

## GUIDELINES FOR AUTHORS (ENGLISH MANUSCRIPTS)

### Summary of instructions for publishing in the *Bulletin de la Société préhistorique française*:

- **SPF members only**
- **Plain text Word file**
- **Maximum 130,000 characters including spaces**
- **Figures in separate files (one file per figure)**
- **Tables in separate files (one file per table)**
- **Figure and table captions in French and English in separate files**
- **Title in French and English**
- **Abstract in French, around 6,000 characters**
- **Abstract in English, around 4,000 characters**
- **Key-words in French and English**
- **Bibliography following SPF norms**
- **Addresses of authors at the end of the article**

### Submitting manuscripts

Articles can be submitted :

- either by post on Cdrom, together with two good quality printed versions (text and illustrations), to SPF – Pôle éditorial – MAE – 21 allée de l'Université – F-92023 Nanterre cedex (France);
- or by e-mail to [bspf@prehistoire.org](mailto:bspf@prehistoire.org) (using zip format only for compressed folders or files).

A folder, with the author's name, should include the following separate files: text and notes, bibliography, figure captions, annexes, figures (1 file per figure), tables (1 file per table). A low resolution pdf file combining all these files can also be included.

Files can be named as follows : AUTHOR NAME\_\*.rtf, AUTHOR NAME\_\*.biblio.rtf, AUTHOR NAME\_fig1, AUTHOR NAME\_fig2,...

Articles in the form of substantial overviews can be published in the *Bulletin* in English, Spanish, Italian or German, with a long abstract in French.

Articles are forwarded by a member of the editorial committee to two reviewers. The decision to accept an article is made on the basis of these reviews. The editorial committee member can also require authors to revise or correct their contributions before publication.

### Text

The text should be in Word format. Suggested length is between 40,000 and 130,000 characters, including spaces.

- Title and authors: the title of the article should be short, mentioning the chronological period, the geographical zone (commune and département for France) and the subject discussed. The first name (complete, in lower case) and family name (in capitals) are presented with no other information.
- Abstracts and key-words: two abstracts are required, in French and English. The French abstract should be around 6,000 characters, spaces included, and the English abstract around 4,000 characters, spaces included. The abstracts should clearly present the research issue addressed, as well as the results of the study.

These abstracts should be accompanied by key-words in French and English. For suitable key-words, consult the list on the Frantiq network: <http://www.frantiq.fr/fr/opentheso> (click on *Valider*).

- Text: plain word-processed text, single font. No indented paragraphs, no page breaks, no footnotes, no embedded illustrations, no columns. Do not underline or use bold lettering. Italics should only be used for Latin or rare foreign words. The hierarchy of titles and sub-titles should be indicated with the numbering system 1.1, 1.2.1, using no more than five levels.
- A few concise notes are acceptable, numbered from 1 to n, referenced appropriately in the text, and placed at the end of the article (see below).
- Authors' addresses should appear at the end of the article.

### Illustrations

Each illustration (figure or table) is a separate file. Do not use different sheets on the same Excel file. Illustrations should be the desired publication size. The format is 22 cm by 8 cm (1 column) or 17 cm (2 columns).

Illustrations prepared on Illustrator should be saved in ai format. Photoshop illustrations should be saved in tif format. Photographs should be high resolution (600 dpi). Documents in black and white, grey scale or colour should be scanned at 600 dpi at their original size.

Figures should always include a metric scale and an orientation. Separate figures showing archaeological finds of the same kind should be at the same scale. Figures should be submitted fully prepared, with the various elements carefully lettered or numbered (a, b, c, etc. for parts of a diagram, 1, 2, 3, etc. for a figure with drawings of several objects) and a uniform font of 10 pt minimum. Lines in vectorial illustrations should be 0,3 pt minimum. Text included in illustrations and tables should conform to typographic standards. Bibliographical references in the illustrations, tables and their captions should be as elsewhere in the text (see below) and should appear in the bibliography. Illustrations are numbered in continuous manner in the order they are referred to in the text, without distinguishing between figures and photographs. They should not be referred to in titles. Tables are numbered separately from figures.

