

MONOGRAPHS OF THE ARCHAEOLOGICAL SOCIETY OF FINLAND

INSTRUCTIONS FOR AUTHORS AND EDITORS

For inquiries and book proposals, please be in touch with the Editor-in-Chief Anna-Kaisa Salmi (anna-kaisa.salmi(at)oulu.fi)

HOW TO SUBMIT A BOOK PROPOSAL

A book proposal must include the following:

- 1) Title and author(s) or editor(s)
- 2) An abstract (up to one page) defining the scope and contents of the volume, the research it relates to and any relevant background information about its national and international relevance.
- 3) A table of contents
- 4) A suggested timeline that is as realistic as possible allowing enough time for peer review and any corrections. In general, the volume should be published within two years from the approval of the proposal.
- 5) An outline of the reference system, layout and graphic design; the latter may already be presented in detail but may also give only an example that will be followed or a person/company that will be responsible for the design with an outline of the goals of the design.
- 6)
 - a) For single-author (or two or three author) volumes, the names of up to two or three potential referees for the volume
 - b) For PhD theses accepted by (Finnish) Universities, please provide the review reports of the PhD thesis, a detailed response to reviewer comments and the permission to defend a thesis
 - c) For monographs based on PhD theses, please provide the review reports of the PhD thesis, a detailed response to reviewer comments and the names of one or two potential referees for the volume
 - d) For edited collections of papers, an outline of the peer review process. Please note that all paper manuscripts must be evaluated by (at least) two independent reviewers who are PhDs or other experts in the field. Please specify if the peer review process will be double-blind, single-blind, or open.
- 7) CVs and lists of publications of author(s) or editor(s)
- 8) Optional: an introduction (for edited collections of papers) or a sample chapter

APPROVAL FOR PUBLICATION

Book proposals will be evaluated by the Editor-in-Chief and the editorial board. The editorial board in conjunction with the Editor-in-Chief will decide if the proposal in question will be accepted or rejected. Preferably all members of the editorial board will take part on decisions on the acceptance or rejection but at least six members and the Editor-in-Chief must take part in any decision on such matters. If the proposal is accepted, the Editor-in-Chief will inform the author(s) or editor(s).

PEER-REVIEW PROCESS

SINGLE-AUTHOR (OR TWO OR THREE AUTHOR) MONOGRAPHS will go through a double-blind peer review by two external referees. Based on the suggestion of the referees, the editorial board and Editor-in-Chief will decide if the monograph will be accepted for publication with 1) no revision 2) with minor revision or 3) with major revision. For such books, the peer review label of the Federation of Finnish Learned Societies will be used.

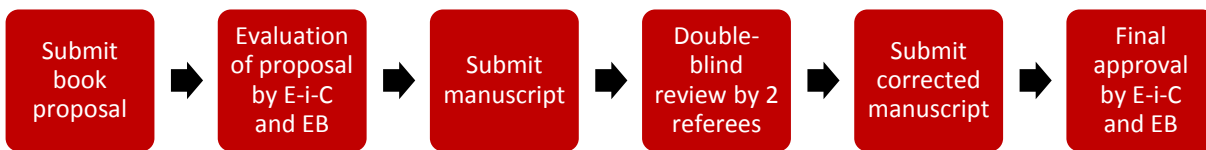


FIGURE 1. PEER REVIEW PROCESS OF SINGLE-AUTHOR (OR TWO OR THREE AUTHOR) MONOGRAPHS.

PHD THESES accepted at (Finnish) Universities can be accepted for publication in MASF based on the reviews of two examiners nominated by a (Finnish) University and the permission to defend a thesis. The author must provide the editorial board and Editor-in-Chief with the reviews of the PhD thesis, a detailed response to the reviewer comments and the permission to defend a thesis. Based on these documents, Editor-in-Chief and the editorial board will decide if the thesis will be accepted for publication in MASF. For such books, the peer review label of the Federation of Finnish Learned Societies will **not** be used.

