

# Guidelines for authors publishing articles in the FdAI

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The journal **Forum for digital Archaeology and Infrastructure** (FdAI) is published in a purely online format on [publications.dainst.org](https://publications.dainst.org). It can be read in the DAI Journal Viewer; or it can be read and downloaded in the classical PDF format.

To ensure that your reports can be presented in both formats in the best possible way, please observe the following guidelines and instructions. If you have any questions, you can contact the editors of the FdAI at any time: [fdai-journal@dainst.de](mailto:fdai-journal@dainst.de).

## 1. GENERAL POINTS

- When writing your report, please follow the publication guidelines of the DAI (see <https://www.dainst.org/publikationen/publizieren-beim-dai/richtlinien>).
- Submit texts as standard text documents, with **no** page breaks, hyphenation, or indentation by pressing the space bar multiple times, etc.
- Use new German spelling.
- Files can be submitted by email to [fdai-journal@dainst.de](mailto:fdai-journal@dainst.de), via WeTransfer, or as a Cumulus folder.
- For binding registration of a manuscript, we need the following information from you:
  - first name, surname and ORCID of all authors,
  - DAI Department/Commission, and institution for external co-authors,
  - title and abstract.

## 2. METADATA

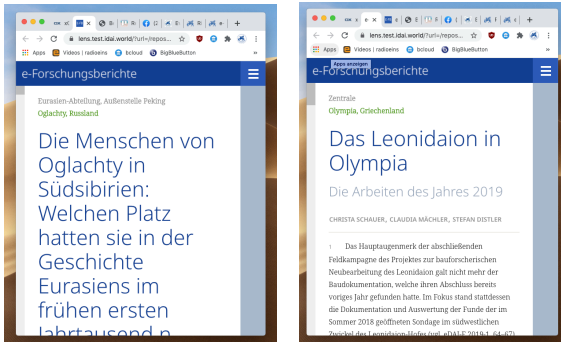
Please ensure your report contains the following metadata (see also the *Checklist for Publication in the FdAI*):

- **Author**, incl. official contact details (postal address and email address) and ORCID (and/or additional author IDs).

→ *If your contribution is being published in association with external authors, we require their written consent to the publication of their contact details.*

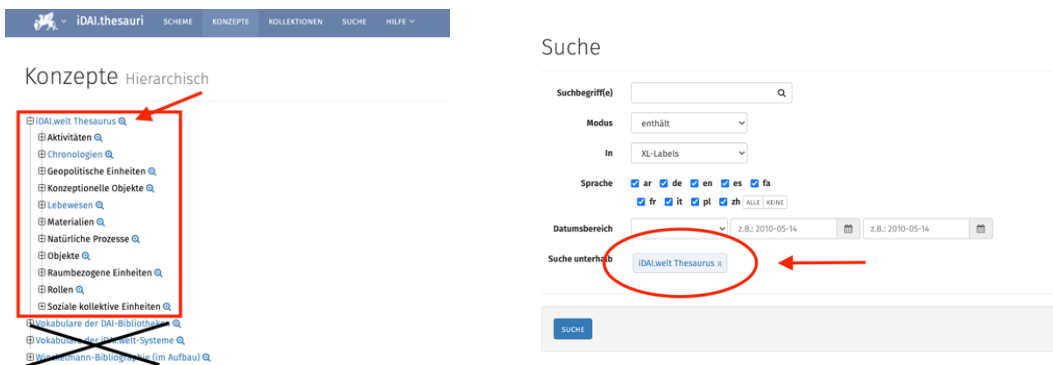
**Note on ORCID:** ORCID is an identifier that permits the clear and persistent electronic attribution of an author's published contributions; it also has the advantage of helping to raise the visibility of research work. Registering with ORCID, a non-profit organisation, is free of charge. The German Research Foundation (DFG) has supported the introduction of this identification system in Germany. You can find more information on our website: <https://www.dainst.org/publikationen/publizieren-beim-dai/orcid-empfehlung>. We would be very pleased if you made use of this service. If you have specific questions about ORCID, please contact [pid@dainst.de](mailto:pid@dainst.de)

- **Title** (max. 80 characters)  
Please bear in mind that the Journal Viewer is responsive, and content should be easy to read on small-format devices, too. That is unfortunately not the case with long titles.  
Example:



- **Keywords** (5–max. 10)  
Please only use keywords from the *iDAI.world* Thesaurus ([http://thesauri.dainst.org/de/hierarchical\\_concepts.html](http://thesauri.dainst.org/de/hierarchical_concepts.html)). Select the keywords from the appropriate menu tree under “concepts” or refine your search by selecting “Search under: **iDAI.world Thesaurus**” in the search window.

