial board reserves the right to modify spelling.

References

References should use the Harvard (author/date) system and should be placed in the main text as follows: ‘it has been shown (Evans 1971, 80)’ or ‘Evans (1971, 80) has shown’. Please do not use *passim*, *op. cit.*, *ibid.* or vague page ranges, e.g. 283f and 283ff. Footnotes are not to be used whereas endnotes should be kept to a minimum. If used, endnotes are to be numbered consecutively and are to be used to supply information ancillary to the main text. References in endnotes should follow the Harvard system. Endnotes should be referenced in the main text by superscript numbers and should be placed after punctuation. Automatic note numbering facilities should not be used as note numbers will be lost on transfer to page layouts.

Text citations

Type of reference	Text citation	Notes
Single author	(Evans 1971)	
Two authors	(Malone and Stoddart 1993)	
Two authors with the same surname and the same year	(Vella, C. 2010; Vella, N. C. 2010)	In alphabetical order by first name
Three or more authors	(Bonanno <i>et al.</i> 1990)	
More than one work by the same author	(Trump 1972, 2003)	
More than one work by the same author and the same year	(Tanasi 2002a, b)	
More than one work by different authors	(Buhagiar 2002; Bonanno 2004)	In date order
More than one work by one author and different authors	(Zammit 1916, 1919; Evans 1971)	In date order
Personal communication	<i>pers. comm.</i>	
Classical authors	Horace (<i>Odes</i> 4.1.1-4; Rudd 2004)	

Reference list

An alphabetical list of references referred to in the text or in endnotes should be provided at the end of the text. Authors must ensure that references are accurate and

complete. Book references should contain authors' name, date, title, place of publication, and publisher. Periodical titles are to be spelled out in full. Periodical numbers are to be given in Arabic numerals, not Roman. If in doubt, contact the editor. Some examples are given below:

