

**ANNUAL OF THE BRITISH SCHOOL AT ATHENS:
GUIDELINES FOR CONTRIBUTORS**

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I. TIMETABLE

The *Annual* is scheduled to appear in December each year.

*1.1. Articles **other than** reports on BSA-sponsored projects*

Please contact the Editor or Co-Editor, stating your proposed title, the length of the article and the number and type of illustrations (see Section III below). A draft text **with figures** (at low resolution at this stage, if desired) should be sent to the Co-Editor or Editor by **30 April** in the year **before** the intended year of hard copy publication. This should preferably already be in *BSA* format as described below (see Section II), and in electronic form (Microsoft Word or a similar word-processing format, **not solely as a pdf document**). Please make sure the text and notes are double-spaced and in the same typeface (preferably Times/Times New Roman or Courier) and point size (no less than 12) throughout. The draft can be sent either as an e-mail attachment to the Co-Editor or as a hard copy with accompanying CD.

The text and figures will then be passed to referees for peer review. A summary of the referees' comments will normally be sent to the author.

1.2. Reports on BSA-sponsored projects

If a report is to appear in the *Annual*, contact the Editor or Co-Editor by **30 June** of the year before the intended year of hard copy publication, stating your proposed title, the length of the article, and the number and type of figures (see Section III below). Send a draft text and figures (for details, see preceding paragraph) at the same time or at the latest by **30 September**. The report will be subjected to a refereeing process.

Short preliminary reports may appear sooner if offered first for inclusion in *Archaeological Reports*, normally published in November each year. The Director of the British School or The Secretary, Society for the Promotion of Hellenic Studies, Senate House, Malet Street, London WC1E 7HU (office@hellenicsociety.org.uk) will advise you.

1.3. Submission dates for final versions

Unless a different date is agreed, send the final copy (revised in accordance with referees' comments, if necessary) to the Co-Editor or Editor by **30 September** in the year before publication, to allow time for editing. At this stage, it will also be necessary to send figures on a CD at a resolution suitable for publication, if you have not done so before. Acceptance for publication is subject to the final text and figures being satisfactory.

Before an article can be published, authors must supply details of figures or other material for which they do not have copyright, and secure any necessary permissions required for print **and** online publication (see Section V below).

1.4. Online publication

The *Annual* now publishes articles online ahead of print, significantly reducing the time between acceptance and publication, through the Cambridge University Press *First View* system. Articles are published online in complete and final form; they have been fully peer reviewed, revised and edited for publication, and the authors' final corrections have been incorporated. Because they are in final form, **no changes can**

be made after online publication. Articles published through *First View* are fully citable and may be included in the list of publications submitted to REF panels, *etc.*

1.5. Editorial changes and corrections

The text will be copy-edited, and the Editor or Co-Editor may emend the text; their decisions are final, but you will normally be consulted over any substantial changes. The Copy-Editor may contact you directly to resolve any queries before your article appears in proof; alternatively, you may find queries marked on the proofs themselves. When you receive the proofs, please ensure that the article contains no errors, including any inadvertently introduced during editing/typesetting. It is important to check and return the proofs as soon as possible; otherwise, we cannot guarantee that any remaining errors will be corrected before publication.

1.6. Open Access Policies Please visit [Open Access Publishing at Cambridge](#) for information on our open access policies, compliance with major funding bodies, and guidelines on depositing your manuscript in an institutional repository.

II. FORMAT

II.1. General

All articles should be written in clear idiomatic English, using British spelling. Where British spelling allows the use of ‘s’ or ‘z’ (e.g. ‘recognise’/‘recognize’), the ‘s’ spelling should be used.

Each article should be submitted as a Word file with an accompanying pdf version of the manuscript. Texts (if not originally written in English) should be translated by native English speakers. The editors may be able to advise on arrangements for translation, if necessary. If you are not entirely comfortable in writing English, please ask a native English speaker to check your English text before you submit it. Please make sure that the names and affiliations of all authors are included at the front of the article, in the forms in which you want them to appear. Please also insert the email address of the ‘corresponding author’ immediately after the main text of the article, before the references section.

II.2. Abstracts

Please keep these short (preferably no more than one paragraph and around 300 words at most). An abstract must be submitted together with the final text (or sooner), in English and preferably also in Greek. The Editor or Co-Editor will arrange for translations, where necessary. A title must be provided for the Greek abstract.

II.3. Headings

Unless an article is very short, please divide it into headed sections. The sequence of headings and subheadings must be logical and consistent.

