



INSTAP Academic Press

Style Guide

SECOND EDITION

A Reference for Authors, Editors, and Contributors
Preparing Manuscripts for Submission

edited by
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The first Style Guide of the INSTAP Academic Press was published in 2005. This new and revised edition includes additional instructions on preparing digital images, citing bibliographical references, and organizing catalog entries among other helpful directions for preparing your manuscript.

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Introduction

This Style Guide is intended as an answer to the most frequently asked questions regarding the preparation of manuscripts for submission to INSTAP Academic Press. These guidelines are arranged in the following way:

1. Preparation of Manuscripts
 - 1.1 Preparation of Text
 - 1.2 Preparation of Illustrations
 - 1.3 Preparation of Tables and Charts
2. Style Guidelines
3. Citations and References

1. Preparation of Manuscripts

Authors should follow *The Chicago Manual of Style*, 15th ed., and *Merriam-Webster's Collegiate Dictionary*, 11th ed., for any issues not addressed here.

File submission can be accomplished using CD-R or via the internet. Contact the Press for instructions.

1.1. Preparation of Text

INSTAP Academic Press only accepts manuscripts for publication in American English. The manuscripts should be submitted in Microsoft Word for PC (not Macintosh) both as a hard paper copy and on a disk. They should be double-spaced. Do not use footnotes or endnotes, only parenthetical citations. The author should use "Spell Check" and "Grammar Check" for American English before submission. Do not use two spaces after a period. Use boldface only for catalog numbers. The font size should be 12 points. Insert diacritical marks using the pull-down menu ("Insert") in Microsoft Word.

1.2. Preparation of Illustrations

Images may be submitted digitally, which is the preferred format. Photographs (for publication as halftones) and line drawings (to be published as black-and-white images with no intermediate gray tones) are published in different ways; if prepared as digital images, they must be submitted differently and each image should be submitted as a separate file. Avoid combining grayscale images and black-and-white line drawings in the same digital file. See Table 1 for all specifications. Always include a high quality paper hard copy of all digital images. If some of the images are to be submitted as original photographs, the author should contact the Press for guidelines. The Press cannot be responsible for material that is lost or damaged in shipping.

If author(s) would like figure(s) and/or photo(s) to be printed in color, a high quality color hard copy should be provided. All efforts will be made for precise color match to the submitted proof, but this may not always be possible. Digital color images should be submitted in CMYK color mode only, not RGB. A \$1000 subvention per page of color images is required for printing.

Label all tables, figures, and plates with author name, table/figure/plate number, and file extension both on the hard copy and as the digital file name. Any multipanel images (i.e., with parts labeled a, b, c, etc.) should be submitted as individual image files.

Submit a separate list of figures, plates, and tables in two forms: captions (to go under the illustrations) and titles (to go in the front matter).

Avoid turn pages (pages with the top at the left side of the page, i.e., “landscape format”) unless absolutely necessary (for example, for a few maps and plans). Avoid “fold-out” plans or large plans folded up and inserted in the back of the book. Use details instead.

If images are copied from other publications, parenthetical citations with acknowledgments must be included in the captions of the images. Authors must obtain permissions to reproduce copyrighted material, and this is also stated in the Author Contract. The following conventions should be used in the citation:

after = possible redrafting but no change in information
 modified from = some change
 adapted from = radical changes

If no change is made to the image, authors should only reference the source. Please use the Image Permission form provided on our website when corresponding with authors/publishers.

1.2.1. Black-and-White Photographs and Slides

Photographs should be 300 dots per inch (dpi) in grayscale mode, saved in a TIFF file format, using LZW compression in Mac format (see Table 1), at the final size they will be reproduced (usually 3.125 inches wide as a single column or 6.5 inches wide if the image is to go across the page). Catalog numbers may be entered in a sans serif font (Arial), but the page and plate numbers and captions will be inserted at the Press (see Pl. 1).

Slide photos should be scanned 1:1 at a very high resolution (2400 dpi). When they are enlarged to the dimensions needed for publication, the resolution will decrease, although probably not to 300 dpi. Once all of the photos have been resized, the dpi should be reduced to 300 dpi for commercial printing (see Chart 1 for an example). Photos should be grayscale and saved as TIFF files with LZW compression in Mac format.

The Press does NOT accept low resolution (less than 300 dpi) images.

Type of Image	Mode	Final Resolution	File Format to Be Saved	Compression when Saving
B&W line drawing	Bitmap	1200 dpi	TIFF or EPS	LZW (lossless compression) in Mac format
Grayscale/halftone photo	Grayscale	300 dpi	TIFF	
Plan, graph, or drawing created in Adobe Illustrator or like program	Vector	N/A	EPS	

Table 1. Specifications for submitting images digitally.