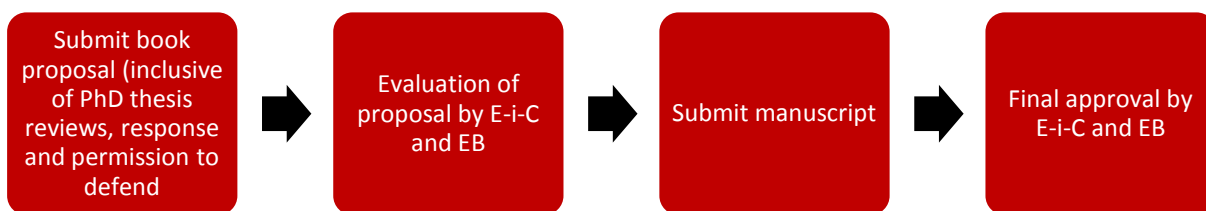


FIGURE 2. PEER REVIEW PROCESS FOR PHD THESES APPROVED BY FINNISH UNIVERSITIES.

MONOGRAPHS BASED ON PHD THESES that have previously been reviewed by two external reviewers will go through a double-blind peer review by one external referee. In such cases, the author must provide the editorial board and Editor-in-Chief with the reviews of the PhD thesis and a detailed response to the reviewer comments. Based on the suggestion of the referee and the review material of the PhD thesis, the editorial board and Editor-in-Chief will decide if the monograph will be accepted for publication with 1) no revision 2)

with minor revision or 3) with major revision. For such books, the peer review label of the Federation of Finnish Learned Societies will be used.

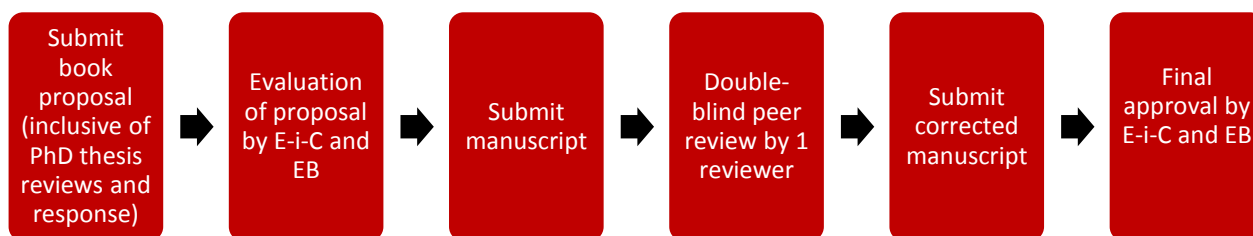


FIGURE 3. PEER REVIEW PROCESS FOR MONOGRAPHS BASED ON PHD THESES.

For EDITED COLLECTIONS OF PAPERS, the volume editors will be responsible for arranging a peer review by two independent reviewers for each paper in the edited collection of papers. Based on the suggestion of the referees, the volume editors will decide if the paper will be accepted with our without revision, or rejected. The volume editor(s) must provide the Editor-in-Chief with the referee reports and the publication decisions sent to the authors for archival purposes. The Editor-in-Chief and the editorial board will give a final approval for publication only when the corrected version of the volume has been submitted and considered adequate by the Editor-in-Chief and the editorial board. For such books, the peer review label of the Federation of Finnish Learned Societies will be used.

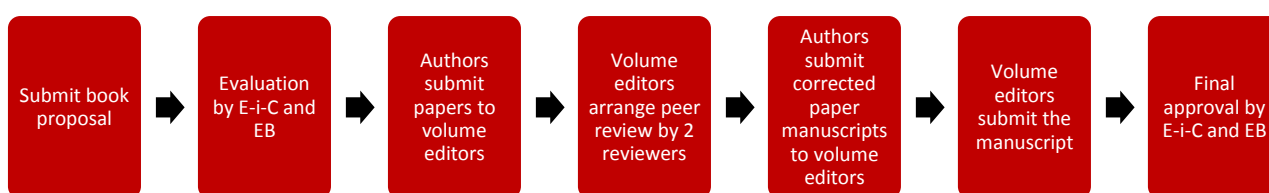


FIGURE 4. PEER REVIEW PROCESS FOR EDITED COLLECTIONS OF PAPERS.

NOTES ON THE PEER-REVIEW PROCESS

The peer review process will focus on the comprehensiveness of the material and the mastering of the theoretical framework, reliability and accuracy of the research implementation as well as the originality and novelty of the results in relation to earlier research, according to the standards of the discipline in question.