The title of an article will appear as follows:

THIS IS AN EXAMPLE OF AN ARTICLE TITLE
(centred)

Within the text of an article two levels of heading may be used:

THIS IS AN EXAMPLE OF A FIRST-LEVEL HEADING
(centred)

This is an example of a second-level heading
(bold – not centred)

This is an example of a third-level heading
(italics – not centred)

II.4. Citations and references

‘Harvard’-style citations (author’s name, date of publication and page and/or illustration numbers) should be used, in the main body of the text. Footnotes should not be used solely for references. Some examples:

- “It has been argued that this is quite impossible (Briggs 1956, 234)”;
- “As C. Bloggs (1978a, 355) has pointed out...”;
- “There is very little Roman pottery at the site (Jones and Brown 2006, 42)”;
- “It has been claimed that there are no fifth millennium sites in Messenia (A. Smith 1999, 55)”;
- “On the other hand, traces of such sites have recently been observed (B. Smith 1999, 103, fig. 19)”.

Note that:

- authors’ initials are needed to distinguish two or more authors with the same surname, especially if the publications cited are of the same date;
- two or more publications by the same author in the same year need to be distinguished by the use of ‘a’, ‘b’, *etc.*;
- ‘p.’ or ‘pp.’ should not be inserted before page numbers;
- when citing works with more than three authors it is possible to use the form ‘Green *et al.* 2009’, but the names of all authors must be given in the relevant entry in the bibliography.

The only exceptions to ‘Harvard’-style citations are:

- a) ancient works, where the citation should take the form of the author’s name, the name of the work (if more than one is attributed to the author) and the book, paragraph or line numbers where appropriate (*e.g.* Homer, *Iliad* 2.250; Plato, *Phaedo* 109b; Herodotus 3.128). Use Arabic numerals wherever possible, as in the examples above, and maximum elision of numbers where a range is being cited (*e.g.* Thucydides 1.145–6). **Please avoid abbreviations for either author’s name or title;**
- b) some corpora in certain very limited circumstances, and in consultation with the editors. In this case, the relevant abbreviation should be included in the references section with the details of the reference supplied in full. Please note that there are very few corpora (if any) that cannot successfully be cited in ‘Harvard’ style, which is preferred whenever possible.

For style of reference entries (which should be placed in a references section at the end of the article), see below.

II.5. References to figures and tables

All figures and tables will be inserted into the manuscript at the appropriate position and reproduced in black and white in the printed version. Any colour figures will automatically be reproduced in colour online; they may be reproduced in the printed version, in consultation with the editors, in a colour section at the end of the *Annual* at a cost to the author of £50 per page.

Figures and tables should be numbered (in the order in which they are first cited in the text) as Fig. 1, Fig. 2, similarly Table 1 *etc.* Please use these styles (*i.e.* with initial capitals) to refer to figures in your article, but lower case initial letters to refer to figures or tables in other works (*e.g.* fig. 1, table 1). When referring to figures in other works convert foreign abbreviations (Abb., Taf., εικ. *etc.*) into English abbreviations (fig., pl. *etc.*). For items within individual illustrations use lower case italics, colons and numbers, or a combination of both, as appropriate:

(referring to figures in your article) Fig. 11.4 or Fig. 1 *a*

(referring to figures in another work) fig. 12 *a, c* or pl. 45.12

(note the spacings in these examples)

When a page number and figure number, or a page number and note number, are cited together, please make it clear whether or not these are part of the same reference. For example, if you mean 'fig. 23 on p. 256', please write it as '256 fig. 23', or if you mean 'n. 3 on p. 20', please write it as '20 n. 3' (without a separating comma).

See Section III for the preparation of figures.

All tables in the article must be cited within the main text, as must all figures (*cf.* section III.1 below).

II.6. Notes

Please try to incorporate as much as possible, including references, in the main body of the text, and avoid using footnotes for references alone (unless there is a long continuous run of these). Notes will appear as footnotes in the published version, but in final versions of articles sent to the editor(s) they should either be included at the end of the article (**without** using an integrated footnote or endnote facility) or sent in a separate file.

II.7. Abbreviations

Apart from those in common everyday English use (*c., e.g., i.e., cf., etc., et al., n., no., nos., fig., figs., pl., pls., pers. comm., ed., eds., edn, vol., vols., mg, g, kg, mm, cm, m*), **please avoid abbreviations wherever possible**. This includes abbreviations for periodicals in entries in the references section (see further below), for titles of single works (ancient and modern and including most corpora) and for typological nomenclature. It also includes abbreviations such as *ibid., id., loc. cit., op. cit.*, since these should not be necessary with 'Harvard'-style citations. **The aim is to make the *Annual* as reader-friendly as possible, especially to those from other disciplines or other geographical areas, and this aim should guide authors in general in**

preparing their articles for publication. Where absolutely necessary (and preferably in consultation with the editors), a list of abbreviations can be given in a footnote at the beginning of the article after any acknowledgements, but this list should be kept to a minimum.

