



RIVISTA DI SCIENZE PREISTORICHE

GUIDELINES FOR CONTRIBUTORS

The RIVISTA DI SCIENZE PREISTORICHE, the annual journal of the Italian Institute of Prehistory and Protohistory (IIPP), publishes original research, memoirs, notes or communications, as well as reviews of books of elevated scientific content, under the auspices of the Institute. The interests of the Rivista di Scienze Preistoriche comprise all recent progress in prehistoric and protohistoric research that can foster knowledge of the state of the art in these fields in line with the broadest interdisciplinary approach. The journal is addressed to the widest possible forum of Italian and foreign scholars.

The complete texts of the proposed articles can be submitted to the editorial office of the journal at any time over the calendar year. However, in order to be published in the current year they should be submitted before 1 September. Following receipt of the proposal, in normal conditions the publication process should be completed within a maximum timeframe of 100 days.

Upon completion of the revision and editing procedure, and following the approval to print, a digital version of the article with the assignment of the DOI will be published on the journal website (<https://www.iipp.it/le-nostre-pubblicazioni/rivista-di-scienze-preistoriche/>). Public access to the online digital material will be on payment. At the end of the calendar year, the printed volume containing all the articles already published in electronic format will be prepared and published no later than 31 January of the calendar year following the year of the journal.

The articles proposed to the Rivista di Scienze Preistoriche must comply with the journal's timeframes and areas of interest. Articles addressing topics beyond the later chronological limits of protohistory will not be considered and preference will be given to articles focusing on contexts, productions, general topics and subjects of a theoretical-methodological and historiographical nature relating to the prehistory and protohistory of Italy and neighbouring or closely-related geographical areas.



In addition to complying with the general guidelines of professional ethics signed by the author (or by the corresponding author in the case of more than one author) set forth in the document enclosed with the submission for publication, the articles must:

- 1) be original;
- 2) not have been submitted or currently be under submission to other journals;
- 3) include unpublished contents, present data or material of adequate impact on the subject and be of interest for the scientific advancement of the knowledge base in the specific field;
- 4) have a sound structure in terms of methodology and logical argument;
- 5) include adequate and updated bibliographical references.

Articles in Italian, English, French and German are accepted.

The final text and any illustrations or tables must be sent to the editorial office of the journal (editoria@iipp.it) by electronic means only, using online services for the transfer of large files.

In the case of articles by more than one author, the name of the corresponding author responsible for contacts with the editorial office must be specifically indicated.

Any contributions that do not comply with the editorial guidelines, as regards either text or illustrations, will not be taken into consideration

The journal adopts a peer review system. Therefore, all contributions will be submitted to at least two external reviewers whose evaluations will be communicated to the author, or to the corresponding author in the case of more than one author.

The final decision regarding acceptance or rejection of the article is made by the editor.

Once an article is accepted for publication there will be only one proof correction, restricted solely to corrections of typographic or page-up errors.

The maximum length of submissions is established as 96,000 characters (including spaces), inclusive of text, abstracts, notes, bibliography and illustrations. Any exceptions to this rule, requested in advance by the author or authors, may be taken into consideration by the editorial office or the editor of the journal. It should be borne in mind that a printed page (in A4 format) corresponds to 4,800 characters.

Documentation supporting the article (factsheets on artefacts, tables of source data, additional graphic material) may be submitted as supplementary data that can be consulted in a specific



repository on the website of the Italian Institute of Prehistory and Protohistory (IIPP) via a link cited in the text.

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The author declares that any illustrations or figures included in the text are exempt from the payment of copyright, assuming full responsibility regarding any potential claim for compensation.

Finally, the author also declares that the article will not be published again in the same form, even in another language, without the permission of the Editorial Board of the *Rivista di Scienze Preistoriche*.

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TEXT The text should be composed using a word processor (and preferably Word or Word Perfect programmes). Authors must be sure to save a copy of the document, complete with notes, bibliography and any captions for tables and illustrations, in the original format of the word processor. The text should be laid out in a single column, unjustified and aligned left, with the line breaks set by the word processor. The article can be divided into sections and sub-sections. The titles of the sections should be in small capitals, and the titles of the sub-sections in italics.



