

## MYTRA

### INSTRUCTIONS FOR THE PRESENTATION OF ORIGINAL DOCUMENTS

#### **Address:**

Editorial board: Instituto de Arqueología, Mérida. Plaza de España, 15. 06800 Mérida (Badajoz), Spain.

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#### **Contents**

The Mytra series is a monographic collection belonging to the Merida Institute of Archaeology (IAM), part of the Spanish National Research Council (CSIC) and the Regional Government of Extremadura (Junta de Extremadura), oriented to the specialized academic field. Its main objective is to serve as a communication channel for archaeological research that is defined by its interdisciplinary and innovative character. Its main thematic core is based on the interests and results of the research lines of our centre, although it also aims to accommodate studies that go beyond traditional frameworks or frontiers in disciplinary, chronological and geographical terms. Depending on their format and subject matter, three types of publications are accepted within the series. Firstly, monographs, which deal in depth with specific topics in a coherent manner, with a special interest in the publication of doctoral theses, given the vocation of the IAM as a training centre for researchers. Secondly, minutes of scientific meetings, a format for the specialised discussion to which our centre has repeatedly resorted and which forms part of its identity. Finally, the Mytra series includes scientific reports on the activity of the IAM, thereby making it possible to give a full account of the results of excavations, prospections and other documentation work.

#### **Funding**

The *Mytra* series, published by the General Secretariat of Science, Technology and Innovation (Regional Ministry of Economy and Infrastructures of the Regional Government of Extremadura), is open to editorial proposals with external funding from other institutions.

#### **Authorship declaration**

When submitting the original, authors are required to include a specific declaration that the manuscript has not been submitted for evaluation and publication in other series simultaneously or previously.

## **Editorial standards**

1. The text will be preceded by a page indicating the title of the work and the author's details (name and surname, institution, postal address, telephone, e-mail, academic situation) and date of delivery. Whether it is a single paper or a set of papers on a subject, each original must be accompanied by a translation of the Title into English, accompanied by an Abstract and Key Words in Spanish, with the respective Abstract and Key Words in English. If the text is not written in Spanish, the brief summaries and key words will be translated into Spanish and English. Keywords should not include the terms used in the title, as both are always published together.
2. A complete copy will be delivered in computerised format, preferably in MS Word for Windows or Mac and in PDF, with images included.
3. The working margins will be the usual (upper and lower 2 cm; left and right 2, 5 cm). The font used will be 12 point Times New Roman, single space, with the text box justified. The correlative pagination will appear in the lower right corner. A standard inset (1.25) shall be used at the beginning of the paragraph. Except for the logical separation between different sections, no blank lines shall be left between paragraphs. Under no circumstances may bold text be used.

4. The work will be preceded by an index in which the exact hierarchical order of the different epigraphs will be respected, numbering them indistinctly by means of Roman and Arab figures, and even without numbering.
5. When textual quotations are used in the text or in footnotes, they should be enclosed in quotation marks, avoiding italics. Italics are accepted for toponyms or Latin names. In these cases, spellings with "v" instead of "u" are preferred, both for upper and lower case (*conventus* rather than *conuentus*).
6. As far as the citation system is concerned, the "American" citation system must be used in the text or footnote, with the author's name in lower case and no comma between author and year (author's surname or surname year: pages). If there are two authors, the conjunction "and" between both will be included. If there are more than two authors, the surname of the first one followed by *et alii* will be used.

A complete bibliography will be included at the end of the work. In the final bibliography, the titles of monographs will be in italics, while in the articles the title will be placed between quotation marks. In the final bibliography, the names of the authors, ordered alphabetically by surname, will be in Roman letters, followed by the year of publication without parentheses and a colon. If there are two authors, they will be joined by the conjunction "and". If there are several authors, their names will be separated by semicolon, introducing the conjunction "and" between the last two. If the same author has several works, the order will be by the date of publication, from the oldest to the most recent. If two or more works by the same author or authors coincide in the same year, they will be distinguished by lower case letters (a, b, c...). In the case of monographs, the place of edition as cited in the original edition (e.g. London, instead of *Londres*), separated from the title of the work by a comma, will be indicated. In the case of articles or contributions to joint works, the corresponding pages, also separated by a colon, should be indicated at the end. The names of journals should be included without abbreviations. References to online consultations (Internet) should indicate the Web address, and in brackets the date on which the consultation was made.