1.2.2. Black-and-White Drawings

Make all drawings fit a single page (exclusive of margins). Also, take note of the space needed for the caption (see Fig. 1). If plans or maps are too large, use a master plan with rectangles on it, and publish the enlarged details on other pages. The author should compose the pages of profile drawings or other small images (see Fig. 1). The drawings should not extend into the margins.

Use clean black lines in all drawings, tables, and charts. Avoid grayscale if at all possible. On maps and plans, include a north arrow, a scale in km/m, and a key whenever necessary.

Graphs must have all axes and lines labeled. General titles of illustrations should appear in the table/chart/figure/plate caption, NOT in the image itself. All lettering should be 8–12 points in a clear sans serif font. All text within a figure should be about the same size to aid reducibility and/or enlargement. Do not make labels too large for a figure. Avoid bold face type in all images. Place a white background behind letters that cross a dark or textured area.

Drawings (such as pottery profiles and black-and-white charts and maps) may be submitted as digital images, either TIFF or vector EPS files. If they are TIFF files, they must be scanned at 1200 dots per inch as a bitmap black- and-white image (not as grayscale) and edited in Adobe Photoshop before submission. They may be converted to grayscale in order to execute certain commands in Photoshop. When finished editing, convert the mode from grayscale back to bitmap. BE SURE TO SELECT “50% threshold” when converting back to bitmap mode. Images must be saved at 1200 dpi as bitmaps (NOT GRAYSCALE) and saved as TIFF files with LZW compression, at the final size they will be reproduced.

If your line drawing is an EPS vector file, then resolution is not a factor. EPS files should have all fonts converted to outlines.

Sizes for most excavation reports are 3.125 inches wide if the drawing is to be inserted within a single column or 6.5 inches wide if the image is to go across the page. If the Press frames the image with a box, it should be either 2.80 inches wide or 6.25 inches wide, leaving room for the margin around the image and within the box.

Text and catalog numbers in the black-and-white drawings should be in a sans serif font (use Arial). Use the same font for all illustrations in the book. Page and plate numbers and captions will be inserted at the Press (see Fig. 1).

If original artwork is to be submitted for the Press to scan, the author should contact the Press for guidelines.

1.2.3. Calculating Final Image Size

All artwork should be submitted at 100% of final print dimensions. Art should be created or scaled to the size intended for final printing. No enlargement should be necessary. Artwork should NOT be resampled in the process. Oversize and undersize images should be scanned at 100% using this formula:

$$\% \text{ image will be reduced or enlarged} \times \text{final dpi} = \text{dpi to use when scanning}$$

When the image is reduced or enlarged to the final size, it will have the proper dpi. For example, an image that will be reduced by 50% and should have a final dpi of 1200 should be scanned at 600 dpi at 100%. Be sure to uncheck “resample image” when you resize (see Chart 1). Crop images so that no unnecessary white space is left bordering the figure. This will help reduce the file size.

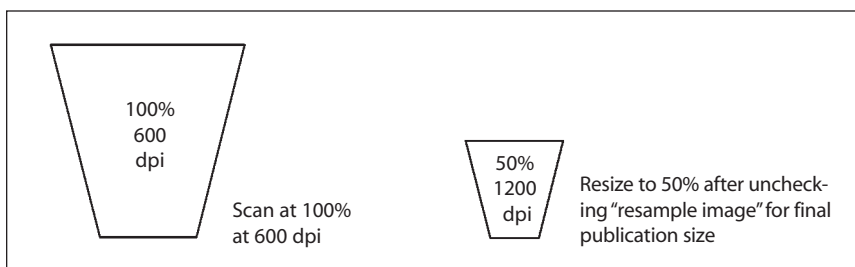


Chart 1. Example showing use of the scanning formula.

1.3. Preparation of Tables and Charts

Compose charts and tables in MS Word, MS Excel, or Adobe Illustrator (.eps). Do not submit anything in PowerPoint. Compose the charts at the size to be reproduced, allowing for margins and room for the caption. Do not compose anything in color and then convert to black-and-white. Keep charts as simple as possible (do not use 3-dimensional images). Grayscale may only be used in an EPS file, otherwise do not mix grayscale and black-and-white lines. All charts should be only black-and-white if the file is not an EPS. Please submit files in their native format with all linked data or as an EPS file.

