Gallia Préhistoire

Recommendations for authors

Gallia Préhistoire (Prehistory of France in its European context) publishes **review articles** and **reports** on discoveries, important research or topics discussed in the domain of archaeology in France and other European countries. The chronological scope of Gallia Préhistoire extends from the Lower Palaeolithic to the end of the Bronze Age.

Gallia Préhistoire also publishes **supplements** including monograph studies, thematic reviews and corpuses presenting a major interest or significant advances for prehistoric archaeology. The proceedings of international symposiums can also be published in these supplements.

Gallia Préhistoire accepts submissions in French and English. For other languages, please contact the editorial committee.

The review now combines a digital edition and a paper edition. Each article is published online throughout the year (in HTML and PDF version, on the site http://journals.openedition.org/galliap/) and an annual paper volume at the end of the year compiles all the articles published online during the year. On account of this double editorial process, it is important that authors comply carefully with the following guidelines. Failing this, the article will not be considered for publication.

Submission and editorial process

Authors can submit their work to the **editorial committee** at any period of the year, preferably by email to the email address gallia.prehistoire@cnrs.fr. However, it is recommended that authors contact the editorial committee prior to submission to make sure that the proposed article matches **editorial orientation**.

Upon receipt of the manuscript:
- The **editorial committee** first of all examines submissions to confirm that they match the editorial orientation of the review, that they are original and that they respect the editorial guidelines. It then informs the corresponding author (the first author for collective articles) of its decision.
- For each retained submission, the editorial committee appoints two reviewers: one from the committee and one from outside the review. A third reviewer (internal or external) can be appointed if necessary. Within **two months** at the most of the date of receipt of the article, the author will receive two or three evaluation reviews for the submitted article.
- The authors then in turn have **two months** at the most to make the requested corrections and send the modified article back to the review. The article will then be rapidly re-examined by the reviewers.
- As soon as the definitive version is validated by the editorial committee, the review commits to publishing an electronic version of the article within **two months**.

The publication of each article is subject to the manuscript signature of all the authors and a publication authorisation transmitted to the first author by the editorial committee.

Editorial guidelines

All manuscripts must be submitted as odt, doc, docx or rtf files. They must be plain text files with no formatting, no paragraph or character style (no titles in capital letters or italics, small capitals, underlining…). Please respect the typographic rules specified below.

All submitted articles must include the following files (and a PDF version compiling all the elements):

1. Authors' details (file named: **author1_coord**)
2. Abstracts and keywords in French and English (file named: **author1_abstract**)
3. Short version in French for articles in English and in English for articles in French (file named: **author1_short**)
4. Manuscript of the article (file named: **author1_text**)
5. Bibliography (file named: **author1_biblio**)
6. Captions of figures (file named: **author1_leg-fig**) and tables (**author1_leg-tab**) in French and English
7. Figures and tables of the article (file named: **author1_fig1** or **author1_tab1**)

1. Authors' details

For each author of the article, the following details must be mentioned:

- Full name(s) and surname(s) of the authors.
- Full address(es) with telephone number(s) (for the editor).
- Name(s) and addresses of affiliated laboratories or organisations.
- Email address(es) (specify if you do not wish this information to be published in the article).
- Specify whether authors are main authors or collaborators (different treatment in Journals). No "article director" or "contributor".

Attention: some institutions do not take articles into consideration if the presentation guidelines of the authors' affiliations are not strictly respected. Given the diversity of these guidelines, it is solely the authors' responsibility to check these presentations.

2. Abstracts and key words

Chaque article doit être accompagné d'un résumé de 900 à 1 400 signes (espaces comprises) en français et en anglais, ainsi que de 5 à 10 mots clés dans les deux langues (mots clés à choisir exclusivement au sein du thesaurus Pactols: http://pactols.frantiq.fr/opentheso/).

3. *Abridged version*

An abridged version must be associated with each article (in English if the article is in French and in French is the article is in English), representing 10 to 15% of the total length of the main version. The main article and its abridged version will be published together in the paper version, but will be published as two distinct editorial units in the digital version (with two separate DOIs).

