ALD – ArcheoLogica Data
EDITORIAL NORMS AND GUIDE FOR THE AUTHORS

ArcheoLogica Data is an annual journal that publishes original contributions in the form of an open format dataset and a related article. The journal aims at contributing to the sharing of archaeological raw data and encouraging collaborative science, without chronological or territorial limitations. Both Italian and English texts are accepted for publication.

Timeline

The deadline for submitting contributions is **April 30th**. The articles will be subjected to peer review and acceptance will be communicated by **August 30th**. Accepted contributions and datasets must be sent to the editorial staff in the final version and in compliance with editorial standards by **October 15th**. The publication of the volume issue is scheduled for **December**.

TEXT EDITING

Please submit the text in a compatible Word format. Do not add images in the body text.
The volume will give space to two types of contributions:
1. **Long paper**: articles of min 30,000 max 50,000 characters (spaces, notes and bibliography included), with a maximum of 8 colour or b/w images.
2. **Short paper**: synthetic articles of max 7,500 characters (spaces, notes and bibliography included), with a maximum of 2 colour or b/w images.

Figures

- For the photographic material, the authors must guarantee the free availability of images of material from Museums, Archives or other publications and indicate the origin in the caption;
- All illustrations must have a unique progressive numbering for each type: fig. (photos, drawings, graphics); pl. (tables of finds), tab. (Tables);
- All images must be sent in .jpeg format with a definition of 300 dpi;
- The width of the image must not exceed 17cm. Full page images must be sent already sized 17x25.2 cm;
- Tables will be considered in the overall count of the images. It is preferable to send the tables already in image format. The tables will be formatted to a maximum width of 17 cm;
- Images (and tables) must be named with progressive Arabic numerals. The files sent must be named in order to be easily identifiable (e.g. fig._1, tab._2);
- The reference between the body text and the images must be entered as: eg: (fig. 1). The reference in the body text must correspond to the name of the corresponding image file;
- Captions must be entered in a separate word file. Each caption cannot exceed 450 characters, spaces included.
- Excavatio maps and drawings of finds must have a metric reference.

Text

Sentences that are written in a language different from the one of the main body text must be in italics.

Text quotations must be within quotation marks «(alt + 174)» (alt + 175). The single quotation marks ' are used only for indicating the improper use of a locution. Double quotes "" are used for definitions. Measurement units are written without period (m, km, g) and must normally be inserted after the numerical value. *Supra, infra* must be in italics.

Bibliography

The journal applies the APA bibliographic style, Author-date.

Literature references in the body text must be indicated with author, date and page (when needed) in brackets . The literature list must contain the complete references, sorted alphabetically by author. Below are some examples of references in the body text and in the literature list. For a complete description of the APA bibliographic style (American Psycological Association) see the following links:

Quote in the body text: https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date

Reference in the literature list:

https://apastyle.apa.org/style-grammar-guidelines/references/examples

Volume

Reference in body text:

(Bennett, 2009, p.45)

Reference in the literature list:

Bennett, J. (2009). *Vibrant matter: A political ecology of things*. Duke University Press.

Chapter in volume

Reference in body text:

(Forte, 2014)

Reference in the literature list:

Forte, M. (2014). Virtual Reality, Cyberaerchaeology, Teleimmersive Archaeology. In F. Remondino & S. Campana (Eds.) *3D Recording and Modelling in Archaeology and Cultural Heritage. Theory and best practices* (pp. 113–127). *BAR International Series*: *Vol. 2598*.

Journal article

Reference in body text:

(Demetrescu & Fanini, 2000)

Reference in the literature list:

Demetrescu, E., & Fanini, B. (2017). A white-box framework to oversee archaeological virtual reconstructions in space and time: Methods and tools. *Journal of Archaeological Science: Reports*, *14*, 500–514. https://doi.org/10.1016/j.jasrep.2017.06.034

Tesis

Reference in body text:

(Linderholm, 2010)

Reference in the literature list:

Linderholm, J. (2010). *The soil as a source material in archaeology.: Theoretical considerations and pragmatic applications.* PhD diss. Umeå University.