2. Style Guidelines

2.1. Catalog Entries

All catalog numbers throughout the manuscript must be unique. Either number every object sequentially starting with number 1, or if authors wish to start over with number 1 when the class of object changes, then one should add a prefix letter(s) before the catalog number. For instance: **P1** for the first cataloged piece of pottery, **S1** for the first stone object, **F1** for the first figurine, and so on.

Throughout the manuscript all catalog entries should be written in paragraph form and should contain the same information in the same order whenever possible, even if contributing authors submit different systems in their reports. It is the responsibility of the organizing editor(s) of the volume to standardize all aspects of the catalog entries, and the entire manuscript for that matter.

All abbreviations used in the catalog entry and throughout the entire manuscript must be included in a List of Abbreviations at the end of the front matter (see Section 2.8). Please note that authors should use a capital L for Length in order to avoid confusion with the number 1.

2.2. Italics

Italicize names of books and journals and foreign expressions that are written in a language other than English. Do not use italics for the following:

cf.	et al.	in situ
contra	etc.	per se
e.g.	i.e.	terminus ante/post quem

2.3. Greek Language

All Greek will be put in the Symbol Greek II Unicode font. If the author does not have access to this font, the Press is willing to type the Greek (always submit a paper hard copy in another font). Avoid Greek in the body of the text unless absolutely necessary. Ensure that all Greek text is correctly accented.

If quoting an ancient Greek text, follow the polytonic system of accents.

In the list of References, authors' names should be in the Latin alphabet, but all titles of books and articles in Greek should be written in the Greek alphabet. We prefer Greek entries to be accented according to their original publication.

2.3.1. Transliteration of Greek Words

No single system exists for transliteration of Greek letters into Latin letters for publication in English. Retain the aspirate for names of churches and saints because they have been in the English language in this form for many years. The Press strongly prefers the transliterations listed in Table 2.

Transliteration Variations	INSTAP Preferred Names
Ayia, Agia, Haghia	Hagia
Ayios, Agios, Haghios	Hagios
Ayia Fotia	Hagia Photia
Ayia Irini, Ayia Irine, Agia Irini	Hagia Eirene
Agia Triadha	Hagia Triada
Arkalokhori	Arkalochori
Arkhanes	Archanes-Anemospilia
	Archanes-Phourni
	Archanes-Tourkogeitonia
	Chamaizi
Hania, Khania	Chania
Hersonissos, Khersonisos	Chersonissos
	Chrysokamino
Gortyna, Gortina	Gortyn
	Gournia
Heraklion, Iraklion	Herakleion
	Kamilari
	Karphi
Katsamba	Katsambas
	Kavousi
	Knossos
	Kommos
	Lebena
Makryialos, Makrigialos	Makrygialos
Mallia	Malia
	Mochlos
Mt. Iukhtas, Jukhtas	Mt. Juktas
Myrsine	Myrsini
Myrtos Fournou Koryphi	Myrtos Phournou Koriphi
	Myrtos Pyrgos
Pachyammos, Pachia Ammos	Pacheia Ammos
Palaiokastro	Palaikastro
	Petras
Phaestos, Festos	Phaistos
	Poros
Profitis Ilias	Prophetes Elias
	Pseira
Simi, Syme, Symi	Syme (eastern Crete), Simi (island)
Sitia	Siteia
Thripti	Thripti
	Tylissos
Vasilike	Vasiliki
	Vathypetro
	Vrokastro
Zakro	Zakros

Table 2. Transliterations and English-language names preferred by INSTAP Academic Press.

2.3.2. *Names of Greek Places that also Have English Names*

If an English name exists, use the English version.

Athens (not Athina)	Hierapytna (to refer to ancient Ierapetra)
Boeotia (not Boiotia)	Ierapetra (not Hierapetra)
Crete (not Kriti)	Lebena (not Levena)
Euboea (not Evvia)	Phaistos (not Phaestos or Festos)
Greece (not Hellas)	Siteia (not Seteia)
Herakleion (not Iraklio, Heraklion, etc.)	

2.3.3. *Greek Men's Names*

Ancient Greek men's names ending in *-eta sigma* are written with *-es*, but modern names are written with *-is*.

Perikles
but:
Sakellarakis

2.4. Numbers

When writing your manuscript, use Arabic numbers for tables, figures, and plates.

2.4.1. *Greek Ordinal Numbers*

Unless it is part of a quotation or a title of a book or series, do not mix transliterated Greek ordinal numbers within an English text:

24th Ephorate (not KD Ephoreia)

2.4.2. *Roman Numerals*

Roman numerals (or letters) are retained in citations for volume numbers and plate numbers of a book if the original source includes both Roman and Arabic numbers.