Footnotes, always smaller than the text, will be used for clarifications, general references or bibliographic citations.

### **Examples of citations in the final bibliography:**

#### **Monographs:**

CABALLERO RODRÍGUEZ, J. 2008: *Maximiliano Macías y su tiempo (1867-1934)*, Mérida.

Journal articles:

OLMOS ROMERA, R. 2005: "Monstruos y geografías imaginarias en la antigua Grecia", *Bitarte: Revista cuatrimestral de humanidades*, 36: 43-53.

Contributions to conferences and joint articles:

HURTADO PÉREZ, V. 2005: "El campaniforme en Extremadura. Valoración del proceso de cambio socioeconómico en las cuencas medias del Tajo y Guadiana", en Rojo Guerra, M.A.; Garrido-Pena, R.; García- Martínez, I. (coords.), *El campaniforme en la Península Ibérica y su contexto europeo*, Valladolid.

Articles as a part of a monographic series:

AILLET, C., CRESSIER, P., AND GILOTTE, S. (eds.) 2017: *Sedrata. Histoire et archéologie d'un carrefour du Sahara médiéval à la lumière des archives inédites de Marguerite van Berchem*, Collection de la Casa de Velázquez 161, Madrid.

7. All graphic documentation will be considered as a Figure (regardless of whether it is a photograph, map, plan, table or picture), ordering it consecutively. The text should indicate the ideal place where you want it to be included, with the reference (Fig. 1), and so on. A list of figures should also be included, with the footnotes corresponding to each one at the end of the article. The box format of the journal is 15 x 21 cm; columns measure 7.1x21 cm. The graphic documentation must be high quality, so that its reduction does not prevent the correct identification of the legends or blur the contours of the figure. The drawings must not be framed in order to gain space by enlarging them. All graphic documentation is published in black and white; however, if it is sent in colour, it can be published in the digital version. Drawings, plans and any type of record (such as coins or ceramic containers) will be accompanied by a graphic scale, and photographs will be taken optionally. All of this must be prepared for publication adjusted to the box and in such a way that they are reduced to a full scale (1/2, 1/3... 1/2000, 1/20.000, etc.). In any event, the publication size of each figure can be suggested (box, column, 10 cm wide, etc.). Figures should be sent in digital format, preferably in TIFF or JPEG image file of at least 300 DPI and suitable resolution for a size of 16x10 cm. Drawings in DWG or similar format are not accepted and care should be taken not to send them in CAD unless they are of a suitable format for publication in print.

## Acceptance

All texts are selected by the Editorial Board based on their scientific interest and their adaptation to the editing standards, in strict order of arrival, and subsequently notified by the double-blind system by at least two evaluators from outside the IAM and the institution or entity to which the author belongs. Based on the report of the external evaluators, the Editorial Board will definitively accept, or reject, publication of the original.

### Corrections and final text:

1. Once accepted, the Editorial Board may suggest corrections to the previous original (including its significant reduction) and to the graphic part, in accordance with the publishing standards and the corresponding evaluations. The Editorial Board undertakes to communicate the acceptance or rejection of the original within a maximum period of six months.
2. The final text must be delivered carefully corrected and adapted to the publishing standards in order to avoid changes to the first proofs. The text, including abstracts, keywords, bibliography and footnotes of figures, will be delivered on CD, as well as the digitized graphic part, accompanied by a copy in which the figures are included, suggesting the size at which they should be reproduced. The final text may also be

sent by e-mail.

3. Authors will be able to correct first proofs, although no substantial changes to the text will be admitted.

## **Miscellaneous**

1. Delivery of volumes: evaluators will receive a free copy of the volume in which they have intervened; authors or editors will receive 20 volumes or one copy per author if it is a collective work.
2. Return of originals: originals will not be returned unless expressly requested by the author.
3. Rights: the publication of monographs in the *Mytra* collection does not give the right to any remuneration. The author is responsible for the intellectual property rights of the text and figures.
4. Open Access: following the open access policies subscribed by the CSIC, the monographs published in *Mytra* may be published in open access within the institutional platforms agreed upon by the collection. The grace period shall not exceed six months from the publication on paper. By accepting these rules and submitting their texts, the authors and publishers declare to be aware of this aspect and express their agreement that the texts and images of their authorship be disseminated in open access.