



Publication guidelines for the *Beiträge zur Archäozoologie und Prähistorischen Anthropologie/Contributions to Archaeozoology and Prehistoric Anthropology*

Latest version: October 2024

General information

Contributions in both, German and English are accepted.

There is no general limit for the total length of the contributions, however, the latter should not exceed the extent usual for this series.

Please submit the manuscripts in electronic form as .doc, .docx or .rtf files. Submissions should be made via e-mail to gapa-vorstand@gmx.de or systems such as Dropbox and we transfer.

All submitted manuscripts will be reviewed by the GAPA Executive Board and, if necessary, sent back to the authors for revision. The final decision as to whether an article will be accepted lies with the Executive Board.

Formatting and style

First, second and, if applicable, third-order headings are marked with Ü1, Ü2, Ü3. Please separate new paragraphs with a blank line. Footnotes should be used sparingly, if at all. Footnotes in the heading are not permitted.

Latin expressions are written in italics. If there are two word elements (e.g. *Os femoris* or *Villa rustica*), only the first word is capitalized. Italics are also to be used in other foreign-language quotations and terms, unless the latter are already generally established in the technical jargon of the discipline.

Personal names mentioned in the text, for example in the acknowledgements, are set in small capitals. This does not apply to first names.

Please avoid further formatting (e.g. automatic numbering of headings, multi-column text layout).

Abstract

The manuscript should contain an abstract in German and English (maximum 250 words each), including also the contribution title in both languages. If non-German native speakers should need support in providing the German abstract, do not hesitate to contact the editorial team (gapa-vorstand@gmx.de).

Tables and figures

Please submit tables (.doc, .docx or .rtf; please no Excel tables) and figures (TIFF, GIFF, BMP, 300-600 dpi) as separate files and not integrated into the text. Please ensure that the resolution of the images is sufficiently high. Graphics created in Excel or SPSS, for example, must also be submitted as separate image files.

For tables, please ensure that the width is appropriate for the type area and does not exceed 17 cm. If larger tables are required, please contact the editorial team in advance.

The permission for the use of figures that were not created by the authors themselves must be obtained by the authors on their own responsibility. Please add the figure credits in brackets at the end of the caption, for example "(after CRISTPOHERSEN & MAIER 1995, 241 Fig. 2, with kind permission of the authors)".

References to figures are abbreviated to "Fig.", references to tables to "Tab.". This does not apply to references that are directly integrated into the text, e.g. "as can be seen from figure 5, the pig was the most important animal species at the site".

Citation style

Please cite in the text as follows:

(BAUER & SCHOLZ 2009, 145-147; BLOOD et al. 2009; REQUATE 1956, 1960)

The order of the quotations is alphabetical; the names of the authors are in small caps.

Please cite literature in the list of references according to the following style:

Example for contributions in a composite volume:

HAGMANN, D. (2020). Practicing Digital Archaeology at the Vienna Orme and Pesa Valley Project. In: SCHÖRNER, G. (ed.), *The Vienna Orme and Pesa Valley Project: Proceedings of the International Workshop held at Vienna, June 22–23, 2018*, 221-234. Projektinitiative Roman Rural Landscapes am Institut für Klassische Archäologie der Universität Wien, Vienna. https://doi.org/10.25365/phaidra.239_13

Example for journal articles:

HARUDA, A.F., VARFOLOMEEV, V., GORIACHEV, A., YERMOLAYEVA, A. & OUTRAM, A.K. (2019): A new zooarchaeological application for geometric morphometric methods: Distinguishing *Ovis aries* morphotypes to address connectivity and mobility of prehistoric Central Asian pastoralists. *Journal of Archaeological Science* 107, 50-57. <https://doi.org/10.1016/j.jas.2019.05.002>

Example for a monograph:

NEUSCHÄFFER, H. (1986): *Geschichte von Wald und Forst in Schleswig-Holstein und der alte Rendsburger Wald mit dem Forstamt Barlohe*. Möller, Rendsburg.

If available, please also list a Digital Object Identifier (DOI) for the cited literature.

If you have any questions, please contact the GAPA Executive Board at gapa-vorstand@gmx.de .