

# Guidelines for Publications of the Römisch-Germanische Kommission

Manuscripts submitted for publication should be addressed to the Director of the Römisch-Germanische Kommission, Palmengartenstraße 10–12, D–60325 Frankfurt a. M., Germany and can be sent via e-mail to [redaktion.rgk@dainst.de](mailto:redaktion.rgk@dainst.de).

The decision to accept a manuscript for publication, to include it in a particular volume, or to reject it (as the case may be) is made on the basis of a peer-review process. Until the volume is published, authors are requested to retain a copy of all texts, data, and illustrations. Contributions may be written in German, English, or French. For citation norms, the guidelines and abbreviations of the Römisch-Germanische Kommission of the German Archaeological Institute apply (published in *Bericht der Römisch-Germanischen Kommission* 71, 1990, 973–998 und 73, 1992, 477–540). We recommend the convention of short citations, consisting of author name and publication year, in footnotes or in brackets in the text with a complete list of references at the end of the manuscript. Electronic media can only be cited if assigned a URN (*Uniform Resource Name*) by the German Library ([www.ddb.de](http://www.ddb.de)) or an alternative *Persistent Identifier* (e.g. *Digital Object Identifier*, doi) that guarantees the permanence of its URL.

## Type Area (Illustrations, including captions)

Germania and Bericht RGK:	14.0 : 21.5 cm
Römisch-Germanische Forschungen:	18.7 : 23.7 cm
Kolloquien zur Vor- und Frühgeschichte:	16.0 : 24.5 cm
Confinia et horizontes:	16.5 : 24.5 cm

## Manuscript

In *Germania*, articles are limited to 30 printed pages of text (approximately 110 000 characters including spaces) and ten pages of illustrations, discussions to 15 printed pages (approximately 40 000 characters including spaces) and five figures. Book reviews should not exceed five manuscript pages (approximately 16 000 characters including spaces) and may not include footnotes, tables, or illustration; literature should be referenced within the text, enclosed in parentheses.

Contributions to the *Bericht RGK* are limited to 150 printed pages of text (approximately 540 000 characters including spaces) and 30 pages of illustrations. For exceptions to these guidelines, please contact the editors.

Please remember that our publications have a wide readership. Authors should therefore write in a clear, straightforward style and avoid overly long sentences. The editors are authorised to make stylistic changes when necessary.

In addition to text and footnotes, each manuscript must also include the addresses of all authors as well as translators (if applicable), a list of figures with captions, an abstract of no more than 100 words (*Germania*), or 300–700 words (*Bericht RGK*), as well as a list of suggested key words. We ask authors to complete all requirements!

The manuscript must be submitted in MS Word format (docx) or as an odt or rtf file; the text should be left-justified, without word-divisions or formatted breaks. Please email files to the following address: [redaktion.rgk@dainst.de](mailto:redaktion.rgk@dainst.de).

In the text, italics should only be used for terms in foreign languages. In notes and reference abbreviations, authors' names should be formatted in small caps (never in upper case letters).

## Artwork

Figures, maps, and diagrams must be submitted in publication- and reproduction-ready (digital) form together with the manuscript. The publication of colour images must be approved in advance by the editors. Figures as well as captions must be numbered consecutively.

Transparencies, negatives, and photographic prints must be in perfect condition (no scratches or spots; exceptions may be made in the case of historic photos).

Proof of permission for publication of all images and graphics must be provided by the authors. Captions of illustrations must include the required source information such as the name of the photographer, the originator, or the holder of rights, e. g. a museum. The maximum size for analogue figures (also excavation plans, etc.) is DIN A3; in the case of an exception, the image must be easily dividable into this format. A scale must be included on all maps, plans, and depictions of finds.

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## Digital Photos

Our acceptance of digital photographs does not guarantee that they are actually of a quality suited for printing in a publication. Together with the illustrations (to be sent as jpg, tif, etc. files by e-mail, or digital file transfer [e. g. WeTransfer], or a data storage medium) please provide a separate pdf file that includes all of the images. The image- or photo-processing programme should be identified.

**Modus:** Black and white illustration should be submitted as greyscale (halftone) or as black and white line drawings (fulltone, bitmap) images. No indexed or RGB colours may be used. This also applies to coloured images that will be reproduced in black and white.

**Size:** Scans of halftone and fulltone images must be laid out so that they do not need to be enlarged further.

**Resolution:** Greyscale images: at least 600 dpi; coloured picture: at least 350 dpi depending on the reproduction size (not the transparency format); line drawings: at least 1200 dpi.

**Data format:** Halftone images are only accepted as jpg, tif, or psd files. Vector graphics can only be accepted if created with standard graphic programmes that include the necessary information for further processing during print preparation. They must be delivered as open files, for example as Adobe Illustrator (ai), CorelDraw (cdr), or pdf files in sufficient resolution. Additional information is available from the technical editors. Vector graphics must never be converted into pixel or greyscale images!

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