ÖGMN

Österreichische Gesellschaft für Mittelalter- und Neuzeitarchäologie

Author Guidelines for articles in "Beiträge zur Mittelalter- und Neuzeitarchäologie inÖsterreich"

The "Beiträge zur Mittelalter- und Neuzeitarchäologie in Österreich" (BMÖ, Contributions to Medieval and Modern Archaeology in Austria) is an annual journal published by the "Österreichische Gesellschaft für Mittelalter- und Neuzeitarchäologie" (Austrian Society for Medieval and Modern Archaeology, ÖGMN). Issues with even volume numbers and published in years with even numbers generally contain freely submitted articles, which undergo a peer review process by anonymous reviewers. Uneven volumes and years generally contain the papers of the conferences of the ÖGMN, which take place every two years. In this case the BMÖ is subjected to quality control by the conference committee and to a peer review process by anonymous reviewers. Articles are accepted in German and English.

Articles submitted for publication in the BMÖ should reflect the current state of research in medieval and post-medieval archaeology. By submitting the manuscript, the authors declare that their article is an original contribution and has not previously been published or submitted elsewhere.

The journal welcomes gender-appropriate/gender-neutral formulations, whether the use of the traditional alternatives (Autorinnen und Autoren) or the gender star (Autor★innen). The authors can choose their preferred form or use gender-neutral terms. We ask that the chosen method be used consistently throughout the text as far as possible.

With the submission of an article to the BMÖ, authors of potential BMÖ articles agree to adhere to the following guidelines.

Deadline for the submission of papers

Articles for the BMÖ should be submitted fully completed (text and figures) to the following address by October 31st of the year before the planned year of publication (e.g. the deadline for an article for the BMÖ 2023 would be October 31st 2022).

Editorial address

Österreichische Gesellschaft für Mittelalter- und Neuzeitarchäologie

Franz-Klein-Gasse 1, 1190 Vienna, Austria
Email: autoren@oegmn.or.at

Data transfer

All files should be sent in digital form to the address above. If the total file size is more than 10 megabytes, then please send the files through a download link. Alternatively, you may also pass on the files to the editors on a digital data carrier (CD/DVD). In this case printed copies of the text (Font 12 pt/line height 1.5) and of the figures should be included.

Text

The text should be submitted in a common format (.doc; .docx; .odt; .rtf). No formatting or accentuation please! Only words in e.g. Latin, Middle High German, etc. respectively citations of written sources in Latin, Middle High German, etc. are written in italics. Words that are already technical terms in English, e.g. in situ, villa, oppidum, opus spicatum, etc. are not to be written in Italics. Header categories can be signalled by numbering (1., 1.1., 1.2., 2., etc.). Figure captions should be listed separately at the end of the text.

The text should form part of a document ordered as follows:
- Title
- Subheading (if applicable)
- Author(s)
- 5 keywords in English
- Summary (max. 2.000 characters including blank spaces)

- Text (continuous text with footnotes and bibliography)
- German Title
- 5 keywords in German
- German Summary (max. 2.000 characters including blank spaces)
- Figure credits
- Address(es) of author(s)
- Figure captions

Citation of literature usually takes place through footnotes placed in the text, which include a short citation with page number and/or a figure number. Full citations are listed in a bibliography at the end of the contribution. The bibliography is ordered alphabetically. If more than one publication from an author is listed then these appear in chronological order beginning with the oldest publication.

Abbreviations

Abbreviations (for example "i.e.", "e.g.", "etc.") should be avoided both in the text and in the bibliography. Exceptions: References to figures, catalogue and tables should be abbreviated by "fig.", "cat no." und "tab.". Units of measurement – m, km, kg etc. – should also be abbreviated. Common abbreviations are allowed in footnotes (e.g., c.,…). Titles, academic grades etc. should not be used (in acknowledgements, for example).

References

Footnotes in the text are marked by consecutive numbers in superior characters (without brackets). Citations of literature should only take place in footnotes (see below). The following rules apply when footnotes are placed beside punctuation marks:

- If the footnote applies to the entire sentence, the numeral should be placed after the final punctuation mark;
- if the footnote applies only to the immediately preceding word or group of words, then the numeral should be placed before the final punctuation mark.

Citations in footnotes

Bibliographic details in the footnotes should be rendered as short citations (Surname(s), year of publication) with the pages cited („from–to", separated by a dash, not a hyphen!). Complete citations should be listed in a bibliography at the end of the contribution. Page references should be written in full: 47–58 or 4–5, but not 47 ff. or 4 f.

Citation in the case of:

one author:	Rösener 1993.
two authors:	Scharrer-Liška/Scherrer 2010.
more than two authors:	Scherrer et al. 1996

A citation should end with a full stop. Multiple citations in a footnote are separated by semicolons. Figure or table numbers are separated from the page number by a comma.