(Evans 1921–1935, IV, pl. 6)
(Furness 1956, pl. XIX:11)
(Milojčić-von Zumbusch and Milojčić 1971, pl. P)
(Mottier 1981, pl. p)

2.4.3. *Sequences of Numbers*

Separate sequences of numbers with one en-dash, not a hyphen. (En-dashes can be inserted with the "Insert" pull-down menu in Microsoft Word.)

(Evans 1921–1935, IV, 33–38)

2.5. Dates and Chronological Periods

Be consistent in using era abbreviations:

B.C. and A.D.
B.C.E. and C.E.
B.P.

2.6. Punctuation

Use American punctuation marks for quotation marks and question marks.

2.7. Topography

All images should contain labels for identifying features discussed in the text, especially elevations in masl, site locations, bodies of water, etc.

2.7.1. Compass Directions

Fully spell compass directions. Do not abbreviate them:

east	northeast
west	northwest
north	southeast
south	southwest

2.8. Abbreviations

For bibliographic references, use the journal and other abbreviations currently in use by the *American Journal of Archaeology*, listed in *AJA* 111.1 (2007), pp. 14–34 (available online at <http://www.ajaonline.org>). Use the following standard abbreviations within in-text citations:

col.	column (used for volumes like the AA)
cols.	columns
fig.	figure
figs.	figures
no.	number
nos.	numbers
n.	note
nn.	notes
p.	page (omitted in the citation but included in the bibliography)
pl.	plate
pls.	plates
pp.	pages (omitted in the citation but included in the bibliography)

All other abbreviations used throughout the manuscript should be listed alphabetically with their full meaning in the List of Abbreviations at the end of the front matter.

3. Citations and References

Each citation must appear in the reference list, and every reference listing must be cited somewhere in the text. All forthcoming works must be under contract with a publisher. Please provide the publisher's name and city in the reference listing. Works in preparation without a contract are not acceptable sources.

3.1. Citations

Cite references in the text within parentheses by author's last name, date, full page range, catalog number, figure number, and plate number. Cite all names for up to three joint authors, use the name of the first author and "et al." for four or more coauthors, and list all coauthors in the References. Do not use p. or pp. in the citations in the text. Use a semicolon to separate successive references in a citation. If listing multiple works by the same author, use commas except where page numbers are required. Do not use footnotes or endnotes. Do not use *ibid*, *idem*, *op. cit.*, and *ff*.

(Renfrew 1969, 17, fig. 3)
 (Baumann, Best, and Wachendorf 1977, 502)
 (Stiros et al. 1992, 109–117)
 (Sampson, forthcoming)
 (K. Nowicki, pers. comm.)
 (Weinberg 1962; Sotiridas 1968; French 1972; Phelps 1975)
 (Hood 1971, 1983)
 (Watrous 1999, 328; 2000, 475)

The abbreviations pl., pls., fig., and figs. are not capitalized when referring to other publications (however, they are capitalized in references in the text to illustrations within the publication itself). If a figure or plate is subdivided into numbered or lettered illustrations, use a colon (followed by no space) to separate the designations. See also Section 2.8 for standard abbreviations.

(Mari 1993, figs. 133:89, 142:71)
 (Coleman 1977, pl. 31:N)

3.1.1. Citations of Ancient Sources and Translations of Ancient Texts

This section has been adapted from the ASCSA's *Guide for Contributors*. Citations of ancient works should be given in the text in parentheses. They are not included in the bibliography. The citation should include the author's name; title of work; book, chapter, or other appropriate designation, in arabic numerals, separated by periods. Follow the *Oxford Classical Dictionary*, 3rd ed., when abbreviating author names and titles of works. Adapt names and titles to reflect Greek transliteration where needed. If an author is known primarily for one work, the title of the work may be omitted. Pseudepigrapha are cited in square brackets.

Ar. <i>Nub.</i> 100–101	Hom. <i>Il.</i> 2.653–670
Arist. <i>Pol.</i> 1265b34–1266a4	Livy 35.39.1–2
[Dem.] 56.7–17	Pl. <i>Resp.</i> 492d–493e
Diod. Sic. 17.77.5–78.1	Plin. <i>HN</i> 35.65–68
Hdt. 7.170	Strabo 1.2.15 [C 23–24]
Hes. <i>Theog.</i> 930–933	Vitr. 8.3.22

References in Greek lexica should be given in Greek type, e.g., Suda, s.v. Πλούταρχος.

Translations of ancient works should be listed in the bibliography. In citations, credit for translations should be given as follows: Hom. *Il.* 2.569–577, trans. Murray 1924. The bibliographic entry for this citation would read: Murray, A.T., trans. 1924. *The Iliad*, by Homer, Cambridge, MA.

