# **METALLA Guide for Authors**

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Articles submitted must be original texts only. They will be subject to double-blind peer review as described in our peer review guidelines.

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We ask that the work is less than 10,000 words including references, though exceptions can be made. The text of the article should be structured according to the following points, depending on the topic:

Title of the article (capitalized); Author; Keywords (5, lowercase, except proper names); Abstract; Introduction; Finds/Features/Material/Method/Sampling; Results; Discussion; Conclusion; Acknowledgements; References; Authors affiliation, E-mail address, ORCID-number.

The summary/abstract should be less than 300 words, summarizing the topic and the main results

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Please submit the text and captions in a word processing file (for example Microsoft Word, Apple Pages, or Open Office).

Tables may be embedded in the word processing file or as separate spreadsheet files. For decimals, do not use commas, use periods instead.

Photos and figures should be saved as jpeg or tiff files with a resolution of 300 dpi / 20 cm,CMYK standard.

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Please label all photos, diagrams, graphs, and illustrations as 'Figure 1 ...' and tables as'Table 1'.

Each figure and table should be referred to in the text. Captions should appear in a list at the end of the article.

Carefully format of the reference list using the correct style. No abbreviations of journals.

Years should be given in BC/AD, AH, or 'before present' in this journal.

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Supplementary files can be added and will be linked to the article and accessible via the article's landing page. Files may be added with a size limit of 2Mb. Preferred formats are pdf, excel, jpg.

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The language of the journal is English (British or American, but be consistent), and we ask authors to be proactive in ensuring the quality of the language.

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Please use the Harvard referencing style, refer to ARU- Universitätsbibliothek: Harvard System

Use parenthetical citation, no space between page (p., pp.) and number (author, year, p.1 or pp.1-2) one author

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#### Examples

In text:

(Slater and Jones, 1996)

(Green, Harris and Dunne, 1969)

More than three authors: (Green, et. al., 1969); Green, et al. (1995) (Lawrence, 1966, p.124)

Brown (1994, p.32)

Brown (1994, pp.32-38)

(Brown, 1966 cited in Bassett, 1986, p.142)

Cormack (1994, pp.32-33) states that "when writing for a professional readership, writers invariably make reference to already published works".

Image:

(Degas, 1883 reproduced in Terrasse, 1972, p.41)

#### **Reference list**

#### Journals

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, 42(6), p.564.

## Articles/Journals publically available on the internet

Kipper, D., 2008. Japan's new dawn. *Popular Science and Technology*, [online] Available at: <a href="http://www.popsci.com/popsci37b144110vgn/html">http://www.popsci.com/popsci37b144110vgn/html</a> [Accessed 22 June 2009].

#### Journals with DOI

Boon, S., Johnston, B. and Webber, S., 2007. A phenomenographic study of English faculty's conceptions of information literacy. *Journal of Documentation*, [e-journal] 63(2), pp.204-228. http://dx.doi.org/10.1108/00220410710737187.

Goodall, A.H., 2006. Should top universities be led by top researchers and are they?: A citations analysis. *Journal of Documentation*, [e-journal] 62(3), pp.388-411. http://dx.doi.org/10.1108/00220410610666529.

#### Books with one author

Baron, D.P., 2008. Business and the organisation. Chester: Pearson.

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3<sup>rd</sup> ed. London: OpenUniversity in assoc. with Sage.

#### Books with more than one authors

Adams, R.J., Weiss, T.D. and Coatie, J.J., 2010. *The World Health Organisation, its history and impact*. London: Perseus.

Barker, R., Kirk, J. and Munday, R.J., 1988. *Narrative analysis*. 3rd ed. Bloomington: IndianaUniversity Press.

#### **Edited books**

Keene, E. ed., 1988. Natural language. Cambridge: University of Cambridge Press.

Silverman, D.F. and Propp, K.K. eds., 1990. *The active interview*. Beverly Hills, CA: Sage.

Allouche, J. ed., 2006. *Corporate social responsibility, Volume 1: concepts, accountabilityand reporting*. Basingstoke: Palgrave Macmillan.

### **Chapters in edited books**

Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. *Humanities information research*. Sheffield: CRUS. pp.44-68.

Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. *One hundred and one ways to find information about health.* Oxford: Oxford University Press. Ch.2.

