**PNM guidelines for authors**

“Publications from the National Museum. Studies in Archaeology and History”, PNM, is the National Museum’s peer-reviewed monograph series, which provides the opportunity for the publication of studies, conferences etc. by the museum’s own researchers and their collaborators at other research institutions. PNM is published in both Danish and English, although English is the principal language.

The individual local editor of a volume should ensure that these guidelines for authors are followed andthis is also the responsibility of the author of the monographs.The local editor/author is requested to familiarise him/herself with the published numbers of PNM that are closest in terms of theme and academic tradition to his/her manuscript.

The manuscript and other material should be submitted in commonly-used formats, such as Word. The final formatting is not undertaken at the manuscript stage, but common functionsmay be used, such as bold, italics, underlining, capitals etc. Consistent use of these functions is the responsibility of the local editor/author. The manuscript should be submitted in a paginated form using double line spacing.

The manuscript can contain commonly-recognised abbreviations, whilst more specific abbreviations should be explained.

**1. The composition of the manuscript:**

1. Draft of colophon, including list of contributors to funding and front page illustration.
2. Title and author.
3. Table of contents.
4. Body text.
5. Notes, see below.
6. Appendix, finds lists and similar, including diagrams, tables etc., provided these are not incorporated in the text, which is recommended when possible.
7. Place, name and subject indexes, if required.
8. Bibliography, see below.
9. Summary. If the book is in Danish, the summary should be in English. If the book is in English, other languages may be considered for the summary or the summary omitted. The name of the translator must be given.

**2. Illustrations**

One file submitted separately in a commonly-used format containing:

Illustrations stating source and including other requirements, together with text, so that it is unambiguously clear which text belongs to which illustration. Figure numbers can be used in the main text and therefore also here. The source/photographer should be accredited, either in the illustration text or in a separate list in the book. It is the responsibility of the local editor/author to seek permission for the use of illustration material, such as maps and similar.

A print-out of the manuscript should be sent, with the approximate desired placement of illustrations indicated in the margin.

The illustrations themselves should be submitted as far as possible in a reproducible state and preferably in commonly-used electronic formats (e.g. jpeg/tif). The local editor/author is requested early on in the process to make contact regarding this withlayouts at the National Museum or the University Press of Southern Denmark.

Furthermore, as far as possible, a print or other reproduction ofeach individual illustration should be submitted for the purposes of recognition. This can also include any requests regarding the size and cropping of the illustration.

**3. Notes**

PNM accepts both footnotes, endnotes and references to the bibliography in brackets in the main text, but these should not be used together.It is the responsibility of the local editor/author to choose a coherent system and ensure that it is followed, for example:

1. References to the bibliography in the text and references to sources/excavation reports/objects etc. in the footnotes.
2. Footnotes, which both contain references and short explanations. References to the bibliography should be complete first time, but subsequently the reference should justcorrespond with the bibliography.
3. Endnotes, which both contain references and short explanations. References to the bibliography should be complete first time, but subsequently the reference should justcorrespond with the bibliography.

References should appear in an unambiguous system, which follows common practice based on the above choice and associated with the scholarly field.

**4. Bibliography**

The bibliography should be arranged alphabetically by surname and then chronologically. If reference practice a) above is used, the date is given immediately after the author’s name. If reference practices b) or c) are used, the date is stated last together with the imprint. For articles, the page numbers should be given, as well as any volume numbers etc. Monographs, anthology titles and periodical titles should be italicized. In certain cases, it is also appropriate to give the publisher before the place of publication.

**5. Proofreading process**

Three made-up proofs are usually sent out. In the case of publications involving many illustrations, a separate galley proof may be produced first by special arrangement with the University Press of Southern Denmark. The local editor/author is responsible for the proofreading and control of the setting up in collaboration with layouts. Substantial changes to the manuscript cannot normally be made at this stage. All contact with the printing house andbookbinders occurs through the University Press of Southern Denmark and/or layouts.

**6. Offprints, marketing and sales**

In the case of anthologies, offprints are not produced of the articles, but PDF files are produced for the same purpose. The local editor and the PNM’s editorial committee receives a number of copies of theanthology. In each individual case, this number depends upon the publisher’s cost estimate. In the case of monographs, the author, any local editor and the PNM’s editorial committee are given a number of copies of the book. In each individual case, this number depends upon the publisher’s cost estimate. Sales and marketing are undertaken by the University Press of Southern Denmark.

Agreed at the PNM editorial committee’s meeting on 15 June 2015.