XIIIth Congress on Medieval and Modern Period Mediterranean Ceramics of AIECM3

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The publication in this proceedings also implies complying with and following the delivery, writing, citation and extension rules listed below.

0. Deadline and Submission address

The deadline to submit contributions is **September 15, 2022.**

The originals can **only** be sent via email to: **infoaiecm3gr@gmail.com**

If it is necessary, *WeTransfer* could be used.

1. Length

Communications should not exceed 10 A4 pages (approximately 25,000 characters with spaces) including abstract, article body, figure captions, notes (if any), bibliography and illustrations.

In the case of posters, the maximum length will be 4 A4 pages (approximately 10,000 characters with spaces) including illustrations, figure captions, notes and bibliography.

No image limit to be included, considering that each full-page image will count as 2,500 characters with spaces.

Texts that exceed this limits will be returned to their authors for reduction.

2. Delivery way

The originals will be composed of a single text file, which must be called: **FirstAuthorSurname_Text**.

It must be written in Times New Roman font, size 11 with single spacing, in DOC, DOCX or compatible format, which will include, in this order:

- Title of the contribution.

- Abstract in original language and in English, with five keywords in both languages. It must be between 75 and 150 words (only in the case of articles). In the event that the contribution is written in English, the second summary will be in Spanish.

- General text of the article with footnotes, if any.

- Image captions, referring to graphic files. If one or more of the images had not been made by the author, the author's name will be entered in the associated text itself.

All illustrations should be numbered consecutively as figures and referenced in the text inserted in parentheses as (Fig.1), (Fig.2), etc.

Each image must have a **minimum quality of 300 dpi**, JPG or TIFF format, and must not be less than 100 x 150 mm. Images pasted into DOC, DOCX, or similar files will not be accepted. Images should not be framed or boxed in any way.

In the case of presenting several images grouped in a plate, only this one will have a figure number, while the different images that are grouped in the plate will be designated with a capital letter. The numbering will be continuous within the sheet and will restart with each sheet.

In the case of including tables, these will be considered figures, and must be attached in an editable format (DOC, DOCX, XLS, XLSX, or similar) in order to adapt their design to the layout.

Each graphic file must be named: **FirstAuthorSurname_FigX**, where X is the number given by the author to each figure.

3. Form and Style

Footnotes should not be included in the title of the work, or in the abstracts, or in the footnotes of figures, or in the name of the authors. They may only be included in the main body of the text. In the same way, care will be taken not to include footnotes in tables.

In the authorship of the work, mentions of distinction between the signatories may not be made, such as "coordinator", "editor", "compiler", "director", ...

The headings of the different sections of the text must adhere to the following classification:

- First level: **1. CAPITAL LETTERS AND BOLD**

- Second level: **1.1. Lowercase and bold**

- Third level: 1.1.1. *cursive lowercase*

When highlighting words in the body of the text, only italics will be used, never underlining or bold. No underlining is allowed in the text, titles or bibliographic citations.

The only supported citation system is the Harvard type. Notes are allowed in the text, which will go at the bottom of the page, as long as they refer to clarifications to the text, not to bibliographic citations.

The citation in the Harvard system will be in parentheses with the last name(s) of the author(s), followed by a comma and the year of publication of the work. The inclusion of the second surname in the citation will only be justified if the first surname is very common. Pages will be quoted after the year, followed by a colon and a space (López Pérez, 1998: 23 and 1999: 76-80).

Articles with more than three authors will be cited in the text with the surname(s) of the first and the expression "et al." on italic. In the bibliographic list at the end of the article, this expression will not be used and all the authors will be listed in full for each contribution.

The bibliography will be located at the end, ordered alphabetically and chronologically, cited according to the guidelines established in the Harvard system.

- *Surnames in lower case, comma, first name initial [two surnames if they were used in the original signature of the work] [if two authors, use 'y', if there are three, use ',' and 'y' for the last], comma, space, year in parentheses [if two must appear, separated by hyphens without spaces], colon, space, full title of the work in italics, comma, space, place of publication, colon, space, publisher .*

In the case of journal articles, after the full name of the work in quotation marks, only the name of the journal should be entered in italics, followed by the number of the volume and the number of pages it occupies in it [if two figures, they will be separated by a hyphen without spaces]. It is not necessary to indicate the place of publication or publisher.

As an example, some of these cases could be given:

- Cobos Guerra, F., Retuerce Velasco, M. y Escudero Navarro, Z. (2009): *El castillo de Cornatel, en Priaranza del Bierzo, León,* Cuadernos de Restauración 9, Valladolid: Fundación del Patrimonio Histórico de Castilla y León.

- Pavón Maldonado, B. (1986): "Corachas hispano-musulmanas. Ensayo semántico arqueológico", *Al-Qantara* VII*,* pp. 331-382.

- Rius, M. (2004): "La alquibla de las mezquitas en al-Andalus. El caso de Guardamar", en Azuar Ruiz, R. [ed.]: *El ribat califal. Excavaciones e investigaciones (1984-1992),* Collection de la Casa de Velázquez, 85, Madrid: Casa de Velázquez/Museo Arqueológico de Alicante, pp. 147-152.

When citing more than one publication by the same author in the same year, lowercase letters will be added in alphabetical order after the year:

- Menchón Bes, J. (2013b): "Fortificaciones y defensas de la ciudad de Tarragona: del siglo II a.C. al siglo XIX", en Abella, D., Cardona, G. y Hernàndez, F.X.: *I Jornadas de Patrimonio defensivo en época moderna. In memoriam Agustí Vehí Castelló,* Madrid: Ministerio de Defensa, pp. 117-130.

If there are special typographical characters in the original text (Greek, Arabic, Hebrew,...) they must be sent perfectly defined, in addition to indicating the typographical font used for their composition. The Arabic and Hebrew terms will be transcribed according to the system of the Al-Qantara and Sefarad spanish journals, respectively.

4. Proofreading

All contributions will be subject to a succinct style correction by the editorial team, which will then be sent to the author for correction.

Only one proofreading will be done. In the case of collective works, only one of the authors will be contacted; the corrections must be unitary and uniform throughout the work. Confusing corrections will be ignored.

The corrections will be made in the PDF file with "smart notes", indicating the change that needs to be made.