

Information for the authors of Castellologica bohémica

Introductory note

Castellologica bohémica is a peer-reviewed periodical focusing on a wide spectrum of issues concerning fortified elite seats, namely medieval or early modern (for more details see cb.zcu.cz). Papers are published continually in online version and included into two independent annual issues. The printed version is published as a double-issue once per year.

If you are preparing a paper for Castellologica bohémica, please adhere to the binding rules listed below.

The editorial deadline is a running one, and the date that a paper is sent to the editorial staff and the length of the review process decide what specific issue the paper is included in.

Contact person (Executive Editor):

Mgr. Luboš Hobl, Ph.D.

Email: hobl@kar.zcu.cz

Telephone: +420 606 194 567

In the peer review process, papers undergo at least two independent evaluations, the conclusions of which are binding for authors. The author has the opportunity to make an objection to the evaluations and communicate with the editorial staff on the matter (for more details, see the journal's Editorial Rules)

Formal conditions

Parts of the manuscript to be submitted on separate pages:

1. The author's text including footnotes
2. Abstract and key words in English, or materials for their translation
3. A list of used sources (bibliography)
4. Descriptions of the attachments
5. Summary in English
6. Attachments (images and tables)
7. Authors' personal information (name, surname, affiliation, email)

The text must be submitted in electronic form (see above for the contact person's email). **All parts of the manuscript are to be submitted at the same time!**

Author's text

Languages

Papers are accepted in the following languages: English, Czech, German, Polish and Slovak.

Length

Papers for the journal are usually accepted in a length of up to 30 standard pages (**i.e. 1,800 characters with spaces = one standard page**) without attachments, bibliography and other complementary materials. In justified cases, the length of the article can be greater (e.g. a complex study); however, preparation of such a paper should be discussed in advance with the editorial staff. Reviews and other information on new scientific and thematic literature are accepted in a length of up to 3 standard pages.

Uphold the valid rules of literary language and give attention to punctuation and the relationships in complex sentences. Always list names and titles correctly and uniformly in the whole text. Abbreviations should be written out upon first use.

Electronic version

Text without formatting, one type of font. Accentuation via bold or italics is allowed. If tables form a part of the paper, it is more appropriate to put them into an attachment (CSV or XLSX).

File

- Use standard formats (commonly DOCX or RTF; do not convert to PDF!) and a suitable file name (e.g. author's surname and year without diacritics or special symbols).

Writing in the text

- There is always only one space between words. Punctuation marks are written directly after the word; a space between words follows: word, word.
- There is always a space after the period ending an abbreviation: Dr. Novák.
- Parentheses and quotation marks are written tightly together: word (word) word, word "word" word.
- Dashes are written with a space before and after: word – word.
- Spaces are not used for intervals: 1995–1997, 1 August–1 September.
- Hyphens are always written without spaces: follow-up, Theresa THOMPSON-SMITH
- Ordinal numbers: 12th century.
- Be careful not to mix up letters and numbers: 0 / O (zero / O), 1 / l (one / letter "l").

System of citation

Citations of sources and literature correspond to the Harvard style commonly used in archeological literature. All citations of literature and sources are listed directly in the text in parentheses; in the case of multiple citations, they are divided by a semicolon. In parentheses, the author's name (or series abbreviation, etc.) is listed first, then the year of publication; finally, followed by a comma, the pages are listed (citing them is not a condition).

Example: (Hejna 1972, 412). In the event that the cited work has multiple authors, their surnames are divided by a hyphen. If the citation in the text directly follows the name of the author, the name is not repeated. **Example:** "As posited by D. Menclová (1976, 135), this phenomenon is...". A maximum of three authors divided by a hyphen can be listed; in the case of multiple authors, we list the name of the first author and the abbreviation "et al." (we then list all authors in the list of sources).

For series of sources, the abbreviation of the title, volume, number of pages and number of the cited document is listed (RBM II, 45-47, no. 58). For citations of archived documents, the archive's abbreviation is listed (NA, ZA, SOA, SOKA, AM), as well as the file card, signature, inventory number or folio. Find or restoration reports, historical-construction research and other similar materials are cited in the text based on a principle similar to monographs and papers (not, however, in the final list of literature!). Digital sources and data providers must also be cited while always listing the website's address.

List of sources

All sources that the author drew from in his/her paper must be listed in alphabetical order. The citation style is similar to that in other archeological journals. It is important to adhere to the scheme in the citation examples listed below, **including punctuation marks**.

Monographs:

Author or authors, year of publication: Title. Place of publication.

E.g.: Kuča, K. – Zeman, L. 2006: Památky Karlovarského kraje. Karlovy Vary.
Menclová, D. 1976: České hrady I. 2. vydání. Praha.

A paper in an unedited collection:

Author, year of publication: Title. In: title of collection, place of publication, extent of pages.

E.g.: Urban, J. – Vlček, P. 1992: Dějiny a stavební vývoj domazlického hradu. In: *Minulostí Západočeského kraje* 28, Plzeň, 7 – 31.

Cejnková, V. – Loskotová, I. – Plaček, M. 1995: Předběžné výsledky archeologického výzkumu Špilberku. In: *Brno v minulosti a dnes: sborník příspěvků k dějinám a výstavbě Brna* 13, Brno, 150 – 163.