3.2. References

Submit an alphabetical list of all references cited. The system preferred by the Press is mainly based on the system used by *Hesperia*. The following examples provide samples of full reference list entries (R) and corresponding in-text citations (C). See also Section 2.8.

3.2.1. Books

List author (last name first, followed by first and middle initials) followed by year of publication, followed by a period, then title of book in italics, followed by city of publication. Do not put a space between the initials of the author. Set off the city with a comma. The comma following the italics, if it is not part of the title, is not set in italics. For English titles, capitalize the first letter of the first word and of subsequent words except for articles, conjunctions, and prepositions. Articles after colons in a book title should be capitalized. For

foreign languages, follow the rules of the country in question. Put all volumes of a single book in Roman numerals and all page numbers and series numbers in Arabic numbers. Omit titles like Sir, Dr., or Capt., even if they are in the original. If the original has no punctuation between a title and subtitle, insert a colon. Use the "Hanging Indent" sliding indicator at the top of the screen in Microsoft Word to set the second line's indentation.

3.2.1.1. One Author

R: Barber, R.L.N. 1987. *The Cyclades in the Bronze Age*, London.
C: (Barber 1987, 22)

3.2.1.2. One Editor

R: Branigan, K., ed. 1998. *Cemetery and Society in the Aegean Bronze Age* (*Sheffield Studies in Aegean Archaeology* 1), Sheffield.
C: (Branigan, ed., 1998)

3.2.1.3. Two or More Authors or Editors

R: Halstead, P., and C. Frederick, eds. 2000. *Landscape and Land Use in Postglacial Greece* (*Sheffield Studies in Aegean Archaeology* 3), Sheffield.
C: (Halstead and Frederick, eds., 2000)
R: Özgüç, T., and M. Akok. 1958. *Horoztepe: An Early Bronze Age Settlement and Cemetery*, Ankara.
C: (Özgüç and Akok 1958)

3.2.1.4. Book in a Series

Put the name of the series in parentheses after the title. The series name is in italics. Parentheses are not in italics.

R: Bosanquet, R.C., and R.M. Dawkins. 1923. *Unpublished Objects from the Palaikastro Excavations* (*BSA Suppl. Paper* 1), London.
C: (Bosanquet and Dawkins 1923)
R: Olivier, J.-P., and L. Godart. 1996. *Corpus Hieroglyphicarum Inscriptionum Cretae* (*ÉtCrét* 31), Paris.
C: (Olivier and Godart 1996)
R: Scarre, C., and F. Healy, eds. 1993. *Trade and Exchange in Prehistoric Europe* (*Oxbow Monograph* 33), Oxford.
C: (Scarre and Healy, eds., 1993)
R: Hallager, E., and B. Hallager, eds. 2000. *The Greek-Swedish Excavations at the Agia Aikaterini Square, Kastelli, Khandia, 1970–1987. II: The Late Minoan III C Settlement* (*SkrAth* 4°, 47 [II]), Stockholm.
C: (Hallager and Hallager, eds., 2000, 163–165)

3.2.1.5. Book with Several Volumes (Citing the Work as a Whole)

Put the volume numbers after the title, with no comma. The volume numbers are not in italics. Give all the years of publication.

R: Evans, A.J. 1921–1935. *The Palace of Minos at Knossos* I–IV, London.
C: (Evans 1921–1935, I, 555, fig. 430)

3.2.1.6. *Book with Several Volumes (Citing a Particular Volume)*

- R:** Soles, J.S., and C. Davaras, eds. 2008. *Mochlos II A: Period IV. The Mycenaean Settlement and Cemetery: The Sites (Prehistory Monographs 23)*, Philadelphia.
- C:** (Soles and Davaras, eds., 2008)
- R:** Morrison, J.E., and D.P. Park. 2008. "Appendix A: Reconstructing the Ritual Killing of the Ceramic Vessels from Tomb 15," in Soles and Davaras, eds., 2008, pp. 207–216.
- C:** (Morrison and Park 2008, 208–209)
- R:** Tsiporoulou, M. 1990, "Νέα στοιχεία για τη Μινωική κατοίκηση στην περιοχή της πόλης της Σητείας," in *Πεπραγμένα του ΣΤ' Διεθνούς Κρητολογικού Συνεδρίου Α' (2)*, Chania, pp. 305–321.
- C:** (Tsiporoulou 1990, 308–310)

3.2.2. *Articles*

For an article, put the title in English quotation marks and set it off with a comma, followed by the journal or its abbreviation (in italics) and the volume number (not in italics). Put the comma before the final quotation mark. Put the page numbers at the end, set off with a comma. Use the abbreviations of journals employed by the *American Journal of Archaeology* (*AJA* 111.1 [2007], pp. 14–34). For English titles, capitalize the first letter of the first word and of subsequent words except for articles, conjunctions, and prepositions. Articles after colons in an article title should be capitalized. For all other foreign languages, follow the rules of the country in question. We prefer Greek entries to be accented according to their original publication. Put all volumes in Roman numerals and all page numbers in Arabic numbers. Express the full range of page numbers, i.e., do not use inclusive numbers.