The Editor-in-Chief will keep electronic records of the key review information and documents related to the manuscripts accepted for the review process. For published volumes, the book proposal, opinions issued by

the editorial board and Editor-in-Chief, opinions issued by the reviewers and decisions of the publication of individuals papers or the volume will be archived. For refereed manuscripts that are not published, the recorded data includes the name of publication and names of authors mentioned in the publication proposal, as well as the names of referees.

HOW TO PREPARE YOUR MANUSCRIPT

GENERAL GUIDELINES

Final submission will be in print-ready pdf files. All content must have passed peer review according to the instructions above. The author(s) and editor(s) should be aware of compatibility issues related to different pdf file formats. The pdf files submitted should also be readable with earlier reader applications. It is the responsibility of the author(s) and editor(s) to create the files using a suitable pdf version.

The Monographs of the Archaeological Society of Finland is a non-commercial and inclusive publication that tries to reach as many readers as possible. Thus, it is required that the potential author(s) or editor(s) will take into account design requirements for colour-blind readers. This means avoiding other colours than darker grayscale or blue in titles and captions and avoiding the colour combinations of red, green and yellow in title pages and any general graphics. More information from:

<http://www.colourblindawareness.org/business/>

[http://msdn.microsoft.com/enus/library/bb263953\(v=vs.85\).aspx](http://msdn.microsoft.com/enus/library/bb263953(v=vs.85).aspx)

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LANGUAGE AND PROOF-READING

The main language of the Monographs of the Archaeological Society of Finland is English (either British English or American English but the choice has to be consistent in all parts of a volume). Articles in edited volumes can be in French, German, Italian or Spanish but in these cases an abstract has to be provided in English for individual articles; it is desirable that at least the leading articles will be in English. In order to ensure a wide international audience we will approve major languages using non-Latin alphabets only in fully bilingual publications. However, texts may contain quotes in other languages but translations have to be provided.

Special attention must be paid to the quality of English and the texts must have been proof-read, preferably by an archaeologist who is a native speaker of English. Similarly, the articles in any other language must have been proof-read in the same manner. The author(s) or editor(s) are responsible of arranging language proof-reading.

REFERENCING

MASF accepts several referencing systems listed below. The use of references must be consistent throughout a monograph or an edited collection of papers. In edited volumes, every article or chapter (or any entity in its own pdf file) must have its own bibliography – end notes or volume bibliographies are not accepted.

Referencing systems accepted by MASF:

- 1) Author-year system, preferably one of the Harvard Author-Date systems.
- 2) Short title [foot notes] as in the Acta Instituti Romani Finlandiae or Arctos. Please check the style issues below for further clarifications on correct practices.

- 3) Foot notes with an author-date system as in the *Archaeologia Medii Aevi Finlandiae XVII*.

LAYOUT AND DESIGN

The design of each volume is individual and unique. The design of layout and cover of each individual volume is the responsibility of the authors/editors of each volume. The design and layout will be evaluated by the Editor-in-Chief and editorial board at book proposal stage and when the final corrected manuscript is submitted for final approval. If the cover or the layout is in an unusual degree similar to a previous volume of MASF, excluding the suggested choices of font, header/footer layout and positioning of titles and abstracts as defined below, a copyright agreement has to be sought from the copyright holders of the previous volume. Every author or editor (or a responsible representative of a collective) will have to fill in a copyright form stating that the design of their volume is their own work or the copyright or the right to use the design has been passed to them by a graphic designer. The copyrights will stay with the author(s), editor(s) and/or graphic designer(s), unless otherwise agreed.

Please adhere to the following guidelines in the design and layout of the volume:

- The name of the series and the volume number should be present on the cover.
- The publication should be created and distributed in A4 size.
- The pages must have sensible margins (min. 2 cm).
- All text pages should be numbered, starting with 1 and running consecutively throughout the whole volume.
- The body text should be similar to the size of Times New Roman 12 pt and the headers, footers and footnotes similar to the size of Times New Roman 10 pt.
- The easy readability should guide the choice of fonts: the first preference should be given to those that are easily readable on pdfs or over Internet (serif fonts: Georgia, Palatino or Times New Roman; sans serif fonts: Verdana, Arial, Helvetica, Tahoma or Geneva)
- Tables may have a smaller font size but they must be clear and readable on screen and in print.
- All chapters must be numbered in a consecutive order.
- All titles must be marked with sub-numbering, a distinctive font, bold, cursive or capitalised, or a larger-sized font and in a logical manner.
- If the volume is produced only as a web publication, the authors are encouraged to select one of the sans-serif fonts to make reading on screen easier.
- Pdf files will be printed out by many end users so the illustrations must be produced to print quality. Thus, 300 dpi is the preferred resolution for all illustrations, which must be set to the print size to optimize the file sizes.
- All articles must be downloadable as separate files, unless the reproduction permits for a PhD thesis states otherwise.
- All articles must have their own bibliographies – no end notes or volume-wide bibliographies.
- All articles must have a title and the name(s) of the author(s) and their affiliations on the first page.
- An English abstract should be provided for each article written in a language other than English, to be placed below the name(s) of the author(s).

