

Series Editor: Professor J. Bennet
Director, British School at Athens
Odos Souidias 52
Athens 10676
director@bsa.ac.uk



Managing Editor: Dr O. H. Krzyszkowska.
Institute of Classical Studies
Senate House, Malet Street
London WC1E 7HU
olgak@sas.ac.uk

BSA Supplementary Volumes: Guidelines

Text

Please submit text as Word documents in Times New Roman 11 pt with double line-spacing. Please set margins at 2.5 cm top/bottom; 2 cm left/right and change default tab to 0.5 cm. Otherwise please keep embedded formatting to an absolute minimum and, in particular, do not format text/catalogue in double columns. **Bold** is not to be used in text or sub-headers, but is reserved for catalogue numbers only (see below). **In the case of multi-author volumes, the principals (or volume editors) are responsible for ensuring consistency throughout the entire MS.** Please submit separate digital files for front matter, individual chapters, and bibliography. Digital files must be submitted on CD/DVD plus one hard copy print-out of text and all illustrations.

Front matter ordinarily comprises the following:

- Title page
- Contents
- List of Figures, List of Tables, List of Plates
- General Abbreviations (e.g. MM, LM, LBA, museums, measurements etc)
- Preface / Acknowledgements

Hierarchy. Please ensure that the hierarchy of headings/sub-headings within chapters is consistent, using the following conventions:

- ALL CAPS CENTRED: FOR MAIN SECTIONS WITHIN CHAPTERS
- SMALL CAPS WITH INITIAL LARGE CAPS CENTRED
- ALL SMALL CAPS FLUSH LEFT TEXT BENEATH
- Italic flush left text beneath*
- Roman flush left text beneath

Catalogue numbers are given in bold. If you refer to more than one number in the text please use full extents, e.g. **234–238** (separated by en-dash – not in bold). When referring to several not in sequence, commas not in bold, e.g. **234, 240, 269** and **271**.

Figures / tables / plates: internal references (see also below regarding layout and resolution)

- Line drawings are set into the text and are considered figures, expressed as FIG. / FIGS. (please note SMALL CAPS, not ALL CAPS). These are to be numbered by chapter: FIG. 2.1, 2.2, 3.1, 3.2.
- TABLES and CHARTS are set within chapter text and are numbered by chapter in SMALL CAPS, e.g. TABLE 4.1, 4.2
- Half-tone plates are placed at the rear of the volume and are numbered sequentially (i.e. not by chapter). They are expressed as PLATE / PLATES (please note SMALL CAPS not ALL CAPS). If a PLATE comprises several elements they are termed *a, b, c* and rendered in italics, e.g. PLATE 4.2 *b–c* (note space between numeral / letter & use of en dash not hyphen).
- FIG., TABLE and PLATE references in the text should be placed within parentheses, e.g. (FIG. 4.1).
- Colour plates are reserved for exceptional finds only. They are placed at rear of volume, and are numbered COLOUR PLATE I, II, III. Please consult with the Editors prior to submission (see below).

Other points of style

- Points of compass** in site descriptions (only) are to be rendered in SMALL CAPS, e.g. 1.30 m E–W × 1.85 m N–S.
- Dates.** AD and BC are given in SMALL CAPS (not ALL CAPS) and without full stops.
- Measurements.** Please note that there is a space between number and m (e.g. 1.30 m). There is no full stop after abbreviated measurements cm, m etc. Please use multiplication sign × not x (e.g. 2 × 4 m).
- Hyphens, en dash, em dash.** Hyphens (-) are used as word dividers only. Otherwise en dash (–) used between numbers, points of compass etc; see above. Em dash (—) is used for punctuation.
- Punctuation.** Only one space after full stop at end of sentence (not two). In the case of names, a single space is required between initials, e.g. J. D. S. Pendlebury (this also applies in the bibliography). Superscripts (for footnotes) are placed after punctuation. Ampersand (&) should be avoided *passim*.
- Bullet points.** To be avoided.
- Inverted commas.** Single inverted commas ‘...’ to be used *passim*, except where there is a quotation within a quotation, when the following formula is used. ‘xxxx “yyyy” xxxx’. This applies also in biblio.
- Numbers** below 10 should be written in full, e.g. ‘there were three main phases’. Obviously measurements are given in numerical form.

