

Instructions to authors

General Instructions

Quartär publishes Original articles, Review articles, Short notes, and Book reviews. All manuscripts are subject to peer review.

Original articles describe previously unpublished results of recent research. Review articles chronicle recent progress in particular areas of research, but they should not simply summarize the author's work. Before submitting exceptionally long manuscripts (more than 150,000 characters, including spaces) please contact the editors. Short notes (no more than 7,500 characters including spaces) provide the opportunity for rapid communication of original results. For book reviews separate instructions apply.

Manuscripts may be submitted either in English or German. Title, abstract and figure captions should be submitted in both languages. Authors with inadequate familiarity with the second language should have their manuscripts checked by a native speaker before submitting. Editorial assistance will not extend to linguistic or grammatical correction of manuscripts that do not meet adequate standards.

A German Zusammenfassung and an English abstract must be provided; the one not in the language of the manuscript should be an extended Zusammenfassung or abstract.

Present items in the following order:

Title page:

- Running head.
- Title in the language of the article.
- Title in the second language.
- Authors' full names.
- Authors' full addresses should be given and differing contact addresses should be indicated as footnotes at the bottom of the title page. However, footnotes are generally not acceptable in Quartär.
- Name, current address, and e-mail address of corresponding author(s).
- Up to 6 keywords (none already included in the title) should be given.

Text:

- The following are typical main headings: Abstract, Keywords, Introduction, Methods, Results, Discussion, Acknowledgments, and Literature cited.
- Keep the number of headings to a minimum. Most manuscripts will use two to three levels of headings. Levels of headings may be indicated using numbers (e.g. 1, 1.1, 1.2, 1.2.1, etc.).
- **Do NOT** classify headings using your word processing program.
- Use "Figure" only outside of parentheses. Otherwise, use "Fig." if singular, "Figs." if plural (e.g. Fig. 2; Figs. 2 & 3; Figs. 3-6). To refer to individual drawings in a figure (e.g. for lithic artefacts), use Fig. 12: a, Fig. 12: A & B; Fig. 12: 23-26).
- For user-defined abbreviations, write out words in full the first time a term is used in the text (not in the abstract). Abbreviate thereafter: "Last Glacial Maximum (LGM) . . . We found that during the LGM..."
- Numbers: Write out one to nine unless a measurement, but use numerals for larger numbers (e.g. three scrapers, 6 mm, 12 days, 2 minutes). If number is in a series with at least one number being 10 or more, then use all numerals (e.g. 6 burins and 13 scrapers).
- Each reference cited in the text must be listed in the references section and vice versa.

No footnotes!

There are many styles and ways to write certain terms. For the sake of a uniform appearance of Quartär, we kindly ask that authors adhere to the attached style sheet (end of document)

Figures and tables:

- Tables are to be treated and labelled as figures and numbered serially with these.
- Tables and graphs are to be submitted as editable files (e.g. Excel), not as pictures.
- Illustrations must be prepared for one- or two-column width (7.8 cm or 16.4 cm, respectively), exceptionally 12 cm. No frames around figures.
- Grayscale and colour images must have a minimum resolution of 300 dpi. Colour images must be saved in CMYK mode.
- Black and white line drawings of lithic artefacts must be at a scale of preferably 1:1 or be reduced to 2/3 or 1/2 natural size. No frames. Make sure drawings do not touch the border; leave at least a 3 mm margin. If scanned as bitmap, resolution must be 800 dpi.

- Group multiple related illustrations as panels in a single figure (Fig. 1A, B, etc.) so that they can be placed on the same page.
- Handwritten symbols are unacceptable.

Captions:

Figure captions should be submitted both in English and German.

Do not include "exotic symbols" (lines, dots, triangles, etc.) in figure captions; either label them in the figure legend or refer to them by name in the caption (e.g. triangles = scrapers).

Literature citations within the text are to be as follows:

- One author: Able (1989) or (Able 1989).
- Two authors: Able & Baker (1989) or (Able & Baker 1989).
- Three or more authors: Able et al. (1989) or (Able et al. 1989).
- Manuscripts that are accepted for publication but not yet published: Able (in press).
- Unpublished materials: (K. P. Able unpubl. data); (K. P. Able pers. obs.); or (K. P. Able pers. comm.).
- Within parentheses: (Charley 1980; Able 1983, 1990; Able & Baker 1984); (Baker 1989; Able 1992; Charley 1996); (Able 1988a, b, c).
- If you want to refer to certain pages in a book: (Charley 1980: 232; Able 1983: 121-123, 1990; Able & Baker 1984: 33ff.)