> Felgenhauer-Schmiedt 1981, 14–15; Huber 2004a; Huber 2004b.
> See Meier 2006, 45–46; Meier 2007, 220; Meier 2009, 50–60.

Multiple publications by the same author in one footnote should be listed separately and chronologically. Different works by the author from the same year should be identified by consecutive letters in lower case and listed thus in the bibliography. Publications by authors with the same surname should be distinguished by initials before the surname.

> Benedix 2013, 23; Benedix 2014, 32–35.
> Eichert 2010a; Eichert 2010b, 34, Fig. 7.
> T. Kühtreiber 2010, 33; K. Kühtreiber 2010, 12–15.

Successive page or figure references within the same citation should be separated by a comma. If the figure is on a different page, page and figure numbers should be separated by a semicolon.

> Hofer 2010, 6, 10, 25–30.
> Tarcsay 2004, 70; Fig. 10.

Citations of figures or tables should be preceded by "Fig." or "Tab.".

> Meier 2010, Tab 20, Tab. 22, Tab. 24.

When citing figures, the page number of the figure is separated from the figure number by a comma: the same applies to the citation of individual catalogue numbers. When citing tables, the page number should generally be omitted.

> Gruber 2003, 15, Fig. 7.

If several individual figures from a page of figures or tables are cited, then these should be separated from the figure or table number by a slash (oblique).

> Schneider 1990, 913, Fig. 5/A 341, 343.

If several individual figures from the same page are cited, successive figure citations are separated by a semicolon.

> Schmidt et al. 2004, Fig. 14/21, 23; Fig. 16.
> Blesl 2005, Tab. 50/2, 4; Tab. 52/4; Tab. 54.

On citing consecutive figure numbers, a dash (–) is placed between the first and the last number or letter.

> Höck 2003, Tab. 17/A139–143.
> Mayer 1977, Tab. 16–17.

Internet citations:

> http://de.wikipedia.org/wiki/Frauenkirchhof_(Dresden) [Access: 11.11.2014].

Footnotes end with a full stop.

Bibliography

Only short citations (Surname(s), year of publication) with pages cited ("from–to") should appear in the footnotes (see above). The full citation should be listed in a separate bibliography at the end of the contribution.

Citations in the bibliography

Forenames should be written out – no abbreviations please! If a publication is written by several authors, all names must be given in the full citation.

Titles of journals and series should be written out in full – no abbreviations! Place and year of publication should be given for every publication cited, but for journals only year of publication.

Page numbers for articles in journals, contributions to anthologies and similar should be rendered with "from–to" – i.e. separated by an en dash. Do not use f. or ff. for page references. Second and later editions of a publication should be marked by a superior character following the title. Every citation should be finished with a full stop.

Examples

Monograph:

> Rösener 1993
>
> Werner Rösener, Bauern im Mittelalter. München 1993.
>
> Gutkas 1985
>
> Karl Gutkas, Werden und Wesen der Stadt St. Pölten^5. St. Pölten 1985.

Monograph as part of a series:

> Scharrer-Liška/Scherrer 2010
>
> Gabriele Scharrer-Liška/Peter Scherrer, Hafner, Händler, Franziskaner. Beiträge zur Mittelalterarchäologie in Österreich, Beiheft 8, Wien 2010.

Editors:

> Pohl/Mehofer 2010
>
> Walter Pohl/Mathias Mehofer (eds), Archaeology of Identity – Archäologie der Identität. Forschungen zur Geschichte des Mittelalters 17, Wien 2010.

Contribution to an anthology:

    Felgenhauer–Schmiedt 1993

    Sabine Felgenhauer-Schmiedt, Zur Stadtkernarchäologie in Wien. In: Manfred Gläser (ed.), Archäologie des Mittelalters und Bauforschung im Hanseraum. Rostock 1993, 67–74.

Thesis etc.:

    Kühtreiber 1997

    Karin Kühtreiber, Die spätmittelalterlichen und neuzeitlichen Funde aus dem Anwesen Singergasse 10 in Wiener Neustadt. Ergebnisse der baubegleitenden Untersuchungen 1983-1984. PhD thesis Universität Wien, 1997.

Article in a journal:

    Scherrer 1992

    Peter Scherrer, Stadtarchäologie in St. Pölten (NÖ) – Erste Ergebnisse und offene Fragen. Beiträge zur Mittelalterarchäologie in Österreich 8, 1992, 183–218.

Article in a sporadically published journal:

    Scherrer et al. 1996

    Peter Scherrer/Elisabeth Trinkl/Heinrich Zabehlicky, St. Pölten – Aelium Cetium. Jahreshefte des Österreichischen Archäologischen Institutes 65, Wien 1996, Beiblatt, 53–57.

Abstracts

Every article must include an abstract (summary) in German and also in English of 2000 characters including blank spaces in both cases. A third abstract in a language which the author considers appropriate or a more detailed German summary in the case of foreign-language texts are possible.