3.2.2.1. *One Author*

- R:** Renfrew, A.C. 1969. "The Development and Chronology of the Early-Cycladic Figurines," *AJA* 73, pp. 1–32.
- C:** (Renfrew 1969, 10–15)

3.2.2.2. *Two or More Authors*

- R:** Baumann, A., G. Best, and H. Wachendorf. 1977. "Die alpidischen Stockwerke der südlichen Ägäis," *Geologische Rundschau* 66, pp. 492–522.
- C:** (Baumann, Best, and Wachendorf 1977)

3.2.2.3. *Article in an Edited Volume*

If more than two articles in an edited volume are referenced, then please separate the volume as its own entry. The individual articles may then refer to the edited volume.

- R:** Hauptmann, A. 1989. "The Earliest Periods of Copper Metallurgy in Feinan, Jordan," in Hauptmann, Pernicka, and Wagner, eds., 1989, pp. 119–135.
- C:** (Hauptmann 1989, 130–135)
- R:** Moody, J.A. 2000. "Holocene Climate Change in Crete," in Halstead and Frederick, eds., 2000, pp. 52–61.
- C:** (Moody 2000, 55)
- R:** Reese, D.A. 2007. "Faunal Remains from the Sacred Spring (Corinth)," in Betancourt, Nelson, and Williams, eds., 2007, pp. 291–298.
- C:** (Reese 2007)

The bibliography may include the complete citation if two or less articles in an edited volume are referenced:

R: Moody, J.A. 2000. "Holocene Climate Change in Crete," in *Landscape and Land Use in Postglacial Greece (Sheffield Studies in Aegean Archaeology 3)*, P. Halstead and C. Frederick, eds., Sheffield, pp. 52–61.

C: (Moody 2000, 55)

R: Reese, D.A. 2007. "Faunal Remains from the Sacred Spring (Corinth)," in *Krinoi kai Limenes. Studies in Honor of Joseph and Maria Shaw (Prehistory Monographs 22)*, P.P. Betancourt, M.C. Nelson, and H. Williams, eds., Philadelphia, pp. 291–298.

C: (Reese 2007)

3.2.2.4. Author with a First Initial Transliterated from the Greek as Two Latin Letters

R: Tsountas, Ch. 1898. "Κυκλαδικά," *ArchEph* 1898, pp. 137–212.

C: (Tsountas 1898)

3.2.2.5. Journal or Newsletter with Several Issues Beginning with Page 1 in Each Issue

Place the issue number in parentheses after the volume number.

R: Hanke, H. 1994. "Der Bergbau und die Mineralien von Lavrion, Griechenland," *Emser Hefte* 15 (2), pp. 1–80.

C: (Hanke 1994, 1–10)

3.2.2.6. Several Citations by Same Author(s)/Editor(s)

For the second entry and succeeding entries, insert three em-dashes followed by a period in place of the author's name. Arrange the entries chronologically. For two entries in the same year, order the entries alphabetically by title and assign the entries successive letters (a, b, c, etc.). All edited works should be listed after all authored works.

Branigan, K. 1968a. *Copper and Bronze Working in Early Bronze Age Crete (SIMA 19)*, Lund.

———. 1968b. "Silver and Lead in Prepalatial Crete," *AJA* 72, pp. 219–229.

Branigan, K., ed. 1998. *Cemetery and Society in the Aegean Bronze Age (Sheffield Studies in Aegean Archaeology 1)*, Sheffield.

Branigan, K., Y. Papadatos, and D. Wynn. 2002. "Fingerprints on Early Minoan Pottery: A Pilot Study," *BSA* 97, pp. 49–53.

Hood, M.S.F. 1971. *The Minoans*, London, New York, and Washington, D.C.

———. 1983. "The 'Country House' and Minoan Society," in Krzyszkowska and Nixon, eds., 1983, pp. 129–135.

———. 1990a. "Autochthons or Settlers? Evidence for Immigration at the Beginning of the Early Bronze Age in Crete," in *Πεπραγμένα του ΣΤ' Διεθνούς Κρητολογικού Συνεδρίου Α'*, Chania, pp. 367–375.