- A short list of key words beneath the abstract.
- Any acknowledgements in an article should be after the body text at the end before the bibliography.
- Any acknowledgements in a monograph with a single author or joint authors should be made in a foreword.
- The headers of the pages of an article or chapter should include the surname(s) of the author(s) and the short title of the article on alternate pages starting with the short title on the first page of an article or chapter.
- The footers of the pages of an article or chapter should include the name of the series and volume number followed by the year of publication and full page numbers (e.g. MASF 2, 20XX, 31–74) and the short title of the volume on alternate pages starting with the short title on the first page of an article or chapter.
- All finalized monographs should have a cover and cover pages giving publication information, details of the series, and ISSN and ISBN numbers, together with a printable contents file.
- If there is an exceptional need for any settings or layouts of the edited volumes deferring from the last three rules should provide a cover sheet for every pdf file containing the full title of the article, the full name of the volume, the volume of the series, page numbers, the publication year, ISSN and ISBN numbers and copyright note; the production of these cover sheets is the responsibility of the editor(s) of the volume.
- The creation of experimental or exceptional material is not discouraged but the author(s) and editor(s) must consider the nature of the publication and the printing requirements and agree upon any larger illustrations with the Editor-in-Chief and the editorial board; the editorial board reserves the right to decline any proposal that will be too costly to maintain or requires work on the part of the Archaeological Society of Finland and/or the Monographs of the Archaeological Society of Finland beyond their normal remit.

STYLE GUIDE

- Journal titles: Give all journal titles in full, do not use any abbreviation systems.
- Short note system: Please refer to the number of the footnote where the consecutively referred to title is given in full, instead of *op.cit.* or similar.
- Quotes: All quotes over 40 words should be indented without quotation marks.
- Page numbers: Preferably, no p. or pp but just the range of pages in full, e.g. 44–48, without the use of expressions such as *ff.* or similar.
- Units: Metric units should be used throughout with a decimal point and with no comma separating thousands.
- Numerals: All measurements and percentages should be expressed in numbers, unless they are the first word in a sentence; the numbers from one to twenty should be expressed in words, with number 21 or higher in numbers.
- Centuries: these should be expressed systematically, either all in words (first to twenty-first century) or all in numbers (1st to 21st century). Dates: Absolute dates should be expressed as follows: 123 BC, fifth or 5th millennium BC, AD 30, fifth or 5th century. AD; radiocarbon dates 411 ±55BP or 411 +/-55BP if uncalibrated, 400 cal. BC if calibrated. Where there is a choice, the same choice has to be used consistently throughout the same volume.

DOCUMENTATION OF THE PEER REVIEW PROCESS (FOR EDITED COLLECTIONS OF PAPERS ONLY)

Please send the reviewer reports of individual papers and the publication decisions sent to the authors to the Editor-in-Chief for archival. The files should be compiled as a single pdf file inclusive of all the reviewer reports received and publication decisions made during the production of the volume.

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The Editor-in-Chief provides guidance but will not participate in editing any volumes unless she/he is involved in producing a volume. Similarly, the editorial board will assess proposals, give assistance with finding the reviewers for volumes and acknowledge the results of the peer review of a volume but are not obliged

beyond these honorary duties. They and the Editor-in-Chief may participate in the review process if they wish to, through mutual arrangement. Any additional help with editing or proof-reading from the part of the reviewers cannot be expected.

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The Archaeological Society of Finland and the Monographs of the Archaeological Society of Finland reserve the right to withdraw an offer of publication due to any unforeseen circumstances or if the author(s) or editor(s) does not submit the finalized pdf files within three years after the formal approval from the editorial board without a proper reason.