#### E-books

Fishman, R., 2005. *The rise and fall of suburbia*. [e-book] Chester: Castle Press. Available through: ARU Library website <a href="https://library.aru.ac.uk">https://library.aru.ac.uk</a> [Accessed 12 May 2010].

Carlsen, J. and Charters, S., eds. 2007. *Global wine tourism.* [e-book] Wallingford: CABI Pub. Available through: ARU Library website <a href="https://library.aru.ac.uk">https://library.aru.ac.uk</a> [Accessed 9 June 2008].

## Volumes with text collections as a series/anthologies'

Killick, D., 2015. Archaeometallurgy as Archaeology. In: A. Hauptmann and D. Modarressi-Tehrani, eds. 2015. *Archaeometallurgy in Europe III. Der Anschnitt, Beiheft,* 26. Bochum: Deutsches Bergbau-Museum. pp.295-300.

Schwab, R., 2014. Resources and Recycling. Copper Alloys and Non-ferrous Metalworking in the *Oppidum* of Manching (Germany). In: E. Pernicka and R. Schwab, eds. 2014. *Under the Volcano*. *Proceedings of the International Symposium on the Metallurgy of the EuropeanIron Age (SMEIA) held in Mannheim, Germany, 20-22 April 2010. Forschungen zur Archäometrie und Altertumswissenschaft, 5. Rahden/Westfalen: Verlag Marie Leidorf. pp.175-188.* 

Vavelidis, M et al, 1985. Geologie und Erzvorkommen der Insel Sifnos. In: G. A. Wagner and

G. Weisgerber, eds. 1985. *Blei, Silber und Gold auf Sifnos. Prähistorische und antike Metallproduktion. Der Anschnitt, Beiheft,* 3. Bochum: Deutsches Bergbau-Museum. pp.59-80.

Pernicka, E., 1999. Trace Element Fingerprinting of Ancient Copper: A Guide to Technology or Provenance? In: S. M.M. Young, A.M. Pollard, P. Budd and R.A. Ixer, eds. 1999. *Metalsin Antiquity. BAR* 

International Series, 792. Oxford: BAR Publishing. pp.163-171.

#### Anthologies as conference proceedings with texts or with abstracts

Villa, I.M., 2016. Provenancing Bronze: Exclusion, Inclusion, Uniqueness, and Occam's Razor. In: G. Grupe and G.C. McGlynn, eds. 2016. *Isotopic Landscapes in Bioarchaeology.Proceedings of the International Workshop 'A Critical Look at the Concept of Isotopic Landscapes and its Application in Future Bioarchaeological Research', München, October 13–15, 2014*. Berlin – Heidelberg: Springer. pp.141-155.

Wagner, F.E., Gebhard, R., Gan, W.M. and Hofmann, M., 2017. The Metallurgical Texture ofgold artefacts from the Bronze Age Rampart of Bernstorf (Bavaria) Studied by Neutron Diffraction. Book of Abstracts, *NINMACH 2017 – 2nd International Conference on Neutron Imaging and Neutron Methods in Archaeology and Cultural Heritage Research*. p.46.

### Pictures, Images and Photographs

Beaton, C., 1956. Marilyn Monroe. [photograph] (Marilyn Monroe's own private collection).

Beaton, C., 1944. China 1944: A mother resting her head on her sick child's pillow in the Canadian Mission Hospital in Chengtu. [photograph] (London, Imperial War Museum Collection).

For an image with a creator who is not the author of your source.

Terrasse, A., 1972. degas. London: Thames and Hudson.

#### Maps – Print maps, Digimaps and Google Earth

Ordnance Survey, 2006. Chester and North Wales. *Landranger series*, Sheet 106, 1:50000. Southampton: Ordnance Survey.

Ordinance Survey, 2011. *Anglia Ruskin University: Chelmsford Campus*, 1:1.500. EDINA Digimap. [online] Available through: ARU Library <a href="http://library.aru.ac.uk">http://library.aru.ac.uk</a> [Accessed 31 August 2011].

Google Earth 6.0, 2008. *Hylands House and Estates* 51°42'39.17"N, 0°26'11.30"W, elevation 60M. 3D Buildings data layer. [online] Available through: <a href="http://www.google.com/earth/index.html">http://www.google.com/earth/index.html</a> [Accessed 31 August 2011].