

Monographs of the Archaeological Society of Finland Instructions for potential authors and editors

Ulla Rajala, Editor-in-Chief

Approval for publication

Every potential author or editor must file an official proposal for their volume. The specifications of the format and contents of a proposal are presented in a separate instruction note. All official proposals will be circulated among the editorial board who will decide in conjunction with the Editor-in-Chief 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). At this point the editorial board will draw up a peer review panel; members of the panel can be suggested by the author(s) or editor(s) but they will stay anonymous to author(s) or editor(s). The Editor-in-Chief and/or the editorial board will approach potential peer reviewers and get their preliminary acceptance; the editorial board will accept the panel before the peer review process goes ahead.

Before the submission of content for peer review, the editor(s) of an edited volume will be asked to read through all the articles and suggest if any of them is weak and may not be worth sending to a proper peer review. The editor(s) of the volume together with the Editor-in-Chief will make the preliminary decision and in the problematic cases the draft will be shown to a willing member of the editorial board.

When the submitted pdf files have been received the peer review panel will be confirmed and the peer reviewers will receive their copies of the pdf files electronically. The set peer reviewers will provide a suggestion if the volume/article should be approved for publication or not, and provide suggestions for corrections and improvements. . In normal circumstances the approval of corrections made by the author (s) will be straightforward – in the case of typos this will be done by the editor(s) in the case of an edited volume and by the Editor-in-Chief in the case of single author volumes – but in problematic cases (with split views or very bad reviews) the corrected version returns to the peer reviewers. However, the final say will stay with the Editor-in-Chief if it is apparent that there are points of view resulting from philosophical differences. The Editor-in-Chief and the editorial board will give an approval for publication only after the volume has passed the peer review. This approval may be conditional, pending the corrections required by the peer reviewers, and the final approval will be given only when the corrected version of the volume has been submitted and considered adequate by the Editor-in-Chief.

General guidelines

Final submission will be in print-ready pdf files. All content must have passed peer review by reviewers agreed upon between the Editor-in-Chief and the editorial board. In the case of the PhD theses, the passing of the formal examination process set by the Finnish University in question prior to the publication and the University's permission for publication will count as

independent peer review. In any exceptional cases, approach the Editor-in-Chief for further guidance and consultation.

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 or to discuss and agree upon alternative solutions with the web editor of the Monographs of the Archaeological Society of Finland.

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/> or [http://msdn.microsoft.com/en-us/library/bb263953\(v=vs.85\).aspx](http://msdn.microsoft.com/en-us/library/bb263953(v=vs.85).aspx) and additional help from for example <http://www.vischeck.com/>.

Language

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.

Language check and proof-reading

Special attention must be directed 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. Please, contact the Editor-in-Chief regarding the differences in terminology and other language-related matters. The approved referees are likely to comment on the quality or correctness of language but they do not necessarily do so and they cannot be expected to do a thorough proof-reading.

Referencing

Due to different traditions in Finnish archaeology, especially between prehistoric and historic archaeology, and the requirements for the PhD thesis, the series accepts several referencing systems. It also acknowledges that even in the same project there may be people from different disciplines and traditions and as a result in an edited volume there can be two different reference systems present. However, the editors must define the versions of author-year and footnote systems to be used and no more than two systems, one author-year and one footnote, are accepted in one volume, *i.e.* all Harvard-type author-year references must follow the same rules. In addition, in edited volumes every article (or any entity in its own pdf file) must have its own bibliography – end notes or volume bibliographies are not accepted.

Referencing systems:

- 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 expected to be individual and unique, due to the model set out when the series was started. The design of layout and cover of each individual volume is down to the authors/editors of each volume but this must be agreed upon with the Editor-in-Chief and presented to the editorial board. 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. It is kindly pointed out that the design of MASF 1 was created originally for a freestanding project publication and will not be used as a model for further volumes. 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.

However, the following guidelines are given to provide consistency and help the readers of the web publication:

- 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.
- In the case of PhD students publishing their theses any rules or guidance given by the Monographs of the Archaeological Society of Finland will be overruled by the regulations related to the PhD submission by a University.

Style issues

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.

Copyright

The author(s) (and the editor(s) in the case of the volume design) must also sign a declaration with which each author certifies that she/he owns the copyright to his/hers contribution and designs, or has a permit to use previously published material, and she/he declares and warrants that the article has not been published previously. The author of an article-based PhDs, approved by the Finnish Universities, is exempt from this latter declaration. Contributors are responsible for obtaining permission from the rightful copyright holders of any material published previously to be republished in the specific volume and paying any costs towards the reproduction of maps, figures, tables, or any previously published material. They should obtain both print and electronic world rights in both English and/or the publication language. A copy of each permit must be sent to the Editor-in-Chief when the final version of the manuscript is submitted. Special care should be placed onto the wording for the reproduction permits and any regulations by the original publisher will overrun any formatting within the series.

