

# Acta Archaeologica

## Academiae Scientiarum Hungaricae

### Instructions For Authors

#### AIMS AND SCOPE

The periodical is devoted to the results achieved by Hungarian archaeologists. It covers studies of the most important excavations, finds and problems of the period from the Paleolithic to the Middle Ages. It contains, further, short papers on individual finds and comprehensive reports on the single fields of research, as well. Publishes book reviews and advertisements. The journal's languages are English, German, French, Italian, Spanish or Russian.

#### EDITORIAL BOARD INFORMATION

ACTA ARCHAEOLOGICA was founded in 1951 by the Hungarian Academy of Sciences. Its publisher is Akadémiai Kiadó, Budapest, Hungary.

#### EDITORIAL BOARD

ACTA ARCHAEOLOGICA is handled by an independent Editorial Board of autonomous scholars. Free from any external influence, they decide about the journal's policies in general, and – based on the outcome of a peer review – about the acceptance of papers in each concrete case. The names and affiliations of the Editorial Board members can be found on the [journal's web page](#).

#### CONTACT

In case of any query, please, feel free to contact: [gabler.denes@abtk.hu](mailto:gabler.denes@abtk.hu).

#### ADDRESS OF THE EDITORIAL OFFICE

[Elek Benkő](#) and  
[Dénes Gabler](#)  
Editors-in-Chief  
ACTA ARCHAEOLOGICA  
Tóth Kálmán u. 4.  
H-1097 Budapest, Hungary  
Phone: (36 1) 375 9011  
Fax: (36 1) 224 6719 Phone: (+36 26) 375 375 / 2921

#### PUBLICATION SCHEDULE

One volume of two issues is published in every year.

#### DIGITAL ARCHIVE

The entire journal content is archived in the [Portico](#) preservation archive.

#### SUBMISSION INFORMATION

Submission of a paper to the ACTA ARCHAEOLOGICA will be taken to imply that it represents original work not previously published, that it is not being considered elsewhere for publication, and that if accepted for

# Acta Archaeologica

## Academiae Scientiarum Hungaricae

### Instructions For Authors

publication it will not be published elsewhere in the same form, in any language, without the consent of editor and publisher.

#### SUBMISSION

Manuscripts to be published in ACTA ARCHAEOLOGICA should be submitted through the *OJS (Open Journal System)*, an online manuscript submission and review system, which can be found at the following url: <https://submit.akademiai.com/aarch>

The manuscript must include an English language abstract (not more than 200 words) and keywords (not more than five, also in English). Figures submitted electronically are preferred in \*.jpg or \*.tif (min. 300 dpi) formats.

#### PEER REVIEW CHARGE

No *peer review charge* applies.

#### REVIEW PROCESS

##### PREFERRED CONDITIONS OF MANUSCRIPTS

The ACTA ARCHAEOLOGICA strives to publish high quality papers. To ensure this goal, we apply some basic principles when reviewing a manuscript. Not fulfilling these principles may lead to desk rejection of a submitted manuscript.

##### REVIEW OF THE MANUSCRIPTS

Each paper will be read by at least one unbiased referee, chosen avoiding any conflict of interest. ACTA ARCHAEOLOGICA applies single blind review process; that is, the reviewer is aware of the identity of the authors while the reviewer's identity is hidden to the authors.

Unpublished results are treated strictly confidentially.

#### COPYRIGHT AND LICENCE POLICY

##### OPEN ACCESS

Authors of ACTA ARCHAEOLOGICA can optionally choose Open Access appearance. With this choice, readers can read, download, copy, distribute, print, search or link to the full texts of articles, or use them for any other non-commercial lawful purpose. Such articles are distributed under Creative Commons Attribution-NonCommercial 4.0 International Licenses.

The Open Access Licence Agreement form can be downloaded from [here](#) (and a slightly modified variant [here](#); for those authors who are eligible for Open Access publication through the EISZ consortial agreement, see below).

Authors not choosing Open Access publication are expected to sign the Copyright Transfer Form available [here](#).

