

alpara

Association de Liaison
pour le Patrimoine
et l'Archéologie
en Rhône-Alpes
et en Auvergne



LYON · 24-26 NOVEMBER 2022

GUIDELINES FOR AUTHORS

To submit your contribution, upload it to the online site :
<https://archeoclimat.sciencesconf.org/> or send it to the following address :
archeoclimat@sciencesconf.org

The submission must consist of an electronic version of the manuscript including:

- the complete text (title, authors, abstract, keywords, text of the article and bibliography) ;
- the list of the captions of the illustrations in a separate file, with the illustration credits;
- the source files of the digital or scanned illustrations;
- the long abstract in English and in the language of the authors.

1. TEXT

Authors are encouraged to follow the editorial standards outlined below.

1.1. General guidelines for text entry

Everyone will save valuable time if the following standards are followed when entering your article:

- provide text without formatting. The entire text (title, text, bibliography) should be no more than 40,000 signs (a printed page without figures is about 4,000 signs, excluding illustrations);
- text in 12 point font, Times New Roman, single line spacing;
- text typed in Word, PC or Mac format, without columns or tabs;
- do not use Word's automatic chapter numbering or automatic indexing of bibliographic references;
- do not hyphenate words at the end of a line;
- avoid footnotes as much as possible;
- measurements, percentages, dates are written in Arabic numerals; centuries are written in Roman numerals.

Title, subtitle and authors

- The (short) title may be supplemented by a (more detailed) subtitle. They must provide the elements that enable the article to be situated: theme, period, geographical location.
- It must be followed by the surnames and first names of the author(s), contributor(s) and collaborator(s), together with their profession and the organisation to which they belong.

Abstract

- The author(s) should provide a summary in English of their contribution, outlining its main contributions, structure, issues and perspectives (3000-4000 characters).
- A second abstract in the language of the author(s) or in the language of their paper (3000-4000 characters). All abstracts will be translated into French.

List of keywords

- This list consists of a maximum of 12 words or groups of words offering a quick overview of the content of your article. The aim is to offer the reader a few relevant words that will direct him or her to the specific features of your article.

1.2 Minimum standards for manuscript preparation

Numbering of chapters, parts and sub-parts

- Use decimal numbering to clearly reflect the hierarchy of the title level. All numbers are followed by a dot. The author should avoid multilevels (no more than 3 levels of titles should be used).

- E.g.: 1. habitat
1.1. Antiquity
1.1.1. The Early Empire
1.1.2. The Late Antiquity
1.2. The Middle Ages

Figures (calls, types and captions)

- They are numbered consecutively (in Arabic numerals), all types of illustrations included (photos, drawings, graphs, etc.).
- Ensure that each figure is referred to in the body of the text.
- Formatting of figure references in the text: (fig. 2); (fig. 45a); (fig. 46 and 49); (fig. 46, 47 and 49) or (fig. 46-49).
- Figure captions should be formatted as follows: Fig. 45 - Sectional view of...
- The number of figures should be balanced with the size of the text (one illustration for 2500/3500 characters).
- Make sure that you have the rights to use and reproduce the illustrations you include in your article. In all cases, indicate the credits.
- If necessary, provide the contact details of the rightful owners so that the editor can ask them for permission to reproduce.

Bibliographical references in the text

- Bibliographical references are placed in the text in brackets and are made up as follows: author year, page, and figure or plate. They should preferably be inserted at the end of a sentence rather than in the middle.

E.g.: For a single author:

(Boucher 1976: 164, fig. 5).

E.g. For two authors of the same article or work:

(Poupet, Simon 1979: 15, pl. 27).

E.g.: For three or more authors of the same article or work:

(Poupet *et al.* 1979: 123).

E.g.: When several bibliographical references follow each other in the same parenthesis, they are listed in ascending order of publication date; they are separated by a semicolon:

(Boucher 1976: 164, fig. 5; Chapuis 1987: 192; Horry 2001: 36).

E.g.: If the author is the same, the use of a semicolon between dates avoids repeating his name:

(Thiriot 1986; 1987; 1992a; 1992b).

- For collective works or catalogues, cite the first words of the title in the bibliographic call (*À la Fortune du Pot* 1990).

- Titles (of books and journals) appear in italics in the text.