If you have any questions or problems with the *iDAI.world* Thesaurus, please contact [idaí.thesauri@dainst.de](mailto:idaí.thesauri@dainst.de)



**NB:** *iDAI.thesauri* does not register place names or country names. Please attach Gazetteer links or IDs instead. They will be inserted into the text (see below).

### 3. TEXT

- **Abstract**  
The abstract should give an overview of the aims of the project and briefly refer to any new approaches and methods. Please write the abstract in German and English, length approx. **750 characters incl. spaces/100 words**. The abstract can be submitted in other languages, too.
- **Text**

Texts should be short, focused, and clear. They can be written in German or English. Texts in English must have been **proofread by a native speaker**.

The main subject area comprises **matters** and **discussions** relating to the *iDAI.world* systems, research data management, digital technologies and procedures, the further development of information infrastructures and their implementation, as well as future prospects.

Multiple **authors** can be named in the author line (see Metadata above). If a section of the manuscript is to be attributed to a specific author, please do so at the end of the paragraph (name in brackets). For contributors who are not members of the DAI, the affiliation can be included in brackets after their name, e.g.: “Andreas Hauptmann (Deutsches Bergbaumuseum, Bochum)”.

A **bibliography** can be appended at the end of the report. Please include a ZENON-ID for all bibliographical references.

- The contribution should be approximately **10,000 characters (incl. spaces)** long. This is the recommended length, but you are free to go over it. The upper limit, which should not be exceeded, is 30,000 characters (incl. spaces). The minimum length is a MS Word standard A4 page/4,000 characters (incl. spaces, plus abstract).
- **Technical terms** and technological concepts that require specialist knowledge should be explained.
- You are asked to give specific **year dates** to supplement time periods. Dates should be written out (e.g. “3rd century BC”) in the body of the text, and abbreviated in brackets and captions (“3rd cent. BC”).

### Recommendations for display in the Journal Viewer format:

- A paragraph of text will later correspond to a numbered and citable section; please paragraph with this in mind.
- Ideally, your text should have introductory headings and subheadings to give it a clearer structure in the Journal Viewer.

The screenshot displays a journal article page. The main title is "Die iDAI.world vor dem Hintergrund der neuen Digitalgesetze" by Friederike Fless. The page features a table of contents on the right side, which is highlighted with a red box. The first section in the table of contents is "1. Die Forschungsinfrastrukturen und Forschungsdaten des DAI". A red arrow points from this section in the table of contents to the corresponding text in the main body of the article. The table of contents also lists other sections: "2. Rechtsgrundlagen" and "Fazit".

- It is possible for links to locations in the Gazetteer, links to project pages as well as to data and associated sets of documents in *iDAI.world* to be placed in the text. They will appear under Extra Features in the Journal Viewer. Please supply the exact **IDs or links**.

#### 4. FIGURES

- Ideally, there should be no more than 3 figures per 2,300 characters (equivalent to one page in PDF layout). A smaller or larger number is possible. However, a **maximum of 10 images** may be submitted.
- We recommend a selection of different types: screenshots of the systems, photos, etc. Please make sure captions etc. are legible at a final size of max. 16.5 cm x 23 cm for A4 pages.
- Please designate an image to be displayed on the **front page** in the Journal Viewer.



- All maps and object drawings must be presented with the **scale** included.
- A scale bar and the unit of measurement must be given.
- Large-format and whole-page maps should be avoided.
- With reports displayed in the Journal Viewer it is also possible to refer to a larger set of images in `iDAI.objects/Arachne`.
- It is imperative that the author obtains **permission to publish images owned by third parties** in the print and online version (unless the rights are held by you as the author or by the DAI) (image resolution). When you submit images to us, we will assume that you, the author, hold the rights to them.

- **Figure references**

Please insert references directly in the text.

- **Captions**

Formulate captions as far as possible according to this model:

- Place (+ country if necessary), specification. Then follows a description, with the image and legend together giving readers the necessary information briefly and succinctly. Do not restate place and country if all images are from the same location.

Example:

*Manching (Germany), Celtic oppidum. Section through the ramp of the city wall. The phases of the embankment can be precisely reconstructed.*

- **Figure credits**

Insert the credit at the end of caption, in brackets.

If the image has no DAI negative number, use the following format: “(photo: I. Wagner)”

If there is a DAI negative number, the figure credit should appear like this: “(photo: D-DAI-MAD-KB-56-04-28, M. Kunst)”

- **Technical specifications**

For an image width of 16.5 cm, the resolution should be **300 dpi** for greyscale and colour images, **1200 dpi** for line drawings.

We prefer images to be saved as TIFF or EPS files (uncompressed; IBM format). JPG and PDF are possible too, but are poorer quality, particularly after being compressed for display on the Web.

**3D models:** 3D models must be submitted in the odj format (the size not exceeding 150 MB) and also as a u3d file.