



International Conference on the Mesolithic in Europe



Belgrade / Serbia / 14th–18th September, 2015

MESO 2015

Proceedings of *The Ninth International Conference on the Mesolithic in Europe*
(Belgrade 14th–18th, 2015)

Publication guidelines

The conference proceedings will be published by the Oxbow Books.

The **deadline** for the receipt of manuscripts is **MARCH 15th, 2016**. In order to produce the conference proceedings in timely manner, this is the **final deadline** and no papers will be accepted after the deadline.

Manuscript size and preparation

The maximum word limit is **5000 words**, which will be the equivalent of five pages in the Oxbow format including the abstract, figures, and bibliography. As your guide in this, the image that takes up a quarter of the page is around 250 words, half a page 500 words, etc.

When preparing your manuscript use **Times New Roman 10 point font**. For tables you can use 9 or 8 point font but no smaller than 8 point. Make sure your page size is set to A4 and leave 2.8 cm border at top and bottom, and 2 cm borders on the left and right sides. **Double-space text for editing purposes. Please insert only one space after full stops, NOT two.**

Each paper must contain in the following order:

Title; FULL names of each author with their affiliations and emails; Abstract (maximum 200 words); FIVE key words; Main article text; Acknowledgements, if any; Bibliography; List of tables, if any; List of illustrations/captions, if any.

All texts must be provided in **English**. If English is not your native language make every effort to ask a native speaker to check your text for grammatical and spelling errors before submitting it to us.

Once your manuscript is ready please send us over email (meso2015@f.bg.ac.rs) the text of the article ONLY. When we receive your text we will share with you and your co-authors a **Dropbox folder** specific to your article into which you can then upload your figures and tables. That Dropbox folder will then remain our main portal for exchanging files (e.g., formatted text with comments and questions, proofs) with you until the publication is out.

Notes on preparing typescripts for publication by Oxbow Books

Contributors are responsible for obtaining permission to reproduce any material in which they do not own copyright, to be used in both print and electronic media, and for ensuring that the appropriate acknowledgements are included in their manuscript.

Page Size and Layout

For A4 the overall page size will be 297 by 210 mm (= 11.7 by 8.2 inches). The pages will be laid out in two columns; the text will be set in columns, the illustrations can be in one column or both. The text area, which is the maximum area for illustrations, is 240 mm (= 9.5 inches) high by 172 mm (= 6.75 inches) wide. This makes NO ALLOWANCE for figure captions. In general allow 10 mm (0.4 inches) for a one line caption.

A book is easier to read and to handle if all the pictures are arranged to be viewed upright – portrait – and this is our preferred style; and we will fit them in this way if we can. Alternatively, very long pictures can be set across two facing pages.

Text

Please provide the text marked up with the following:

- 1) The positions for the figures and tables indicated.
- 2) If using non-standard characters please make sure that you are using a Unicode font.

Please provide an electronic copy of the text in Microsoft Word ONLY.

We do not need the text to be elaborately formatted, but italics should be in italics.

Things to AVOID:

- 1) Please do not supply embedded illustrations (submit them as separate individual files).
- 2) Please avoid superscript th in 6th, 8th, etc. If your Word does this automatically please SWITCH IT OFF (in Word go to Tools, Autocorrect, Autoformat as you type)

Things to DO:

Please use full stops after initials in people's names and make sure there are SPACES between them as well. Thus Sinclair Hood should be M. S. F. Hood, and NOT M.S.F. Hood or MSF Hood. This applies to the Bibliography as well as the text.

Headings and Sub-headings

Type these in upper and lower case characters, NOT in capitals. Use **Bold** for the top level, *Italics* for the second level and ordinary Roman type for the third level.

Spelling

Spelling should follow English practice, e.g. 'colour' rather than 'color'. Use 'z' instead of 's' in words such as 'organize', 'recognize', 'civilization', 'sympathize', 'analyze'

Dates

- 1) 1 May 1988 (no comma)
- 2) the nineteenth century (noun); nineteenth-century (adj.)
- 3) the forties; the 1760s
- 4) AD and BC in small capitals (or font size 8); AD to precede and BC to follow the date separated by a space, e.g. AD 1066, 4004 BC.

Numerals

Use words for one to nine, but numbers from 10 upwards, except where this produces inconsistency within a sentence or short passage; in this case, use numbers throughout. Commas should be used in thousands only from 10,000 (e.g., 3500, 23,840). Spell out 'percent', reserving '%' for lists and tables. For measurements, use metric not imperial as far as possible.

Radiocarbon dates

The first time a radiocarbon date is referred to it should be cited in full, with lab ID no., date BP, error terms (\pm ...) and cal BC range at 95% confidence, if calibrated individually, or 95% probability, if modelled within the Bayesian statistical framework and expressed as *posterior density estimate*. The calibration curve and programme used should be cited and referenced.

Quotations

- 1) Use ' , ' , " and " , not ' or " .
- 2) Long quotations are apart in smaller type, without quotation marks. Quotations within long quotations are indicated by single inverted commas.
- 3) Short quotations are indicated by single inverted commas, with double inverted commas only for quotations within quotations.
- 4) Punctuation follows closing inverted comma, except exclamation mark and question mark belonging to the quotation, or a full stop if the quotation is or ends with a grammatically complete sentence beginning with a capital.
- 5) Bibliographical reference to the quotation follows the final punctuation if that punctuation belongs to the quote. The reference precedes the final punctuation mark if the mark does not belong to the quotation according to the above criteria (no. 4). e.g., (NB Placement of full stop):
... Yet there is a sufficient diversity to rule out any simple, strongly deterministic causality. (Trigger 1989a, 402) *but* ... there is a sufficient diversity to rule out any causality (Trigger 1989a, 402).

