

Submission of articles to Ancient TL

Reviewing System

In order to ensure acceptable standards and minimize delay in publication, a modification of the conventional refereeing system has been devised for Ancient TL :

Articles can be sent directly by authors to a member of the Reviewers Panel chosen on the basis of subject matter, but who is not in any of the authors' laboratories. At the discretion of the Editor, reviewers who are not listed in the Panel may be used.

The reviewing system aims to encourage direct dialogue between author and Reviewer. The Editor should be kept advised of the progress of articles under review by sending him copies of all correspondence. He is available for advice where reviewing difficulties have arisen. Authors whose mother tongue is not English are required to have their manuscript revised for English *before* submitting it.

We ask reviewers to specify (where required) the minimum of revision that is consistent with achieving a clear explanation of the subject of the paper, the emphasis being on *rapid* publication; reviewers are encouraged to make comment for publication. Where a contribution is judged not to meet an adequate standard without substantial modification, the author will be advised that the contribution is not suitable for publication. Articles that are not considered to be of sufficient interest may also be rejected.

Procedures

1 . Articles should be submitted to an appropriate member of the Reviewing Panel or Editorial Board, chosen on the basis of subject matter, but who is not in any of the authors' laboratories.

2 . Articles should not normally exceed the equivalent of 5000 words inclusive of diagrams, tables and references. Greater space will be appropriate for certain topics ; for these the Editor should first be consulted. Short notes and letters are also acceptable. Text should be double-spaced.

3 . Diagrams and labels should be ready for direct reproduction (i.e. 1:1 camera ready) and not normally exceed 12 cm wide x 10 cm high. Separate figure captions should be supplied. By ensuring that these requirements are met, authors will be able to examine whether all details of their diagrams are clear to the reader. Inappropriately scaled drawings and labels will be returned for alteration.

4 . Authors are asked to submit :

To Reviewer - 1 copy of paper including diagrams
To Editor - 1 copy of paper including diagrams

In addition to a hard copy of the accepted version of the paper + original diagrams, the final version of the text must be submitted to the Editor as a file on a floppy disk using a standard word processor (Microsoft Word for PC is currently used for producing Ancient TL; Macintosh disks are also acceptable). Diagrams and Tables should also be included in the disk.

5 . Upon receipt of an article, the Editor will send an acknowledgement to the author. If the Reviewer is unable to deal with the contribution within **4 weeks** he/she will send it to another member of the Reviewers Panel, advising the Editor; alternatively the paper will be sent to the Editor.

Requirements for various situations

When agreement concerning an article has been reached :
The Editor should receive a copy of the final version of the paper, both hard copy and on disk.
The Reviewer sends final decision, including comments for publication if any, to the Editor.

If the article has not been rejected, but agreement on its final form cannot be reached or where there are protracted delays in the reviewing process :
The Editor may request an assessment from the Reviewer and responsibility passes to the Editor.

If an article is rejected :
The Editor and author receive notification from the Reviewer, with an indication of the reason for rejection.

Thesis abstracts are to be sent to the Editor and in principle do not need reviewing; but authors are kindly requested to make sure that English is correct before sending the manuscript. Thesis abstracts should not exceed 350 words; figures and tables are not accepted.

Advertising. Formal information on available equipment can be published in Ancient TL. It should not exceed one printed page. It is charged 1000 FF/page.

Subscriptions to Ancient TL

Ancient TL is published 2 or 3 times a year and is sent Airmail to all subscribers outside France. The *Ancient TL International Date List* is published as an occasional supplement. While every attempt will be made to keep to the publication schedule, the Editorial Board may need to alter the number and frequency of issues, depending on the available number of articles which have been accepted by reviewers.

The subscription rates for 2001 is 130 FF for individual subscribers (20 € for 2002) and 180 FF for institutional subscription (30 € for 2002) plus any taxes where required. Payment must be in **French Francs**. Enquiries and orders must be sent to the Editor. Invoices and receipts can be sent on request. If you have problems of currency, please write to the Editor. All drafts/cheques are to be made payable to : **Ancient TL** and sent to Ancient TL at the address given on the cover, together with details of the subscriber. For bank transfers, use the following references : bank code **30002** (Crédit Lyonnais); agency no **02200** (2 rue Blatin, 63000 Clermont-Ferrand, France); account no **0000791266V57** (Ancient TL).

Claims for non receipt of copies should be sent to the Editor if the issue due fails to arrive by the end of the month following the publication month.

A limited number of back copies are available - write to **Ancient TL** for further details.