II.8. Italicisation

Unless they are ‘naturalised’ (included in the *Oxford English Dictionary*), foreign words and short phrases (other than quotations) should normally be italicised, as normally should common abbreviations if the unabbreviated form is taken from another language (no. for number is an exception to this). For use of italics in references to illustrations, see above; for use of italics in bibliographical entries, see examples below.

II.9. References

All (modern) works cited should be listed in alphabetical order of author, and within this in chronological order of publication, at the end of the article under the heading REFERENCES. **The references section should not include any works which are not cited in the article itself.**

Where unpublished archival material is cited, the references section should be split into two sections, under the following headings:

Unpublished sources

Published sources

Entries relating to unpublished archival material should be set in plain text (*i.e.* not italicised), without quotation marks.

Unpublished *dissertations* should be included among published sources (for format see below).

Author names with prefixes should normally be alphabetised by the main part of the surname rather than by the prefix: thus ‘Effenterre, H. van’ (rather than ‘van Effenterre, H.’), and ‘Romilly, J. de’ (not ‘de Romilly, J.’). Capitalised prefixes, such as Italian names, should however be alphabetised by prefix (*e.g.* ‘Di Vita, A.’).

Examples of entry format are as follows:

- (for journal articles): Briggs, D. 1956. ‘Connections between the Peloponnese and Mexico in the 5th century BC’, *Annual of the British School at Athens* 45, 230–6.
Jones, E.G. and Brown, F.H. 2006. ‘A multi-period survey of the Astros district’, *Journal of Field Archaeology* 56, 1–50.
Fritz, H. 1998. ‘Betrachtungen zur griechischen Logik’, *Klio* 106, 50–60.
Rutter, J.B. 1993. ‘Review of Aegean prehistory II: The prepalatial Bronze Age of the southern and central Greek mainland’, *American Journal of Archaeology* 97, 745–97.

(for journal supplementary volumes):

Cavanagh, W.G. 1996. *Continuity and Change in a Greek Rural Landscape: The Laconia Survey, vol. 2: Archaeological Data* (British School at Athens Supp. Vol. 27; London).

(for chapters in edited volumes):

Bloggs, C. 1978a. 'A re-evaluation of the date of the Parthenon', in Briggs, D. and Jones, E.G. (eds.), *Classical Athens Revisited* (Edinburgh), 351–70.

NB – if the volume edited by Briggs and Jones was itself included in the references section, the style for entries on individual chapters would be as follows:

Bloggs, C. 1978a. 'A re-evaluation of the date of the Parthenon', in Briggs and Jones (eds.) 1978, 351–70.

(for books):

Smith, A. 1999. *A New History of Messenia* (New York).

Smith, B. 1999. *The Neolithic in the South-West Peloponnese* (Harvard Studies in Greek Prehistory; Boston, Mass.).

(for multi-volume books):

Martin, R.M. 1839. *Statistics of the Colonies of the British Empire*, 2 vols. (London).

(for 2nd/later editions):

St. Clair, W. 2008. *That Greece Might Still Be Free: The Philhellenes and the War of Independence*, 2nd edn (Cambridge).

(for unpublished dissertations):

Schilardi, D.U. 1977. 'The Thespian Polyandria (424 BC): The excavations and finds from a Thespian state burial' (PhD thesis, Princeton University).

(for web material – please include at end a reference in the following format):

(Available online <<http://arheologie.ulbsibiu.ro/publicatii/funerary.pdf>> accessed May 2011.)

Please note the following:

- there should be no spaces between an author's initials;
- titles of periodicals and books should be italicised, but series titles should not;
- titles of articles should normally use minimum capitalisation. Where an article has a subtitle, this should be introduced by a colon, and the first word after the colon given an initial capital (see Rutter example under 'journal articles' above). However, in the case of foreign language titles the normal conventions for capitalisation in the language in question should be followed;
- there should be no comma between the title and issue number in the case of periodicals;
- **please do not abbreviate titles of periodicals or series.**

Where a book or article has not yet been published, ‘in preparation’, ‘forthcoming’, or ‘in press’ should be added as appropriate after the author’s name.

Titles of works (including article, journal and series titles) should be given in the original language and script; this includes titles in scripts such as Greek and Cyrillic. In Roman scripts which make use of diacriticals and unusual letters (such as Turkish), these should be observed. The names of authors and the place of publication should however be transliterated; where English versions of places of publication exist, these should be used (*e.g.* ‘Rome’, not ‘Roma’).