Footnotes

Please AVOID all footnotes, and endnotes; incorporate the comments into the text, or omit them.

Illustrations and Captions

The most important thing with illustrations is to check they are a minimum of 300 dpi, at the size at which they are to be reproduced. Images loose resolution when they are increased in size; e.g., having a 300 dpi image at thumbnail size that you want to reproduce at half-page size, will not work. Problems with image resolution are the most common issue with images submitted, and the cause of delays with images needing to be re-supplied.

Please number your illustrations, both figures and photos, in one sequence; please AVOID sub-numbering such as Fig. 7a, Fig. 7b, call them Fig. 7 and Fig. 8. Please ensure that there is a numbered reference to each figure and table in the text.

The printed parts of the book are going to be largely in **black and white**, and care should be taken that the images submitted show what they are supposed to show when printed in black and white. We will try to accommodate printing in colour for a select number of images, if there is a good reason to do so (e.g., photographs of archaeological contexts or objects), to be decided by the editors. Please let us know if there are certain images that you think particularly merit being printed in colour.

Before supplying your illustrations electronically, please print them out in black and white and check them before submitting them. Very often, and particularly in charts and diagrams, you will get a better, clearer effect in black and white if the tones and tints are suppressed or removed. If you are uncertain about the scanned quality of the image please provide a hard-copy print along with your electronic version, so that we can check them as we proceed.

The following image formats are acceptable:

Excel: Charts should be designed to appear in black and white. Try to use patterns rather than colour or tone.

Word: High resolution line artwork and tables. We CANNOT accept embedded halftones.

Adobe Illustrator: Convert to black and white unless it is particularly important to submit in colour. If using versions earlier than 9 please make sure that all fonts are embedded or included on the disk, or save them as a PDF.

CorelDraw: Convert files to black and white.

Photoshop: All formats are OK.

PDF: Use High Resolution only. Embed all fonts and do not compress images when distilling.

TIFF or EPS: These are our preferred formats for scanned images.

Scan photos and slides at 600 dpi.

Scan b/w line artwork at 600 dpi.

Scan mixed line and tone illustrations at 600 dpi.

DO NOT SEND anything in these formats:

Jpegs

Gifs

Powerpoint files (the resolution is too low)

Images less than 300 dpi

WMF files

General points

Please put full stops after initials AS WELL AS spaces. DO NOT use bold for volume numbers. Use a comma rather than a colon between volume and page numbers. Write all journal titles out IN FULL, don't abbreviate. (In multidisciplinary volumes even the most familiar archaeological abbreviations are confusing to other people)

Other conventional abbreviations:

BC and AD (no punctuation)

masl (=metres above sea level)

e.g. and *et al.* and *c.* (italics and full stops)

No full stops after abbreviations such as m (=metre), cm (=centimetre), cms (=centimeters) and other abbreviations of measurements

Leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on.

In text citations

Harvard style (Author Date, Page Number) followed by end-of chapter bibliographies.

Thus: ‘according to Bloggs (1966, 31) it seems ...’ or ‘it has been stated (Bloggs 1966, 31) that ...’

1) Please use a comma after the date. NOT a colon.

2) Use ampersands and commas where appropriate, works by the same author published in the same year should be indicated by ‘a’, ‘b’, etc. and should follow date without intervening space, e.g. Edwards 1982a; Jones 1987a,b,c.

3) DO NOT use *Ibid.*, *op. cit.* or similar expressions.

Bibliography

1) Grouped in author-alphabetical order at the end of the article.

2) Upper and lower case: article titles should be in lower case, plain text; book and journal titles should have main words capitalized and be in italics.

3) Page numbers are elided as far as possible, e.g. 223–71 rather than 223–271; 453–9 rather than 453–459, except for numbers from 11 to 19, e.g. 312–17 not 312–7.

4) Page numbers are required within the reference for articles in journals and separate articles in books (see examples below).

6) Journals do not need the place or publisher to be specified.

Please use the following style:

Author	(Date)	Title of article or book	Title of journal	Vol & Page numbers
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Place, Publisher

Some examples:

Book

Lamb, H. H. and L. Tessier (1987) *Weather, Climate and Human Affairs*. London, Routledge.

Journal articles

Cruise, G. M. (1990) Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63, 299–313.

Long, D. (1993) An ash fall within the Loch Lomond Stadial. *Journal of Quaternary Science* 2, 97–103.

Chapter in book

Foster, I. D. L. and R. Grew (1990) Magnitude and frequency of sediment transport in the Po valley. In J. Boardman (ed.) *Soil Erosion of Agricultural Land*, 36–56. New York, Wiley.

Book (multiple authors/eds.)

Schortman, E. M. and P. A. Urban (eds.) (1992) *Resources, Power and Interregional Interaction*. New York, NY, Plenum Press.

Unpublished PhD Dissertation

Bottema, S. (1974) *Late Quaternary Vegetation History of North-Western Greece*. Unpublished PhD thesis, University of Groningen.

If in doubt please contact us on: meso2015@f.bg.ac.rs