



MEDITERRANEAN ARCHAEOLOGY AND ARCHAEOMETRY

Editor-in-Chief (Founder): Prof. Ioannis Liritzis

Editors - Archaeology: Prof. A. Agelarakis, Prof. G. Braswell, Prof. Z. Kafafi, Prof. M. Cosmopoulos, Prof. T. E. Levy

Editors - Archaeometry: Prof. Germana Barone, Prof. J. Henderson, Prof. Yiannis Karapanagiotis, Prof. N. Zacharias

University of the Aegean
Department of Mediterranean Studies
Laboratory of Archaeometry
1 Demokratias Av., Rhodes 85100, Greece

Tel: 0030 22410 99320, 99385-6
Fax: 0030 22410 99320
Email: contact@maajournal.com
Webpage: <http://www.maajournal.com/>

GUIDE FOR AUTHORS

1. The Editors welcome contributions from all parts of the World. All articles are freely available online on MAA website as Open Access in PDF. MAA was produced in printed versions until the end of 2014.
2. Papers submitted for publication will be refereed and assessed on the basis of the aims of the Journal as stated in "[About MAA](#)". They are subject to a minimum of two external peer reviews. Authors are welcome to suggest suitable independent reviewers and may also request that the journal excludes one or two individuals or laboratories. The journal sympathetically considers such requests and usually honours them, but the editor's decision on the choice of referees is final.
3. Manuscripts must be written in English, and should be checked by a native speaker for spelling and grammar, if possible.

The **type of articles** falls within the following categories:

- i. **Research Article:** A presentation of fully documented and interpreted significant findings from original research (maximum 30 pages).
- ii. **Research Note:** A presentation of preliminary but significant findings from original research in progress for which full documentation is not yet available; or brief studies (maximum 15 pages).
- iii. **Excavation Report:** A report on the archaeological excavation of archaeological sites that may also contain archaeometric issues. Excavation reports are published periodically. Please contact the Editors if you are interested in writing an Excavation Report (maximum 30 pages).
- iv. **Application:** A report on the major findings, breakthrough results and/or major advance of established methods and interpretations of scientific data (maximum 15 pages).
- v. **Discussion:** Opinion articles that focus on a particular published paper or study. It allows the authors to interpret, analyze, and evaluate a theory or hypothesis backed by evidence or new material to clearly establish their personal points (max of 10 pages).
- vi. **Matters Arising:** Letters in response to articles published in MAA. They should be submitted within 3 months of the online publication date. The letter will be shown to the authors of the original article, when appropriate, for rebuttal (maximum 10 pages).
- vii. **Review Article:** A critical evaluation of a particular subject of research in Mediterranean archaeology and archaeometry. Review articles are published periodically. Please contact the Editors if you are interested in writing a Review Article (maximum 30 pages).

viii. **Book Review:** A critical evaluation of a recently published book that provides a description of the book being reviewed, the strengths and weaknesses of the book, and the intended audience. The book should be analyzed based on content, style, and merit. Please contact the Editors if you are interested in writing a Book Review (maximum 15 pages).

4. **Authorship of the Paper:** should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

5. **Reporting standards:** Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.
6. **Data Access and Retention:** Authors are asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data (consistent with the ALPSP-STM Statement on Data and Databases), if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.
7. **Originality and Plagiarism:** The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.
8. **Multiple, Redundant or Concurrent Publication:** An author should not, in general, publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.
9. **Legal and Ethical criteria:** If the work involves cultural assets the author must clearly identify these in the manuscript and state official permit granted and/or disclose illicit trafficking objects according to UNESCO standards ([ICOM Code of Ethics for Museums 2006](#); [Ownership of Cultural Property 1970](#)).

When reporting experiments on animals, authors should indicate whether the institution's or a national research council's guide for, or any national law on, the care and use of laboratory animals was followed.

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the [Helsinki Declaration](#).

10. **Conflict of Interest:** Authors must meet their responsibility to readers and to the public to provide clear and unbiased scientific results and analyses. A conflict of interest exists when professional judgment concerning a primary interest (e.g. validity of research) may be influenced by a secondary interest (e.g. financial gain). A conflict of interest may arise for authors when they have a financial interest that may influence – probably without their knowing – their interpretation of their results or those of others (e.g. employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications, etc.).

