

Notes for Contributors for

Siedlungs- und Küstenforschung im südlichen Nordseegebiet (SKN)
Settlement and Coastal Research in the Southern North Sea Region (SCN)

and

Studien zur Landschafts- und Siedlungsgeschichte im südlichen Nordseegebiet
Studies in Landscape and Settlement History in the Southern North Sea Region (SLSN)

Your contribution

Please submit your contribution in digital form.

Create **one file** for Text, Captions for illustrations and tables.

Create a **separate file for each** figure and table.

Text

Please submit your text in WORD format.

Type text without hyphenated syllables.

Do **not** use **automatic functions**, e.g. to create a Table of Contents, cross-referencing, etc.

Do not integrate or embed illustrations or tables (or empty frames for same) within the text file. But don't forget the figure references in your text.

Give the title of your paper also in German, if possible.

Add an Abstract, in English and, if possible, in German, at the head of your paper. This should not be a summary of the paper, just one paragraph to inform the reader about its contents. The English as well as the German abstract should only **contain 1400 signs including spaces** at most.

The Abstract should be followed by a maximum of ten key words. Please use the following system: geographical reference – geological reference – chronological reference – subject area – content.

A Table of Contents will only be included for long texts.

Use only Arabic numerals for numbered paragraphs and sub-paragraphs. No final stop.

Example

1 / 1.1 / 1.1.1 etc.

Paragraphs should be separated by a space (blank line).

Follow official rules for abbreviations and contractions; if applicable, the unabbreviated form of personal abbreviations should be indicated.

As a general rule, abbreviations and contractions are followed by a full stop unless the shortened form consists of upper-case initials (e.g. AD, BC, BP) or is a recognized acronym pronounced as a single word (e.g. Anzac, Fiat). No full stop if they consist of the first and last letter of a word, e.g. St for Saint (not St.).

Quotation marks in English texts: 'example' (but: "quotation"), in German texts: „Beispiel“.

Brackets should always be in normal up-right script, even if the content is in italics.

Numbers

One to ten should be spelt out, except when a list within the text.

Examples

The hoard contained ten sickles. (But: The knife was 10 cm long.)

The hoard contained 24 objects: 9 sickles, 5 axes and 10 scrap fragments.

Numbers with four or more digits should be visually differentiated: in English texts with a comma (in German texts with a full stop). Decimals are marked with a full stop in English texts (a comma in German texts).

English examples

1,234; 12,345; 123,456; 1,234,567; etc. – Decimals: 12,345.67; 123,456.78; etc.

Years have no comma!

Examples for (calibrated) ¹⁴C dates

English: 1234 BP / 1234 cal BC

German: 1234 BP / kal. 1234 v. Chr.

There should be a space before and after "±", i.e. 123 ± 12 BP (not 123±12 BP).

Measurements: No space before and after hyphens linking two numbers: the numbers should be joined by a hyphen, not a dash. A space should separate the number from the measurement unit.

Examples

1-2 cm; 1×2 cm; 2 m above sea level (German: +2 m NN)

Structural divisions, etc.: No spaces before and after hyphens (not a dash).

Examples

Chapters 1-4; Firbas I-IV; Types 1-4

Quotations/References

Direct quotations should be in italics, between quotation marks.

Bibliographical references in the text should be in the usual "natural sciences" manner. **No foot or end notes for bibliographic referencing or any remarks.**

Please ensure that references are clearly structured, and use the structure you have chosen consistently for all source references. Block page numbers should be joined by a hyphen, not a dash.

Example (recommended)

(AMAN 1970a, 14, 33 f.; 1970b, 45, 50; 1983, 89; BMAN 1980, 19 f. 21 Fig. 5: 1, 7-9, 13. 6: 1-4. 7: 2, 5-8. 22 Fig. 8-9. 23 Fig. 16: 2. 17: 3-4; CMAN 1990, 55 ff. 60 Plate 7: 1-5)

In source references names of authors or similar indications should be written in small capitals (but not the names of editors in the case of "In:" plus reference to a collective work in the bibliography). The initials of the given names are followed by a comma. In the case of several authors, "&" should be added before the last name. The year of publication follows the name of the author (preceded by a comma).

Personal names not connected with a quotation should be written normally in the text (not in small capitals).

If the bibliography lists several publications by the same author in the same year, the publications are listed in the order in which they are mentioned in the text with the addition of "a", "b", etc.

In the case of articles in journals or in volumes of a periodical series with a reference year, the bibliographical reference to the article should always be dated the actual year of publication, as printed in the journal or volume. The reference year of the volume is then mentioned in the bibliography.

Example

AUTHOR, N., 1999: House Construction. Journal of Archaeology 12, 1995, 1-20

The titles of all journals and series should be listed in full in the bibliography.

In the bibliography, page numbers for articles in a volume of a series should be indicated immediately after the serial number of the volume (preceded by a comma).

In the case of journals and journal-like volumes in a series, the place of publication is omitted (except: Acta Archaeologica, Copenhagen, or Budapest, etc.) The place of publication is mentioned for

monographs and monograph-like volumes in a series.

Example

GENRICH, A., PETERS, H.-G., & SCHIRNIG, H., 1977: Prehistory. In: H. Patze (Ed.), The History of Lower Saxony 1. Publications of the Historical Commission for Lower Saxony and Bremen 36, 439-541. Hannover.

Tables

Tables should be created only with the table function of WORD or with EXCEL.

Each table should be submitted as a separate file (Abbreviated name_Tab01 ff.).

Add a key for any abbreviations used in the table.

Illustrations

Please make sure that you have the printing permission for all figures which are not your own ones. We don't take over responsibility for any breaches of copyright.

Each digital figure should be submitted as a separate file (Abbreviated name_Fig01 ff.).

Give names of the creators or copyright holders for all illustrations (graphic designer, photographer, institution) or give the publication from which the illustration is taken and that in the related caption.

The type area is 16.0×24.0 cm; the column width 7.75 cm.

It is essential that illustrations fit within these measurements. Embedded text must be legible.

When preparing large illustrations, please ensure that enough space is left on the page for the caption.

The image files should be in TIF or PSD format; it is very helpful if the individual layers are available.

The resolution should not be less than 300 dpi, line drawings at least 1200 dpi.

Vector graphics are very much welcome, preferred as pdf, eps or ai.

Mention the scale in the caption, or include a graduated scale in the illustration.

Ground plans should be oriented to the north if possible; otherwise an arrow pointing north must be included in the plan.

Excavation photographs should include an arrow pointing north and a graduated scale.

Pottery should preferably be drawn to scale 1:3.

AI (Artificial Intelligence)

As a general rule, when using AI, academic standards must be adhered to and good academic practice must be upheld.

Large language models (LLMs), such as ChatGPT, Claude or Gemini, do not meet the criteria for authorship. It is the responsibility of the authors to ensure that the final version of a text is the result of their own independent work and is therefore regarded as their own original work.

The use of AI to assist with text editing – such as improving language and style, and correcting spelling, grammar and punctuation errors – is permitted. It may also be used for translation; however, a lengthy verbatim quotation in a foreign language – more than 40 words – must be cited in the original, too.

AI-generated text elements, on the other hand, are not permitted.

AI-generated images are not permitted, as the legal situation regarding copyright still requires fundamental clarification.

AI-generated references must be cross-checked against library catalogues or literature databases to ensure that the cited works exist, that they are cited correctly and in full, and that they were written by the authors named.

Address

Please give your academic titles with your name and indicate the address you wish to have published with your paper.