Editorial Policy Statement

*Archäologie in Iran und Turan (AIT)* is a monograph series published irregularly since 1997 by the Teheran Branch of the Eurasia Department of the German Archaeological Institute (Außenstelle Teheran der Eurasien-Abteilung des Deutschen Archäologischen Instituts [EA DAI]). It includes monographs by single authors or author groups, as well as collective volumes, such as, for example, homages or conference proceedings.

The series is devoted to the archaeology of Iran and Turan in the widest sense, including Iran, the Caucasus, Central Asia, Afghanistan, Pakistan and India, as well as China and Japan. All prehistoric and historic periods are covered, from the Palaeolithic to the Middle Ages. Studies on modern history, ethnography, archaeometallurgy, bioarchaeology, environmental history, geoarchaeology and other interdisciplinary topics are accepted whenever relevant to archaeology. Books and contributions are published in German, English or French. They always have an English summary, as well as one in Russian (when concerning the former Soviet Union) or Farsi (when concerning Iran). Summaries in other languages may be included at the authors’ requests.

The aim of AIT is to offer a specialized series in which the members of the Eurasia Department of the German Archaeological Institute and partner scientists/institutions can publish and discuss the archaeology, culture and history of the named regions in a forum controlled by peer review. Submissions should essentially be oriented toward evidence-based contributions presenting original research results or analyses and interpretation of existing data.

The results published in our series are hopefully met with interest among international colleagues. We invite contributions from all those who have something to communicate and do so professionally and scientifically.

**Publication ethics and malpractice policy**

The activity of the Editorial Board of AIT conforms to the principles of independent science, objectivity, professionalism, impartiality and opposes any forms of unethical behaviour and plagiarism. The series follows the ethical norms and international standards established by the Committee on Publication Ethics (COPE) and documented in the adopted code (http://publicationethics.org).

Everyone involved in the preparation of materials for publication in the series, namely: authors, reviewers, members of the editorial board, must follow the principles of publication ethics stated below.

**Basic principles for authors**

1. The author(s) guarantee(s) that the work they submit is original. Any use of materials and ideas from other authors should be properly acknowledged, cited or quoted. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable. Any indication of plagiarism results in a refusal to publish the manuscript.
2. Authorship is limited to those who have made significant contributions to the submitted manuscript, its concept(s), illustration(s), documentation of material(s), analysis and interpretation.

3. All authors must agree to the publication.

4. Author(s) should inform the editors if the manuscript submitted or a similar version has been submitted elsewhere for consideration in parallel or has already been published previously (including in other languages).

5. In polemical contributions (e.g. reviews), containing criticism of colleagues, the norms of academic ethics and scientific correctitude must be observed. No abusive or discriminatory language is accepted.

6. The editorial board reserves the right to reject any manuscript without needing to justify this.

Basic principles of the Editor-in-chief and the members of the editorial board

1. The Editor-in-chief is the director of the Eurasia Department of the German Archaeological Institute (Eurasien-Abteilung des Deutschen Archäologischen Instituts). Members of the editorial board are invited from the international scientific community for a period of five years, which may be renewed.

2. The chief editor and the members of the board may not pass on or use information about submitted manuscripts to anyone except for the author(s) and internal reviewers. Materials not published may not be used by members of the board, editors or reviewers in any way, including personal purposes. The editors strictly adhere to the rule of anonymity of reviewers.

3. The criteria for evaluating articles submitted for consideration by the board and in taking decisions on their acceptance or rejection are their compliance with the subject of the series, scientific value, originality, clarity of presentation and compliance with the requirements of scientific ethics. The selection process for publication in AIT is not influenced by political, ethnic, racial, gender, commercial or other external factors.

4. The final text of the contribution(s) must be agreed to by the author(s). In this scope usually a publication contract is signed by the author(s) and the publisher (DAI). The publication under the name of author(s) includes the copyright, ceded to the monograph series for this particular volume (including digital versions), but the author(s) do not cede their right to (re)use the original material otherwise. The publication of any work not agreed to by the author(s), as well as the introduction of unauthorized persons among the co-authors, is not permitted.

5. If necessary, the author(s) of published contributions and/or reviews, as well as the authors of reviewed books, are given the opportunity to answer to criticism and other claims in the series.

Basic principles for reviewers
1. Manuscripts submitted for review should be evaluated objectively according to scientific standards, and in a timely manner.

2. Reviewers must keep confidentiality concerning the materials and contributions under review, strictly observing the author(s) rights and not disclosing any information before its publication.

3. In the event of a conflict of interests, the reviewer must notify the editor. If it is not possible to avoid or overcome the conflict of interest, the reviewer must refuse to review.

**Peer Review Process**

All manuscripts submitted to AIT are subject to peer review.

1. Forms of reviewing:
   internal – reviewing by the editor-in-chief and members of the editorial board;
   external – reviewing by independent experts.

2. The editor-in-chief determines if the manuscript complies with the subject-matter of the series and the layout requirements, and, in case of a positive decision, sends the article to further reviewers whose field of expertise is appropriate. In case the article does not correspond to the profile of AIT or formal publication requirements, it can be rejected without further consideration.

3. The duration of the peer review process should be suitable to the manuscript size and general circumstances. Generally this is around 3 months from the receipt date of the manuscript. The author(s) then receive a decision: either for acceptance, minor or major revision or refusal. In the case of revision a reasonable time period is agreed upon to resubmit the manuscript under consideration of the expressed critique.

4. Reviewers received the manuscripts in an anonymous form, i.e. without knowing the author(s). They are informed that the studies are intellectual property of author(s) and that they may not use or pass on any data from the manuscripts.

5. Reviewing procedure is anonymous both for the expert and author. The texts of negative reviews are sent to the authors without indicating reviewers' names and/or affiliations. The reviewer can only be disclosed if the reviewer agrees to this or expressly requests this.
6. Reviewers complete a reviewer's form, containing questions concerning the general content of the paper, scientific quality of methods and analyses, balance of text against illustrations, validity and originality of conclusions. The review form also includes a general assessment of the article and recommendations for its improvement. Depending on the results of reviewing the article can be rejected, sent back to the author for reworking or accepted for publication.

7. If reviewers remark minor or major necessary revisions to the article, this is returned to the author for revision, together with the anonymous comments. In this case the date of receipt is the date of submission of the revised article. The article revised by the author(s) may be reviewed again, either by the same, or by other reviewer(s).

8. The author(s) is informed in the case of rejection, including an explanation of the refusal reasons. The author does not have the right the text(s) of negative review(s), but these may anonymously be offered by the editor in some cases.

9. After a manuscript is accepted for publication, the author is informed of this. The author does not have the right to demand a specific upcoming volume in which the contribution should appear – this decision is taken by the editor-in-chief.