



## GUIDELINES FOR AUTHORS (ENGLISH MANUSCRIPTS)

The proceedings of the HOMER 2021 conference will be published as a collective work. Each manuscript will be submitted to a double review. The articles will be available for free online access. The proposed publisher is Sidestone.

- Plain text Word file
- Maximum 5 000 words (title, authors, text, bibliography)
- Abstract in English, around 200 words
- Abstract in French, around 500 words
- Key-words in French and English (10 max)
- Bibliography following the *Bulletin de la Société préhistorique française* norms (see below)
- Addresses of authors at the end of the article
- Figure and table captions in French and English in separate files
- Figures in separate files (one file per figure; 8 max or 3 pages A4 max)
- Tables in separate files (one file per table)

### Submitting manuscripts

Papers can be submitted by e-mail to [homer2020@sciencesconf.org](mailto:homer2020@sciencesconf.org) (using zip format only for compressed folders or files).

A folder, with the author's name, should include the following separate files: text and notes, bibliography, figure captions, annexes, figures (1 file per figure), tables (1 file per table). A low-resolution pdf file combining all these files should also be included.

Files can be named as follows: AUTHOR NAME\_txt., AUTHOR NAME\_biblio.txt., AUTHOR NAME\_fig1.

Manuscripts will be forwarded to two reviewers. The decision to accept a paper will be based on these two reviews. If necessary, the editorial committee will ask the authors to make corrections to the form and to the scientific aspects of the manuscript. The author agrees to return the corrected manuscript within 2 weeks after receiving the reviewers' reports.

### Instructions for publishing in English

The house style is that of the *Bulletin de la Société préhistorique française*

#### Text

The text should be in Word.

- *Title and authors*: the title of the paper should be short, mentioning the chronological period, the geographical zone (commune and département for France) and the subject discussed. First name (complete, in lower case) and family name (in capitals) should be given without other information.

- *Abstracts*: two abstracts are required, in French and English.

The English abstract should be 200 words in length and the French abstract more detailed at around 500 words. The abstracts should clearly indicate the research issue that is addressed in the paper, as well as the results of the study.

- *Keywords*: 5 to 10 keywords must be provided, in both French and English. These keywords are used for indexing purposes; therefore, authors should not hesitate to include words from the manuscript title among the keywords. Plural forms should be avoided (write “lithic industry” and not ‘lithic industries”).

You can use the multilingual thesaurus PACTOLS established by the FRANTIQU network and available online: <http://www.frantiq.fr/fr/opentheso> (click on *Valider*).

- *Text*: plain word-processed text, using a single font. No indented paragraphs, no page breaks, no footnotes, no embedded illustrations, no columns. Do not underline or use bold lettering. Italics should only be used for Latin or rare foreign words.

The hierarchy of titles and sub-titles should be indicated by the numbering system 1.1, 1.2.1, using no more than five levels.

- *Acknowledgements* appear at the end of the main text, before the footnotes.

- *Footnotes*: A few concise notes are acceptable, numbered from 1 to n, referenced appropriately in the text, and placed at the end of the article (see below).

- *Authors' addresses, email*, should be complete and appear at the end of the paper.

### Illustrations

Each illustration (figure or table) must be a separate file. Do not use an Excel file with multiple sheets.

Illustrations should be the desired publication size. The format is 22 cm by 17 cm max.

Illustrations prepared in Illustrator should be saved in .ai format. Photoshop illustrations should be saved in tif format. Photographs must be of high resolution (600 dpi). Documents in black and white, grey scale or colour should be scanned at 600 dpi at their original size.

Figures should always include a metric scale and an orientation. Where there are separate figures showing archaeological finds of a similar kind, these should be at the same scale. Figures should be submitted fully prepared, with the various elements carefully lettered or numbered (a, b, c, etc. for parts of a diagram, 1, 2, 3, etc. for a figure with drawings of several objects) and a uniform font of 8 pt minimum. Lines should be 0.25 pt minimum. Text included in illustrations and tables should be in a single consistent font and at 8pt or larger. Bibliographical references in illustrations, tables and their captions should be as elsewhere in the text (see below) and should appear in the bibliography.

Illustrations are numbered continuously in the order in which they are referred to in the text, without distinguishing between figures and photographs. Bibliographic references should not be referred to in the title of the paper. Tables are numbered separately from figures.

Captions should not be included in the illustrations themselves, but should be grouped together in a list with the corresponding illustration numbers. Captions should also be translated into French. In-text references to figures should be in the form: fig. 1; fig. 5c; fig. 3, nos. 9 and 10; table 2.

### **Editing style**

Elaborate layouts which do not correspond to the house style of the *Bulletin* take a long time to rework.

Authors should strictly respect the instructions given below and papers will not be considered where that is not the case. Authors may also find it useful to refer to *The Chicago Manual of Style*, Chicago, 16th ed. 2010.

