

# Instructions to authors

These guidelines are intended as specific supplement / adaptation to the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” (see <http://www.icmje.org/>) which apply to manuscripts submitted to the *Bulletin der Schweizerischen Gesellschaft für Anthropologie*.

## General information

### Article categories

Original articles, book reviews, technical notes, discussion forum, reviews, summaries of diploma theses, texts of presentations at AGHAS meetings, “proceedings” etc.

- **Original articles:** Generally no more than 30 A4-pages (including tables, illustrations and reference list).
- **Technical notes:** Like original articles but shorter (max. 15 A4-pages) and focused on methodological aspects.
- **Book reviews:** Max. 2 A4-pages, only text, bibliographical details, otherwise like original articles.
- **Reviews / discussion forum:** Like original articles, but generally only at the invitation of the editors; unasked contributions may be accepted under certain circumstances.

### Language

The manuscripts can be written in German, French, Italian or English.

## Composition of manuscripts (original articles)

### Design

- No word divisions. **No formatting** (like tabulators, text boxes etc.) except Latin words respectively species names *italic*.
- No footnotes, no table of contents.

### Structure

- **Title page:** Title in text language and in English. Give an additional short title (max. 40 characters). Complete name and address of corresponding author. Names, institutions, and places of further authors. Declaration of any financial dependencies.
- **Abstract:** In the language of the text and in English with max. 5 key words each. Complete sentences, summary of the work’s essential aspects, max. 250 words.
- **Text:** Title 1: Bold, centered.  
Title 2: Bold, aligned left.  
Title 3: Normal, aligned left.
- **Reference list.**
- **Proof of illustrations.**

- **Address:** Name, institution, address, country, telephone, fax, e-mail. Corresponding author first, followed by other authors in alphabetical order.
- **List of table and illustration legends:** list of consecutively numbered legends at the end of the document in the following style:
  - Illustration legends: Fig. X: xxxx.
  - Table legends: Tab. X: xxxx.

### **Illustrations and tables**

- Scanned images: Scan in original size with a minimal resolution of 800 dpi in TIFF-format.
- Scanned slides or negatives must have a resolution of 2400 dpi in TIFF-format.
- Digital photos in the highest resolution possible.
- Figures and tables are to be marked with the consecutive figure / table number and a short legend. All figures and tables appear as consecutively numbered notes in the text, e.g. (Fig. 1) or (Tab. 1).
- The editors assume that the authors are in possession of the printing rights for all illustrations for the designated purpose.

### **Reference style**

Personal communications (Meier *pers. comm.*) or submitted and not accepted work (Meier *submitted*) should not be quoted in the text. The authors are responsible for the accuracy of all references.

#### **• In the text:**

One author: (Schultz 1992), (Schultz 1992; Meier 1978a, 1978b).

When pages are mentioned:

- One page: (Schultz 1992, p 13; Meier 1978, p 245).
- Two pages: (Schultz 1992, p 13f.).
- More than two pages: (Schultz 1992, p 13ff.).

Two authors: (Acsádi and Nemeskéri 1970).

Three or more authors: (Herrmann *et al.* 1990).

#### **• In the running text:**

One author: Schultz (1992, p 4) mentions...

Two authors: Müller and Meier (1979) mention...

Three or more authors: Herrmann *et al.* (1990, p 35ff.) mention...

#### **• In the reference list:**

The reference list should be in alphabetical order (and within one author in descending chronological order). Work in press (Meier *in press*) is to be listed with complete specifications (including journal).

#### **- Articles in journals:**

The journals' names must be spelled out.

One author: Bach H 1965. Zur Berechnung der Körperhöhe aus den langen Gliedmassenknochen weiblicher Skelette. *Anthropologischer Anzeiger* 29: 12-21.

More than three authors: Meier A, Müller HP, Schmidt C *et al.* 2000....

In case several articles by the same author were published in one year, indicate this with a, b etc.: (Meier1999a, Meier 1999b).

When year and year of printing are different: Müller H 1906 (1907). Xyz....

#### **- Contributions in books:**

Arnold K 1986. Die Einstellung zum Kind im Mittelalter. In: Herrmann B (ed.). *Mensch und Umwelt im Mittelalter*. Springer. Stuttgart, 53-64.

#### **- Books:**

Herrmann B, Grupe G, Hummel S, Piepenbrink H, Schutkowski H 1990. Prähistorische Anthropologie. Leitfaden der Feld- und Labormethoden. Springer. Berlin, Heidelberg, New York.

**- Internet sites:**

Must be listed with the date of last access: [www.example.de](http://www.example.de) (14. 3. 2005).

**Further information**

- Future events that should be mentioned in the bulletin need to be communicated to the editors as early as possible.
- The corresponding author will receive an electronic proof for checking.
- The authors will receive a pdf-version.

**Submission of manuscript**

**Form of submission**

As MS Word file by e-mail or on CD-Rom by mail to the editorial address. Text and illustrations as separate files (figures should not be pasted into the text file).

**Editors**

Dr. Christine Cooper  
[bulletinsga@gmail.com](mailto:bulletinsga@gmail.com)

Dr. Christina Papageorgopoulou