ArcheoLogica Data

Editorial norms and guide for authors

Summary

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. Every contribution will undergo a blind peer review before acceptance. The datasets will be stored as Open Data in the MOD repository and will be available for consultation and downloading.

1 Text editing

Both Italian and English texts can be accepted for publication.
The volume will give space to two types of contributions:
- **Long papers**: articles of min 30000 max 60000 characters (spaces, notes and bibliography included), with a maximum of 15 colour or b/w images. The long papers are original scientific contributions aimed at reporting and discussing new archaeological research
- **Short papers**: synthetic articles of max 15000 characters (spaces, notes and bibliography included), with a maximum of 6 colour or b/w images. The short papers are brief contributions aimed at introducing and framing the datasets

Both long and short papers should include:
- An abstract in English (even if the main text is in Italian) of min 1500 max 2000 characters including spaces
- Up to 5 keywords
- List of references (see below)
- Affiliations and corresponding author email address

Text should be submitted in a compatible Word format. Images must be sent as separate files.
Sentences that are written in a language different from the one of the main body must be in italics. Text quotations must be within quotation marks « » . 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.
The text should be submitted along with the **Author statement** form.

2 Figures

Up to 15 images for the long paper and 6 images for the short papers can be submitted in colour or b/w. Authors are free to choose whether they prefer their images to be in RGB or grayscale. However, the editors will decide how many and which images should be in colours in the printed version of the journal
For the image format and copyright, please follow the guidelines below:

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- 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. Tables will be formatted to a maximum width of 17 cm
- Images (and tables) must be named with progressive Arabic numerals, in order to be easily identifiable (e.g. fig._1, tab._2)
- The reference to the image in the body text must be entered as: (fig. 1). The reference in the body text must correspond to the name of the image file
- All images and tables must be mentioned in the body text
- Captions must be entered in a separate word file. Each caption cannot exceed 450 characters, spaces included
- Excavation maps and drawings of findings must include a metric reference

3 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.

4 Structuring the dataset

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, e.g., photos, maps, GIS files, 3D models etc.). In the case of large and/or very complex archaeological investigations, it is possible to upload the documentation divided by sector/area, and those can be considered as separate projects. In this case, a separate form must be completed for each dataset.

The authors will be required to indicate with which license (between CC0, CC-BY, CC-BY-SA) they intend to release each section in the datasets. An exception is the Italian cultural heritage photographic documentation which, according to the Italian legal provisions (DL 83 of 31.05.2014, Art Bonus, converted into Law no.106 of 29.07.2014) will necessarily be issued with a CC-BY-NC-SA license.

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- The contributions submitted lacking 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 mandatory.
- Data can be sent in different formats according to the information type (images, tabs, etc.).
- 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.

5 Forms to authorise the open publication of data in the archive:

- **ANNEX A**: List of the data to be uploaded in the MOD repository
- **ANNEX 1**: Consent form to be signed by the authors of the publication, a copy of the ID document should be attached.
- **ANNEX 2**: Third parties consent form to be signed by third parties mentioned in the data, a copy of the ID document should be attached.

The timeline for sending in the documents is outlined in paragraph 6.

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

General data:
1. Attribute a title to the entire dataset. The title will appear directly in the MOD repository when accessing the project page, in the index and in the subsections. It is not mandatory that the title of the archive is the same as the related paper.
2. 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. Indicate a corresponding e-mail address that will be visible in the archive.
5. Each archive will have an introductory page with a synthetic introduction (a description of typology and salient features of the project, max 1,500 characters including spaces), the names of the "executors" and that of the "scientific direction" (one or more affiliations are optional).
6. The introductory page can include a cover image, 72dpi resolution, .jpeg format; the image must be sent separately and named as "name_project_cover".
7. Select one or more types of intervention.
8. Select one or more chronological periods to facilitate queries within the repository.
9. Select one or more types of target to facilitate queries within the repository.
10. Enter up to 8 keywords;
11. Indicate the geographical coordinates of the intervention (when possible).

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12. Choose the license associated with the entire archive, choosing between the CC-BY and CC-BY-SA licenses (mandatory field).

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. State citation instructions for the dataset.

17. In the "DATASET" section of the form, the author must arrange the files that will be uploaded in the repository. The files should be labelled indicating name of the file, type of data contained, the title that the author wants to give to the file in the MOD repository (here the "quantity" of the published material can also be indicated - e.g. " 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. 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

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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 of the findings (initial-final, dates BCE/CE): 2201-2300 CE

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

GRAY LITERATURE

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

DATASET

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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)

    ž 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

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