

# Guidelines for Authors

## GENERAL

### A. Presentation of Manuscripts

Manuscripts should be submitted in electronic form (in WORD), preferably but not necessarily, together with a letter-quality printout. The electronic file may be submitted on CD or via e-mail.

Footnote numbers in the text (cues) should not be superscripted, and should be put within { }. Footnotes **must** be provided in a separate file.

Authors are advised to retain copies of the submitted files.

### B. Abstract

Every paper must be accompanied by a short summary of about 100 words, preferably in English.

### C. Illustrations

Illustrations should **not** be inserted into the text prior to submission.

Photographs, black-and-white or in colour, will be treated as plates and included at the end of the volume. Drawings and line-art will be treated as in-text figures.

Photographs and grayscale drawings should be submitted as 300 dpi files (tiff or jpg), at a size no smaller than that intended for final publication. Line-art should be submitted as 1200 dpi bitmap files (pict or eps), at a size no smaller than that intended for final publication.

All image files should be clearly labelled with their designated plate or figure number and accompanied by a list of captions in Word with the usual source acknowledgments.

It is the author's responsibility to obtain the necessary permissions to publish any image.

If the author wishes to submit illustrations in hard copy please contact the editor.

### D. Proofs

Page proofs will be sent to the author(s) with the request to return them within three weeks. Authors should limit themselves to corrections of errors; additions or changes to the set text will only be accepted in exceptional circumstances.

### E. PDF FILE

Authors will be provided with a pdf file of their paper immediately after publication of the volume.

## TEXT

### A. Language

Papers are published in English, French, German, and Italian.

Authors are urged to use spelling and terminology in accordance with the *Oxford English Dictionary* for English (e.g. 'through' rather than 'thru'; 'hellenize' rather than 'hellenise'; 'autumn' rather than 'fall'), the *Petit Robert* for French, the *Duden* for German, and the *Zingarelli* for Italian papers.

Abstracts of non-English papers will be published in English (preferably as provided by the author, otherwise in a translation by the editor).

Quotations in any language other than that used in the text will be printed in italic.

If there are passages or words in Greek, the font used should be specified and should be a Unicode font. If there are passages or words in any other non-Latin script, the font used should be specified and preferably included with the submission.

### B. References to Illustrations

References to the illustrations appear in brackets, in bold print, the number being preceded by **fig.** (German: **Abb.**) when referring to line-drawings included in the text, and by **pl.** (German: **Taf.**; Italian: **tav.**) when referring to photographs published on the end-plates.

### C. Bibliographical and other references

All references are to be given in footnotes. Footnotes must be numbered consecutively and in Arabic numerals. (For the abbreviation system to be used, see below.) Whenever possible, the footnote number should be placed at the end of the sentence, and always after the punctuation mark.

## FOOTNOTES

Footnotes must be stored in a separate file, not at the bottom of the text pages, in a single file.

Authors are asked to adhere to the bibliographical abbreviations and the reference system used by the German Archaeological Institute, as published in the *Archäologischer Anzeiger* 1997, 611–28, and to give a list of additional abbreviations in the first footnote.

For abbreviations of ancient authors and works, and for the transliteration of Greek names, please adhere to **The Oxford Classical Dictionary**.

For all other abbreviations, authors are urged to use only abbreviations that are easily and internationally understood and that are listed in the dictionaries named above. When in doubt, write in full.

In constructing footnote references authors should be guided by the following principles:

#### A. Name of Author

Authors' names are preceded by the initial(s) of the first name(s) and separated by a comma from the title of the work, or the title of the journal.

- T. J. Dunbabin, *The Western Greeks* (1948)
- J. B. Hennessy, *PEQ* 98, 1966, 155–62

Names of two or three co-authors are separated by an en rule (–) without spaces.

- A. D. Trendall–T. B. L. Webster, *Illustrations of Greek Drama* (1971)

In the case of more than 3 authors, the name of the first author is followed by '*et al.*'

- A. W. McNicoll et al., *Pella in Jordan 2. Second Interim Report, 1982–1984*

'Op. cit.', 'art. cit.', and 'loc. cit.' are preceded by the name(s) of the author(s) only, without initials and without comma.

- Dunbabin op. cit.

If the paper referred to has been published in a *Festschrift*, in *Proceedings*, or in any other collective work, the author's name is followed by 'in:'.

- A. D. Trendall, 'Attic Vases in Australia and New Zealand', in: *Festschrift for J. D. Beazley* (=JHS 71, 1951) 178–93
- R. S. Merrillees in: J. N. Tubb (ed.), *Palestine in the Bronze and Iron Ages. Papers in Honour of Olga Tufnell* (1985) 114

If several works by the same author are cited in succession, the name is replaced by 'ead.' or 'id.'.

- G. W. Clarke, *Meditarch* 5/6, 1992/93, 117–20; id., *Meditarch* 9/10, 1996/7, 185–6
- M. Söldner, *JdI* 108, 1993, 255–320; ead., *Meditarch* 12, 1999, 95–106

#### B. Name of Editor

Editor's name to be followed by '(ed.)'; in German papers by '(Hrsg.)', in French papers by '(dir.)'.