The titles of Modern Greek journal articles or book contributions should be placed within **double** quotation marks (to avoid any possible confusion with diacritical marks).

Ancient works should **not** be listed in the references section.

II.10. Greek

Use the Roman alphabet for ‘naturalised’ Greek words and names, such as ‘megaron’, ‘polis’, ‘proxenos’, ‘Herodotos’, ‘Dionysos’. Where appropriate, translate the titles of ancient works into their conventional English equivalents (*e.g.* Hesiod, *Works and Days*). In the case of names or nouns which also have ‘Latinised’ versions (*e.g.* ‘Herodotus’ *versus* ‘Herodotos’, ‘Alcibiades’ *versus* ‘Alkibiades’), it does not matter which you use, as long as you are consistent. Where Greek place names have a commonly used conventional English version (*e.g.* Athens, Crete, the Peloponnese, Euboea, Rhodes, Sparta, Thebes, Corinth, Mycenae), it is preferable to use this rather than some transliteration of Modern Greek.

You may include quotations in Greek (either Ancient or Modern), but please provide an English translation, in a footnote if necessary. Whether you use monotonic or polytonic accentuation for titles or quotations may partly depend on your word-processing software (and bear in mind that Greek letters – especially those with accentuation – can be lost in conversion from one format to another), but try wherever possible to preserve the accentuation of the original, if necessary adding it by hand to a hard copy.

When transliterating personal names or place names, use your discretion, but aim at consistency. Some authors prefer one form of transliteration over another, and this can sometimes be ascertained from their publications in languages other than Greek. If in doubt, use the following system:

For α, γ, δ, ε, ζ, θ, ι, κ, λ, μ, ν, ξ, ο, π, ρ, σ/ς, τ, υ, φ, χ, ψ use the intuitive equivalents a, g, d, e, z, th, i, k, l, m, n, x, o, p, r, s, t, y, ph, ch, ps. Transliterate other letters, diphthongs and consonant combinations as follows:

αι	ai	αυ	af (before a voiceless consonant)
β	v		av (before a vowel or voiced consonant)
γγ	ng	γκ (initial)	g
μπ (initial)	b	γκ (medial)	gk
μπ (medial)	mp	γχ	nch
ει	ei	ευ	ef (before a voiceless consonant)
η	i		ev (before a vowel or voiced consonant)

ντ (initial)	d	οι	οι
ντ (medial)	nt	ου	ου
υι	yi	ω	ο

II.11. Epigraphic material

In transcribing inscriptions, use symbols as in R. Meiggs and D. Lewis, *Greek Historical Inscriptions*, as follows:

- [] to enclose letters believed to have once stood in the text, but which are now lost
- () to enclose letters which complete words abbreviated by the stone-cutter
- < > to enclose letters accidentally omitted by the stone-cutter or letters which it is thought should stand in place of letters wrongly cut by him
- { } to enclose superfluous letters added by the stone-cutter
- [[]] to enclose letters or spaces deliberately erased in antiquity
- ο a dot placed under a letter indicates that there are traces on the stone compatible with the letter transcribed, which would not, in isolation, dictate the reading of that letter
- represent lost or illegible letters for which no restoration is suggested, equal in number to the number of dots. If more than four dots are used, add a number to indicate how many
- represent an uncertain number of lost or illegible letters
- v represents a vacant letter-space
- vacat* indicates that the remainder of the line was left vacant
- | in texts not laid out in conformity with the layout of the stone indicates the beginning of a fresh line on the stone
- ← indicate the direction in which lines of boustrophedon or retrograde texts were cut

If in difficulty or doubt, mark the text by hand on a printout or (even better) present the transcription as a separate piece of artwork.

II.12. Terminology for historical periods

Standard terms for historical periods – e.g. ‘Late Neolithic’, ‘Early Bronze Age’ – should be capitalised. Capitals should also be used in temporal descriptors such as ‘Middle Minoan’, ‘Early Classical’, ‘Late Hellenistic’ and ‘Middle Roman’: where these are followed by ‘period’, the word ‘period’ should not be capitalised.

13. Miscellaneous: punctuation, dates, numerical notation

- There should be no comma before the final ‘and’/‘or’ in a list unless it is needed to avoid ambiguity.
- Quotation marks: single ‘...’, but double “...” for quotes within quotes.
- Brackets: round, but square for brackets within brackets – e.g. ‘(....[...])’.
- Dates in the text should be written out in words (fifth century BC, sixteenth century BC, *etc.*). In footnotes and captions they should be written as numerals (5th century, 16th century, *etc.*). Approximate dates should be indicated by ‘c.’, with the date immediately following (no space) – e.g. ‘c.450 BC’. Days of the month should be styled as (e.g.) ‘15 June’, not ‘15th June’.
- Numbers in other contexts: words for numbers below 10, numerals for 10 and above (e.g. ‘the stratum produced five iron knives’ but ‘the stratum produced 50 fragments of amphorae’). Exceptions are measurements, where numerals only

should be used (*e.g.* ‘Length: 15 cm’).

