

1. TEXT

1. Texts should be submitted in Microsoft Word Times New Roman font size 12 and have already been proofread for linguistic errors.
2. Structure:
 - Title page: title and name of author or editor
 - Abstract
 - Prologue, presentation, introduction (if applicable)
 - Text
 - Conclusions
 - Bibliography
 - Summary (or the conclusions themselves) for translation into English
3. Epigraphs: in lower case with a maximum hierarchy of four lines, differentiated as follows:
 - 1. Title (font size 1 point larger than that of the text)**
 - 1.1. Title (font size the same as that of the text)**
 - 1.1.1. Title (font size the same as that of the text)
 - 1.1.1.1. Title (font size the same as that of the text)
4. Use italics rather than boldface for emphasis.
5. Footnotes: use only when absolutely necessary. The reference mark should be placed immediately after the last letter of the word or, if applicable, after the punctuation mark.
6. Literal quotations from other authors should be in quotation marks and normal type (not italics), specifying the source of the quotation.
7. Roman numerals should be typed in small capitals when they accompany lower case words, e.g. Area v. Small capitals should also be used for reproducing stamps or marks. Omitted fragments should be shown thus [...], e.g. [...] OF.SE.MAN.
8. En dashes [–] rather than hyphens [-] or em dashes [—] should be used to separate clauses. This also applies to the bibliography.
9. For quotations in Greek a Unicode font should be used (e.g. [Euclides grec polític](#)).
10. For epigraphic texts the use of the [Leiden Conventions](#) is recommended (this should be indicated in the introduction). This also applies to papyrological texts.
11. It is up to the author to decide on the placement of figures, which should be indicated in the text as follows: FIGURE 1.
12. Figure captions: in a separate Word document. It should be indicated whether the figures are to be in colour or black and white (the latter is preferable), as well as their width, which may be:
 - single column (8 cm)
 - one and a half columns (13 cm)

- two columns (17 cm)
The height is defined by the figure itself with a maximum of 24.4 cm.

- *Example of a figure caption*

Figure 1. Part of the façade of Tarragona Cathedral. Photograph: Josep Bernat. [8 cm, black and white]

13. Bibliography: surname in small capitals, separated by a semicolon if there is more than one author. The following are examples:

- *Monographs*

SEGARRA, D. 1999: «Part», a: MACIAS, J. M., *Monografia*, Monografies emporitanes 3, Eumo, Girona.

– 2005: *Monografia*, Monografies emporitanes 3, Eumo, Girona.

SEGARRA, D.; NOLLA, J. M.; PALAHÍ, L. 1999: «Part», a: MACIAS, J. M. *Monografia*, Monografies emporitanes 3, Eumo, Girona, 23-24.

NOLLA, J. M. 1977: *La ciudad romana de Gerunda*, tesi doctoral de la Universitat Autònoma de Barcelona, Bellaterra.

Note: If the authors' names are not given, works will be listed in order of the title or a keyword, e.g. [Morè] 1997: *El jaciment romà del Morè. Sant Pol de Mar, Maresme*. Excavacions arqueològiques a Catalunya 13, Barcelona.

- *Publications in press*

JÁRREGA, R.: *La vil·la romana del Mas d'en Gras*, Institut Català d'Arqueologia Clàssica, Tarragona. [in press]

- *Publication in series*

SEGARRA, D. 1999: «Part», *Journal name* 3, Barcelona, 110-112.

- *Press articles*

CARDÚS, S. 2013: «Indult», *Ara*, 27 January.

- *Digital sources*

BARBERA, M. R.; PALLADINO, S.; PATERNA, C. 2005: «La domus dei Valerii a Roma», *Fasti on line Documents and Research* 47, <www.fastionline.org> [Consulted: 30 August 2008].

14. Bibliographic references (in the text and the notes) should be according to the Harvard System or by author information, as per the following examples:

(Macias 2006, 22-37)

(Palet 2006, 2007a)

(Calvet 2007, 35; 2008, 22)

(Prevosti 2006, 25; Puche 2004, 28)

(Peiret 2006; Puche 2004; Calvet 2007b)

(Macias and López 2006, 28) [two authors]

(Palet *et al.* 2008) [three or more authors, although in the bibliography all three should be listed]

(Belarte and Noguera in press)

2. GRAPHIC MATERIAL

15. Copies of graphic material, not the originals, should be submitted to the ICAC. The author of the work will be responsible for obtaining reproduction permission, unless otherwise stated.
16. If the photographs have been ceded, a document confirming assignment of reproduction rights should be provided.
17. Authors are advised to suggest or provide photographs for the title page (preferably their own or ceded).
18. Photographs should be submitted in JPEG, TIF or PDF format. Vectorial images (Freehand, Illustrator, Autocad) should be submitted in JPEG, TIF or PDF format along with a copy in the original format (in case modifications need to be made). Autocad files must be sent along with their printing style files.
19. Picture resolution:
 - Optimum: 600 ppi
 - Minimum: 300 ppi
20. Picture size (defined by the width):
 - 8 cm wide (1 column): minimum 945 pixels; optimum 1,890 pixels
 - 13 cm wide (1 ½ columns): minimum 1,535 pixels; optimum 3,071 pixels
 - 17 cm wide (full page): minimum 2,008 pixels; optimum 4,016 pixels
 - Full page (17 x 24.4 cm): minimum 2,008 x 2,882 pixels; optimum 4,016 x 5,764 pixels
21. Pictures to be reproduced in black and white (which is all pictures unless colour is absolutely essential) should be submitted preferably in black and white.
22. If the graphic material contains text, it should be in Garamond font.
23. Drawings of finds and pottery:
 - Illustrations of finds will be submitted in both JPEG, TIF or PDF and vectorial (Freehand or Illustrator) format, except for old drawings or those that have already been published.
 - Drawings should be submitted already laid out on a natural scale (1/1) and in DIN-A3 format. They will be reduced to the size of the printed page during the layout process.
 - The interior of the pieces should be in grey shade and the outline in black.
 - The thickness of the lines should be differentiated depending on whether they are profiles or auxiliary lines.
24. Graphs or tables prepared using Excel should be submitted in the original format.

ICAC PUBLICATIONS

Guidelines for Author Submissions



Tarragona, November 2013