Web page

Reference in body text:

(Wootton, 2014)

Reference in the literature list:

Wootton, W. (2014, February) 'Reflectance Transformation Imaging (RTI) and Investigation of Stoneworking Techniques · Art of Making'. Retrieved 12 December 2019. http://www.artofmaking.ac.uk/content/news/reflectance-transformation-imaging-rti-and-investigation-of-stoneworking-techniques/.

It is recommended to add the DOI code for journal articles, where possible.

STRUCTURING THE DATASET

- The contributions submitted lacking of the Annex A (Descriptive form of the materials to be published in the MOD repository) will be automatically rejected;
- Data storage in the MOD repository is free of charge and does not require specific format nor storage limits. Open formats for data are preferable, but not indispensable;
- Data can be sent in different formats according to the information type (images, tabs, etc.);
- In the case of large and/or very complex archaeological investigations, it is possible to upload the documentation divided by sector/area that can be considered as separate projects. **In this case, a separate form must be completed for each dataset**;
- **Data must not contain personal and/or sensitive data from third parties**. These data must be permanently deleted or redacted. Should you wish to show these data in the repository, then you must attach the third-party consent form, signed by the concerned person (ATTACHMENT 2), plus a copy of their ID documents;
- Each contribution will be assigned its own space in the repository. The archive consists of an introductory description, a section for "Gray Literature" (dedicated to reports, contributions, written texts ...) and a "Dataset" section (containing raw archaeological data).

Forms to fill out in order to authorise the open publication of data in the archive:
ANNEX A: List of the data to be uploaded to the MOD repository (deadline is April 30th)

ANNEX 1: Consent form to be signed by the authors of the publication (deadline is October 15th), a copy of the ID document should be attached.

ANNEX 2: Third parties consent form to be signed by third party mentioned in the data (deadline is October 15th), a copy of the ID document should be attached.

GUIDE TO FILL IN ANNEX A
(Form describing the materials to be uploaded to the MOD repository)

General data:

1) It is necessary to attribute a title to the published project that will appear directly in the MOD repository, both in the index and in the dedicated sections. **It is not mandatory that the title of the archive is the same as the related paper**;
2) It is necessary to indicate the year in which the project was carried out;
3) The project can have one or more authors. Under the heading "Authors" all the authors must be mentioned (with name and surname), both the authors of the "gray literature" and the authors of the "dataset". Each author must send via e-mail a copy of his / her consent form (ANNEX 1) and identity document;
4) It is possible to indicate a corresponding e-mail address that will appear in the archive;
5) Each archive will have an introductory page including a synthetic introduction indicating the names of the "executors" and that of the "scientific direction" (one or more affiliations are optional) with a description of typology and salient features of the project (maximum 1,500 characters including spaces);
6) Each archive will have an introductory page including a cover image, 72dpi resolution, .jpeg format; the image must be sent separately and named as "name_project_cover".
7) It is necessary to indicate one or more types of intervention;
8) It is necessary to indicate one or more chronological periods in order to facilitate the queries within the MOD;
9) It is necessary to indicate one or more type of target in order to facilitate the queries within the MOD;
10) It is possible to enter a maximum of 8 keywords;
11) It is possible to indicate the geographical coordinates of the intervention;
12) It is mandatory to choose the license associated with the entire archive, choosing between the CC-BY and CC-BY-SA licenses;
13) According to current regulations, all uploaded images will be released under CC-BY-NC-SA license;

Gray literature

14) Authors need to indicate the correct reference for the documents in the section dedicated to "gray literature". It is possible to indicate different citation instructions for different dataset sections (it is possible that the author/s of the report is/are not the same as the ones of the data or that the data are produced by the author of the report in collaboration with other colleagues); if nothing is specified, the editorial staff will proceed by default to assign standard citation procedures.
15) Enter all the metadata for the text file that will be uploaded in the "gray literature" section: file name, type, title with which the file will appear in the MOD, format.