The short version must include a short bibliography with the main references and 1 to 3 "key" illustrations (which we will translate if necessary). The format of the title will be [Translation of the main article's title] + (abridged version). For example: The last Lateglacial and Early Holocene societies in France. Overview of thirty years of research (abridged version).

For abridged versions in French, it is strongly recommended not to use translation software or online translation sites. The review entrusts the translation of English manuscripts into French to a competent bilingual translator, except in cases where the authors' linguistic skills are sufficient.

4. Manuscript of the article

Manuscript: the text must be written in a single font type and size in British English or American English (but not a combination of both). Pages must be numbered to facilitate evaluation.

Titles: indicate the hierarchy of the titles (hierarchical system: 1, 1.1, 1.1.1., 1.1.1.1). Please do not exceed four levels of title. Do not use a full stop at the end of titles or headings. For collective articles, do not mention the initials or names of authors in paragraph titles.

Bibliographic cross-references: all the bibliographic references must be cited in the manuscript, with the name of the author and the year of publication. For example:

– For one author: (Leroi-Gourhan 1968, p. 185)

– For two authors: (Callender and Desbat 1990, p. 38-50, fig. 2, no. 3)

– For more than two authors, use *et al.* with italics: (Desbat *et al.* 1987)

– For several dates for the same author: (Dupont 1965, 1968 and 1970)

– For several identical dates for the same author: (Dedet 1998a and 1998b)

– For several consecutive references, classify them preferably by chronological order separating them by a comma: (Callender 1965, Desbat *et al.* 1987)

Attention : note the difference between "p. 25-32" = "pages 25 **to** 32" from "p. 25, 32" = "pages 25 **and** 32".

References to illustrations and tables: all the illustrations and tables must be cited in the manuscript and in numerical order as follows: (fig. 1), (fig. 2, no. 1), (fig. 3, nos. 1 and 6), (fig. 4, nos. 1-5), (fig. 5, A). No reference to figures and/or tables is authorised in titles. Figures and tables are numbered in Arabic numerals.

Footnotes: if footnotes are necessary, limit their number and length. Incorporate footnotes automatically with the function "Insert a footnote". Footnotes must be numbered consecutively.

Cross-references: to be avoided as much as possible. Cross-references can only be used for titles, headings or notes. Possible use of the following formulae in parentheses: (see *supra*) or (see *infra*), without any reference to page number.

5. Bibliography

The final bibliography will only include references cited in the manuscript. It will be submitted as a distinct file and will be classified by alphabetic order of the authors.

Authors are asked to strictly comply with the bibliographic guidelines, or else their article may be refused for publication. The use of bibliography software with files compatible with the review is highly recommended.

6. Légendes des figures et tableaux

All the figures and tables must be accompanied by explicit and complete captions, in English and in French (the translations are carried out by the review except where the authors' linguistic skills are sufficient).

Do not forget:

- The description of the objects;

- The description of the lines, colours and symbols used;

- Details of the abbreviations used (for example: MNI = minimum number of individuals);

- The names of the authors of the drawings and photographs, and the names of their institutions (CAD A. Haddock, CNRS);

- CAD detail (computer assisted design) for all the figures (plans, maps, plates, plots, etc.) for software such as Adobe Photoshop, Adobe Illustrator or Inkscape;

- Photographic details for all photographs taken during an excavation, study, etc.

Several examples:

Fig. 1 – Localisation du gisement les Bossats, Ormesson (Seine-et-Marne ; DAO M. Ballinger, CNRS).

Fig. 15 – Les sols moustérien et châtelperronien superposés dans le sondage 3. Au premier plan, le niveau moustérien ; au second plan, le niveau châtelperronien (cliché P. Bodu, CNRS).

Fig. 38 – Cores from Pont-Glas. **1**. Core on flake in cataclasite from Mikaël (O24, US 5.2); **2**. Core in cataclasite from Mikaël (P23, US 5.3); **3**. Burnt flint core (1987 test pit, -5 to -20 cm; drawing G. Marchand).

Tabl. 4 – Décompte de l'assemblage faunique (d'après Perrin 2018, p. 101). **NR** : nombre de restes ; **NMI** : nombre minimum d'individus.