The text file should contain the following:

- 1) Full name of the author or authors.
- 2) Name of the corresponding author (in the case of an article by more than one author).
- 3) Details of the institution/s of affiliation of each author, complete with respective address/es and e-mail/s. Where the author is not affiliated with any institution, his/her private address and e-mail should be indicated.
- 4) Title of the article.
- 5) Abstract in English of between 2,000 and 3,000 characters (including spaces). The abstract should succinctly explain the purpose of the research, the results achieved and the conclusions proposed. The abstract should be conceived in such a way that it may be read independently from the article, so that bibliographical references should be avoided.
- 6) From 3 to 5 keywords in Italian and in English.
- 7) Bibliographical references should appear in the text in abbreviated form (Author/s-year/s: pp.) Different references to the same author should be separated by a comma (e.g. Author 2010, 2012), whereas a number of references to different authors should be separated by a semi-colon (e.g. Author1 1998: 10; Author2 2007: 21-23), arranged progressively according to year of publication. References to works by several authors (up to a maximum of three) should be abbreviated as follows: Author1 and Author 2 2016; Author1-Author2-Author3 1987. For references to works by more than three authors, the abbreviated form Author1 *et al.* should be used.
- 8) The use of footnotes should be avoided as far as possible. When used they should contain information that is useful but clearly secondary to the development of the argument. Footnote references should be numbered progressively in the text; notes should not be placed at the foot of the page but always appear as endnotes at the end of the article.
- 9) Captions for any illustrations and tables must be in both Italian and English. Illustrations within the same article must be numbered progressively (using Arabic numerals) and the reference should be shown in brackets in the text: e.g.: (fig. 5), (fig. 5.3), (table III).



10) The abbreviated in-text bibliographical references will be given in full in the list of bibliographical references at the end of the article. Abbreviations should not be used except for the publications of the Italian Institute of Prehistory and Protohistory (IIPP), for which the abbreviations shown below in bold by way of example should be used. These abbreviations will be given in full in a list compiled by the editorial office and published in the printed volume. E.g.

Atti delle Riunioni scientifiche dell'Istituto Italiano di Preistoria e Protostoria

Up to 2013:

Preistoria e Protostoria del Piemonte. Atti della XXXII Riunione Scientifica, Alba 29 settembre-1 ottobre 1995. Firenze: Istituto Italiano di Preistoria e Protostoria = **Atti IIPP 1998**

From 2014:

Preistoria e Protostoria della Puglia. Studi di Preistoria e Protostoria Italiana 4, Firenze, Istituto Italiano di Preistoria e Protostoria 2017 = **SPPI 4**

Origines. Studi e materiali pubblicati a cura dell'Istituto Italiano di Preistoria e Protostoria

TOZZI C., ZAMAGNI B., eds. (2003). Gli scavi nel villaggio neolitico di Catignano (1971-1980), **Origines**.

Sguardi sulla Preistoria

DE PASCALE A., BACHECHI L., eds. (2017). La fragilità del segno. Arte rupestre dell'Africa nell'archivio dell'Istituto Italiano di Preistoria e Protostoria. **SsP 1**, Firenze, Istituto Italiano di Preistoria e Protostoria.



Incontri Annuali di Preistoria e Protostoria

NEGRINO F., FONTANA F., MORONI A., RIEL SALVATORE J., eds. (2016), *Il Paleolitico e il Mesolitico in Italia: nuove ricerche e prospettive di studio – The Palaeolithic and Mesolithic in Italy: new research and perspectives*. **IAPP 1**, Firenze, Istituto Italiano di Preistoria e Protostoria.

Notiziario di Preistoria e Protostoria

ANGELI L., RADI G., *BASILICATA - Trasanello Cementificio (Matera, Prov. di Matera)*, **NPP 2.1**: 23-25.

Other complete bibliographical references should be composed as follows:

Monographs:

CHILDE V.G. (1929) - *The Danube in Prehistory*. Oxford: At the Clarendon Press.

OTTO H., WITTER W. (1952) – *Handbuch der ältesten vorgeschichtlichen Metallurgie in Mitteleuropa*. Leipzig: J.A. Barth Verlag.