Dataset

16) It is necessary to define citation instructions for the dataset;
17) In the "DATASET" section of the form, the author must organise the files that will be uploaded to the repository. The files should be described indicating: name of the file, type of data contained, the title that the author wants to be given to the file in the MOD repository (here the "quantity" of the published material can also be indicated - eg " 150 stratigraphic units (SU) sheets - Sector A "), the file format. All formats are accepted but open formats, that allow immediate reuse of data, are preferable. **There is no limit to the number of files that can be uploaded.**
18) It is necessary to check the boxes corresponding to the disclaimer forms and attach a scan of all the documents signed and the identity documents.

An example of a filled form is reported below, purely for explanatory purposes.

Example:

GENERAL DATA
1)Project title: Archaeological investigations on Mars
2) Year: 2019
3)Authors: Francesca Anichini, Gabriele Gattiglia, Maria Letizia Gualandi
4)Corresponding author (optional): francesca.anichini@unipi.it
5)Introduction Executor: Francesca Anichini, Antonio Campus (MAPPALab – Università di Pisa) Scientific direction: Gabriele Gattiglia, Maria Letizia Gualandi (text describing the project, max 1500 characters including spaces) **…...**
6) Name of the image file that should be added to the introduction page: Marte_2019_cover.jpeg
7) Type of intervention: ☐Survey ☐Ongoing archaeological support (Assistenza) √ Research excavation ☐VIARCH ☐Preventive archaeology ☐Geophysical survey ☐Other (specify)
8) Chronology: ☐Prehistory ☐Protohistory ☐Etruscan period ☐Roman Period ☐Early Middle Age ☐Late Middle Age ☐Modern √ Contemporary
9) Type of target: ☐Environment/Landscape ☐Analysis ☐Anthropology √ Buildings ☐Fortifications ☐Infrastructures ☐Sailing ☐Production √Finds ☐Other (specify)
10) Keywords: Archaeology, Mars, Future Archaeology, Cultural Heritge, Space
11) Geographic coordinates (optional):
12) Archive licence: choose between CC-BY or CC-BY-SA

13) Image Licence: CC-BY-NC-SA

<div align="center">

GRAY LITERATURE

</div>

14) Text citation: Anichini F., 2015, *Preventive archaeological investigations on Mars 2010 – Preliminary report.*

15) File name	Data type	Title (visible in the MOD archive)	Format
MA19_relazione.pdf	Report	Preliminary report	pdf

<div align="center">

DATASET

</div>

16)Dataset citation: Anichini F., Gattiglia G., Gualandi M.L. 2015, *Preventive archaeological investigations on Mars 2010 – Data.*

17)File name	Data type	Title (visible in the MOD archive)	Format
MA19_SU sheets.pdf	SU Sheets	Stratigraphic unit sheets sector 3.000	Pdf
MA19_mat.pdf	Matrix	Harris matrix sector 1000	Pdf
MA19_excavation map.dwg	Excavation map	Excavation map sector 3.000	dwg
MA19_DBsheets.mdb	SU Sheets	Stratigraphic unit sheets sector 5.000	mdb
MA19_rep.csv	Finds sheets	Quantification sheets for MArs pottery sector 1.000	csv
MA19_img.zip	Photographies	Photographic documentation sector 5.000	Jpeg/zip
MA19_SU_list.doc	SU list	List of stratigraphic units sector 1000	doc
…….	…	…	…

18) √ Consent forms signed by the authors of the data are attached (ANNEX 1)
Consent forms signed by third parties, whose personal data are visible in the documents, are attached (ANNEX 2)

The dataset must be organized in folders and sent by email or via online data transfer to archeologicadata@mappalab.eu