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We ask you to provide some **personal information** (name, title, address, e-mail-address, phone number, ORCID-ID, if existent) to be inserted at the end of your contribution.

Please submit your contribution **in digital format via e-mail at boreas.muenster@gmail.com**. In case you wish to submit it **in print format** additionally, please make sure the two versions are completely identical. The correct address to use, if you do want to send a printed version, is the following:

Universität Münster
Institut für Klassische Archäologie und Christliche Archäologie
Archäologisches Museum
Domplatz 20–22
48143 Münster
Germany

Please make sure to adhere to current orthography in whichever language you use. This will help to speed up the editorial process. Possible languages in BOREAS are usually German, English, Italian and French. In English papers, both American English and British English variants in spelling, vocabulary etc. are acceptable as long as they are applied consistently.

Create your article with Microsoft Word or a compatible programme. Any necessary conversions of text and their checking against the printed version are the author's responsibility. Please keep the formatting as simple as possible, avoiding especially hyphenation and text in columns. Please refrain from bold or italic accentuation in the text. Single French quotation marks (› ‹) can be used to mark particular words instead.

In all text elements including special symbols, the **typeface Gentium** is the standard. The recommended parameters for the text are the following: **type size 12 pt, type size in footnotes 10 pt, line spacing 1.5, margins of 3 cm, no justified text.**

Every manuscript should have a **summary** (1.000 characters maximum, including spaces) as well as five **key words** in hierarchical order at its beginning. Additionally, please submit an English summary for papers not written in English. The summaries will be published in the journal as well as on the website of our institute:

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Adherence to the **citation guidelines and abbreviations** of the German Archaeological Institute (**Deutsches Archäologisches Institut, DAI**) is mandatory for all papers published in BOREAS in any language. The guidelines can be consulted here:

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We ask you further to make use of the DAI's author-year abbreviation system. The **bibliography** will be inserted at the end of each respective article.

Ancient authors and work titles must be abbreviated in accordance with the abbreviation index in the encyclopedia volume **Der Neue Pauly III** (Stuttgart 1997) XXXVI-XLIV. For Greek and Latin authors that are not found in this volume, abbreviations as by **Liddell-Scott-Jones** or the **Thesaurus Linguae Latinae** are to be used.

Notes must be included as **footnotes** with continuous numbering (i. e. not in parentheses within the text or as endnotes). Footnotes are placed in front of punctuation marks such as full stops or commas, not behind them.

Please mark direct quotes using double French quotation marks (» «).

Catalogue entries should as a standard include the following information in a numbered structure: catalogue number, title, figure number, provenance, museum/collection, inventory number, measurements, material, description, date, publication, comparisons.

In order to save time and costs in the editorial process, manuscripts that do not meet the formal specifications given here will be sent back to the author for revision.

The number of **figures** must be in a reasonable relation to the length of the text. Generally, 4 figures for every 10 pages of text are the norm. For figures already published previously elsewhere, the relevant publications should be cited. Figures can be arranged within the text or on tables at the end of the paper, with the latter option as the preferred default unless otherwise required for a specific reason. If the figures include diagrams, tables, genealogies or mathematical formulae, please provide these as PDF files additionally. Drawings and photographs must be numbered continuously using the abbreviation “fig.”. If authors wish to have figures printed **in colour**, the resulting additional costs need to be borne by them. All figures or tables containing figures must have sufficient quality / resolution and should be provided digitally in TIFF-format (at least **300 dpi resolution for photographs and 1.200 dpi for drawings** including maps, plans etc.). Analogue image carriers can only be accepted if there is no other reasonable way to obtain a certain image. In this case, diapositives are preferred over paper prints.

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Thank you very much for your cooperation!