1.3. Main typographical conventions

Spaces and punctuation

- A reminder of the usage of spaces and punctuation:

,	no space before/space after
;	no space before/space after
:	no space before/space after
! ?	no space before/space after
"	no space before/no space after
–	space before/space after = middle dash

- no space before/no space after) = hyphen
- / without space
- n°3 space between n° and the number
- p. 3 space between p. and number
- 2 m space between 2 and the unit
- fig. 12 space between fig. and 12
- To add a non-breaking space: [ctrl] + [shift] + Space bar.

Dates and periods

- First half of the 15th century, second quarter of the 15th century.
- Abbreviations used consistently for :
Before Jesus Christ: BC (or cal. BC when regarding to a radiocarbon date).
E.g.: 2nd century BC or 2nd millennium BC.
After Christ: AD.
e.g. 4th century AD
3000 BP; 2500 BC
Years 120-110 BC
- The eighties (=1980)
- Century is written in full.

Cardinal points

- They are not capitalized when they have their ordinary value as cardinal points. They are also not capitalised when used with a complement that is itself a place name.
E.g.: in the north of France.
- They are capitalized when, when used without a complement of place, they designate a region, a country, a group of countries or, by metonymy, their inhabitants.
E.g.: the royalist Midi quivered (...); towards the complicated Orient I flew with simple ideas; the most beautiful furs come from the North.
- Combined to designate a direction, they are joined by a hyphen: north-east, south-east.
- Accepted abbreviations: N, S, E, W, NE (north-east), SW (south-west), NNE (north north-east), NE-SE (north-east south-east).

Various abbreviations

- Measurements: 15 mm, 5 cm, 4 m, 18 km, 3 ha, 30 g, 15 kg (unbreakable space; no abbreviation). But we write: a few metres or kilometres from the site...
- H: height
- L: length
- l: width
- nb: number
- ¹⁴C: carbon 14
- alt. altitude
- p. page(s): p. 18.
- fig: figure
- pl.: plate
- cf.: confer
- tab.: table
- chap: chapter
- bull. bulletin
- suppl: supplement
- ex: example

etc.: et cetera

1.4. A reminder of some of the uses

- Latin and Foreign words are written in italics: *infra, idem, supra, ante or post quem, stricto sensu, castrum, nota bene*, but a priori, a posteriori.

2. BIBLIOGRAPHY

General rules for the presentation of the list of bibliographical references

- the bibliographical references are grouped together at the end of the article;
- the bibliographic list must include all the references used in the text;
- the references are listed in alphabetical order by author. If an author has produced several publications in the same year, the books appear first (in alphabetical order of title if there are several), followed by the journals (also in alphabetical order of title);

2.1. Book (work)

- *a single author*

Author date: initial first name AUTHOR, *Title. Subtitle*, Publisher, Place of publication, Collection, number in the collection, date.

Ex: **Camus 1992:** M.-Th. CAMUS, *Sculpture romane du Poitou*, Picard, Paris, 1992.

- *two authors*

Author, Author date: initial first name AUTHOR, initial first name AUTHOR, *Title. Subtitle*, Publisher, Place of publication, Collection, number in the collection, date.

Ex : **Chouquer, Favory 1991:** G. CHOUQUER, F. FAVORY, *Les paysages de l'Antiquité. Terres et cadastres de l'Occident romain*, Errance, Paris, 1991.

- *three or more authors (in this case, cite only the first author, followed by et al.)*

Author et al. date: initial first name AUTHOR, initial first name AUTHOR, ... , *Title. Subtitle*, Publisher, Place of publication, Series, number in the series, date.

Ex : **Arlaud et al. 2000:** C. ARLAUD (dir.), J.-M. LUROL, S. SAVAY-GUERRAZ, A. VEROT-BOURRELY, *Lyon, les dessous de la presqu'île. Bourse, République, Célestins, Terreaux, sites Lyon Parc Auto*, Service régional de l'archéologie, DRAC Rhône-Alpes, Lyon, DARA n° 20 (série lyonnaise n° 8), 2000.

- *anonymous author.*

When the work is published without an author's name or when the author's name is unknown, the author's name can be replaced by ANONYMOUS (to be listed in alphabetical order of the first word of the title).

- *author-corporation (association, ministry, etc.)*

E.g.: COMITE DES TRAVAUX HISTORIQUES ET SCIENTIFIQUES, *Les routes du sud de la France de l'Antiquité à l'époque contemporaine*, colloquium of the 110th congrès national des sociétés savantes, Montpellier, 1985, CTHS, Paris, 1985.

