ISTITUTO ARCHEOLOGICO GERMANICO
ROMA

Manuscript Submission „Römische Mitteilungen"

<u>**To:**</u>   redaktion.rom@dainst.de

<u>**Most important requirements (at a glance):**</u>

- o length: max. 100,000 characters (including footnotes, spaces, and bibliography)
- o deadline for submission: until January, 1st
- o anonymous version of the manuscript in PDF-format including (possible) illustrations
- o copyright for printed issue and online version must be available

<u>**Checklist:**</u>

<u>Manuscript:</u>

- o structure as follows:
  - English headline, abstract (800 to1000 characters), 5 keywords
  - heading in original language
  - names of the respective authors
  - text
  - (possible) acknowledgements
  - bibliography
  - table of figures
  - personal information
  - captions
- o headings up to the third hierarchy in relation to the respective value must be marked
- o reference mark appears before the punctuation mark
- o references to illustrations appear in brackets, e.g. (fig. 1)
- o special characters must be marked in the manuscript (enclose the respective font, if necessary)
- o distinction between dash (–) and hyphen (-)
- o system of citation by the DAI → click here for more information

<u>Illustrations:</u>

Designate illustrations correctly, e.g. SurnameAuthor_01

- o size of illustrations: approx. 2–3 MB / 480 dpi
- o format: TIFF

- o check the readability of legends/captions at the desired final image size
- o insert captions on separate levels, so that changes can still be made if necessary

Tables:

- o tables are to be inserted at a suitable place in the text
- o **ATTENTION**: tables **must be numbered** within the numbering of illustrations: Please treat tables equally to figures, i.e. instead of a table call and a table caption, use a figure call and caption.

Personal information:

- o address
- o email-address
- o ORCiD-ID
- o submit the ROR-ID of your institution, if possible

Table of figures:

- o for each illustration an individual reference must be given; summarized references will not be accepted!
- o for each illustration the rightholder/data supplier (museum, supreme council of antiquities…) the creator (photographer, designer…) must be indicated