JUNGHANS S., SANGMEISTER E., SCHRÖDER M. (1960) – *Metallanalysen kupferzeitlicher und frühbronzezeitlicher Bodenfunde aus Europa*. SAM 1. Berlin: Gebr. Mann Verlag.

Edited collective works:

DE MARINIS R.C., ed. (2013) – *L'età del Rame. La pianura padana e le Alpi al tempo di Ötzi*. Roccafranca (Brescia): Massetti Rodella editori.

GUIDI A., ed. (2014) – *150 anni di Preistoria e Protostoria in Italia*. Studi di Preistoria e Protostoria 1. Firenze: Istituto Italiano di Preistoria e Protostoria.

DE MARINIS R.C., MASSA S., PIZZO M., eds. (2009) – *Alle origini di Varese e del suo territorio. Le collezioni del sistema archeologico provinciale*. Bibliotheca Archaeologica 44. Roma: L'Erma di Bretschneider.

Proceedings of conferences, congresses and academic meetings:



BRUN P., MORDANT C., eds. (1988) – *Le groupe Rhin-Suisse-France orientale et la notion de civilisation des Champs d’Urnes*. Actes du colloque international de Nemours 1986. Mémoires du Musée de Préhistoire d’Ile-de-France n° 1. Nemours: Ed. A.P.R.A.I.E.

Exhibition catalogues:

DE MARINIS R.C., BIAGGIO SIMONA S., eds. (2000) – *I Leponti tra mito e realtà*. I-II. Raccolta di saggi in occasione della mostra di Locarno-Castello Visconteo, 20 maggio-3 dicembre 2000. Locarno: A. Dadò editore.

Articles in journals (N.B.: The names of the journals should be given in full, without abbreviations):

DANIEL G. (1971) - From Worsaae to Childe: The Models of Prehistory, *Proceedings of the Prehistoric Society XXXVII* (II): 140-153.

SANTUARI G., TECCHIATI U. (2015) – Due ganci di cintura in bronzo di cui uno traforato tipo Castaneda (età antico La Tène) da Collalbo-Bolzano, *RivisSP LXIV* – 2014: 259-279.

For references to different works published by the same author in the same year:

BIETTI SESTIERI A.M. (2006a)

BIETTI SESTIERI A.M. (2006b)

BIETTI SESTIERI A.M. (2006c)

For works currently being published:

BIETTI SESTIERI A.M. (in press)

For works in preparation:

BIETTI SESTIERI A.M. (in progress)

Frequently used abbreviations:

circa	c.
cited	cit.
compare	cf.
diameter	Ø
direction	N, S, W, E, NW, NE etc.
figure, figures	fig., figs.



for example	e.g.
fragment, fragments	frag., frags.
height	h
length	l
maximum	max.
minimum	min.
number, numbers	no., nos.
no date	n.d.
no place	n.p.
plate, plates	pl., pls.
width	w

Units of measurement: μ , mm, m, km / mg, g, kg

Ages, periods and phases of Prehistory and Protohistory should be cited as in the following examples:

Upper Palaeolithic

Middle Neolithic

Copper Age

Ancient Bronze Age or Early Bronze Age

Abbreviations used, such as EBA, MBA etc. for Early Bronze Age, Middle Bronze Age and so on, should be shown in brackets the first time they are used. E.g. in the Early Bronze Age (EBA) etc.

ILLUSTRATIONS

The illustrations should be submitted with the text in final version and in digital format only. Each colour and greyscale photograph should be submitted in a separate .TIFF format file with a resolution of 600 dpi. The file names should follow the progressive figure numbers used in the in-text references (e.g.: Fig_1.tiff); photographs should not be indicated as tables. The size of the illustration should be assessed with a view to its legibility in the final format of the A4 printed page. Drawings should be submitted in greyscale in .TIFF format files with a resolution of 300 dpi.

Use the same, legible character for all the illustrations: the font can be selected from Arial, Courier, Times and Symbol.



TABLES

Tables should be submitted separately from the text of the article and as editable text; they should be progressively numbered with an in-text reference close to where they are to be placed in the final published version. Neither external or internal vertical margins nor separating lines between the cells of different rows should be used.