———. 1990b. "Settlers in Crete c. 3000 B.C.," *Cretan Studies* 2, pp. 151–158.

3.2.2.7. A Journal without Volume Numbers

Use the year as a volume designation.

R: Tsountas, Ch. 1898. "Κυκλαδικά," *ArchEph* 1898, pp. 137–212.

C: (Tsountas 1898, 200)

3.2.2.8. Articles and Journals with Delayed Date of Publication

Occasionally, a journal prints a volume after the date in the sequence of volumes and places both dates on the title page. Both years should be listed in the bibliography, with priority given to the first year (libraries usually place the first year on the spine of the volume and file the series sequentially).

R: Davaras, C. 1971. “Ἀνασκαφή εἰς Στύλον Ἀποκορώνου,” *ArchDelt* 26 (B', Chronika) [1975], pp. 517–519.

C: (Davaras 1971)

3.2.2.9. Book Reviews

R: Day, L.P. 2008. Review of *The Chrysokamino Metallurgy Workshop and Its Territory*, by P.P. Betancourt, *AJA* 112, pp. 767–768.

C: (Day 2008)

R: Scotton, P.D. 2008. Review of *The Aegean from Bronze Age to Iron Age*, by O. Dickinson, *BMCR* 2008.01.62.

C: (Scotton 2008)

3.3. Unpublished Works

R: Keller, D.R. 1985. *Archaeological Survey in Southern Euboea, Greece: A Reconstruction of Human Activity from Neolithic Times through the Byzantine Period*, Ph.D. diss., Indiana University.

C: (Keller 1985)

3.4. Encyclopedia or Corpus

R: Gill, M.A.V., W. Müller, and I. Pini, eds. 2002. *Iraklion Archäologisches Museum. Die Siegelabdrücke von Knossos: Unter Einbeziehung von Funden aus anderen Museen (CMS II, 8.1)*, Mainz.

C: (Gill, Müller, and Pini, eds., 2002, 389 [CMS II, 8.1 no. 248])

3.5. Papers

R: Murphy, J.M. 2008. “Time and Death: A Reassessment of LH IIIC Activity in the Tombs around the Palace of Nestor, Pylos.” Paper read at the 109th Annual Meeting of the Archaeological Institute of America, 3–6 January, Chicago.

C: (Murphy 2008)

3.6. Web Page

Please try to avoid referencing websites because their stability in the future is not guaranteed.

R: Martin, L., and N. Russell. 1997. “Animal Bone Report,” *Çatalhöyük 1997 Archive Report*, <http://catal.arch.cam.ac.uk>.

C: (Martin and Russell 1997)

