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## Guidelines for authors

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Manuscripts should be written in English. Authors whose mother tongue is not English should have the manuscript translated by a professional translator or checked by a native English speaker prior to submission. Use one spelling style throughout the entire manuscript (Example: colour, palaeoanthropology and metre in British English or color, paleoanthropology and meter in American English).

Typing (in Times or Times New Roman for English language, font size 12) must be in 1.5 line spacing, aligned to the left, unjustified margins at the right. No footnotes are allowed in text. First paragraph line indented 0.5 cm, reference list pendant 0.5 cm. Title and chapter headings in larger font, bold face, sub-chapter headings in bold and smaller than title and chapter headings (all in normal face not in italics). Use separate line for each chapter or sub-chapter heading. Do not number the chapters or sub-chapters. Use italics for species, genus names, medical terms in Latin or, however as rarely as possible, for stressing a particular fragment (examples: *Australopithecus africanus*, *hyperostosis frontalis interna*, “*The coronal talar neck plane* is the plane...”). Number each line and page consecutively starting with the very first page.

### Submit a manuscript without any unnecessary or hidden formatting.

#### Title page:

The title page must contain:

The full title of the manuscript

Name(s) of the author(s): initial(s) of the first name(s) and surname(s)

Name(s) of the institution(s) the study was carried in (name of the laboratory, department, school, university with the address including name of the city, state or country and the postal code)

Running title of maximum of 50 characters and spaces.

Corresponding author should be indicated with an asterisk and his/her name, academic degree, e-mail address, telephone and fax numbers provided in a separate line.

## **Example:**

### **Little Foot and big thoughts – a re-evaluation of the Stw573 foot from Sterkfontein, South Africa**

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Abbreviated title: Re-evaluation of Little Foot

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## **Second page:**

### **Abstract**

The abstract briefly presents the objectives of the study, major results and conclusions in a language as non-technical as possible. It should not exceed 250 words. Authors whose mother tongue is not English are invited to add an abstract of similar length in their own language. If it requires special characters, it should be submitted in both RTF and PDF versions to ensure correct reproduction of special characters.

### **The text:**

The main portion of the manuscript should be divided into sections such as e.g.: **Introduction, Materials and Methods (or Materials, Methods), Results, and Discussion** followed by **Acknowledgements and References**. Chapters which reflect topics of the manuscript are welcome, too. Add **Legends to Figures** on a separate page at the end of the text after References.

The sections can be divided into sub-sections but the use of numerous sub-sections should be avoided.

### **Metric system:**

The metric system, in SI version, must be used for all measurements. Celsius (= centigrade) degrees should be used to describe temperatures. Metric abbreviations should be expressed in standard lower-case, without fullstops (examples: mm kg km m<sup>2</sup>).

### **Abbreviations (other than commonly accepted):**

Should be used to a minimum in the text; full names of terms are preferred. The first time full term should be used in the text followed by the abbreviation in brackets, and then only the abbreviation may be used (example: '*Hyperostosis frontalis interna* (HFI) is a bilateral thickening of the endocranial surface...'; 'The frequency of HFI in skeletal samples ...')

If used only in tables and figures, the abbreviations should be fully explained in the appropriate captions.

### **References to the literature:**

In text:

Should be by the author's surname only with the year of publication in brackets. Where there are two authors the names should be linked by "and". Where there are more than two authors the reference should be quoted - first author followed by "et al." (not in italics). If references are given in brackets the author's surname and the year of publication should be separated by a comma. If there is more than one reference of the same author, years of publication should be separated by commas. References of the same author that appeared in the same year should be indicated by first letters of the alphabet and separated by commas. References to publications of different authors should be separated by semicolons. Citations may be made directly (or parenthetically). If many references are listed, they should appear first in alphabetical order of authors surnames and then by the ascending year of publication. References to unpublished or submitted data should be avoided.

## Examples:

As indicated by Henschen (1949)....;

Hahn and Czarnetzki (1980) studied..... or (Hahn and Czarnetzki, 1980);

Angel et al. (1987) studied; ...was prepared (Angel et al., 1987);

Hann (1986a, 1986b, 1988); Flores et al. (2000a, 2000b); (Flores et al., 2000a, 2000b)

...were studied (Anderson, 1993; Angel et al., 1987; August and Chrisman, 1988; Flores et al., 2000a, 2000b; Glab et al., 1998; Hann, 1986a, 1988; Phillips, 1996).

In section References:

The **references** (bibliography) at the end of the manuscript should be listed in alphabetical order under the first author's name and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication. All names of the authors of the referred paper should be included. Only works referred to in the text should be included in the list. Titles of the journals should be abbreviated (use the abbreviated form officially accepted by given journal or, as it appears in Current Contents, Medline or any other major literature search source).

## Examples:

van Vark, G.N., Holt, K.G., 1989. Some tests. *Ann. Hum. Biol.* 16, 301–310.

Wolpoff, M.H., 1992. Theories of origins. In: Bräuer, G., Smith, F.H. (Eds.) *Continuity or Replacement*. Balkema, Rotterdam, pp. 25–63.

Bernhard, W., 1991. *Ethnische Anthropologie*. G Fischer, Stuttgart.

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**Figures** and **tables** should always be referred to in the text [Examples: '...as shown in Fig. 1.'; 'The two distributions ...show...(Fig.1).'; '...described in Table 1.'; 'There is no difference between ....(Table 1).']. The author may mark in the manuscript where figures and tables are to be inserted.

## Example:

**Table 1.** Distances between four hypothetical family clusters at the Pizzica cemetery based on 18 non-metric dental traits.

Cluster	Family			Clusters		
	No 6 - No 8	No 6 - No 10	No 6 - No 11	No 8 - No 10	No 8 - No 11	No 10 - No 11
MMD	-0.0464	0.2304	0.0376	0.3027	0.0863	0.1679
SD	0.0632	0.0509	0.0661	0.0188	0.0923	0.0886
Standardized MMD	-1.5274	2.8272*	0.3605	2.3035*	3.9349*	1.8927

MMD - mean measure of divergence

SD - Standard deviation

\* - difference statistically significant at 0.05 level (MMD greater than 2.0)

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