Table 7 – Distribution of non-retouched products by raw material (credits authors). **Sx:** flint; **FL:** microquartzite from Forest-Landernau; **GE:** Eocene sandstone; **CM:** cataclasite from Mikaël; **GQu:** Quartzite-sandstone; **Qu:** quartz; **GA:** Armorican sandstone; **Clos:** chalcedony from Clos; **Pht:** phtanite; **UT:** ultramylonite from Tréméven; **Div:** diverse.

7. Figures and tables

Each figure or table must be in a separate file and must be cited in the manuscript.

Attention : all reproductions of previously published iconographic elements (or text) are subject to authorisation (from the author, editor, museum, etc.) in accordance with the law on literary and artistic property. Authorisation must be requested by the author. Any related expenses are to be paid by the author.
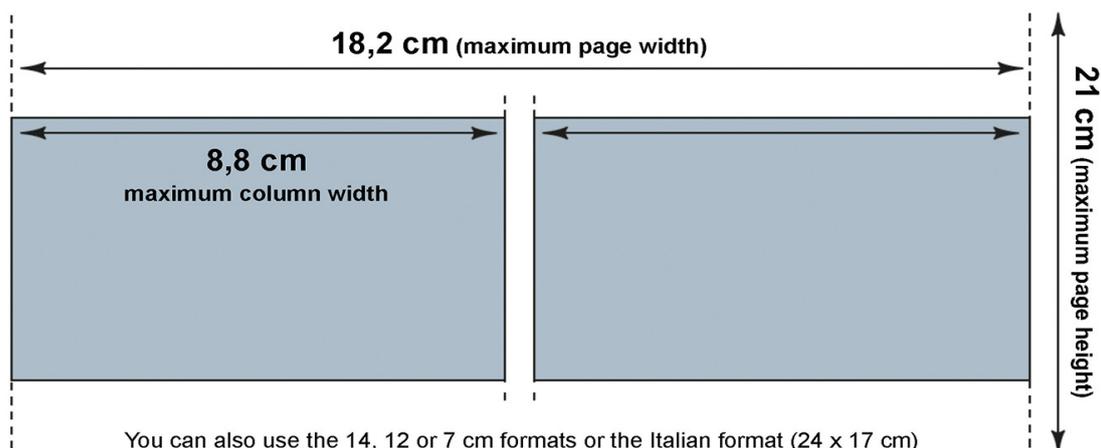
Tables

They must be typed directly, in Arial font, in Libreoffice or Microsoft Word (possibly Microsoft Excel if they are complex) and must be submitted as distinct files (one file per table). In general, it is preferable to have more lines than columns (for better rendering online) and to avoid the proliferation of "micro-tables" with little data and also full pages of detailed tables. Do not insert foot notes in the tables (only in the caption if necessary).

Complex tables can be published online as *supplementary data* (format csv, ods or xlsx format).

Figures

Figures include line drawings (plot, map, plate, drawing of objects…), graphics, digital illustrations and photographs. They must be submitted in printable format, i.e., definitive publication size.

18,2 cm (maximum page width)

8,8 cm
maximum column width

21 cm (maximum page height)

You can also use the 14, 12 or 7 cm formats or the Italian format (24 x 17 cm)

Generally:

– Use Arial font.

– The review accepts figures in colour without any limit, on condition that they are used rationally.

– Be selective: select significant elements cited in the manuscript, and propose summarized compilations.

– Avoid manual (sticking, cutting out, etc.) or digital compilations (combinations of documents from different applications) and repetitions (with duplications for example).

– Use consistent graphic scales as much as possible – and if possible, try to use full scale representation. Exclude any quantitative mentions of scales in the captions (the scale may change for publishing layout).

– Do not use disparate orientations and reduction scales – if reductions are necessary, use a constant reduction scale for a same category of elements.

– Remember that figures may be reduced and that they must remain legible: lines must be no smaller than 0.20 points and text no smaller than 5 points.

– Avoid mechanical lines as much as possible as they impair the quality of the image.

Figures must be in the following **format**:

– Tiff for black and white documents images in 1,200 dpi (Bitmap, option transparent white).

– Tiff for documents images in shades of grey or colour, 300 dpi minimum (mode CMJN).

– Inkscape SVG or Illustrator EPS for all line drawings or annotated images (mode CMJN).

