

# MARISIA

## Archaeologia/Historia/Patrimonium

### EDITING INSTRUCTIONS

#### 1. Text

- Page size: A4; font: Times New Roman; font size: 12; line spacing: 1,5
- Manuscripts should be sent in RTF or DOC format.
- Title: ALL CAPS, centered.
- Author(s): Full name of the author(s) (**BOLD**), professional affiliation and e-mail address. In case of multiple authors, the correspondent author will be specified.
- Subtitle: **Bold**.
- For space longer than one space-bar the TAB function should be used.
- Citations should be put in quotation marks. To signal gaps use [...].
- Try to avoid the use of *ITALIC* in the text and footnotes. However, ideas or notions can be highlighted in the text with cursive characters (*ITALIC*). The same is valid for foreign expressions. Within the text, the archaeological sites will be named after the model: *Locality–Toponym* (e.g. *Sighișoara–Wietenberg*).
- Centuries should be written with Arabic numbers.

#### 2. Illustrations

- Illustration names have to appear on a separate, consecutive page included under the title of *List of illustrations*, placed after the bibliography. The illustrations have to be numbered and associated by a short and clear description, which has to contain the explanation of all the symbols used.
- According to the publication limits and their relevance for the study, we also accept colored figures or plates (no more than 2 colored images/study). In the PDF version of the study, all illustrations will be color.

##### 1. Figures (in the text)

- For all illustrations (photography, map, and table) within the text the expression figure should be used.
- All figures within the text should be sent also individually, in a separate file; only good quality images will be accepted (at least 300 dpi) in JPG, TIFF, PDF format.
- Reference to the figures within the text has to be placed between brackets. E.g. (Fig. 1, Fig. 2/1–2)

##### 2. Plates (separate pages following the text)

- We accept edited illustrations in the following formats: PSD, CDR (16,5 x 22 cm).
- All images from the drawings need to be sent individually as well; only good quality images will be accepted (at least 300 dpi) in JPG, TIFF, PDF format.
- Reference to the plates within the text has to be placed between brackets. E.g. (Plate 1, Plate 3/2–4 or Pl. 1, Pl. 2/1–2).

### 3. Notes and bibliographical references

- The bibliographical references and the notes or additional information have to be introduced in footnotes.
- Footnotes will be numbered consecutively with Arabic numbers.
- The system of bibliographical references used is the Author-year system.
- Example for bibliographic reference:  
author or word-title + year of publication + other data (volume or page numbers, illustrations, footnotes etc.)
  - one author: AUTHOR 2008
  - in the case of two authors: AUTHOR1–AUTHOR2 2009
  - several authors: AUTHOR ET AL. 2010
  - several works of the same author, published in the same year: AUTHOR 2010a; AUTHOR 2010b
  - volume of studies or collective volume: REPERTORIUM 1998
- Current abbreviations can be used instead of author or word-title (e.g. DRH: Documenta Romaniae Historica)
- The names of the authors or the word-titles will be written with Small Caps.
- For marking the pages' abbreviations (p., pp.) should not be used, only one dot should be inserted at the end: AUTHOR 2008, 25.
- To cite illustrations, the original expressions or abbreviations should be used (e.g. in a German paper: Taf. 10/1–2, Abb. 9)
- To cite footnotes or tables these should be written after the page number: AUTHOR 1996, 115, note 21.
- In footnotes the cited works should be separated by a semicolon:  
HOREDT 1984, 55; MARCU 2008, 115.
- The volumes will be noted with Roman numbers and will be separated by a comma from the year of publication:  
PRODAN 1968, II, 44–45.
- In case of bibliographic references separated by a semicolon avoid using the dot after the page number:  
HOREDT 1984, 85; POPA 1988, 155–165.

#### Electronic sources

##### 1. Materials, initially published volumes:

- Besides the original bibliographic reference, the web address should be included.

##### 2. Materials, volumes published exclusively on-line, or materials, volumes republished on-line:

- In the footnote abbreviation will be used; in *References list* the author, title, address should be mentioned and in parenthesis the date, when the document was accessed.

##### 3. In the case of sources without author and/or title the address can be inserted as a footnote with a short description of the content of the source.

### 4. References list

- Font: Times New Roman; Size: 12; Line spacing: 1,5
- The bibliography has to be listed alphabetically at the end of the text.
  - books, monographs:
 

BOROFFKA 1994

N. G. O. Boroffka, *Die Wietenberg-Kultur: ein Beitrag zur Erforschung der Bronzezeit in Südosteuropa* (Bonn 1994)
  - articles published in volumes of collections of studies (colloquiums, symposia etc.):
 

REZI 2011

B. Rezi, Voluntary Destruction and Fragmentation in Late Bronze Age Hoards from Central Transylvania, in: S. Berecki – R. E. Németh – B. Rezi (eds.), *Bronze Age Rites and Rituals in the Carpathian Basin. Proceedings of the International Colloquium from Târgu Mureş 8–10 October 2010* (Târgu Mureş 2011) 303–334.
  - Studies published in periodicals (annual publications, journals, reviews, etc.):
 

RUSTOIU 2009

A. Rustoiu, Masters of metals in the Carpathian Basin (workshops, production centres and funerary manifestations in the early and middle La Tene), *Ephemeris Napocensis* 19, 2009, 7–21.
- The volume numbers of periodicals will be noted with Arabic numbers. Do not use coma between the name of the publication and volume:
 

M. Dragostin, Epigraphic forgeries in Transylvania, *SCIVA* 66, 1–2, 2015, 101–122.
- Collection of documents/other collections can be abbreviated, its editors should be mentioned after the title of the collection.
- The name of a series should be inserted after the title, without cursive format.
- Currently used abbreviations: n.a. (no author), n.d. (no date), n.p. (no place of publication).
- At the end of a bibliographic reference insert a dot.
- At the end of the bibliography compile a list of the abbreviated titles (periodic, series, document collections etc.)

#### Line break (–)

- In the *List of references* the names of the authors should be separated with a line break, preceded and followed by a white space.
 

S. NEMETI – F. MARCU
- In footnotes, in the case of abbreviation, do not use space before and after the line break:
 

NEMETI–MARCUS 2014, 232. or SJMAN–ARHMUNTGM
- For page numbers in abbreviations and bibliographic descriptions line break should be used:
 

RUSTOIU 2009, 10–13.

#### Volume number

- The volume number will be placed after the title (without cursive format).

## 5. Archival documents

- Archival documents have to be abbreviated according to current editing norms.
  - The abbreviations of archival sources should be written with Small Caps: SJMAN
- Archival sources have to be included at the end of the reference list, for example:

SJMAN–ARHMUNTGM

Serviciul Județean Mureș al Arhivelor Naționale, Arhiva municipiului Tîrgu Mureș.

## 6. Abstract

- An abstract of maximum 500 characters will be edited in English without abbreviations or citations.

**7. Keywords:** Indicate 5 keywords in the language of the study and in English.

## 8. Copyright

It is the responsibility of the authors to acquire the publication right for the photos, drawings or any other materials that are protected by copyright.

**9.** The Marisia annual **does not accept** for publication studies, which were already published or have been submitted and waiting for publication in other journals.