### Typography

No space before the characters : ; ! %, but a space is necessary before and after =, -, +, ± (except in subscripts and superscripts)

Use of hyphens: not in technocomplex, typonology, chronocultural, sociocultural, palaeoenvironment

Accents on French capital letters (Épipaléolithique, P. PÉTREQUIN).

Foreign words and sentences are given in italics but familiar foreign words are not italicized (for instance: pasha, a priori, tumulus). Commonly used Latin words and abbreviations should not be italicized (for instance: ibid., et al., passim, etc.). No successive brackets: (fig. 3) (Dupont, 2003) should be (Dupont, 2003; here: fig. 3). La Quina (Charente; Henri-Martin, 1923) should be La Quina, Charente (Henri-Martin, 1923).

### Notes at the end of the text

No footnotes, but a few notes can be listed at the end of the text, as follows:

(1).....

(2).....

The notes are referred to in the text by a simple superscript within brackets: <sup>(1)</sup>, <sup>(2)</sup>.

### Use of capitals

Cardinal points

*In lower case:*

- for adjectives (north-south axis, northern hemisphere), except for geographical names (the North Pole);

- when indicating a direction or relative position (going south, north-west; located north of the Garonne...).

*In capitals:*

- for parts of the world, or country or administrative region (North of France) and for geographical names (the North Sea);

- *abbreviations* are NE, SW, NNE-SSW... (without full stops)

### Abbreviations

Note the use of capitals, lower case, full stops, spaces:

- BP, cal. BP

- <sup>14</sup>C

- et al. (with an indivisible space)

- etc. (not etc...)

- fig. (figure)

- no., nos. (number, numbers)

- vol. (volume)

Acronyms in capitals without full stops: CNRS, BSPF, A10 motorway

### First names

Initial(s) of first name only: Jean-Claude Gardin is J.-C. Gardin with hyphens for French first names and indivisible space for the others: L. R. Binford.

### Botany and zoology

Vernacular names of taxa (phylum, class, order, family, genus...) start with a capital letter, for example: Monocotyledons, Caprinae... The vernacular names of species or domestic forms start in lower case, for example: emmer, modern human, wolf, cattle... The vernacular names of species should be followed, when first mentioned in the article, by a species name in Linnean

binomial form, in italics, as in the following examples: *Triticum dicoccum*, *Canis lupus*, *Bos taurus*...

This can be followed by the name of the original author of the classification, for example: *Monachus monachus* (Hermann) 1779; *Lepus capensis* Linné 1758. Uncertain attributions to taxa should be indicated as in the following examples: *Prunus* sp., *Canis* cf. *familiaris*, *Bos* sp.

#### Publication of radiocarbon dates

The publisher encourages adoption of the recommendations proposed by A. Millard (Millard, 2014:<http://dx.doi.org/10.2458/56.17455>). For dates that are being published for the first time, we thus require you to indicate:

- Laboratory code number.
- Date BP and standard deviation given by the laboratory.
- Type of sample dated (as precisely as possible).
- If possible: preparation method applied (ultrafiltration, etc.), measures of quality control ( $\delta^{13}\text{C}$ , %C, C/N), value of ratio  $^{12}\text{C}/^{13}\text{C}$ .
- Calibration method: specify the programme and curve used with their bibliographical references, eventual corrections (reservoir effect, etc.), result of the calibration, unit used (cal. AD/BC, cal. BP or cal. b2k).
- The expression « calibration at 1 or 2 *sigma* » should not be used, as it is preferable to indicate the probability involved (for example 68,2% for 1 *sigma*).

If a series of results has been treated statistically, specify the programme used and if possible the mathematical model with the relevant bibliographical references.

All of this information can be presented as a table.

### **Bibliographical references**

#### Preparation of the bibliography

Authors are required to *cross-check their bibliography and in-text referencing before submitting their manuscript*. *Bulletin de la Société Préhistorique française* house style must be followed and where that is not the case, papers will be returned immediately to the authors.

All references in the bibliography must be referred to either in the text, or in figure or table captions. Conversely, all references in the text, figure or table captions must appear in the bibliography.

#### In-text referencing

*The references* should be as follows: in brackets, with a comma after the name (Durand, 1965), (Durand, 1984, p. 24-26). If there are several dates for the same author: (Durand, 1965 and 1966); (Durand, 1965, 1968 and 1970). If the dates are identical, use a, b... after the date: (Dupont, 1978a). If different authors share the same name, add the first name initial with a full stop.

Where there are several authors, references should be separated by a semicolon and listed in chronological order: (Dupont, 1952; Durand, 1965).

Where there are two authors for the same publication: (Dupont and Durand, 1963); or more than two: (Dupont et al., 1964). To avoid confusing references, it may be necessary to give the name of the second author (Dupont, Durand et al., 1975). The bibliography is listed in alphabetical order of authors cited and in chronological order for a single author. For references with multiple authors, the same rules apply, even if the names following the first author change.