# Acta Archaeologica

## Academiae Scientiarum Hungaricae

### Instructions For Authors

#### SELF-ARCHIVING

The Author is entitled to self-archive the preprint version of his/her manuscript. The preprint version is the Author's manuscript or the galley proof or the Author's manuscript along with the corrections made in the course of the peer review process. The Author's right to self-archive is irrespective of the format of the preprint (.doc, .txt, .pdf) version and self-archiving includes the free circulation of this file via email or publication of this preprint on the Author's webpage or on the Author's institutional repository with open or restricted access. When self-archiving a paper, the Author should clearly declare that the archived file is not the final published version of the paper, he/she should quote the correct citation and enclose a link to the published paper ([http://dx.doi.org/\[DOI of the Article without brackets\]](http://dx.doi.org/[DOI of the Article without brackets])).

#### AUTHOR CHARGES

If choosing the optional Open Access appearance, corresponding author of every manuscript submitted after Feb 1, 2020 is requested to pay the *Article Processing Charge* (APC) of 900 EUR (including VAT) to cover the publishing costs of the paper.

In accordance with the agreement between the [Electronic Information Service National Programme](#) (EISZ) and Akadémiai Kiadó, papers with a corresponding author affiliated to a member institution subscribing to the journal package of Akadémiai Kiadó, can be published with no fee.

Akadémiai Kiadó offers 50% discount for Editorial Board members, and institutions of low- and middle-income countries. Discounts may not be combined. A limited number of waivers is available.

Manuscripts with outstanding payment will not be published until the balance is cleared. Once your paper is accepted for publication in ACTA ARCHAEOLOGICA, and the authors made the Open Access choice, you will be requested to enter our online payment platform (<http://apc.akademiai.hu>), where after registration You can upload license agreement and transfer the fee. Article processing will commence after the amount due has been remitted to our account. (Please note that there is no peer review charge, the only applicable fee is the article processing charge for authors of accepted papers who made the OA choice.)

For more information on Akadémiai Kiadó's Open Access policy visit our [website](#).

#### ETHICAL STATEMENT

The ACTA ARCHAEOLOGICA and Akadémiai Kiadó are committed to the ethical practices in science publishing and therefore follow the COPE [Code of Conduct for Journal Editors](#) as well as the [Code of Conduct for Journal Publishers](#). All authors are expected to be aware and follow the [Ethical Guide of Akadémiai Kiadó](#), conform to the highest standards of ethical conduct in the submission of accurate data, acknowledging the work of others, and divulging potential conflicts of interests.

#### PREPARATION OF THE MANUSCRIPTS

#### FIGURES

Figures submitted electronically are preferred in \*.jpg or \*.tif (min. 300 dpi) formats.

# Acta Archaeologica

## Academiae Scientiarum Hungaricae

### Instructions For Authors

#### ENDNOTES

Numbered notes should be collected at the end of the manuscript. They will be converted to footnotes as part of the typesetting process.

#### REFERENCES

The References section should follow the Harvard guidelines. References must be listed in alphabetical order, in the following style:

##### REFERENCE TO BOOKS:

Welker, E. (1974). *Die römischen Gläser von Nida-Heddernheim*. Schriften des Frankfurter Museums für Vor- und Frühgeschichte, 3. Kramer, Frankfurt am Main, pp. 18–21.

##### REFERENCE TO PAPERS PUBLISHED IN BOOKS:

Ward, M., and Carrington, P. (1981). A quantitative study of the pottery from a Roman extramural building at Chester. In: Anderson, A. C., and Anderson, A.S. (Eds.), *Roman Pottery Research in Britain and North-West Europe. Papers presented to G. Webster*. British archaeological reports International series, 123. B.A.R., Oxford, pp. 25–38.

##### REFERENCE TO ARTICLES IN REVIEWS:

Paulovics, I. (1934). Újabb kutatások a brigetioi (szőnyi) római táborban és annak környékén (Neuere Forschungen im Legionslager und in der Umgebung von Brigetio). *Archaeologiai Értesítő*, 47: 134–140.

#### PROOF

Online page proofs for Author's approval or corrections are requested to be returned within 48 hours from receipt. Please note that authors are urged to check their proofs carefully before submitting corrections, since late corrections cannot be guaranteed for inclusion and post-publication corrections are only possible in an erratum. Corrections to the proofs must be restricted to existing errors and adding minor updates. Rewriting the text or modifying authorship is not accepted in the proof stage.

#### AUTHORS' ACCESS TO THE PUBLISHED PAPER

Free online access is provided to the corresponding author after registration on the publisher's platform [akjournals.com](http://akjournals.com). More information about the process is available [here](#).