- *catalogue*

If there is no author element, the bibliographic reference begins directly with the title.

E.g.: *Trésors d'orfèvrerie gallo-romains : exposition Paris-Lyon, Musée du Luxembourg-Musée de la civilisation gallo-romaine*, 1989, Paris.

- *thesis*

Author date: Initial first name AUTHOR, *Title. Subtitle*, title, type of diploma: Discipline and speciality, University, City, year (date of defence).

E.g.: **Laffont 1998:** P.-Y. LAFFONT, *Châteaux, pouvoirs et habitats en Vivarais, X^e-XIII^e siècles*, 4 vols, PhD dissertation in History, Université Lumière-Lyon 2. Lyon, 1998.

2.2. Part of a book (book chapter)

- *contribution to a collective work*

Author date: Initial first name AUTHOR, "Title. Subtitle", *In:* Initial first name AUTHOR (dir./ed.), *Title of the work*, Collection, n° in the collection, Publisher, Place of publication, date: pagination.

E.g.: **Desbat 1985:** A. DESBAT, " La région de Lyon et de Vienne ", *In:* J. LASFARGUES (dir.), *Architecture de terre et de bois. L'habitat privé des provinces occidentales du monde romain*, Documents d'archéologie française, n° 2, MSH, Paris, 1985: 75-83.

- *contribution in conference proceedings, mixtures, etc.*

Author date: Initial first name AUTHOR, "Title. Subtitle ", *In:* *Title of the conference*, n°, place, date, Publisher, Place of publication, date: pagination.

Ex : **Valette 1981:** P. VALETTE, " Un habitat gallo-romain de la plaine du Forez. Le site du Bois Croël", *In:* *Archéologie générale*, n° 7, Balbigny, Roanne et Saint-Étienne, 1977-1978, Centre d'Études Foréziennes, Saint-Étienne, 1981: 87-105.

Ex: **Picard 1989:** J.-C. PICARD, "L'Atrium dans les églises paléochrétiennes d'Occident. Ce que les textes nous apprennent sur les équipements et le mobilier liturgique nécessaire pour le baptême dans le sud de la Gaule et l'Italie du Nord", *In:* *Actes du XI^e CIAC, Lyon, Vienne, Grenoble, Genève, Aoste, 21-28 septembre 1986*, De Boccard, Paris, 1989: 505-553.

2.3. Journal article

- *Contribution in a journal*

Author date: Initial first name AUTHOR, "Title. Subtitle", AUTHOR, *Title of the journal*, title, numbering (issue no.), date: pagination of the article.

E.g.: **Green 1985:** A. GREEN, "Réflexions libres sur la représentation de l'affect", *Revue française de psychanalyse*, 49, n° 3, 1985: 773-778.

2.4 "Documents"

- The excavation reports or summary documents, or more generally all the unpublished sources, are listed under the heading Documents at the end of the bibliography:

Author date: Initial first name AUTHOR, *Title*, Name of the programme when it is a programme, Place: place of deposit of the document, date.

E.g.: **Ayala et al. 1996:** G. AYALA, A. HORRY, M. LENOBLE, *Groupe de recherches sur les céramiques de l'Antiquité tardive du haut Moyen Âge*, Programme collectif de recherche, Lyon, DRAC, SRA Rhône-Alpes, 1996.

3. ILLUSTRATIONS

General rules

- - Illustrations must be supplied as digital files;
- - Always provide the source files of the illustrations
- - Maximum format: 166 x 248 mm.
-

3.1. Drawings

- Made in Illustrator and saved in .EPS or .AI format;
- Colour code: only CNJM (full colour) or greyscale;
- Scale: always indicate the graphical scale on figures (and not just in the commentary or title), always using the same symbol;
- Grey levels: those of the original, in no case less than 7%;
- Orientation of plans, always indicate north, always using the same symbol. For an article, choose the same orientation for all plans (the document must, except in exceptional cases, always show north at the top of the page, whatever the format - French or Italian);
- Under the sections always indicate the reference level;

3.2. Photographs

- Good quality;
- Preferably in Tiff or EPS format;
- Colour code: only CNJM (four-colour process) or greyscale;
- Minimum resolution: 300 DPI.

3.3. Tables and graphics

- Make them in Word (one electronic file per table);
- Curves, histograms and all graphs containing figures should preferably be produced with Illustrator or, failing that, with Excel. In all cases, provide the figures so that the graphics can be reworked by the editing secretariat in Illustrator.