

Check List

Preliminary data

- your file should be in the .doc format

Your text includes IN THIS ORDER the following data:

- Title
- (Possibly subtitle)
- First and last name of author(s)
- Brief biography of the author (max. 500 signs)
- Abstract in French (max. 750 signs)
- Keywords in French, separated by a comma (no hyphenated expressions, no plurals, no capital letters except proper nouns, no full stops)
- Abstract in English (max. 750 signs)
- Keywords in English, separated by a comma, (no hyphenated expressions, no plurals, no capital letters except proper nouns, no full stops)
- Were the abstracts verified by a French native speaker? (No machine translations, please!)

Recommendation for the body of the text:

- The text should be complete, in the "normal" style (the only formatting accepted is italics, no bold, no underlining, please).

To verify that the text is in the "Normal" format, without overtaxed style (this is what causes system errors), please open the window "style", select the whole text, and double click on "Normal".

- use the Word formatting for the titles and subheads (Title1, Title2, Title3)
- no full stops or commas after the titles and the subheads
- footnotes should be brief and only used as an explanation to the text
- The location of photos must be specified in the text (Fig. 1, Fig. 2, etc)
- Every photo must have a title
- Every photo must have a legend
- Every photo must have a photographic credit

Recommendation for references

Anglo-saxon style

- References must be included in the text by last name of author and year of publication with no punctuation between the two, in round brackets.
- Specific information and quotes must also include the page number, separated from the year with a colon.
- In the case of two authors separate the names with 'and'.
- Publications with more than three authors list only the first author's name, followed by 'et al' and the year of publication). In the case of multiple references separate authors with semicolons (Knight 1987; Smith and Jones 1994a, 1996).
- The order should be chronological.

Examples: The fabric was called Vellum Cloth and was made in London under the Dowse Patent (Olicott and Price 2002). It was commercially available from 1850 (Jones, Shere and Brown 1999). Jacob Kornerup recommended this material in his annual report, citing its excellent properties (Kornerup 1880: 54). A survey of tracings made on this cloth has shown that they are in excellent condition (Brajer et al 2013).

- At the end of the paper, please include a reference list (not general bibliography) for all the references in the text, listed alphabetically. Reference: see European style.
- The publication on the alphabetical list MUST have a direct reference in the text.

European style

Books

Notes should respect the compulsory format:

- Name, comma, initial of first name - in small capitals
- Title in italics
- Place and a date of publishing

Articles

- Name, comma, initial of first name - in small capitals
- Title in quotation marks
- use "in" when referring to an article in a book or collection of articles
- Title of the review or the collection is in italics
- Number, volume
- year

- pages

Checklist for Images

- files pictures and boards are in JPG
- NB. Figure numbers corresponds to a file name. Please include the last name of the principle author in the file name. Example: Brajer_Fig.1.jpeg. If you want to present a picture a) and a picture b), either you juxtapose them in a single file, or you assign them different numbers: Fig.1, Fig.2
- The size of every file MUST NOT exceed 3 Megabyte
- The resolution of Tables is sufficient
- Images MUST NOT be inserted into the Word file, but sent as separate files with the title fig1, fig.2...

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