- Maximum elision of numbers should be used, *e.g.* ‘125–38’, ‘246–7’, but there is no elision of the last two digits where these are from 10 to 19, *e.g.* ‘211–17’. Dates BC should not be elided at all: *e.g.* use ‘550–540 BC’, **not** ‘550–40 BC’, as the latter could be taken as referring to the year 40 BC.

III. FIGURES

1. Figure files

Compressed versions (jpegs) may be sent with the first draft of the article for passing on to referees. It is possible to send original line drawings on paper with the final version of the article (or photocopies with an initial draft), but please make sure you keep good copies of the former. Figure numbers must be made clear, either in the names of files or attached to hard copies of the figures themselves. **All figures must be cited within the manuscript and figure captions included at the end of the manuscript after the references: please do not include any figure captions or any unnecessary information within the images themselves. Because of the requirements of online publication, figures must be cited individually (*e.g.* ‘See Figs. 1, 2 and 3’) rather than as a range (*e.g.* ‘See Figs. 1–3’).**

Where small images are to be printed in groups (*e.g.* showing several fragments of pottery), these images should be supplied by the author as one figure, with the individual components labelled ‘(a)’, ‘(b)’, ‘(c)’, *etc.* within the figure itself (please see example below).

Please bear in mind the needs of reduction when preparing line drawings. The maximum printed area of a page of the *Annual* is (190 × 127 mm), which includes the caption.

To ensure that your figures are reproduced to the highest possible standards, Cambridge Journals recommends the following formats and resolutions for supplying electronic figures.

Please ensure that your figures are saved at what you would consider final publication size and are in the recommended file formats. Following these guidelines will result in high-quality images being reproduced in both the print and the online versions of the journal.

Line artwork

Format: tif (tagged image file format) or eps (encapsulated postscript file format)

Colour mode: black and white (also known as 1-bit)

Resolution: 1200 dpi

Combination artwork (line/tone)

Format: tif or eps

Colour mode: grayscale (also known as 8-bit)

Resolution: 800 dpi

Black and white halftone artwork (photographs)

Format: tif
Colour mode: grayscale (also known as 8-bit)
Resolution: 300 dpi

Colour halftone artwork (photographs)

Format: tif
Colour mode: CMYK colour
Resolution: 300 dpi

Please note: where necessary in order to obtain permission for online reproduction, a lower resolution version of the figure may be used online. Please consult the editors if you have any queries about this.

III.2. Captions

Captions should be listed at the end of the manuscript file. They need to be short, but must also contain all necessary information for readers to understand the figures.

Please note that captions should not include information about the scale of images, as any change in image sizing necessary for publication would invalidate this. Authors should provide any information on scale by means of scale bars within the images themselves (please see example below).

Example of figure grouping small images and using scale bars:

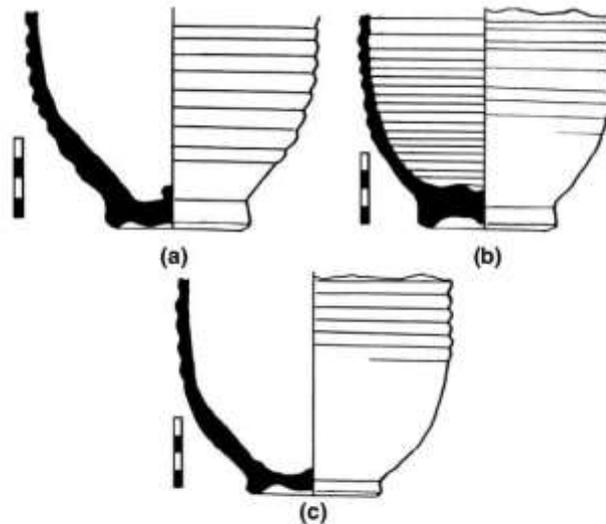


Fig. 16. (a) Catalogue no. 23; (b) Catalogue no. 24; (c) Catalogue no. 25. Chios workshop, lower parts of ampullae.

IV. TABLES

All tables should be included at the end of the manuscript after the references section. Like figures (see section III.1), tables must be cited individually rather than as a range.

V. COPYRIGHT

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