



Checklist for authors of journal articles for the Journal of Global Archaeology (JoGA)



DEUTSCHES ARCHÄOLOGISCHES INSTITUT
KOMMISSION für ARCHÄOLOGIE
AUSSEREUROPAISCHER KULTUREN

Article order

	Abstract English + Keywords
	Text with references and notes
	References
	Zusammenfassung + Schlagworte (max. 5) (If the article is in German)
	Sources of illustrations
	Author

Text

	Text + notes in Word, Open Office or Libre Office
	Short citations in brackets
	Figure references in brackets
	Annotation numbers before punctuation marks
	Headings up to the 3rd hierarchy
	Mark special characters
	Text left aligned
	Font size 12pt
	Line spacing: 1.5 lines
	Superscript or subscript numbers
	Difference between dashes and hyphens
	Write out Jahrhundert, century und siglo
	BC / AD; v. Chr. / n. Chr.; a. C / d. C.
	Quotation marks: German („...“); English (“...”); Spanish («...»)
	Continuous page numbering

References

	At the end of the manuscript
	According to the KAAK citation guidelines (see JoGA guidelines)
	DOI's (if available)

Author

	Title, author name; institution; address; country; e-mail
	ORCID-ID
	ROR-ID

Images

	List of figures and figure captions at the end of the manuscript
	List of figures see citation guidelines of the DAI / KAAK (JoGA guidelines)
	Correct naming of images (see JoGA guidelines)
	Image size approx. 2–3 MB
	TIFF-format
	Tables in PDF-format
	„Decorative“ cover image
	Lettering in graphics in Noto Serif

Supplements

	Attach supplements in separate folder
	Further image files, 3D models etc.
	3D models in obj.-format (max. 150 MB)