For **line drawings**, in .svg (Inkscape) or .ai (Adobe Illustrator) format, pay particular attention to:

– the quality of the line (density, constant thickness, precision of connections).

– maintaining sufficient contrast between backgrounds: a 20% difference in density between two zones (or four levels of grey between white and black) is the minimum requisite for easy reading.

– limiting as much as possible inlays of text in the figures, as these create problems during transfers and placing comments in the caption-text (in CAD, regroup the typography in a distinct "layer").

– avoiding the use of borders for outlining figures and pages.

– avoid transferring a fig. Inkscape / Adobe Illustrator into Gimp / Adobe Photoshop (do not pixelate).

Digitised illustrations and photographs:

– They must be of good quality, with sufficient resolution (minimum 300 dpi) and be legible (and in particular sufficiently contrasted). Propose cropping to eliminate any superfluous elements where applicable.

- Cleaning and scaling of illustrations must be carried out with Gimp / Adobe Photoshop. If you wish to incorporate text, you must transfer and process the document in Inkscape / Adobe Illustrator as it is much easier to make corrections. Do not vectorize the text and remember to incorporate the image physically in the Inkscape/Illustrator file.

- **Digitisation**: black and white documents with no grey levels (excavation plans, line drawings of objects, etc.) must be scanned in 1200 dpi. The other documents such as photos or illustrations with shades of grey must be scanned in 300 dpi. In both cases, tick the option 24-bits colour (even for a document to be published in black and white) and save in tiff format.

Graphics must be compiled with PAO software (Inkscape, Adobe Illustrator) or as a spreadsheet (Microsoft Excel, OpenOffice) with sufficient resolution (300 dpi minimum) and be legible. Check that the axes are captioned, and that the captions and units are clear... Graphs in pseudo-3D are not accepted (as they are erroneous). Pie-charts must be limited to series of two or three variables at the most, otherwise they are difficult to read (it is preferable to use histograms or bar charts).

8. Supporting documents

Supporting documents can be added for the publication of online articles: additional photographs, databases, lists of measurements, inventories... The rules for these documents are the same as for the paper version. If you have any questions regarding supporting documents, do not hesitate to contact the editorial committee.

Typographical conventions (article in English)

Italics

- Italics are used for titles of books, reviews, Latin phrases and foreign words.
- Example of Latin phrases: ad hoc, a fortiori, a priori, a posteriori, *ca.*, *cf.*, *e.g.*, *et al.*, *ibid.*, *idem*, *i.e.*, *in fine*, *infra*, *op. cit.*, *passim*, *statu quo*, *supra*. Exception for "etc." (no italics).
- Citations are not in italics but in quotation marks ("").

Capital letters

- The first letter of **geological formations**, **archaeological periods**, **cultures** and names of animal or plant **species** (in Latin) takes a capital letter.
- The names of "**Ages**" must be written as follows: Bronze Age, Iron Age...
- The **cardinal points** take a capital letter when they refer to a region (examples: the Southwest of France, the departments of the North) but not when they indicate a direction or are used as substantives (examples: towards the south, located north of the Garonne);
- The names of **organisations** take a capital letter. Examples: the Regional Service of Archaeology, the Ministry of Culture and Communication, the Regional Direction of Cultural Affairs, the National Archives, the National Library, the National Centre for Research Methods, the Academy of Letters.
- The word "**museum**" is capitalised when it is used as a proper noun. Examples: the Louvre Museum, the Natural Science Museum, the British Museum.
- The names of **monuments** are capitalised. Examples: Church Hole Cave, Gower Cave, Lascaux Cave.
- The words "**university**" and "**faculty**" are capitalised when they refer to a proper noun. General nouns should not be capitalised. Examples: university town, University of Besançon, Faculty of science and technology Lille 1.

Abbreviations and acronyms

- Do not mix up **abbreviations** (abbreviating a word to several letters) and **acronyms** (abbreviation formed by the initial letters of several words).
- In the body of the text, the use of abbreviations should be limited as much as possible. When using unusual abbreviations, give an explicit list of the terms used. Examples of several common abbreviations: ^{14}C, *ca.* (circa), *i.e.* (that is), etc. (not etc...), p. (and not pp.), *e.g.* (for example).
- **Acronyms** are written in capital letters with no punctuation. Several examples: CNRS (Centre national de la recherche scientifique), MNI (minimum number of individuals), GIS (geographic information system), SU (stratigraphic unit)...