Literature cited:

- Verify all entries against original sources, especially journal titles, volume and page numbers, accents, diacritical marks and spelling in all languages.
- Cite references in alphabetical order by first author's surname and then his/her initials. References by a single author precede multi-authored works by same first author, regardless of date. Listings with multiple authors are done by first author's name (then initials), second author's name (then initials), etc.
- List works by the same author(s) in chronological order, beginning with earliest date of publication. If author has two works in same year, place in order by first citation in text; these works should be lettered consecutively (e.g. 1991a, b) and referenced as such in the text.

- "In press" citations must have been accepted for publication, with the name of journal or publisher included, with year and volume number if known.
- DO NOT write author names in uppercase. Insert a period and space after each initial of an authors' name. Last author is preceded by an "&" symbol.
- Journal titles should be written in full and not abbreviated.

Citations should follow formats given below:

Papers:

Browne, R. A., Griffin, C. R., Hubley, P. R. & Martin, A. E. (1993). Taphonomy in the hominid fossil record. *Paleobiology* 4 (2): 49-56.

Fahrig, L. & Merriam, G. (1994). In pursuit of the future. *Current Anthropology* 8: 50-59.

Willis, E. O. & Oniki, Y. (1978). Neanderthals and army ants. *Mitteilungen der Gesellschaft für Urgeschichte* 9: 243-263.

Dissertations, Books, Chapters:

Freeman, S. (1991). *Mammoths I have known*. Ph.D., dissertation, University of Washington, Seattle.

Lack, D. (1954). *The natural regulation of archaeologist numbers*. Oxford University Press, London.

Gaunt, A. S. (1988). Interaction of syringeal structure and airflow in hobbit phonation. *In*: J. R. R. Tolkien (Ed.) *There and back again*. XIXe Rencontres Internationales d'Archéologie et d'histoire d'Antibes. Éditions APCDA, Sophia Antipolis, 915-924.

Kear, J. (1970). The adaptive radiation of parental care in Neandertals. *In*: J. H. Crook & A. Z. Singer (Eds.) *Social Behaviour in Mammals*. Academic Press, London, 357-392.

What and where to submit:

INITIAL SUBMISSION:

All manuscripts should be submitted online to the editors (info@quartaer.eu). In this initial submission, graphic files need not meet print quality in order to reduce file size (to be sent as e-mail-attachments). **Manuscripts not meeting linguistic standards or conforming to the journal format will not be forwarded for review.** Attachments may not exceed 10 Mbytes for a single e-mail. Authors with limited or no online access may send their manuscripts as hard copies to one of the editors. Upon approval of the manuscript, further information for the final submission will be provided.

A cover letter must accompany all submissions. This letter should include a statement indicating that the manuscript reports on original research not published elsewhere and that it is submitted exclusively to Quartär. It should also include any special instructions and any address changes of the corresponding author during the next several months.

PEER REVIEWING PROCESS

All manuscripts are subjected to a peer reviewing by at least two referees. Authors will be expected to revise manuscripts according to the advice given by referees but can submit rebuttals to individual points if they deem this necessary. The final decision regarding publication remains with the editorial board.

Proofs and offprints:

After acceptance authors will receive page proofs for approval which must be returned within 2 weeks. Only minor modifications are possible at this stage. Instead of offprints, all authors will receive a PDF-file of their article for private use and the corresponding author will receive one hard copy of Quartär.

If you have any further questions, please contact the Editors (info@quartaer.eu).

"Style -sheet"

¹⁴C dates

5 ka calBC, 5 ky BP, 5'000 calBC (software and calibration curve used have to be stated, as well as lab numbers)

please convert 1/2 ; 1/4 etc. to ½; ¼ etc.

space before and after ± (333 ± 33 BP)

space before and after - (333 - 444 BP) but NOT between page numbers in Literature section!

space before BP/BC and calBP/BC

space between numbers and units

NO space between numbers and %

NO space before and after slash(/)

No space in e.g. and i.e. and a.s.l.

Use double quotation marks ("Quartär")

Late Glacial

Figure legends: Fig. 1. This is the legend of a figure.