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 will be agreed by the contributor and the editor.

Preparation of reports

Contributors should aim to make their reports as up-to-date as possible although are only expected to draw upon published material. Where relevant, 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 online 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.

Contributors who wish to include images for which they do not hold the copyright or formal permission to use should submit a list of such images to the editor no later than **31 May** so that permission can be sought from the copyright holder/relevant authorities.

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.

Competing interests

All authors must include a competing interest declaration in their manuscript. This declaration will be subject to editorial review and may be published in the article. Competing interests are situations that could be perceived to exert an undue influence on the content or publication of an author's work. They may include, but are not limited to, financial, professional, contractual or personal relationships or

situations. If the manuscript has multiple authors, the author submitting must include competing interest declarations relevant to all contributing authors.

Example wording for a declaration is as follows: 'Competing interests: Author A is employed at company B. Author C owns shares in company D, is on the Board of company E and is a member of organisation F. Author G has received grants from company H.' If no competing interests exist, the declaration should state 'Competing interests: The author(s) declare none.'

Structure and style guide
Contributions should be in British English, Oxford spelling (i.e. -ize suffix: 'organize' not 'organise').

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. Multiple ID numbers should be separated with a comma. They should precede citations.

There are no footnotes. In-text citations should take the form: author + year and should not read like footnotes. Multiple citations should be ordered according to date (earliest first), and then alphabetically if two or more are from the same year. Multiple citations of the same author should be grouped.

(**ID2502, ID10271**; Sanders 1999; 2004; Slane 2003; 2008; Gregory 2005: 100; Slane and Sanders 2005; Veikou 2013: 204, fig. 172)

The following bibliographical abbreviations may be used:

AA	*Archäologischer Anzeiger*
AJA	*American Journal of Archaeology*
ADelt	*Archaiologikon Deltion*
AE	*Archaeologike Ephemeris*
AEMTh	*Archaiologiko Ergo sti Makedonia kai Thraki*
AEThSE	*Archaiologiko Ergo Thessalias kai Stereas Elladas*
AG	*Archaeology in Greece*
AGOnline	*Archaeology in Greece Online*
AR	*Archaeological Reports*
BCH	*Bulletin de correspondance hellénique*
BSA	*Annual of the British School at Athens*
Prakt	*Praktika tes en Athenais Archaiologikes Etaireias*

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

Tzedakis, Y., Martlew, H. and Arnott, R. (eds) (2018) *The Late Minoan III Necropolis of Armenoi* 1: *Introduction and Background* (INSTAP Prehistory Monograph 60) (Philadelphia)

Vasileiou, E. (2015) *Η χειροποίητη κεραμική της εποχής του χαλκού και ρώιμης εποχής του σιδήρου από την περιοχή της κεντρικής Ηπείρου: ζητήματα χρονολόγησης, παραγωγής και κατανάλωσης* (PhD thesis, Thessaloniki)

— (2016a) 'Episkopi (Ioannina, Greece): a Neolithic extended settlement in central Epirus', *Antiquity Project Gallery* 90.350, https://www.antiquity.ac.uk/projgall/vasileiou350

— (2016b) 'Ενότητα 1: η ροϊστορία του λεκανοπεδίου: λήμματα 13–19', in K.I. Soueref (ed.), *Αρχαιολογία του λεκανοπεδίου Ιωαννίνων: από τις απαρχές ως την ύστερη αρχαιότητα* (Ioannina) 48–49

Figure captions
A list of figure captions should be included at the end of the submission (figure number + location + short description + copyright details): e.g. *73. Pylos: gold signet ring engraved with two bovids. © ASCSA/University of Cincinnati/Jeff Vanderpool.*

Technical terms

3D	C^{14}
ca.	*et al.*
in situ	ms./mss
ed./eds	fig./figs
no./nos	pl./pls
ha	m^2
masl	

Numbers, dates and periods
'One' to 'nine'

Numerals for '10' and above (except at the start of a sentence); 1,000, 10,000

'First' to 'ninth'

Numerals for '10th' and above

Runs of numbers: 148-49, 48-49, 1148-49

'5.7m' (not '5.70m' or '5.7 m'); '5m' (not '5.00m' or '5.0m')

Hyphenate adjectival use of 'century': i.e. 'during the fifth century', but 'of fifth-century date'

Avoid abbreviations for chronological periods - except for sub-periods (thus 'LMIIIA', but 'Late Minoan'). Sub-period abbreviations should be used only after a first full reference in a paragraph.

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

'BC'/'AD' or 'BP' (e.g. '200 ka BP')

Cardinal points
Lower case, not hyphenated (i.e. 'southeast' rather than 'South-east')

Specialized ephorates and institutions
The following abbreviations may be used:

AAIA	Australian Archaeological Institute at Athens
ASA	Archaeological Society of Athens
ASCSA	American School of Classical Studies at Athens
BSA	British School at Athens
CIG	Canadian Institute in Greece
DAI	German Archaeological Institute
EBA	Ephorate of Byzantine Antiquities
EBSA	Belgian School at Athens
EfA	École française d'Athènes
EPCA	Ephorate of Prehistoric and Classical Antiquities
EPS	Ephorate of Palaeoanthropology and Spelaeology
ESAG	Swiss School of Archaeology in Greece
EUA	Ephorate of Underwater Antiquities
ICS	Institute of Classical Studies
IIHSA	Irish Institute of Hellenic Studies at Athens
INSTAP	The Institute for Aegean Prehistory
NHRF	National Hellenic Research Foundation
NIA	Norwegian Institute at Athens

ÖAI	Austrian Archaeological Institute
SAIA	Italian School of Archaeology at Athens
SIA	Swedish Institute at Athens

Personal names
Use full names, not initials (i.e. first name + surname), and include academic institution (i.e. EPCA, EBA, university, etc). Include first name at the initial mention of a scholar.

Transliteration
Ephorates and personal names should be transliterated. The 'Index of Sites' in *AR* 59 (2012-2013) details preferred spellings of site and place names.

Italics
Use italics for journal and book 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*) and meeting/conference/exhibition titles (e.g. *Byzantium across the centuries*).

Illustrations
Figures are printed as grayscale illustrations but are included as colour in the online version. Figures submitted as colour images must be legible when converted to greyscale.

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, using the form (**Fig. 1**)

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 greyscale or colour 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 greyscale or colour 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.

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Yannis Galanakis, Andrew Shapland & Gina Coulthard
September 2021

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