Figures and Tables

Only figures in digital form will be accepted for publication. All figures are to be submitted as single files in the formats JPG, TIFF or PDF. Tables can be submitted as Word or Excel files.

Figures and tables, which are embedded in the text, will not be accepted!

Figures must be numbered consecutively (fig. 1, fig. 2, etc.), with matching references placed in the text. File names of the digital files should correspond to their number – fig. 1, fig. 2. etc.

Figure resolution and size

Line drawings (plans, finds drawings) should have at least 1200 dpi and photos at least 400 dpi, in each case corresponding to the desired size of the figure. The editors reserve the right to change the size of the figure as the layout demands.

Print space (for full-page figures): Width 170 mm, height 238 mm, including a figure caption consisting of one line of text beneath the figure. Longer figure captions reduce the height of the figure by 4 mm for every extra line.

Figure credits

A complete list of figure credits should be given at the end of the contribution. Copyrights and permissions (in particular for figures which are published elsewhere) are the sole responsibility of the authors.

Rights of author(s) and copyright

With the submission of an article, the authors declare that they are in possession of all for the publication necessary rights and that they alone are responsible for any possible copyright infringements. This includes all contents submitted for publication including figures, tables, diagrams and the text itself. The Austrian Society for Medieval and Modern Archaeology (ÖGMN) is not liable for claims of compensation in the case of copyright infringements. These are solely the responsibility of the author.

The BMÖ are a printed publication. Following a protective period of several years the journal will be published online as an open access journal in PDF format.

The authors receive a PDF version of their contribution following publication of the printed version and are allowed to distribute this specific PDF and to make it available online. Print copies of the respective anthology can be purchased at full price minus an author's discount of 30%. In the case of monographs (BMÖ supplements), authors receive a printed copy. Additional print copies can also be purchased at full price minus an author discount of 30%.

Before printing the authors also receive a publication agreement, in which the exploitation rights concerning their contribution are dealt with in detail and which they are expected to sign and return.

Suggestions for reviewers

Authors are invited to nominate persons as possible reviewers for the submitted manuscript. The editors are not obliged to follow the nominations.

Checklist for manuscript submission

- ☐ Title (in English AND German Language)
- ☐ Manuscript (including bibliography; in English OR German Language)
- ☐ Figures/tables
- ☐ Figure/table captions (in English OR German Language)
- ☐ Figure credits
- ☐ Keywords (in English AND German Language)
- ☐ Summary (in English AND German Language)
- ☐ Reviewer nomination (optional)

Peer review procedure for "Beiträge zur Mittelalter- und Neuzeitarchäologie in Österreich"

Articles submitted to the BMÖ for publication, are subjected to a peer review procedure. By submitting their articles the authors agree that their text(s) will be dealt with according to the procedure as follows.

Articles submitted for the BMÖ are first checked by the editors for general compliance with the author guidelines. In the event of major deficiencies, the authors will be asked to revise or enhance the article. If the article conforms to the author guidelines, the editors and the editorial board will assign the article to two or more anonymous reviewers who have an expertise corresponding to the content of the article. These persons will assess the content and structure of the article and recommend its acceptance or rejection. There are four possibilities at this point:

1. Recommendation for publication unchanged.
2. Recommendation for publication following certain changes and corrections.
3. Recommendation for publication but only following fundamental revision.
4. Recommendation against publication.

The authors will be informed of the recommendation. In the case of variants 2 and 3 they will be asked to tell the editors if they would like to change or revise the text as suggested. If the answer is positive, then they have six weeks to do so.

Following the revision of the text, the article will be reassessed by the editors with regard to the reviewers' recommendations and if a significant revision had been thought necessary returned to the reviewers. If a fundamental revision is recommended by at least one reviewer, the editors also examine the manuscript in depth with a focus on formal aspects (compliance with the author's guidelines, formal structure, comprehensibility of the argumentation, data basis and the discussion). After this renewed assessment, there will again be a recommendation for or against publication. The procedure explained in this section can repeated until such point as a recommendation and permission to publish is given.

Following the release of the article for publication by the reviewers, the formal editing of the article by the editors takes place. If additions or changes are necessary at this stage, particularly regarding the observance of the author guidelines (citations, abbreviations, bibliography etc.) then the text can returned for these changes to the author(s) in electronic form with the changes needed indicated. Following the realization of all changes and proof reading by a native speaker, the text will released for layout/typesetting.

Authors will then receive the text as a typeset PDF for their comments. Only minor changes (orthography etc.) may be made at this proof stage. Authors have three weeks in which to submit changes. Permission to print is given on submission of the corrected proofs (either electronically or as paper copies). This is also the case if the deadline set has not been observed and no document has been returned. In this case the unchanged version will be used.