

ARCHAEOLOGICAL REPORTS: NOTES FOR CONTRIBUTORS

Nature of reports

The subject and scope of each report will normally be discussed with each contributor by the editor.

The overall intentions of the new format for Archaeology in Greece (=AG or AiG) were set out in AR 57 (2010-11, 1-3 [by Cathy Morgan = CBM]; and Zosia Archibald, 15-18 [ZHA]). See esp. p.2: ‘As indicated last year, *Archaeology in Greece* is now taking its first steps towards becoming a more synthetic, reflective and accessible publication, building on the achievement of *Archaeology in Greece Online (AGOnline)* in providing quick access to authoritative accounts of primary data without constraint upon length or illustration’; and p.3: ‘The new form of AG also offers greater opportunities to broaden coverage beyond fieldwork and study seasons to report the major site conservation and presentation projects which have been such a focus of Ministry work over the past few years.’

‘The online resource cannot, however, provide a summary of the constantly accumulating flow of information. Scholars and researchers need to understand how the overall picture of archaeological research is changing and what kinds of data to look for online. The printed version of AG is intended to fill this gap. It will provide the first reference point for archaeological field research in Greece. It also provides an opportunity to review current trends, to explore research objectives and to suggest new enquiries that deserve to be followed up in the light of current research.’ (ibid, p.15)

The range of topics and themes for AiG included in each volume of AR will rely in part on what is published in the twelve months between June of the previous year and 31st May in the year of publication. Advance versions of raw BSA/EfA reports, which form the basis of the online fiches, will be made available between March and 31st May. Copy should normally be prepared between those dates and 31st July, when draft copy must be submitted for editing.

The timetable for publication remains very tight. The editor may need to keep in touch with contributors in the period between 31st July and the receipt of final proofs at the beginning of September, not least because of possible queries regarding illustrations. During the editing stage, the editor (ZHA) liaises with the Assistant Director of the BSA and with the Secretary of the Society for the Promotion of Hellenic Studies (=SPHS) to ensure that the content of AiG conforms to the Society’s remit. (The Secretary of the SPHS is formally responsible for receiving edited copy and preparing the aggregate reports for AR).

Reports received after 31st July may be held over until the following year. The editor reserves the right to make minor changes to the copy submitted by contributors, in consultation with authors themselves. The near-continuous process of preparing and uploading online fiches means that there is always likely to be new material becoming available that cannot necessarily be flagged in the print version of AiG (and will therefore need to be referred to in the following year’s copy). Contributors will therefore make a judgement about which material to include in a particular report. In many, if not most cases, contributors may well include or refer to material published in the last five years, which can give added coherence to the content of any one report. This is particularly desirable in the case of themed reports.

Contributors should consult AR volumes 57 onwards to get a better idea of how the new print version is evolving. Indexes provide the main repository for the spelling of Greek place names and for abbreviations, other than those listed below. References to sites should include the online unique identification number (see below).

The principal **referencing system** should be ID numbers from *AGOnline* (**IDXXX**).

A **bibliography** (if necessary) should be added at the end of the main body of the text.

Examples:

- Prag, A.J.N.W., Musgrave, J. and Neave, R.A.H. (1984) ‘The skull from Tomb II at Vergina: King Philip II of Macedon’, *Journal of Hellenic Studies* 104, 60–78
- Roisman, J. and Worthington, I. (2010) *A Companion to Ancient Macedonia* (Malden MA and Oxford)
- Saatsoglou-Paliadeli, C. (2004) *Βεργίνα. Ο Τάφος του Φιλίππου: η τοιχογραφία με το κνήρι* (Athens)
- (2007) ‘Το ανάκτορο των Αιγών: προδημοσίευση’, *AEMTh* 21, 127–34

The following bibliographical abbreviations may be used:

<i>ADelt</i>	Archaiologikon Deltion (Chr = Chronika; Mel = Meletai)
<i>AE</i>	<i>Archaiologiki Ephemeris</i>
<i>AEAM</i>	<i>Archaiologiko Ergo stin Ano Makedonia</i>
<i>AEMTh</i>	<i>Archaiologiko Ergo sti Makedonia kai Thraki</i>
<i>AETHSE</i>	<i>Archaiologiko Ergo Thessalias kai Stereas Elladas</i>
<i>AG</i>	<i>Archaeology in Greece</i>
<i>AGOnline</i>	<i>Archaeology in Greece Online</i>
<i>AR</i>	<i>Archaeological Reports</i>
<i>BSA</i>	<i>Annual of the British School at Athens</i>
<i>Kydonia</i>	Andreadaki-Vlazaki, M. (ed.) (2009) <i>Χανιά (Κυδωνία): Περιήγηση σε χώρους αρχαίας μνήμης. Khandia (Kydonia): A Tour to Sites of Ancient Memory</i> (Athens)
<i>PAE</i>	<i>Praktika tis en Athinaiis Archaiologikis Etaireias</i>
www.yppo.gr/0/anaskafes	Andreadaki-Vlazaki, M. (ed.) (2012) <i>2000–2010: Από το ανασκαφικό έργο των Εφορειών Αρχαιοτήτων</i> (Athens)

A list of **figure captions** should be included at the end of the submission (figure number + location + short description + copyright details).

Submission

The report should be submitted as a Word document to ZHA at Z.Archibald@liverpool.ac.uk before **31st July 2013**. Each report should have in-text references to site identifications (=ID numbers from the *AGOnline* records), once these become available. The online resources will need to be checked regularly for updates to particular regions/ site names.

The report should be accompanied by a list of figures, with the appropriate ID number (including copyright details, where known) and a list of site names used in the text, preferably as an Excel spreadsheet.

Style guide

Technical terms

3D	C ¹⁴
ca.	ed./eds
et al.	fig./figs
in situ	masl
ms./mss	no./nos
pl./pls	

Numbers, dates and periods

‘One’ to ‘nine’

Numerals for ‘10’ and above (except at start of sentence)

‘First’ to ‘ninth’ (except for Ephoreias - ‘8th EPCA’ etc.)

Numerals for ‘10th’ and above

Superscript ^{th, st, rd, nd} for numerals

‘5.7m’ (not ‘5.70m’ or ‘5.7 m’)

‘5m’ (not ‘5.00m’ or ‘5.0m’)

Hyphenate adjectival use of ‘century’

Avoid abbreviations for chronological periods - except for sub-periods (thus ‘LMIIIA’, but ‘Late Minoan’)

Upper-case ‘Early’, ‘Middle’, ‘Late’ for *all* chronological periods

Cardinal points

Lower case, not hyphenated ('southeast' rather than 'South-east')

Specialized Ephoreias and institutions

The following abbreviations may be used:

ASA	Archaeological Society of Athens
ASCSA	American School of Classical Studies at Athens
BSA	British School at Athens
DAI	Deutsches Archäologisches Institut
EBA	Ephoreia of Byzantine Antiquities
EfA	École française d'Athènes
EMA	Ephoreia of Maritime Antiquities
EPCA	Ephoreia of Prehistoric and Classical Antiquities
EPSNE	Ephoreia of Palaeoanthropology and Spelaeology for Southern Greece
SAIA	Scuola Archeologica Italiana di Atene

Transliteration

Ephoreias, personal names and journal titles should be transliterated (eg Kiphissia; Mesohelladika; Athens, Makriyanni).

Italics

Use for publication titles and for foreign terms not in common use, but not for familiar terms (e.g. polis, choirs, spolia, epistyle, stylobate, parodos, cavea, orchestra, peristyle, tetraconch, etc.)

Use italics for project titles (e.g. *Knossos Urban Landscape Project*)

Illustrations

Line drawings must be submitted as 1-bit black and white (i.e. *not* greyscale or colour) 600dpi image files or pdf files, preferably at either page width (158mm) or column width (74mm).

Photographs must be submitted as 8-bit (i.e. greyscale) 300dpi image files, preferably at either page width (158mm) or column width (74mm).