

EMAC2025 Publication Guide

From Clay to Data: Archaeometric Perspectives on Global Ceramics

1. General Manuscript Preparation and Layout

- The preferred text format is **MS Word** (.doc, .docx).
 - Files should be submitted in a plain **single-column format** with **single-line spacing**.
 - Produce **one text file for each chapter**.
 - Do not insert hard returns mid-paragraph.
 - Clearly distinguish different **heading levels** (e.g., chapter heading, major heading, and sub-heading). **Avoid numbering** headings (i.e., not 1.2; 1.2.1).
 - Indicate the positioning of illustrations clearly in the text files, but **do not embed images**.
 - All text and illustrations not the author's own must have **copyright clearance**, including permission for electronic/digital format distribution.
 - Ensure consistency in capitalisation, spelling, punctuation, abbreviations, references, and headings.
 - **Page Limit:** The suggested length is 15 pages, with a maximum limit of 18 pages
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2. Style Guide: Punctuation, Numerals, and Dates

Punctuation and Abbreviations

- Insert **only one space** after full stops, not two.
- Avoid superscripts in dates (e.g., use '6th' instead of 6th), but can be used on chemical formulae and alike, as well as for author affiliations.
- UK or US spellings are acceptable, but must be **consistent throughout**.
- Use **BC and AD** with **no punctuation**.
- Use **full stops but no italics** for: e.g., i.e., cf., etc..
- Use **italics and full stops** for: *et al.* and *c.*
- Use **no full stops** after abbreviations of measurements (e.g., m, cm, cms).
- Contractions which end with the same letter as the original word **do not** take a full stop (e.g., Dr, Mr, eds).
- Contractions which do not end with the same letter **do** take a full stop (e.g., ed., no. 2).

Numerals and Measurements

- Numbers from **one to ten** should be **spelled out**; higher numbers (11 and above) should be given in **numerals**.
- **No comma** should be used for numbers with fewer than five digits (e.g., 5000), but use a comma for 10,000.

- **No space** should be placed between a number and its unit of measurement (e.g., 98cm).
- Place a **leading zero** before measurements and numbers less than 1 (e.g., 0.56).

Dates

- Give centuries and millennia as: **5th century BC, 2nd century AD**.
- For specific years, **BC** should **follow** the date, preceded by a space (e.g., 490 BC).
- **AD** should **precede** the date, also with a space (e.g., AD 499).
- For approximate dates, use 'c.' followed by a space and the date (e.g., c. 733 BC).
- Use hyphenation **only adjectivally** (e.g., 'a sixth-century temple' but 'in the 6th century').
- Decades should be written as **1960s** (not 1960's).

Italics and Quotation Marks

- **Italics** should be used for **foreign words or transliterations**.
- The surrounding punctuation for italics should **not** be italicised.
- Use **single quotation marks** throughout.
- Use **double marks** for a quotation within a quotation (e.g., 'text text "text" text text').
- Displayed quotations have **no quotation marks**.
- Theses should be referred to as **dissertations**.

3. Harvard Referencing System

References within the Text

- Harvard style (author and date: page number) is acceptable.
- The format is: 'according to Bloggs (1966: 31) it seems...' or 'it has been stated (Bloggs 1966:31) that...'.
Note the use of a **colon** between the date and page number/s.
- Multiple citations should be in **alphabetical order** and separated by a **semi-colon** (e.g., (Affleck *et al.* 1988; Bahn and Pettitt 2003; Wymer 1982)).
- Where an author has several publications from the same year, distinguish them as a, b, etc. (e.g., 1998a, 1998b).
- **Do not use 'ibid'.**
- **Do not use endnotes.**

Bibliographies

- Spell out "**and**" between multiple authors and editors; do **not** use '&'.
- Use **full stops after initials** in authors' names (e.g., M.S.F. Hood).
- All **journal and series titles must be written out in full** (e.g., 'International Journal of Osteoarchaeology', not 'Int. J Osteo.').
- Use a **colon** between volume and page numbers.
- Do **not** use **bold** for volume numbers.

Bibliography Examples

- **Dissertation (Unpublished):** Bottema, S. 1974. Late Quaternary Vegetation History of North-Western Greece. Unpublished PhD dissertation, University of Groningen.
 - **Journal Article:** Cruise, G.M. 1990. Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63: 299-313.
 - **Book:** Lamb, H.H. and L. Tessler 1987. *Weather, Climate and Human Affairs*. London: Routledge.
 - **Edited Book:** Bintliff, J.L. (ed.) 2015. *Recent Developments in the Archaeology of Greece* (Pharos Supplement). Leuven: Peeters.
 - **Section in Book:** Bintliff, J.L. 2010. The Annales, events, and the fate of cities, in D.J. Bolender (ed.) *Eventful Archaeologies: New Approaches to Social Transformation in the Archaeological Record*: 117-131. Albany (NY): Suny Press.
 - **Website:** Department of Parks and Wildlife, 2001, Department of Parks and Wildlife, Canberra, Shipwreck inspection, viewed 10 August 2012, <http://www.dpaw.org>.
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4. Figures, Tables, and Captions

- **Limit on figures and tables:** A maximum of 10 is suggested (these must be accommodated within the contribution's maximum page count).
- **Accepted file formats for photos / illustrations / line drawings: Adobe Photoshop:** All formats are acceptable. **PDF files:** Use high resolution only. Embed all fonts and do not compress images when distilling. **TIFF, EPS:** These are the preferred formats for scanned images, which need to be at least 600 dpi. Resize all images so the largest dimension is a maximum of 240 mm. **JPEGS:** are acceptable if saved to maximum quality. Specific instructions (required scales etc.) must be clearly marked in the text.
- Number all illustrations/figures/photos and refer to them all as **Figures**. Tables may have their own sequence.
- **Capitalise** and do **not abbreviate** 'Figure' or 'Table' in the text.
- Ensure a numbered reference to each figure and table is in the text.
- List all **captions** at the end of the text **after the Bibliography**, or in a separate file.
- Captions should include any necessary **copyright information**.
- Image files (TIFF, EPS preferred at 600 dpi) must be sent as **individual files, not embedded** within the text.
- Resize all images so the largest dimension is a maximum of **240 mm**.
- Charts and graphs should be designed to appear in **black and white for printing edition**, using patterns to distinguish elements rather than colour or tone. However, the final Open Access edition will be available in **full colour** as pdf file.

MANUSCRIPT SUBMISSION

Send your text, figure and table files to abstracts@emac2025bilbao.com

Each file must be clearly labelled, named after the first author and emac2025.

Manuscript e.g. AUTHOR_text_emac2025.docx Figure e.g.

Figure e.g. AUTHOR_figure01_emac2025.jpg; AUTHOR_figure02_emac2025.jpg; etc.

Table e.g. AUTHOR_table01_emac2025.xlsx; AUTHOR_table02_emac2025.xlsx; etc.