Captions should not be attached to the illustrations, and should be grouped together in a list with the corresponding illustration numbers. Captions should also be translated into English. References in the text to figures are as follows: fig. 1; fig. 5c; fig. 3, nos. 9 and 10; table 2.

### Editing norms

Elaborate layouts which do not correspond to the norms of the *Bulletin* take a long time to rework. Authors should strictly respect the norms shown below and articles will not be accepted if this is not the case. Authors may also find it useful to refer to *The Chicago Manual of Style*, Chicago, 16th ed. 2010.

### Typography

No space before the marks : ; ! %, but a space is necessary before and after =, -, +, +/- (except in subscripts and superscripts)

Use of hyphens: not in technocomplex, typochronology, chronocultural, sociocultural, palaeoenvironment

Accents on French capital letters (Épipaléolithique, P. PÉTREQUIN).

Foreign words and phrases are typed in italics but familiar foreign words are not italicized (for instance: pasha, a priori, tumulus). Commonly used Latin words and abbreviations should not be italicized (for instance: ibid., et al., passim, etc.).

No successive brackets: (fig. 3) (Dupont, 2003) should be (Dupont, 2003; here: fig. 3). La Quina (Charente; Henri-Martin, 1923) should be La Quina, Charente (Henri-Martin, 1923).

### Notes at the end of the text

No footnotes, but a few notes can be listed at the end of the text, as follows:

(1).....

(2).....

The notes are referred to in the text by a simple superscript: <sup>1</sup>, <sup>2</sup>.

### Use of capitals

Cardinal points

– In lower case:

– for adjectives (north-south axis, northern hemisphere), except for geographical names (the North Pole);

– for nominalisations, indicating a direction or relative position (going south, north-west; located north of the Garonne...).

– In capitals:

– for parts of the world, or country or administrative region (North of France) and for geographical names (the North Sea);

– abbreviations are NE, SW, NNE-SSW... (without full stops)

### Abbreviations

Note the use of capitals, lower case, full stops, spaces:

- BP, cal. BP
- <sup>14</sup>C
- et al. (with an indivisible space)
- etc. (not etc...)
- fig. (figure)
- no., nos. (number, numbers)
- vol. (volume)

Acronyms in capitals without full stops: CNRS, INRAP, BSPF, A10 motorway

### First names

Initial(s) of first name only : Jean-Claude Gardin is J.-C. Gardin with hyphens for French first names and indivisible space for the others : L. R. Binford.

## Bibliographical references

### Presentation of the bibliography

Authors are required to cross-check their bibliography and in-text referencing before submitting their manuscript. BSPF norms must be applied and if this is not the case, articles will be sent straight back to the authors.

All references in the bibliography must be referred to in the text or in captions for figures or tables. Conversely, all references in the text, figure or table captions must appear in the bibliography.

### In-text referencing

The reference should be as follows: in brackets, with a comma after the name (Durand, 1965), (Durand, 1984, p. 24-26). If there are several dates for the same author: (Durand, 1965 and 1966); (Durand, 1965, 1968 and 1970). If the dates are identical, use a, b... after the date: (Dupont, 1978a). If different authors share the same name, add the first name initial with a full stop.

When there are several authors, the references are separated by a semicolon and listed in chronological order: (Dupont, 1952; Durand, 1965).

When there are two authors for the same publication: (Dupont and Durand, 1963); or more than two: (Dupont et al., 1964). To avoid confusing references, it may be necessary to give the name of the second author (Dupont, Durand et al., 1975). The bibliography is listed in alphabetical order of names and, in chronological order for a single author.

### The bibliography

Each journal has its own conventions, so here are the BSPF norms. Note the use of commas rather than full stops, as well as use of capitals.

A reference must include all author names, not just et al.

Use of capitals for French journals, as follows : *Bulletin de la Société préhistorique française*, *L'Anthropologie*, *Documents d'archéologie méridionale*, *Revue archéologique de l'Est*, *Gallia Préhistoire*...

Some commonly used abbreviations are acceptable (BSPF, RAE, DAF, BAR...)

For users of END NOTE: download the SPF style sheet.

#### – for an article:

DUPONT J., DURANT G. (1978) – Title of the article, *Title of the journal*, 10, 2, page numbers.