When submitting a manuscript authors are responsible for recognizing and disclosing financial and other conflicts of interest that might bias their work. They should acknowledge in the manuscript all financial support for the work and other financial or personal connections to the work. If there are no such conflicts or financial support to acknowledge, the authors should also declare this in the [Author Declaration Form](#).

11. **Fundamental Errors in Published Works:** When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper.

12. **Manuscript Submission and Review:**

All manuscripts should be sent directly to contact@maajournal.com

Manuscripts sent to Mediterranean Archaeology and Archaeometry (MAA) are acknowledged immediately and, if their scope and quality seem appropriate, they are forwarded to at least two referees for peer review. Papers are normally published in order of the acceptance in final form, without preference for particular Mediterranean regions, chronological periods, or topics. Review procedure usually takes at least 2 months.

Submission of an article can ONLY be made via electronic procedure following the attached [Template](#) format.

Submission should be accompanied by an [Author Declaration Form](#) confirming that the manuscript has not been published in part or in full elsewhere, and is not under consideration for publication elsewhere. It is recommended the suggestion of up to four referees (names, affiliations, emails) related to the content of their paper. Suggested reviewers should NOT be at the same institution, and should have some expertise in your content area/method. Authors should NOT have substantially worked with the reviewer in the past few years, and in particular, this should not be someone who has already reviewed or otherwise contributed to the manuscript. To the best of your knowledge, reviewers should not have conflicts (financial, personal) which would interfere with their objectivity.

13. **Manuscript Format:** see [Template](#) for guidance.

All manuscripts should be carefully edited to eliminate redundancy. All abbreviated terms should be explained on first occurrence.

Manuscripts should begin with an *Abstract* of up to 250 words that contains concise factual information on objectives, Materials and Methods, Results, and Conclusions. Opinions, vague terms, and jargon should be avoided.

Keywords should follow (maximum 8 Keywords). Avoid words that are mentioned in the title.

The body of the text should include Introduction, Materials and Methods, Results, Discussion, and Conclusion sections, followed by Acknowledgements (if necessary) and References.

14. **References:** see [Template](#) for guidance.

Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

A list of the cited references in alphabetical order started by the surname of the first author must be included at the end of the manuscript, and each reference includes the names of all contributing authors.

In the text refer to the author name without initials and the year of publication (e.g. Higham et al., 2014; Liritzis and Kosmatos, 1995; Millard, 2001). If the same author(s) is cited in more than one publication in the same year, lower case letter (a, b, c...) are appended to the year in the first and succeeding citations.

For three or more authors use the first author followed by ' et al. ', in the text. Footnotes at the end of each page and/or at the reference list are not allowed, but only at the end of paper before References.

References should be in English, French, German and Spanish or translated from any other language into English.

References should be given as in the following examples, for books, articles in journals, papers in contributed volume or proceedings of conferences and reports:

Broodbank, C. and Strasser, T. F. (1991) Migrant farmers and the Neolithic colonization of Crete. *Antiquity*, Vol. 65, No. 247, pp. 233-245.

Dean, M. and Ferrari, B. (2009) *Archaeology Underwater: The NAS guide to principles and practice*. 2nd edition, Nautical Archaeology Society, Chichester, Wiley.

Higham, T., Douka, K., Wood, R., Ramsey, C. B., Brock, F., Basell, L., Camps, M., Arrizabalaga, A., Baena, J., Barroso-Ruiz, C. and Bergman, C. (2014) The timing and spatiotemporal patterning of Neanderthal disappearance, *Nature*, Vol. 512, No. 7514, pp. 306-309.

Hodges, H. (1998) *Artifacts: An introduction to early materials and technology*. 3rd edition, London, Duckworth.

Liritzis, I. and Kosmatos, D. (1995) Solar-climatic cycles in the tree-ring record from Parthenon. In *Holocene Cycles (climate, sea levels and sedimentation)*, C. W. Finkl (ed.), *Journal of Coastal Research*, No. 17, pp. 73-78.

Millard, A. (2001) The deterioration of bone. In *Handbook of Archaeological Science*, D. R. Brothwell, and A. M. Pollard (ed.), Chichester, Wiley, pp. 637-648.

