DOCUMENTA ARCHAEOBIOLOGIAE

Yearbook of the State Collection of Anthropology and Palaeoanatomy, München, Germany

Guide for authors preparing electronic documents for disk submittal

DO

- Enter text in the style and order of the Journal.
- Use MS Word for Windows 2000 for PC.
- Use Times New Roman for the text font (11 pt) and the symbols.
- Indicate on the hard copy by hand any special characters or accents that still need to be incorporated in the text.
- Use the word processing formatting features to indicate Bold, Italic, Maths, Superscript and Subscript characters.
- Type headings in the style of the Journal.
- Type references in the correct order and style of the Journal.
- Use the TAB key **once** for paragraph indents.
- Insert figure captions and tables at the end of the file.
- Save any tables, diagrams, figures, graphs or illustrations generated electronically as separate files and not embedded into the text file.
- Use MS Word for Windows or MS Excel to generate tables.
- Submit Graphs as MS Excel files.
- Submit all other illustrations as electronic files (600 dpi x 600 dpi), as a rule in .tif format.
- Check the final copy of your paper carefully. In the case of a mismatch between disk and hard copy, the hard copy will be taken as the definitive version.

DO NOT

- Enter carriage returns to obtain spacing between lines, paragraphs, references etc. The space required is generated automatically by the typesetters.
- Use double spaces after each sentence within a paragraph.
- Use the automatic page numbering, running titles and footnote features of your word processing programme. Only the hard copies should be numbered by hand at the bottom of the page.

DISK SUBMITTAL

The disk should not be sent until the paper has been accepted and should contain the final revised version of the manuscript. After the manuscript has gone through the review and editing stages, copy final version onto a clean DOS-formatted disk. To avoid confusion do not copy any irrelevant and/or back-up files onto the disk. Apple Mac users should ensure the disk wastebasket is empty before submitting the disk. Use the first-named author's name for the disk label and file name.