Numbers and dates

- Write all numbers used in an isolated way in the text for simple quantities in letters (failing that, unify transcription in the same article), as well as any numbers used at the beginning of a sentence.
- On the other hand, always write indications of units, complex quantities (numbers superior to sixteen) and numbers used for numbering (in inventories and catalogues, for example) in Arabic numerals.
- Numbers used for quantities are written in series of three digits (series of thousands), separated by a comma).
- Second can be abbreviated to 2nd; first: 1st. Do not write "the 2nd US is black", but "the second US is black".
- Do not abbreviate numbers with several digits (ex: from 5,000 to 6,000 people and not from 5 to 6,000).
- For the abbreviation of number, use "no." for the singular form (n°) and "nos." for the plural form.
- Only the following dating systems are accepted: "BP (K-Ar)", "cal. BC", "cal. BP" and "BCE". Do not use "BC" and "B.C.".
- Centuries (sixteenth century) and millennia should be written in letters (3rd millennium BCE).

Typography

- A space must be placed before and after the symbols =, –, +, ±, ×.
- Words such as "technocomplex", "chronocultural", "paleoenvironment" are not hyphenated.
- Consecutive parentheses are not accepted: do not write (Polloni 2007) (fig. 21) but (Polloni 2007; fig. 21). In addition, nested parentheses are not accepted: (column *outlier* (a), table 1). Use instead (column *outlier* [a], table 1).

Bibliographic conventions

Reminder: all references cited in the bibliography must be referenced in the manuscript, captions of figures or tables, and conversely, each reference in the manuscript must correspond to a bibliographic reference. Before submitting manuscripts, please check that the references cited in the manuscript and the bibliographic references match perfectly and respect the bibliographic guidelines of the review (see below). The exactitude of all the elements in the references is the responsibility of the author.

A CSL style (https://www.zotero.org/styles) is available for the automatic formatting of your bibliographies.

General comments

- References are written in alphabetical order (name of author, regardless of the number of authors) then by chronological order (year of publication).

– Use a/b/… after the year if there are several publications for the same year.

– Cite all the authors' names in the bibliography and not simply *et al.*

– The initials of compound names must be separated by an unbreakable space (even for non-anglophone authors).

– When the reference has not been published, indicate the date of publication as "forthcoming" (if publication is programmed).

– When the reference has not been and will not be published, indicate the date of creation as the publication date and note "unpublished" before the pagination.

– Do not mix up the date of an event (symposium, exhibition…) and the publication date of a volume.

– The titles of monographs and journals are in italics, the titles of articles between quotation marks and the names of collections between parentheses.

– For titles in English, each word should be capitalised (except conjunctions, determiners and prepositions).

– The edition number will be indicated directly after the title (not in italics) and details regarding an extra edition or reedition will be indicated in parentheses at the end of the reference.

– Places of edition in the bibliography should be in the language of the article (and not in the language of the cited reference).

– Supplementary information (reedition, supplementary medium, etc.) should be given in the language of the article in parentheses at the end of the reference.

Editor (ed.) = person who wrote/or annotated the manuscript.

Director (dir.) = person who directed a team of authors for a collective work, organised the volume, monitored the manuscripts, etc.

Presentation of bibliographic references

For an article in a periodical

Name(s) of all author(s) + Initial(s) of first name(s) + (Publication date) – Article title, *Name of the journal*, Issue number, Pagination of the article.

Grébénart D. 1975 – Une armature nouvelle de l'Épipaléolithique saharien : la pointe de Tarfaya, *Bulletin de la Société préhistorique française,* 72, p. 68-69.

Whittle A. 1990 – Radiocarbon dating of the Linear Pottery culture: The contribution of cereal and bone samples, *Antiquity*, 64 (243), p. 297-302.

For a volume

Author's name + First name initial + if applicable: (ed.) + (Publication date or "forthcoming") - *Full title and subtitle*, Place of publication, Publisher (+ if applicable: Full name of the collection or supplement, Volume number in the collection or supplement number), Number of pages (+ if applicable Number of figures).