#### The bibliography

Each journal has its own style convention for references: we shall be following that of the *Bulletin de la Société préhistorique française*. Note the use of commas rather than full stops, as well as use of capitals.

A reference must include all author names, not just et al.

Use of capitals for French journals, as follows: *Bulletin de la Société préhistorique française*, *L'Anthropologie*, *Documents d'archéologie méridionale*, *Revue archéologique de l'Est*, *Gallia Préhistoire*... Please do not abbreviate journal names.

For users of EndNote™ and Zotero: download the style sheet on the SPF website [http://www.prehistoire.org/515\\_p\\_46786/ligne-editoriale-et-consignes.html](http://www.prehistoire.org/515_p_46786/ligne-editoriale-et-consignes.html)

#### **Article:**

DUPONT J., DURANT G. (1978) – Title of the article, *Title of the journal*, 10, 2, page numbers.  
BREUIL H. (1937) – Terrasses et quartzites taillés de la haute vallée de la Garonne, *Bulletin de la Société préhistorique française*, 34, 2, p. 1-27.

#### **Book:**

DUPONT J., DURANT G. (1978) – *Title of the book*, City, Publisher (if necessary, title of the series, and no. in the series), number of pages.  
GARDIN J.-C. (1979) – *Une archéologie théorique*, Paris, Hachette (L'esprit critique, 5), 339 p.

#### **Conference proceedings:**

DUPONT J., DURANT G. (1978) – Title of the article, in J. Martin, L. Thomas and C. Garnier (dir.), *Title of the conference*, proceedings of the conference X (Place, year), City, Publisher (if necessary title of the series), p. 12-15.

BOURGUIGNON L., DJEMA H., BERTRAN P., LAHAYE C., GUIBERT P. (2008) – Le gisement Saalien de Petit-Bost (Neuvic, Dordogne) à l'origine du Moustérien d'Aquitaine ?, in J. Jaubert, J.-G. Bordes and I. Ortega (eds.), *Les sociétés du Paléolithique dans un grand Sud-Ouest de la France : nouveaux gisements, nouveaux résultats, nouvelles méthodes*, proceedings of the SPF conference (université Bordeaux 1, Talence, 2006), Paris, Société préhistorique française (Mémoire, 47), p. 41-55.

#### If the conference does not have a title:

DUPONT J., DURANT G. (1978) – Title of the article, in J. Martin, L. Thomas and C. Garnier (eds.), *Proceedings of the 20th Congress X* (Place, year) City, Publisher (if necessary title of the series), p. 12-15.

#### If there is no editor:

DUPONT J., DURANT G. (1978) – Title of the article, *Title of the conference*, proceedings of the conference X (Place, year), City, Publisher (if necessary title of the series), p. 12-15.

#### If the conference is an issue of a journal:

##### *– if special number or supplement:*

DUPONT J., DURANT G. (1978) – Title of the article, in J. Martin, L. Thomas et C. Garnier (eds.), *Title of the conference*, proceedings of the conference X (Place, year), City, Publisher (*Name of the journal*, spec. num. no.), p. 12-15.

##### *– if an ordinary issue of a journal:*

DUPONT J., DURANT G. (1978) – Title of the article, in J. Martin, L. Thomas et C. Garnier (eds.), *Title of the conference*, proceedings of the conference X (Place, year) = *Name of the journal*, 101, 2, p. 12-15.

*If there are two publishers:*

NOIRET P., ENGESSER K., OTTE M. (1998) – Proposition de révision des stades technotypologiques du Gravettien oriental, in J. Évin et al. (eds.) *Actes du 3e congrès international <sup>14</sup>C et archéologie* (Lyon, 1998), Paris, Société préhistorique française (Mémoire 26) and Rennes, GMPCA (*Revue d'archéométrie*, supplément 1999), p. 151-155.

**Theses and dissertations**

DUPONT J. (1985) – *Title of the dissertation*, doctoral thesis (or masters thesis), university, number of pages.

COLONGE D. (1997) – *Le Paléolithique inférieur de la moyenne vallée de l'Arros (Hautes-Pyrénées)*, mémoire de maîtrise, université Toulouse 2 – Le Mirail, 140 p.

**Excavation reports, etc.**

DURANT J. (2008) – *Title of the report*, final excavation or project report, Institution, City, number of pages.

COLONGE D., DELFOUR G., FONDEVILLE C., JARRY M. (2002) – *Raspide 2 (Blagnac, Haute-Garonne)*, final excavation report, INRAP Grand Sud-Ouest, Service régional de l'Archéologie de Midi-Pyrénées, Toulouse, 83 p.

MANEN C. (2008) – *Le Tai (Remoulins, Gard)*, excavation report, Service régional de l'Archéologie de Languedoc-Roussillon, Montpellier, 104 p.

Titles in English begin each word with a capital letter (apart from articles and prepositions).