



Guidelines for Authors

Archaeological Research in Western & Central Asia (ARWA) is the peer reviewed, open access, annual journal of the International Association for Archaeological Research in Western & Central Asia (<https://arwa-international.org/>).

How to contribute

The journal welcomes original research papers and lengthy perspective papers.

1. Perspective papers, both solicited and unsolicited, offer a comprehensive review of the most important current problems in the archaeology of the region. These papers count between 8.000-20.000 words, but flexibility in length will be considered depending on the topic. Authors should send a two-page summary and only submit the complete paper after preliminary acceptance by the editors. Papers will be submitted to a single-blind peer review process. Final acceptance is contingent upon successful reviews and satisfactory completion of any suggestions and corrections. When peer reviewed and finally accepted, the papers are available online for a few months before final publication and in that time other authors may send comments / replies that will be published together with the original perspective paper.
2. Original research papers of no more than 8.000 words. Research papers should follow the standard format of an archaeological paper, with relatively high limit of figures and/or tables. Papers will be submitted to a double-blind peer review process.

The papers should be written in excellent English. Either British or American spelling, when used consistently throughout the entire manuscript, will be accepted. Please contact the editors if you do not have access to an English native speaking colleague or a professional editing service. At the discretion of the authors, 1-2 page summaries of the articles in Middle Eastern languages such as Arabic, Persian, Kurdish, Turkish or Hebrew, provided by the author(s), can be made available online.

The Editors welcome original contributions and will not accept papers that have been submitted for publication elsewhere, or have already been published in any form, whether in English or another language. This would be declared by the corresponding author in the form to be filled prior to publication. At the first place we consider originality of material and research, the importance of the topic, and the quality of writing.

Manuscripts can be submitted at any time during the year, to the following email address: journal@arwa-international.org.

The acceptable formats for anonymized initial submissions (with self-identifying features like the author name or affiliation removed) are Microsoft Word (.doc, .docx) Open Document or PDF (.pdf). At this stage the manuscript should be sent in one file (text with footnotes, references, figures and tables with captions inserted in the text or at the end of the document), with the separate cover letter containing title, list of authors and affiliations, and contact information for the corresponding author. Please do not use formatting in the text and submit it in a common (Unicode) font (e.g. Arial or Times New Roman). Upon acceptance, a final version will be required with the text strictly formatted according to the guidelines below and illustrations (images, graphs, tables) provided as separate files. If a manuscript contains any special characters or diacriticals, an additional PDF version of whole text (with all embedded fonts) will also be demanded for clarification.

Article structure

Title page

The title page must contain the following information:

- title of the paper;
- full name(s) of the author(s), with surnames in capital letters;
- affiliation(s) of the author(s) containing the full name of the institution(s) and their postal address(es);
- list of three to six keywords that can be used for indexing purposes; these keywords should not repeat words included in the title;
- a concise abstract (up to approximately 250 words), not divided into sections and not containing footnotes.

Internal divisions

The text of a paper should be divided into clearly defined sections and sub-sections, with the headings indicated by larger font and bold face. Please use no more than two levels of displayed headings.

Footnotes

Although we allow footnotes, their use should be exceptional. Number the footnotes consecutively throughout the whole paper.

Figures and Tables

Authors should submit figures as separate files, in TIFF (.tif) or EPS (.eps) format, and clearly numbered (e.g. Fig. 1, Fig. 2 etc.). For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. Black-and-white or greyscale readable figures with the maximum vertical size of 200 mm will be accepted. Required resolution is 300 DPI for greyscale images and at least 600 DPI for black-and-white drawings (although in that case the vector format is recommended). Including color images is possible, but the additional printing costs will have to be covered by the author(s) of an article (please contact the editors for current pricing).

All figures and tables must be referred to in the main text and the references to them should be typed in bold.

Tables must fit on the B5 page vertically or horizontally. Please submit tables as editable text and not as images. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Any previously published material used in figures or tables has to be identified by giving the original source in the form of a reference at the end of the captions.

Authors are responsible for securing all necessary permissions (and fees, if required) for photographs or other copyrighted illustrations used in their articles that is not owned by them. Credits (©/courtesy/permission etc.) should be included in all figure captions.

Acknowledgements

Acknowledgements, including identification of financial support to the research, should be placed in a separate section at the end of the article before the references.

References and citations

The “References” section must contain an entry for each work cited in the text (figure and table captions included) and only works cited in the text are to be included.

The ARWA reference style follows the author-date guidelines in *The Chicago Manual of Style*, 16th ed., rev. (Chicago: University of Chicago Press, 2010). The journal references and citations should be used accordingly. For more detailed examples, see the Chicago Style Citation Quick Guide, https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.

Supplementary materials

It is possible to add supplementary information to the article that is available online only. This file may contain additional texts, figures and tables that provide a background for the research but are not essential for the paper.

Editorial procedures

After submission the editors will make decision as to whether the paper should be rejected without review or sent to the external reviewers. The corresponding author will receive an e-mail regarding the outcome of this decision as soon as possible. A preliminarily accepted paper is sent to reviewers who are asked to return their comments within one month. The editors then consider the paper in the light of the reviewers' comments and make a decision concerning the paper. If it is declined, the editor will e-mail the corresponding author with extracts from the reviewers' letters to explain this decision. If the paper is positively assessed by the reviewers, the editor will ask the author to revise the paper following the reviewers' suggestions and comments. The author may also include his responses to the reviewers' comments as a part of the cover letter. The final form of the revised manuscript has to be consistent with guidelines outlined above and all figures should be included, even if they have not changed. The paper will then be edited and a final version will be sent back to the corresponding author via email from the editor as a PDF file for final proof-reading. The author is responsible for checking the proofs against the manuscript and making all necessary corrections that should be clearly marked and returned within one week as markings in the PDF file. At this stage only the correction of errors that may have been introduced during the production process and minor

spelling and grammatical mistakes will be possible. Substantial changes in content are not allowed without the approval of the Editor.

Ethics in publishing

For ARWA's general statements on ethics, see <https://arwa-international.org/about/arwa-aims/> and <https://arwa-international.org/liaison-groups/ethics/>.

Authors must be transparent when introducing objects or data of uncertain provenance or without archaeological findspot, and clearly identify them as such in the text and/or figure captions. The journal ARWA will not serve as the initial place of publication of any object acquired by an institution or individual after the entry into force of the 1970 UNESCO Convention on the Illicit Import, Export and Transfer of Ownership of Cultural Property (<https://en.unesco.org/fightrafficking/1970>), nor will it publish finds that were illegally exported from their country or region of origin.