Van Gijn A.-L. 2010 – *Flint in focus: Lithic biographies in the Neolithic and Bronze Age*, Leyde, Sidestone Press, 289 p.

Gardin J.-C. 1979 – *Une archéologie théorique*, 1ʳᵉ éd., Paris, Hachette (L'esprit critique 5), 339 p.

Guilaine J. (ed.) 1976 – *La Préhistoire française*, t. II : *Les civilisations néolithiques et protohistoriques de la France*, Paris, CNRS Éditions, 913 p.

For a contribution in a collective volume

Author's name + First name initial + (Publication date) − Title of the contribution, *in* Name of the publisher or scientific director of the collective work + First name initial, *Title of the collective work*, Place of publication, Publisher, Pagination of the contribution.

Thévenin A. 1996 − Mésolithique récent et Mésolithique final entre Bassin parisien et Alpes, *in* Duhamel P. (ed.), *La Bourgogne entre les bassins rhénan, rhodanien et parisien : carrefour ou frontière ?*, Dijon, Société archéologique de l'Est de la France (Suppl. *Revue archéologique de l'Est* 14), p. 9-28.

Blouet V., Decker E. 1993 − Le rubané en Lorraine, in *Le Néolithique du Nord-Est de la France et des régions limitrophes. Actes du 13e colloque interrégional sur le Néolithique, Metz, 10-12 octobre 1986,* Paris, Éditions de la Maison des sciences de l'homme (Documents d'archéologie française 41), p. 84-93.

For a contribution in the acts of a symposium

Author's name + First name initial + (Publication date) − Title of the paper, *in* Name of the scientific director of the conference + First name initials, *Conference title*, Conference location, Conference date, Place of publication, Publisher, Pagination.

Mordant D. 1987 − Les inhumations en « pleine terre ». L'exemple de la Petite Seine, *in* Duday H., Masset C. (eds.), *Anthropologie physique et archéologie : méthodes d'étude des sépultures. Actes du colloque de Toulouse, 4-6 novembre 1982*, Paris, CNRS Éditions, p. 155-165.

Lietar C. 2016 − The role of enclosures in territorial organization in the Paris Basin between 4500 and 3800 BC, *in* Ard V., Pillot L. (eds.), *Giants in the landscape. Monumentality and territories in the European Neolithic. Proceedings of the XVII UISPP world congress, Burgos, 1-7 September 2014*, Oxford, Archaeopress, p. 31-44.

For a catalogue

Author's name + First name initial + (Publication date) − *Title*, Exhibition catalogue (exhibition location, exhibition date), Place of publication, Publisher, Number of page.

Genestre J.-M., Man-Estier E., Merlin-Anglade V., Cleyet-Merle J.-J. (ed.) 2014 − *Grands sites d'art magdalénien*, catalogue d'exposition (Musée national de Préhistoire, 21 juin-10 novembre 2014), Paris, Éditions de la Rmn, 128 p.

For a report

Author's name + First name initial + (Report date) − *Report title*, Institution, unpublished, Number of pages.

Henton A. 2009 − *Valenciennes, le Vignobles IV*, rapport final d'opération, SRA Nord-Pas-de-Calais, inédit, 57 p.

For university work

Author's name + First name initial + (Date of defense) − *Title*, Type of academic work [doctoral thesis, master's thesis, etc.], University (+ City if not specified in the name of the university), unpublished, Number of pages (+ if applicable Number of volumes and figures).

Polloni A. 2008 − *La parure dans les sépultures collectives de la fin du IVe au début du IIe millénaire en Bassin parisien*, thèse de doctorat, Université Paris 1 Panthéon-Sorbonne, inédit, 2 vol.

For an online publication

Author's name + First name initial + (Publication date) − Title of the contribution, *Name of the journal*, Place of publication, Publisher, Pagination (if possible), [URL, online publication date].

Pasty J.-F., Piboule M., Alix P. 2017 − Le site Magdalénien de plein air des Hauts de Buffon à Montluçon (Allier, France), *Gallia Préhistoire*, 57, p. 127-223 [URL : http://journals.openedition.org/galliap/590, mis en ligne le 15/02/2018].

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