Guidelines for Publications
of the Romano-Germanic Commission (RGK)

Manuscripts submitted for publication should be addressed to the Director of the Römisch-Germanische Kommission, Palmengartenstraße 10–12, D–60325 Frankfurt am Main, Germany and can be sent via e-mail to 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 Romano-Germanic Commission 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) or an alternative *Persistent Identifier* (e. g. *Digital Object Identifier*, doi) that guarantees the permanence of its URL.

Editorial Deadlines

Germania: 30 June for the 1st volume of the following year
               31 December for the 2nd volume of the following year
Bericht RGK: 31 January for the following year's volume

Print Space (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, FAOM:	16,5: 24,0 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 ten printed pages (approximately 30,000 characters including spaces) and two figures. Book reviews should not exceed five pages of manuscript (approximately 16,000 characters including spaces) and may not include footnotes, tables or illustrations; literature should be referenced within the text, enclosed in parentheses.

Contributions to *Bericht der RGK* are limited to 80 printed pages of text (approximately 290,000 characters including spaces) and 30 pages of illustrations. To discuss 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 authorized to make minor stylistic changes, when necessary.

In addition to text and footnotes, each manuscript must also include the addresses of all authors, 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 request that authors complete all requirements!

The manuscript must be submitted in MS Word format (DOC; DOCX) or as an ODT or RTF file; the text should be left-justified, without word-divisions or formatted breaks. A data-identical hard copy must be included. If possible, email the file to the following address: redaktion.rgk@ dainst.de or germania.rgk@dainst.de.

In text, italic print is only used for Latin quotations or technical terms. 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 form together with the manuscript. The publication of coloured 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).

The RGK assumes that the authors have obtained publication permission for all images and graphics. Captions of illustrations must supply the required source information. The maximum size for figures (also excavation plans, etc.) is DIN A3; in exceptional cases, the image must be divisible in this format without problems. A scale of measurement must be indicated on all maps, plans and drawings of finds.

The lineweight of all artwork should be so calculated as to allow the necessary reduction of the image to the dimensions of the print space while still allowing fine details to be reproduced.

Legends within maps and plans (information clarifying various signatures, cross hatching, grey-scales) must be arranged so that they do not obscure or detract from the map. All elements of the maps and plans should be kept as simple and clear as possible.

A layout sketch must be provided in the case of multiple-part illustrations; the original artwork must be provided on separate, un-mounted sheets. Any exceptions must be discussed with the editors well before the publication deadline.

Digital Photos

Our acceptance of digital photographs does not guarantee that they are actually of a quality suited for printing in a publication. In addition to the images (on CD-ROM or DVD), data-identical prints must be submitted. The image- or photo-processing programme must be identified.

Modus: Black and white illustration should be submitted as grey-scale (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 form.

Size: Scans of half- and full-tone images must be laid out so that it will not be necessary to enlarge them further.

Resolution: Halftone and grey-scale images – at least 340 dpi, depending on the reproduction size (not the transparency format); line drawings – at least 1,200 dpi.

Data format: Halftone images are only accepted as TIF or PSD data. Vector graphics can only be accepted if created with common graphic programmes that include the necessary information for further processing during print preparation. They must be delivered as open files, for example as CorelDraw (CDR), Macromedia Freehand (FH), Adobe Illustrator (AI), AutoCad (DXF, DWG) or MapInfo files. Additional information is available from the technical editors. Vector graphics must never be converted into pixel or grey-scale images!

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The author will receive a printed page proof of the article, including illustrations, and a PDF file to correct. When there are multiple authors, we request that a main author be identified, who is responsible for proof-reading the copy and clarifying issues with the co-authors. Correction-wishes should be written in the margin of the hard-copy, legibly and in red ink; if it is unavoidable, marginal notes or clarifications may be written in pencil. Final permission to print an article following proof reading must be hand-written with the date on the title page of the proofs. Corrections can also be submitted electronically with the PDF file. If the author does not return the corrected copy within a certain period of time, it will be assumed that permission to print has been given. If the authors do not otherwise indicate, the editors will assume that they agree to the publication of their addresses (professional or private). After publication of the article, all artwork and electronic media will be returned to the authors.

Offprints

For articles, brief reports and reviews in Germania as well as for papers in Bericht der RGK, each author receives a PDF file and by request 20 offprints, for reviews ten offprints, at no cost. During the proof-reading stage it is also possible to order additional offprints, at an extra charge to the author.

The Table of Contents and Abstracts published in *Germania* and *Bericht der RGK* also appear in the Internet at www.dainst.org (under Publications → Journals).