BREUIL H. (1937) – Terrasses et quartzites taillés de la haute vallée de la Garonne, *Bulletin de la Société préhistorique française*, 34, 2, p. 1-27.

#### – for a book:

DUPONT J., DURANT G. (1978) – *Title of the book*, City, Publisher (if necessary, title of the series, and no. in the series), number of pages.

GARDIN J.-C. (1979) – *Une archéologie théorique*, Paris, Hachette (L'esprit critique, 5), 339 p.

**– for conference proceedings:**

DUPONT J., DURANT G. (1978) – Title of the article, in J. Martin, L. Thomas and C. Garnier (dir.), *Title of the conference*, proceedings of the conference X (Place, year), City, Publisher (if necessary title of the series), p. 12-15.

BOURGUIGNON L., DJEMA H., BERTRAN P., LAHAYE C., GUIBERT P. (2008) – Le gisement Saalien de Petit-Bost (Neuvic, Dordogne) à l'origine du Moustérien d'Aquitaine ?, in J. Jaubert, J.-G. Bordes and I. Ortega (eds.), *Les sociétés du Paléolithique dans un grand Sud-Ouest de la France : nouveaux gisements, nouveaux résultats, nouvelles méthodes*, proceedings of the SPF conference (université Bordeaux 1, Talence, 2006), Paris, Société préhistorique française (Mémoire, 47), p. 41-55.

*If the conference does not have a title:*

DUPONT J., DURANT G. (1978) – Title of the article, in J. Martin, L. Thomas and C. Garnier (eds.), *Proceedings of the 20th Congress X* (Place, date) City, Publisher (if necessary title of the series), p. 12-15.

*If there is no editor:*

DUPONT J., DURANT G. (1978) – Title of the article, *Title of the conference*, proceedings of the conference X (Place, date), City, Publisher (if necessary title of the series), p. 12-15.

*If the conference is an issue of a journal:*

– *if special number or supplement:*

DUPONT J., DURANT G. (1978) – Title of the article, in J. Martin, L. Thomas et C. Garnier (eds.), *Title of the conference*, proceedings of the conference X (Place, date), City, Publisher (*Name of the journal*, spec. num. no.), p. 12-15.

– *if an ordinary issue of a journal:*

DUPONT J., DURANT G. (1978) – Title of the article, in J. Martin, L. Thomas et C. Garnier (eds.), *Title of the conference*, proceedings of the conference X (Place, date) = *Name of the journal*, 101, 2, p. 12-15.

*If there are two publishers:*

NOIRET P., ENGESSER K., OTTE M. (1998) – Proposition de révision des stades technotypologiques du Gravettien oriental, in J. Évin et al. (eds.) *Actes du 3<sup>e</sup> Congrès international <sup>14</sup>C et archéologie* (Lyon, 1998), Paris, Société préhistorique française (Mémoire, 26) and Rennes, GMPCA (*Revue d'archéométrie*, supplément 1999), p. 151-155.

**– University dissertations**

DUPONT J. (1985) – *Title of the dissertation*, doctoral thesis (or masters thesis), university, number of pages.

COLONGE D. (1997) – *Le Paléolithique inférieur de la moyenne vallée de l'Arros (Hautes-Pyrénées)*, mémoire de maîtrise, université Toulouse 2 – Le Mirail, Toulouse, 140 p.

**– Excavation reports, etc.**

DURANT J. (2008) – *Title of the report*, final excavation or project report, Institution, City, number of pages.

COLONGE D., DELFOUR G., FONDEVILLE C., JARRY M. (2002) – *Raspide 2 (Blagnac, Haute-Garonne)*, final excavation report, INRAP Grand Sud-Ouest, Toulouse, service régional de l'Archéologie, 83 p.

MANEN C. (2008) – *Le Tai (Remoulins, Gard)*, excavation report, Montpellier, service régional de l'Archéologie, 104 p.

Titles in English begin each word with a capital letter (apart from articles and prepositions).

## Proofreading

Accepted articles are generally published between 6 and 12 months after manuscript submission. Proofs should be very carefully and legibly corrected following the customary norms and returned within 10 days. Only typographic corrections are accepted.

Authors receive a free pdf version of their article.