Only written papers that have been published in the literature should be referenced. If necessary to reference an unpublished work, follow the next example:

Rajasekar, A. (1989) *Semantics for logic programs*. Ph.D. Thesis, Department of Computer Science, University of Maryland.

For online citations (websites) date of access should be included.

15. **Tables, Photos and Figures:** Tabular or graphical data should be adequately discussed in the text. In particular, similar data should not be presented in both figures and tables.

Tables should be concise and contain only the information essential to the text. Columns containing few entries or full columns of data that vary only slightly should be avoided. Judicious use of table footnotes can greatly simplify the presentation.

Graphs should be used to support correlations or illustrate points made in the text, not merely to present data. Legends identifying curves should be contained within the graphs, not in the captions. Graphs and line drawings should be drawn carefully and must be large enough for clarity. All graphs and figures should be of sufficient quality (at least 300dpi). Photographs should be limited to those essential to an adequate understanding of the text and should be of high resolution coloured or black-and-white.

Figures, photos and tables should be incorporated into the main body of the text of the [Template](#).

16. **Units:** All data in the text, figures and tables must be reported in metric notation and International System of Units (SI) nomenclature. Conversion of any non-metric data will be requested from the author before publication. Use negative indices rather than / and leave space between symbols, e.g. ms⁻¹ not ms-1 or m/s. English units may follow the metric quantities in parentheses.
17. **Equations:** Equations and formulas should be numbered separately and sequentially throughout the text. All variables and special symbols, such as Greek letters, must be clearly identified and explained, including units when appropriate.
18. **Nomenclature:** should conform to that most frequently used in the archaeological sciences field concerned.
19. **Page Proofs:** will be sent to the corresponding for checking. Corrections to the proofs must be restricted to printer's errors. Any substantial alterations other than these may be charged to the author. Authors are particularly requested to return their corrected proofs as quickly as possible in order to facilitate rapid publication. Please note that authors are urged to check their proofs carefully before return. Re-prints and copies of the issue (at a specially reduced rate) can be ordered. The corresponding author will receive a free PDF file of his/her paper.
20. **Swift Publication and Pre-Publication:** Normally the processing time for each paper is within 3 months at the latest. Rapid publication is made only after author's request to have a swift peer review processing within 15 days. In the case of acceptance and proof read, the PDF of the accepted paper is showed as online Early View of immediate next issue on [MAA website](#) at the author's expense (Rapid review Editorial fee) due to increased processing time and refereeing procedure. Authors should consult the Editor-in-Chief about timewise review scheme.
21. **Publication Costs:** Publication of an article is free of charges under normal Review processing (see 12). For Rapid Review and publication, and only for accepted and finalized articles, a variable fee is applied. For those interested in Rapid Review, please contact directly the Editor-in-Chief, Prof. I. Liritzis (liritzis@rhodes.aegean.gr).
22. **Copyright/ Open Access:** The journal publishes original papers which should comprise previously unpublished data, interpretation or syntheses concerning all aspects of science and technology for Mediterranean archaeology and archaeometry.

The editors will not consider manuscripts which are under consideration by other publishers. It is assumed that once you have submitted an article to this journal, it will not be sent to other publishers until a decision about inclusion has been made.

By submitting your article to MAA, you agree that any articles published by MAA will be Open Access articles distributed under the terms and conditions of the [Creative Commons Attribution License \(CC BY\)](#).

Articles and accompanying materials published by MAA, unless otherwise indicated, are licensed by the respective authors of such articles for use and distribution, subject to citation of the original source in accordance with the [Creative Commons Attribution License \(CC BY\)](#).

The copyright in the material contained on the MAA site belongs to MAA or its licensors. The trademarks and other elements appearing on the MAA site are protected by national and international copyright, trade dress, patent, and trademark laws, international conventions and other relevant and applicable laws.

By submitting articles for publication or other content for posting on the MAA site, you agree to:

- i. comply with these Terms of Use.
- ii. have the Creative Commons Attribution (CC BY) license applied to material you submit.
- iii. provide any information required by MAA during or as part of the submission process.
You are responsible for all content that you submit for posting or publication on the MAA site.