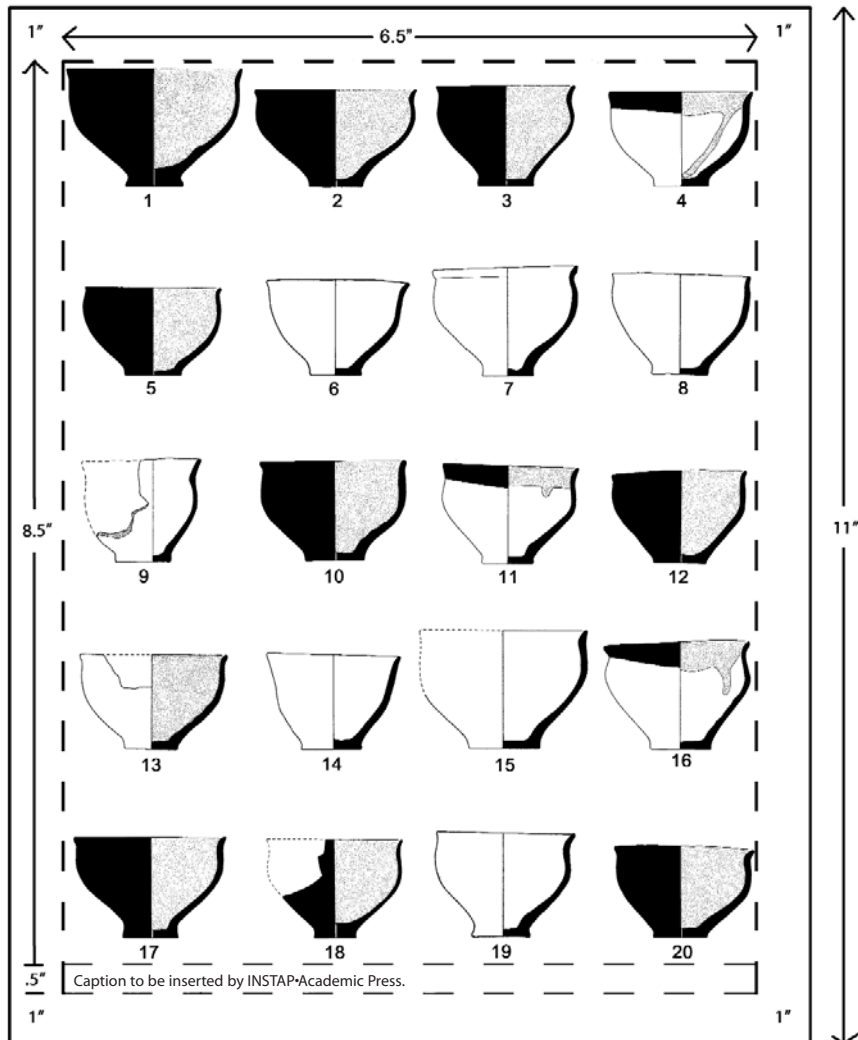
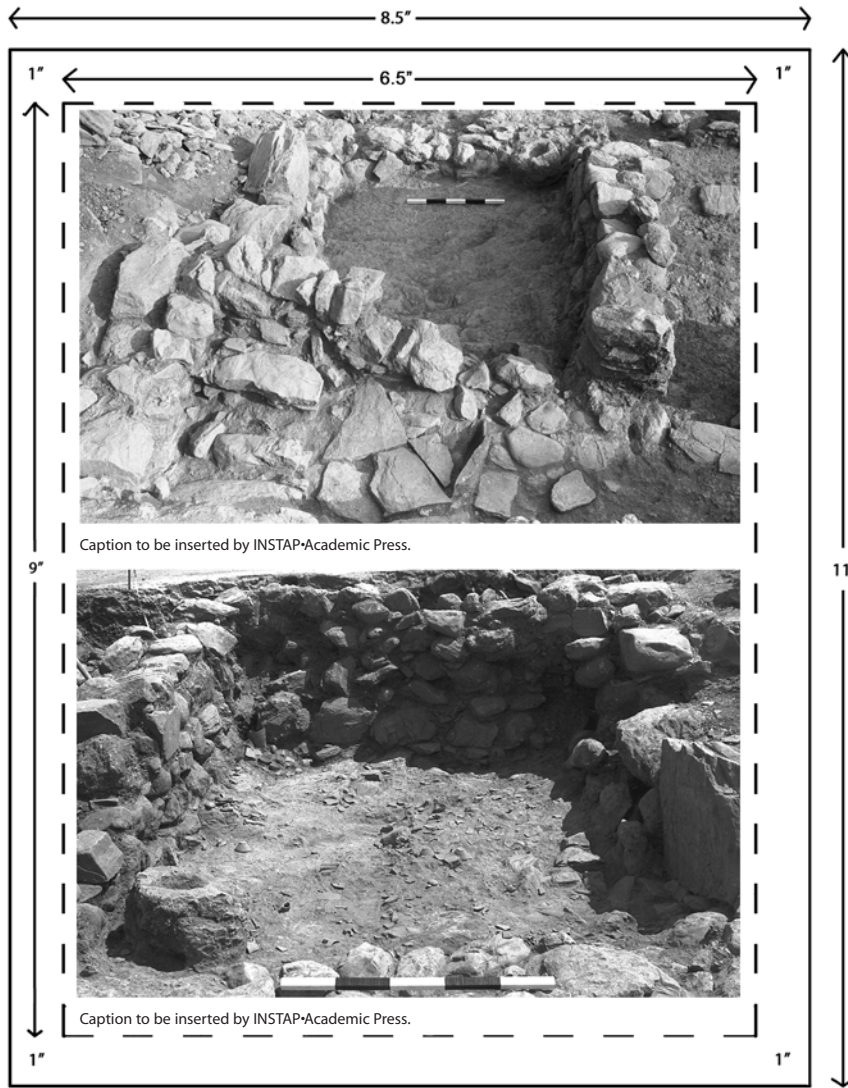


Fig. 1. Example of a figure on an 8.5 x 11 inch page. Dashed lines indicate actual image area of 6.5 x 8.5 inches. Please leave room for a caption to be inserted by the Press. Artifact drawings may not be as regular as this example, but please do your best to keep objects in numerical order and open white space to a minimum.



Pl. 1. Example of a plate on an 8.5 x 11 inch page. Dashed lines indicate image and caption area of 6.5 x 9 inches. Please leave at least 1 inch between top and bottom image and 0.5 inch below bottom image for captions to be inserted by the Press.