INTERDISCIPLINARY STUDIES OF ANCIENT MATERIALS
FROM THE MEDITERRANEAN

Nicosia, 17-19 September 2014
University of Cyprus

Guidelines for paper submission

The conference proceedings will be published in the form of an edited volume in the *Journal of Archaeological Science Reports*, which is the new offspring of the *Journal of Archaeological Science* (Imprint: ELSEVIER, ISSN: 2352-409X, editors: A. Howard, C.O. Hunt).

Acceptance for presentation of a paper, and subsequent paper submission for publication do not guarantee acceptance for publication. The papers will be reviewed by the members of the conference scientific committee and reviewers assigned by the editorial team of the *Journal of Archaeological Science Reports*.

Submission

There is a strict **deadline** for the submission of papers set on **Friday, the 31st of October 2014**. The authors must submit their papers directly into the Elsevier online system for the Journal of Archaeological Science Reports, by the designated deadline. Papers submitted after deadline expiration will not be accepted for review. Early submissions are most welcome! Please use the following link for your electronic submission: http://ees.elsevier.com/jasrep/. **As you submit your papers, please make sure to link your paper to the NARNIA special issue** (SI: NARNIA)

More detailed instructions about article electronic submission can be found at the end of this document. Please ensure that you follow the instructions carefully as failure to do so will cause the papers to go unidentified. If in any case you want to cancel your submission or replace it, please bring this to our attention at your earliest convenience.

If you are interested in submitting a paper for review, please read carefully the following requirements regarding the length, formatting, layout, and referencing system of the papers for achieving standardisation. Please note that the following guidelines correspond to the guidelines laid out by Elsevier: http://www.journals.elsevier.com/journal-of-archaeological-science-reports/

Paper format
This can be a PDF file or a Word document, in any format or lay-out that can be used by the reviewers to evaluate your manuscript. It should contain high enough quality figures for refereeing.

Word Limit
5000 words maximum, including references, tables and captions, for the conference oral presentations, and 1500 words maximum, including references, tables and captions, for the conference poster presentations.

Language
Please write your text in good English (British usage). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the English Language Editing service available from Elsevier's WebShop (http://webshop.elsevier.com/languageediting/) or visit Elsevier's customer support site (http://support.elsevier.com) for more information.

Formatting requirements
There are no strict formatting requirements but all manuscripts must contain the essential elements needed to convey your manuscript, for example Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusions, Artwork and Tables with Captions.

Running Text
Keep text formatting to an absolute minimum. Please do not use the STYLE options to mark different elements of the text (body text, headings, and subheads); these styles interfere with the typesetting process. Do not use all capitals for headings or sub-headings. Use Times New Roman and font size 12 point for the entire manuscript (including chapter titles, headings, subheads, refs, etc.).
• Use tabs, not spaces, to indent paragraphs; do not use spaces to indent or align any text.
• Insert only one space after the period at the end of a sentence.
• Use hard returns only at the end of a paragraph or to indicate lists and sub-headings.
• If you have long quotations that you wish to be set off from the running text, please indicate quotation start and end with <quote>, <quote>.

• Make sure you cite callouts in the running text (e.g. Figure 1, Table 2, etc.), which will be used to positioning illustrations or tables during typesetting.

Tables and Figures
Please ensure the figures and the tables included in the single file are placed next to the relevant text in the manuscript, rather than at the bottom or the top of the file. Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.
• As with all other text, do not use spaces to indent or align text within tables.
• Do not format text contained in tables; do not use boxes, shading or other visual table features.
• Give each table and figure a sequential number and distinctive title.
• Mention each table and figure in the text by number (e.g. Table 3, Figure 1).

Acknowledgements
Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Units
Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

Footnotes
Footnotes should be used sparingly. Number them consecutively throughout the article. Many wordprocessors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.
Table   footnotes
Indicate each footnote in a table with a superscript lowercase letter.

References
Citation in text
Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the *Journal of Archaeological Science Reports* and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Reference links
Increased discoverability of research and high quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, CrossRef and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames,

journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is encouraged.

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

References in a special issue

Please ensure that the words 'this volume' are added to any references in the list (and any citations in the text) to other articles in the same volume.

Reference formatting

Please use the Harvard referencing system.

Reference style

Text: All citations in the text should refer to:
1. *Single author:* the author's name (without initials, unless there is ambiguity) and the year of publication;
2. *Two authors:* both authors' names and the year of publication;
3. *Three or more authors:* first author's name followed by 'et al.' and the year of publication.
Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.
Examples: 'as demonstrated (Allan, 2000a, 2000b, 1999; Allan and Jones, 1999). Kramer et al. (2010) have recently shown ....'
List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.
Examples:
Reference to a journal publication:
Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2010. The art of writing a scientific article. J. Sci. Commun. 163, 51–59.
Reference to a book:
Strunk Jr., W., White, E.B., 2000. The Elements of Style, fourth ed. Longman, New York.
Reference to a chapter in an edited book:
Mettam, G.R., Adams, L.B., 2009. How to prepare an electronic version of your article, in: Jones, B.S., Smith , R.Z. (Eds.), Introduction to the Electronic Age. E-Publishing Inc., New York, 281–304.

