

Archaeological Reports: Archaeology in Greece

Notes and Style Guide for Contributors

Nature of reports

The overall intentions of *Archaeology in Greece (AG)* are set out in *Archaeological Reports (AR) 57* (2010-2011: 1-3, 15-18). See especially 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)*'. 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 provides 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.

Contributors should consult *AR* volumes 57 onwards to see how the print version is evolving.

The range of topics and themes for each edition of *AG* relies in part on what is published in *AGOnline* in the 12 months between June of the previous year and 31 May in the year of publication.

The subject, scope and length of each report (up to 6,000 words) will be agreed by the contributor and the editor.

Preparation of reports

Advance versions of raw BSA/EfA reports, which form the basis of the *AGOnline* fiches, will be made available to contributors between March and 31 May. The *AGOnline* fiches are available at: <http://chronique.efa.gr/index.php/>. The ID numbers for each entry should be used to link discussion in the text to the on-line resource (please see further below).

The near-continuous process of preparing and uploading *AGOnline* fiches means it is likely that each year some material will not be flagged in the print version of *AG*; and this should be referred to in the following year's copy. In many, if not most cases, contributors may well include or refer to material published during the course of the last five years, in order to give added coherence to the content of a report. This is particularly desirable in the case of themed reports. Contributors should, therefore, make judgements about which material to include in a particular report, and not feel limited to including only material that has appeared online between June and May.

Submission of reports

Final text (as a Word document) with all figures proposed for inclusion should be submitted to the editor no later than **31 July**. Reports received after 31 July may be held over until the following year. The editor reserves the right to make minor changes to the copy submitted by contributors.

The report should be accompanied by a list of site names used in the text, preferably as an Excel spreadsheet. Please ensure that names used in the text and the list match exactly.

The editor may need to be in touch with contributors in the period between 31 July and the review of first proofs in mid/late September. In particular, the editor will agree the final illustrations for each contribution, at which point image files of appropriate quality (please see below) will be requested, if not already sent.

Structure and style guide

Referencing system

The principal referencing system for sites should be ID numbers from *AGOnline* (**IDXXX**), once these become available. The online resources will need to be checked regularly for updates.

Footnotes are to be avoided. In-text references should take the form: author + year.

The following bibliographical abbreviations may be used:

<i>ADelt</i>	Archaialogikon Deltion (Chr = Chronika; Mel = Meletai)
<i>AE</i>	Archaialogiki Ephemeris

<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>

Bibliography

A list of references (if necessary) should be added at the end of the main body of the text. This should include only texts referred to in the contribution.

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 κυνήγι* (Athens)
- (2007) 'Το ανάκτορο των Αιγών: προδημοσίευση', *AEMTh* 21, 127–34

Figure captions

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

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

Personal names

Use full names, not initials (i.e. first name + surname), and include academic institution (i.e. EPCA, EBA, university, etc).

Transliteration

Ephoreias, personal names and journal titles should be transliterated. The 'Index of Sites' in AR 59 (2012-2013) details preferred spellings of site and place names.

Italics

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

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

Illustrations

Figures are printed as black and white illustrations.

Figures should be presented in a continuous sequence (i.e., not divided into 'figures' and 'plates') with reference made in the text to each illustration.

All illustrations must be submitted electronically and clearly identified by the author's surname and the figure number. Please note carefully the requirements below, particularly in relation to the physical size of the image when reproduced and the resolution (dpi) required. Submitting an image at higher resolution than requested will not necessarily improve the quality of the final image when printed.

Photographs

Photographs must be submitted as 8-bit (greyscale) image files (.jpg, .tif, .bmp) at 300dpi at the width they are to be reproduced: preferably either page width (162mm) or 75mm.

Line drawings

Line drawings must be submitted as 1-bit (black and white) or 8-bit (greyscale) image files (.jpg, .tif, .bmp) at 600dpi at the width they are to be reproduced: preferably either page width (162mm) or 75mm.

Maps and plans must include a north arrow and a scale, and drawings of objects must include a scale.

The spelling used in legends and of other identifying text must be consistent with the text of the article.

Avoid unnecessary lettering on drawings.

Maria Stamatopoulou & Gina Coulthard
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