Type of reference	Text citation	Reference format	Notes
Book	Evans 1971	EVANS, J. D. 1971. <i>The prehistoric antiquities of the Maltese Islands: a survey</i> . London: Athlone.	
Edited book	Malone <i>et al.</i> 2009	MALONE, C., S. STODDART, A. BONANNO, D. TRUMP with T. GOUDER & A. PACE (eds) 2009. <i>Mortuary customs in prehistoric Malta: excavations at the Brochtorff Circle at Xagħra (1987-94)</i> . Cambridge: McDonald Institute for Archaeological Research.	
Book with no editor but multiple authors	Cagiano de Azevedo <i>et al.</i> 1973	CAGIANO DE AZEVEDO, M., C. CAPRINO, A. CIASCA, F. D'ANDRIA, A. DAVICO, M.G. GUZZO AMADASI & M.P. ROSSIGNANI 1973. <i>Missione archeologica italiana a Malta: rapporto preliminare della campagna 1970</i> . Roma: Consiglio Nazionale delle Ricerche, Centro per la Civiltà Fenicia e Punica.	
Book with a volume number	Frendo 2010	FRENDO, H. (ed.) 2010. <i>The European mind, Volume 1: narrative and identity</i> . Malta: Midsea Books.	
Book in a numbered series	Vella <i>et al.</i> 2004	VELLA, N., M. BORG & A. BONANNO. 2004. <i>L-arkeoloġija ta' Malta</i> (Sensjela Kullana Kulturali 59). Malta: Publikazzjonijiet Indipendenza.	Note than no 'no.' is inserted in the series title.
Journal paper	Skeates 1995	SKEATES, R. 1995. Animate objects: a biography of prehistoric 'axe-amulets' in the central Mediterranean region, <i>Proceedings of the Prehistoric Society</i> 61: 279-301.	Not PPS, avoid abbreviations or acronyms.
Contribution in the Annual Reports of the Workings of the Government Departments (MALTA)	Zammit 1928	ZAMMIT, T. 1928. <i>Museum Annual Report 1927-1928</i> . Malta: Government Printing Office.	
Chapter by another author in a book	Trump 2008	TRUMP, D.H. 2008. Skorba and Ta' Ħaġrat: excavations 1960-1963, in M.E. ZAMMIT, & J. MALLIA (eds) <i>Ta' Ħaġrat and Skorba: ancient monuments in a modern world</i> : 27-35. Malta: Heritage Malta.	
Review	Hanfmann 1935	HANFMANN, G.M.A. 1935. Review of L.M. UGOLINI, <i>Malta: origini della civiltà mediterranea</i> (Roma, 1934), <i>American Journal of Archaeology</i> 39: 624-6.	
In press	Tanasi & Vella in press	Tanasi, D. & N.C. Vella (eds). In press. <i>Site, artefacts, landscape: prehistoric Borg in Nadur, Malta</i> . Monza: Polimetrica.	
Online publication	Bonanno 2008	Bonanno, A. 2008. Maltese archaeology: what future? <i>European Association of Archaeologists Blog</i> (November). Available at: http://e-a.org/blog/?m=200811 (accessed on 29 th September 2011).	
Unpublished dissertation	Grima 2005	GRIMA, R. 2005. <i>Monuments in search of a landscape: the landscape of monumentality in Late Neolithic Malta</i> . Unpublished PhD dissertation, University College London.	Title is not in italics as it is unpublished.
Unpublished report	Scott 1962	SCOTT, D. 1962. <i>Excavations at Ras ir-Raheb 1961-1962</i> . Unpublished report, National Museum of Archaeology archives.	Title is not in italics as it is unpublished; 'h' of 'Raheb' is reproduced as it appears in the typewritten report.
Unpublished conference paper	Vella 2006	VELLA, N.C. 2006. Reaching out at Tas-Silġ. Paper presented at the symposium 'Tas-Silġ: its past, present and future', Malta, 23-24 November 2006.	
Newspaper article (with author)	Calvert 1995	CALVERT, J. 1995. British team discovers remains of prehistoric dwelling in Gozo, <i>The Times</i> , 13 April 1995, pp. 6-7.	
Newspaper article (without author)	The Guardian 2008	The Guardian. Considering the past, 10 October 2008, p. 32.	Listed under 'G' not 'T'.
Reference to Classical author	Horace (<i>Odes</i> 4.1.1-4; Rudd 2004)	RUDD, N. 2004. <i>Horace Odes and Epode</i> (Loeb Classical Library). Cambridge (MA): Harvard University Press.	Horace does not figure in the references.

Figures

Figures should be numbered in consecutive order, and be accompanied by a caption. A single system of numbering is used for both line drawings and photographs. Captions should identify the source of a figure. Figures can be sent in hardcopy, but must be original photographs and drawings. Photocopies may not reproduce satisfactorily. Digital figures should be submitted as separate files, preferably as TIFF or EPS files. Line art figures should be submitted at a minimum resolution of 600 dpi (TIFF) or 1,200 dpi (EPS). Grey scale figures should be submitted at a minimum resolution of 300 dpi (TIFF). Resolution at less than 300 dpi will not be accepted. Where appropriate, the editor will consider the inclusion of colour. Image dimensions should be either half-page width (82 mm) or full-page width (172 mm). The maximum acceptable height is 232 mm including the caption. Where possible, figures should be submitted at their actual size. If reduction is required, then line thickness and text labels should remain legible. Maps and plans must include an accurate scale and north point.

Tables

Tables should be numbered separately to figures, in consecutive order, and be accompanied by a caption. Tables can be submitted either as separate Microsoft Excel files, Word tables or as plain text files using tabs between columns.

Copyright

Authors are responsible for obtaining all necessary permissions to reproduce material to which they do not own copyright and for ensuring appropriate acknowledgements are included in their manuscript. For illustrations, the captions should follow the following conventions:

- ‘After’ means some change, but essentially the same information;
- ‘Adapted from’ means major changes;
- If the illustration is reproduced with no change, note the reference source only.

Books for Review should be sent to the editor of the *Malta Archaeological Review* in the first instance at Department of Classics and Archaeology, University of Malta, Msida MSD 2080, MALTA.

The Editorial Board
October 2011