Journal abbreviations source

Journal names should be abbreviated according to the List of Title Word Abbreviations:http://www.issn.org/services/online-services/access-to-the-ltwa/.

Reference list

All references in the text must appear in the bibliography.
• Only references cited in the text can appear in the bibliography

• List references in strictly alphabetical order; all works by same author should be arranged chronologically, from earliest to most recent

Submission checklist
The following list will be useful during the final checking of an article prior to sending it to the journal for review.
Ensure that the following items are present:
One author has been designated as the corresponding author with contact details:
• E-mail address
• Full postal address
• Telephone
All necessary files have been uploaded, and contain:
• Keywords
• All figure captions
• All tables (including title, description, footnotes)
Further considerations
• Manuscript has been 'spell-checked' and 'grammar-checked'
• All references mentioned in the Reference list are cited in the text, and vice versa
• Permission has been obtained for use of copyrighted material from other sources (including the Web)
• Colour figures are clearly marked as being intended for colour reproduction on the Web (free of charge) and in print, or to be reproduced in colour on the Web (free of charge) and in black-and-white in print
• If only colour on the Web is required, black-and-white versions of the figures are also supplied for printing purposes

Author's rights to reuse and post their own articles published by Elsevier are defined by Elsevier's copyright policy. For more information about author rights, please follow the link:
http://www.elsevier.com/journal-authors/author-rights-and-responsibilities#author-posting.

And, if you have any enquiries, please do not hesitate to address them to Maria Dikomitou-Eliadou, email: m.dikom@ucy.ac.cy

Once you have your paper ready for submission **the following instructions will guide you through electronic submission.** Electronic submission can be done using the Elsevier Editorial System for the Journal of Archaeological Science Reports which is located at:
http://ees.elsevier.com/jasrep/

JASPER instructions for article submission

1. Select Article Type

New Submission

Frequently Asked Questions

➡ Select Article Type

Enter Title

Please Select an Article Type

Selecting an Article Type is Required for Submission.

To submit your manuscript to this journal, you need to complete all submission steps and approve the PDF that the system creates. Please note that submissions that have not been completed will be removed after 90 days. [More]

Please select the Article Type of your manuscript from the drop-down menu.

Article Types:

Editorial: A short article giving opinions and perspectives.

Short Paper: A short article succinctly communicating new research results or substantive comment about previous research.

Research Article: A report of original research which assesses the contribution of the research outcomes to the body of knowledge in a given area.

Review Article: An essay or article that gives a critical evaluation of the current state of the research on a particular topic.

The **Guide for Authors** lists the journal's requirements. To read the **Guide for Authors**, click the link in the banner at the top of each page.

You may also view the Tutorial for Authors for help with each submission step.

For further help with this submission step, please visit our online support site.

Choose Article Type   SI: NARNIA ▾

Next

2. Enter Title and short title as shown below:

New Submission

Frequently Asked Questions

✓ Select Article Type
➡ Enter Title

Please Enter The Full Title and Short Title of Your Submission

Entering Both a Full Title and a Short Title is Required for Submission

Please enter **only** the title of your manuscript below. You cannot submit a manuscript without a title.

For further help with this submission step, please visit our online support site.

Full Title

Short Title (Limit 15 words)

Previous   Next

3. Add co-author details by referring to "Add Author" as below

New Submission

Frequently Asked Questions

✓ Select Article Type
✓ Enter Title
➡ Add/Edit/Remove Authors
Submit Abstract
Enter Keywords
Select Classifications
Additional Information
Enter Comments
Suggest Reviewers
Oppose Reviewers
Attach Files

Insert Special Character

Please Enter the Following

Please enter the details of all authors (other than you) who contributed to the work reported in your manuscript. After entering each author's details, click **Add Author.**

By beginning the manuscript submission process, **YOU** are automatically identified as the Corresponding Author.

If needed, you may view the interactive tutorial explaining how to change the Corresponding Author of your manuscript. **If you change the Corresponding Author, the manuscript will be removed from your account and added to the new Corresponding Author's account when you leave or complete the submission process.**

For further help with this submission step, please visit our online support site.

First Name*
Middle Initial
Last Name*
Academic Degree(s)
Affiliation
E-mail Address*

Please select if this is the corresponding author ☐

Add Author

Previous   Next

4. Submit Abstract restricting 500 words as below:

5. Enter Keywords as below:

New Submission

Frequently Asked Questions

✓ Select Article Type
✓ Enter Title
  Add/Edit/Remove Authors
✓ Submit Abstract
➡ Enter Keywords
  Select Classifications
  Additional Information
  Enter Comments
  Suggest Reviewers
  Oppose Reviewers
  Attach Files

Insert Special Character

Please Enter Keywords

Entering one or more Keywords is Required for Submission.

You may enter your own **Keywords** in the text box below. Entering keywords will help Editors choose appropriate referees to review your submission.