The copyright of any original work remains with the author(s) but the Monographs of the Archaeological Society of Finland will have the right to use, store and redistribute the content indefinitely for non-commercial purposes. The rights to the design of the web site and the materials related to the Monographs of the Archaeological Society of Finland remain with the Archaeological Society of Finland and any named individuals.

The submission of a monograph or an article to the Monographs of the Archaeological Society of Finland is an automatic approval from the part of an author to allow the material to be published online and to be distributed freely through the Internet for private use.

Publication costs

The authors and editors are responsible for covering any costs related to the preparation of the volume. A volume can be published in hard copy if the author(s) or editor(s) have or a third party agrees to pay the printing costs. The possible paper volume may predate the online publication but the pdf files have to reproduce the printed version; the cost of the creation of the pdf files is with the author(s) or editor(s). Similarly, any costs towards the republication of copyright material or language checks are to be paid by the author(s) or editor(s). Printing and any additional work involved are the responsibility of the author(s) or editor(s) of the volume. The Archaeological Society of Finland and the Monographs of the Archaeological Society of Finland takes responsibility only for the approval/dismissal of the volume, liaison and arrangements for peer review (unless a [Finnish] PhD thesis), and uploading and storage of the final volumes over the Internet.

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 individual panels of 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 reviewing panels if they wish to, through mutual arrangement. Any additional help with editing or proof-reading from the part of the reviewers cannot be expected.

The reserved rights of the publication series

The availability of publication slots will depend on the storage capacity available to the Archaeological Society of Finland and the Monographs of the Archaeological Society of Finland. The expansion of storage capacity will be dependent on fundraising on the part of the Editor-in-Chief or any agreement between the Archaeological Society of Finland and the Monographs of the Archaeological Society of Finland.

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.

Monographs of the Archaeological Society of Finland
Instructions for submitting a proposal to the editorial board
Ulla Rajala, Editor-in-Chief

Informal approaches

Potential authors or editors are encouraged to approach the Editor-in-Chief informally before lodging a proposal in order to discuss other volumes in the pipeline, publication slots and the potential timeline for: initial assessment, offer of publication, confirmation of the offer through peer review and the upload of the material.

Proposal

A formal proposal must include five elements:

- 1) A short abstract of max. 2,000 words defining the scope and contents of the volume, the research it relates to and any relevant background information about its national and international relevance.
- 2) A table of contents.
- 3) A suggested timeline that is as realistic as possible allowing enough time for peer review and any corrections. The publication should either be in draft form or an advanced state of preparation so that the volume can realistically be published within two years from the official approval of the proposal.
- 4) 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.
- 5) A proposal for a volume specific panel of reviewers – or alternatively, the approval of the named PhD pre-examiners by a [Finnish] University or its permission to publish the PhD thesis in question after a successfully completed pre-examination process. In the cases where the volume is not a [Finnish] PhD thesis, the editorial board will make a decision on the volume specific peer reviewer panel and the members of the editorial board can make suggestions for suitable peer reviewers or seek guidance from experts on different topics. The peer reviewer panel can also be partly drawn up by the editorial board. However, the authors/editors cannot expect the members of the editorial board to be automatically available for peer review – only them to advice on suitable reviewers and help to secure a reviewer panel. If a Finnish PhD has already a permission to publish from his/hers University, this will automatically count as an executed peer review; Editor-in-Chief and the editorial board will decide if they think the PhD thesis should be published in the Monographs of the Archaeological Society of Finland and if there is a suitable slot available for this publication.

Additional material

The potential author(s) and/or editor(s) should provide the Editor-in-Chief their CV(s) and publication list(s). They may submit a sample article/chapter that can be distributed by e-mail to the members of the editorial board (files in a pdf format; any files larger than 2MB must be sent using Dropbox or similar). The distribution of any additional material among the board is in discretion of the Editor-in-Chief.

It is the responsibility of the Finnish PhD students or any other PhD students who need to publish their theses before the public examination to consult the regulations of their university, discuss their proposal with their supervisor and advisors and confirm the suitability of the Monographs of the Archaeological Society of Finland as a publication forum before they submit their proposal. The PhD students must also submit the names and contact details of their supervisor and any advisors to the editorial board for possible consultation.

Further remarks

It is assumed that all the proposed content is original and has not been published in the same format anywhere else except in the cases when the volume will contain an article-based PhD, approved by the Finnish Universities (regulations for article-based PhDs, see <http://www.helsinki.fi/hum/english/postgraduate/articlebaseddissertations.pdf>). It is the responsibility of the PhD student in question to negotiate the reproduction rights of the articles printed or published elsewhere; the Monographs of the Archaeological Society of Finland reserves a right to cancel an offer of publication if the reproduction rights have not been negotiated in advance in the cases where the pdf files of the articles are to be reproduced. The original introduction in the article-based PhDs, to be published alongside the reproduced articles or their links, has to be substantial if there is a high number of links to the articles in restricted-access international scientific journals.

It is assumed that the volume will not be offered to any other publisher between the submission of the proposal and the decision from the editorial board.