Paper in an edited collection or part of a collective monograph:

Author, year of publication: Title. In: Editor/Editors (ed./eds.), title of the collection/monograph. Place of publication, extent of pages.

E.g.: Durdík, T. 1998: Torzální architektura jako historický pramen a problematika její vypovídací schopnosti. In: J. Sommer – H. Samková (eds.), *Zříceniny historických staveb a jejich památková ochrana. Příloha časopisu Zprávy památkové péče* 58. Praha, 27–32.

Paper in a journal

Author, year of publication: Title, title of the journal, extent of pages.

E.g.: Kouřil, P. 1979: Archeologické nálezy z hradu Templštejna (železné předměty), *Archaeologia historica* 4, 129–140.

Hejna, A. 1972: Archeologický výzkum v Týnci nad Sázavou, *Archeologické rozhledy* XXIV, 410–416.

Unpublished documents

Author, year: Title. (Find report) place where archived, reference number/signature/inventory number (or other identifier).

E.g.: Fialová, M. – Brčálová, Z. 1998: Nálezová zpráva ze záchranného archeologického výzkumu, lokalita Mechov, 1. etapa. (Nálezová zpráva) Archiv nálezových zpráv Archeologického ústavu AV ČR v Praze, č.j. 1234/11.

Digital sources:

Author, year: Title, complete internet address. Date accessed. Date.

E.g.: Dejmal, M. 2021: Vranov,
https://www.archaiabrno.org/home_cs/?acc=zapisnicek&blog_id=1150, cit. 17.1.2022.

Series of sources

Title of series (editor). Place of publication year.

E.g.: RBM II: *Regesta diplomatica nec non epistolaria Bohemiae et Moraviae* II (Emler, J. ed.). Pragae 1882.

Unpublished archival sources

Full name of the place where archived, full title of the fund, inventory number or signature, folio (for manuscripts) or file card.

E.g.: SOA Třeboň, pobočka Český Krumlov, Velkostatek Český Krumlov, I A B 39c.

Unpublished theses

Author, year: Title. Place of submission: university. Unpublished bachelor's/master's/doctoral thesis.

E.g.: Novák, D. 2012: *Tvrze v okolí Křivoklátského loveckého hvozdu*. Plzeň: Západočeská univerzita v Plzni. Unpublished master's thesis.

DOI

A DOI is assigned to all reviewed texts in *Castellologica bohémica* accepted for publication starting with edition 2/2022. A DOI (Digital Object Identifier) is a unique code that serves as a permanent link for identifying and searching for electronic sources. In order to be assigned a DOI, the author must carefully list the DOI for all cited sources in the bibliography that have a DOI. The DOI must be listed in the form of a full internet link: <https://doi.org/DOI-prefix/DOI-suffix> (e.g. <https://doi.org/10.1177/0267323115582148>). It is placed after the bibliographic record. Whether or not an electronic source has a DOI can be verified here: <http://www.crossref.org/guestquery>.

Descriptions of attachments

Number attachments to match the list. Descriptions must contain all necessary data, namely information on authorship – without this, the attachment cannot be entered into the journal (even if, for example, all illustrations depict the same object). Authors of drawings and images are to be listed, as well as the origin of a borrowed illustration; the same applies to archival reproductions or the origin of the original item. **In regard to visual material borrowed from other individuals, archives or publications, the author is responsible for any violation of the copyrights of the original authors. All image descriptions will also be published in English. The editorial staff would like these descriptions to be translated before sending.**

Attachments

The bases of illustrations must be reproducible, **neat** and straight, without frames or mounts, and undamaged if possible. Supply photographs that have proper **contrast and focus**. If some doubt as to the correct positioning of an image could arise, mark its lower edge.

Attachments may only be submitted in digital form. Image attachments must be submitted in TIFF (.tif) or JPEG (.jpg) format with a minimal resolution of 300 dpi/A4 and 600 dpi/A4 for lineart. If it is necessary to reproduce plans with larger dimensions, remember that the maximum dimensions are 128 x 195 mm; thus materials often shrink significantly during reproduction. File names must correspond to the list of attachments (in the description, the same name as the filename must be used).

Always add a graphic scale and cardinal directions to maps and plans. If you are differentiating the age of individual constructions on a ground plan or cross-section of a construction site by shading, take into account the reduction in size while preserving legibility.

Summary in English

A summary in English is an integral part of each submitted paper. If the author is unable to ensure a translation of this summary, the translation can be arranged by the editorial staff. In such cases, a summary in the same language as the paper must be submitted. For papers in English, the summary will be in Czech.

Personal information on the authors

List the affiliation, employer's contact address, email address and ORCID.

Provide to us the same information on all other potential co-authors and authors of illustrations.

License

By submitting a paper, the authors agree to the paper's publication in the Open Access regime with the use of license CC BY-NC-ND 4.0 (<https://creativecommons.org/licenses/by-nc-nd/4.0/>). The corresponding author must acquire the consent to publish from all authors and confirm that he/she is authorized to publish the text, including all its attachments, to be published under this license. Neither the editorial staff nor the publisher are responsible for unsettled copyright issues on the part of the paper's author.