Keywords should be separated by semicolons, e.g. moulds; yeasts; pathogenesis.

NOTE Keywords should also be present within the manuscript text file for typesetting purposes.

For further help with this submission step, please visit our online support site.

Limit 10 Keywords

Previous   Next

6. Select 10 classifications as shown below:

Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below. Click Submit at the bottom of the page when you are done.

To save changes you must click "Submit" before you leave this window.

Search: [_____] [Search] [Clear]
[Matching terms display in red text]

Expand All   Collapse All

- 1: AGES AND PERIODS
- 2: AGRICULTURE
- 3: ARCHAEOLOGICAL FIELDS AND SPECIALITIE
- 4: ART AND DECORATION
- 5: BONE
- 6: BIOLOGICAL ANALYSIS
- 7: BURIAL
- 8: CHEMICAL ANALYSIS
- 9: CLIMATE
- 10: DATING (CHRONOLOGY)
- 11: DENTITION
- 12: DIET
- 13: DNA
- 14: ECONOMIC ACTIVITY
- 15: ENVIRONMENT
- 16: FAUNA
- 17: FLORA
- 18: FOOD PROCUREMENT AND STORAGE
- 19: FOSSILS

Selected Classifications: Limit 10 Classifications

[Select->]
[<-Remove]

Expand All   Collapse All

[Cancel] [Submit]

7. Respond to the Additional information:

Please Enter The Following

Additional Information is Required for Submission.

Please **respond** to the questions/statements below.

Please confirm that you have mentioned all organizations that funded your research in the Acknowledgements section of your submission, including grant numbers where appropriate.

Answer
Required:
- ⦿ Please select a response

Please select a response.

- ○ I confirm that I have mentioned all organizations that funded my research in the Acknowledgements section of my submission, including grant numbers where appropriate.

The contents of this manuscript have not been copyrighted or published previously and are not under consideration for publication in another journal

Answer
Required:
- ⦿ Please select a response   Please select a response.
- ○ True

Please indicate in which location the research was conducted by using the drop-down menu below.

Answer
Required: | Please select a response ▾ | Please select a response.

Previous   Next

8. Enter comments as below:

New Submission

Frequently Asked Questions

✓ Select Article Type
✓ Enter Title
  Add/Edit/Remove Authors
✓ Submit Abstract
✓ Enter Keywords
✓ Select Classifications
✓ Additional Information
➡ Enter Comments
  Suggest Reviewers
  Oppose Reviewers
  Attach Files

Please Enter Comments

Please enter any comments you would like to send to the Journal Office.

For further help with this submission step, please visit our online support site.

Previous   Next

9. Suggest 5 reviewers which is mandatory for submission

10. Oppose reviewers if you wish to:

New Submission

Frequently Asked Questions

✓ Select Article Type
✓ Enter Title
Add/Edit/Remove Authors
✓ Submit Abstract
✓ Enter Keywords
✓ Select Classifications
✓ Additional Information
Enter Comments
Suggest Reviewers
➡ Oppose Reviewers
Attach Files

Insert Special Character

Oppose Reviewers

Please identify anyone who you would prefer not to review this manuscript (e.g. due to a conflict of interest).

Please note that this is not a mandatory step.

A * indicates a required field.

For further help with this submission step, please visit our online support site.

First Name*
Middle Initial
Last Name*
Academic Degree(s)
Position
Department
Institution
E-mail Address

Reason

11. Author should submit cover letter and manuscript as they are mandatory. Figures, tables, and other files shown below are optional

12. Confirm the order of files as shown below:

13. Click the build pdf for approval as below:

14. Click "Submissions waiting for author's approval as below"

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Elsevier Editorial System is taking the files you submitted and creating a PDF.

Please go to the Submissions Waiting for Author's Approval page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the Submissions Waiting for Author's Approval page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

Submissions Waiting for Author's Approval
Back to Main Menu

15. "View submission" to check if pdf has built properly and then click "I accept" to submit the article to the journal

1. Click **View Submissions** to see the PDF version of your submission. You must view the PDF before you can approve the submission and send it to the journal office. The submission will open in Adobe Reader (please refer to Adobe for more information).

2. **Plagiarism** is globally recognised as a serious academic offence. Please read and adhere to the guidelines for Ethics in Publishing. Please accept these guidelines (by ticking the box in the last column) before you approve your PDF.

3. Click **Approve Submission** in the Action column of this table to indicate to the Editor/Editorial Office of the journal that you have checked the PDF version of your manuscript and are satisfied with the contents.

For further help with this submission step, please visit our online support site.

If you have any problems, e.g. opening the PDF or file conversion errors in the PDF, please visit our Troubleshooting page.

Other options:

The '**Edit Submission**' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.

The '**Remove Submission**' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions)   Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status	Ethics in Publishing
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	nn	Sep 26, 2013	Sep 26, 2013	Needs Approval	☐ I accept

Page: 1 of 1 (1 total submissions)   Display 10 results per page.

<< Author Main Menu