

Publication of the Proceedings of the 12th Colloquium on Roman Provincial Art

Pula, May 23-28, 2011

Notes for Contributors

1. DEADLINE

The original text in digital and written form must be submitted by post by **November 1st, 2011** to the address:

Alka Starac
Proceedings of the XIIth Colloquium on Roman Provincial Art
Archaeological Museum of Istria
Carrarina 3
HR-52100 PULA

2. TEXT

Form of document

Text must be submitted in the same language applied at the 12th Colloquium in Pula (English, French, German or Italian) in accordance with the following rules:

Form of document: Word document type (.doc), or equivalent: document type (.rtf)

Font style: Times New Roman, size 12, spacing: double.

Fonts that use diacritic or special signs: we would prefer to receive these in Unicode. If not, please provide us with the corresponding font.

File name: Use the surname of the corresponding author as the file name, e.g., Woodman.doc; WoodmanFig1.tiff; WoodmanFig2.tiff, etc.

Length of Articles

The length of the articles was set in correspondence to the time allotted for the presentation of the paper at the colloquium:

A 15 minutes communication (10+5), including summary, key words and bibliography: maximum of 21.000 characters without spaces and a maximum of five illustrations.

A 30 minutes synthesis (20+10) and introductory conference, including summary, key words and bibliography: maximum of 31.500 characters without spaces and a maximum of seven illustrations.

Poster: the article including summary, key words and bibliography: maximum of 10.500 characters without spaces and a maximum of three illustrations.

Illustrations are included in maximum of characters.

How you use the pages in terms of the balance of text and figures is up to you. Adjust your word length accordingly, so that an illustration that takes up a quarter of a page is worth 500 characters, half a page 500 words, etc. To achieve the correct page size, make sure your page is set to size A4, and leave 2.8 cm borders at top and bottom, and 2.0 cm borders to left and right. **Double-space the text for editing purposes. Please insert only one space after fullstops, NOT two.**

Summary, Key words

Each article will be preceded by an summary that will not exceed 100 words (about 700 characters) in French, in English, in Italian or in German – in a different language from that in which the paper was submitted. The author must equally provide a list of ten key words.

You are kindly asked to :

- Provide a short as possible title for your paper.
- Not to indent the paragraphs. Use Italics when necessary – do not underline words. Capitalize only these words that are naturally written with a capital letter.
- Limit your notes to a minimum.

Use footnote option.

At the end of your article present your bibliography and the key/s to your figures or illustrations.

2. BIBLIOGRAPHY

Abbreviations in notes

Surname date, and page: Ex.: Alföldy 1963, p. 17.

Indicate pagination in a complete form p.17 or pp.17-48

In case of reference to different works by the same author published in the same year add a, b, c, etc. after the date.

Full Bibliographic reference at the end of the article

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Books

Surname year: SURNAME, Initial of name. Year, *Title of book*, Publisher (or Collection), place of publication.

Šašel-Kos 1997: ŠAŠEL-KOS, M. 1997, *The Roman Inscriptions in the National Museum of Slovenia*, Situla 35, Ljubljana.

Articles in Journals

Surname year: SURNAME, Initial of name. Year, Title of Article, *Journal* n°, pages.

Wegner 1961: WEGNER, M. 1961, Kapitelle und Friese vom Bogen der Sergien zu Pola. Bemerkungen zu den Formen Kaiserzeitlicher Bauglieder, *Bonner Jahrbuch* 161, 263-276.

Article in a Book with an editor

Surname year: SURNAME, Initial of name. Year, Title of Article. In: Editor's first name and name (ed.) or (eds.), *Title of work*, series if necessary, publisher, place of edition, pages of the article.

Zenarolla 2007: ZENAROLLA, L. 2007, Il culto di Ercole nel territorio di *Forum Iulii*: caratteri e diffusione lungo le vie della transumanza. In: Monica Chiabà, Paola Maggi, Chiara Magrini (eds.), *Le valli del Natisone e dell'Isonzo tra Centroeuropa e Adriatico. Atti del Convegno internazionale di studi, San Pietro al Natisone (UD) 15-16 settembre 2006*, Edizioni Quasar, Roma, 237-246.

Articles in a supplement of a journal

Surname year: SURNAME, Initial of name. Year, Title of the article. In: *Title of the book*, publisher (*name of the journal* n°), place, pages.

Turcan 1986: Turcan, R. 1986, Représentations des Vents dans l'art funéraire et mithriaque. In: *Iconographie classique et identités régionales. Colloque international, Paris 26-27/05/1983*, (suppl. BCH XIV), Paris, 120-128.

3. ILLUSTRATIONS

The figures should be numbered and quoted correlatively regardless of the text and its medium or format. Each figure should have its corresponding footnote [Figure 1.-...]. Please do not use abbreviations (fig. etc).

Photos in Word, in PowerPoint, illustrations in PDF, scanned photos from books or photos not of good quality will not be accepted.

Accepted Documents

- Digital illustrations in high quality JPEG or TIFF format (minimum 300 pp)

- Drawings scanned in 1200 dpi. Drawings must be provided under Adobe Illustrator or Corel Draw only. The drawings must be prepared by the authors themselves, these must be printed in black and white only, not in color.
- Do not integrate any illustration in the text.

Lists of the Keys for the illustrations

The keys must be gathered at the end of the article.

If necessary, please add to the manuscript an authorization for the copyright.

4. SUBMISSION OF MANUSCRIPT

Deadline for submission: 1st November 2011

1. The text of the article (Word document) on a CD, preceded by the summary as well as the list of the key-words.

At the end of this document place: The bibliography and the list of keys to the illustrations.

2. The illustrations in high quality JPEG or TIFF format (minimum 300 pp).

3. One printed copy strictly identical to that on the CD.

4. A printed copy of the illustration strictly identical to that on the CD.

5. Copyrights for the illustrations if necessary.

6. Author's name and surname, institution with address, complete actual postal and e-mail address to which all correspondence must be referred on a separate sheet of paper.

5. MAILING ADDRESS AND CONTACTS

Please send the following in an envelope by post to:

Alka Starac
Acts XIIth Colloquium on Roman Provincial Art
Archaeological Museum of Istria
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In case of problems you can contact us via e-mail:

Contacts:
Tel: ++385 52 351 300

Fax: ++385 52 351 333
e-mail: colloquium@ami-pula.hr

DO NOT SEND DOCUMENTS OR PHOTOS BY E-MAIL

6. CHRONOGRAM

ORIGINALS. The original contributions should be submitted before 1st November 2011.

PROOFS. Proofs will be made in March 2012.

PRINTING. The definitive texts will be print in January 2013.