- A. Cambitoglou (ed.), *Studies in Honour of Arthur Dale Trendall* (1979)
- S. Bourke–J.-P. Descœudres (eds.), *Trade, Contact, and the Movement of Peoples in the Eastern Mediterranean, Studies in Honour of J. Basil Hennessy. Mediterranean Archaeology, Suppl. 3* (1995)

#### C. Monographs, Proceedings, Collective Works

Titles of monographs, proceedings, and collective works are cited in full, not in italics, followed by the year of publication in brackets (see example above). Any volume number appears behind the title: use Roman numerals for the volume number, Arabic numerals for any subdivision.

- T. R. Bryce, *The Lycians* V 1 (1986)

Where appropriate, the year of publication is preceded by the number of the edition used.

- A. D. Trendall, *South Italian Vase Painting* (2nd. ed., 1976)

Titles of particular papers in proceedings and collective works are placed within single quotation marks, separated by commas from the name of the author and the title of the work.

- F. G. B. Millar, 'Ethnic Identity in the Roman Near East', in: G. Clarke–D. Harrison (eds.), *Identities in the Eastern Mediterranean in Antiquity. Proceedings of a Conference held at the HRC, Canberra, November 1997* (=Meditarch 11, 1998) 159–76

#### D. Journals, Periodicals

Names of journals or periodicals, usually in their abbreviated form but never in italics, are followed by the volume number, the year of publication, and the relevant page numbers, all in Arabic numerals and separated by commas. The title of the particular paper referred to is placed within single quotation marks separated by commas from the name of the author and the title of the journal.

- O. Palagia, 'Arsinoe III Philopator in Sydney', *Meditarch* 12, 1999, 107–9

#### E. Ancient Authors

Author's name followed by comma if title of work is quoted. If author's name is abbreviated, however, no comma is necessary. Title of work in italic. Roman full capitals for book, and Arabic numerals separated by colon for chapter and any other subdivision.

- Pliny, *NH* XX 4
- Livy XXV 10: 4
- Vitruvius, *De Arch.* V 6: 6
- Diogenes Laertius, *VIII* 8

#### F. Special Cases

When referring to plates in the *CVA*, it is usually sufficient to give the name of the country, city, or museum, followed by the number of the fascicule and the plate number. Classification numbers are only necessary where plates are not numbered consecutively.

- *CVA* New Zealand 1 pl. 6
- *CVA* Louvre 17 pl. 47, 1–3
- *CVA* Orvieto, Museo Faina 1 III H pl. 1

When referring to entries in the *CVA*, in the *LIMC*, or in any encyclopedia (such as the *RE*, give first the title (usually in abbreviated form), then the volume number (Roman numerals for main volume, Arabic for any subdivision), followed by the year

of publication within brackets; thereafter page number(s), title of the entry preceded by 's.v.', and name of author, without initials, within brackets.

- CVA Louvre 17 (1974) 44–5 s.v. pl. 47: 1, 3 (Waiblinger)
- LIMC III (1986) 149 s.v. Bousiris no. 11 (Laurens)
- RE I A 2 (1920) 1757 s.v. Saïi (Keune)

#### G. References to pages and illustrations

When referring to two or more pages or illustrations, give first and last numerals, separated by an en rule.

- (ed.), 'Arthur Dale Trendall: Bibliography 1988–95', *Meditarch* 8, 1995, 5–6
- R. A. Kearsley, 'The Greek Geometric Wares from Al Mina Levels 10–8 and Associated Pottery', *Meditarch* 8, 1995, 7–81 pls. 1–3

When referring alternately to pages and illustrations, it might be necessary to insert 'p.' (for page, *pagina*), 'pp.' (for pages, *pagine*), or 'S.' (for *Seite*, *Seiten*) in front of the corresponding numerals.

- K. N. Sowada, *Meditarch* 7, 1994, 177 fig. 2 pl. 29; p. 183.

Note that a comma is used between numerals of the same category, a semicolon between numerals of different categories, a colon to separate a main from a sub-category ('fig. 1: 2' means 'sub-figure 2 in figure 1'; 'figs. 1, 2' means 'figures 1 and 2'). No comma between Roman and Arabic numerals.

- J. R. Stewart in: SCE IV 1A (1962) 216 figs. 86–7; 217 fig. 88: 1–4; 224 fig. LIII 1–6; LIV 1, 3

#### H. References back

When referring to titles that have already been cited in full, use 'op. cit.', 'art. cit.', 'loc. cit.', or 'ibid.'.

'Op. cit.' is to be used when referring to a monograph.

- Dunbabin op. cit. 124 (i.e. page 124 in his *The Western Greeks* cited above),

'art. cit.' when referring to a paper (in a periodical, or in any kind of collective work),

- Sowada art. cit. (i.e. paper cited above),

'loc. cit.' when referring to the same passage in either a monograph, or a paper, already referred to,

- Dunbabin loc. cit. (i.e. same page in the work cited above).

'Ibid.' refers to the immediately preceding title,

- Ibid. 128 (i.e. page 128 of Dunbabin's '*The Western Greeks*').