Spelling (please use UK spelling, unless quoting from US work).

Place names. Spellings may be altered by the Managing Editor to ensure consistency within the volume. Preferred are Ayia, Ayios; Chania; Malia. Toponyms, e.g. Myrtos Fournou Korifi; Archanes Phourni.

References

- Please use footnotes using author date format, e.g. Smith 1999, 234–35, figs. 21–23, pls. 34–35. Note page / fig. / pl. extents are double digit, separated by en dash (not hyphen). Where an author has more than one work in a single year the following style is used: Smith 1999*a*, Smith 1999*b* (please note italics; this also applies in the bibliography)
- When citing a foreign-language publication, abbreviations for figs. / pls. etc should follow English conventions **not** those of the cited work (e.g. not Abb. or Taf. in German).
- *ibid.*, *op. cit.*, *supra* etc **not** to be used; exception – within a single footnote, if there is a need to refer to the work cited earlier *ibid* or *op.cit* are permissible.

Bibliography

Please note the following conventions:

- Article titles use lower case except for proper nouns; book titles use caps; foreign publications to follow rules for specific language.
- Publishers **not** used.
- Greek articles / books in Greek (simple monotonic, even if originally printed as polytonic).
- Please supply a list of abbreviations for journals and series titles cited in the bibliography. These should conform to the list in the American Journal of Archaeology (<http://www.ajaonline.org/submissions/abbreviations>). Series titles not included in the AJA list should be written out in full and not italicised..
- A separate list should be submitted for special abbreviations or short titles.

Book or monograph

Frödin, O. and A. W. Persson, 1938. *Asine. Results of the Swedish Excavations, 1922–1930*. Stockholm.

Renfrew, C., 1972. *The Emergence of Civilization: The Cyclades and the Aegean in the Third Millennium B.C.* London.

Book / monograph in a series [series titles in roman not italic]

Doumas, C., 1977. *Early Bronze Age Burial Habits in the Cyclades*. SIMA 48. Göteborg

Evans, J. D. and C. Renfrew, 1968. *Excavations at Saliagos near Antiparos*. BSA Suppl. 5. London.

Muhly, P., 1992. *Μινωϊκός λαξευτός τάφος στον Πόρο Ηρακλείου*. Βιβλιοθήκη της εν Αθήναις Αρχαιολογικής Εταιρείας 129. Athens.

Article in journal:

Catling, H. W., 1987. 'Archaeology in Greece, 1986–87', *AR* 33: 3–61.

Doumas, C., 1976*a*. 'Πρωτοκυκλαδική κεραμική από τα Χριστιανά Θήρας', *ArchEph*: 1–11.

_____, 1976*b*. 'Προϊστορικοί Κυκλαδίτες στην Κρήτη', *AAA* 9: 69–80.

French, E., 1971. 'The development of Mycenaean terracotta figurines', *BSA* 66: 101–87.

Chapter or contribution to multi-author volume:

Evely, D., 1984. 'The other finds of stone, clay, ivory, faience, lead etc.', in M. Popham *et al.*, *The Unexplored Mansion at Knossos*. BSA Suppl. 17. London: 223–59.

Poursat, J.-C., 1980. 'Vannerie', in B. Detournay, J.-C. Poursat and F. Vandennebe (eds), *Fouilles exécutées à Mallia: Le Quartier Mu II. Vases de pierre et de métal, vannerie, figurines et reliefs d'applique, éléments de parure et de décoration, armes, sceaux et empreintes*. Études Crétoises 26. Paris: 91–98.

Paper in conference volume / Festschrift

Erkanal, H., 1999. 'Early Bronze Age fortification systems in Ismir region', in P. P. Betancourt, V. Karageorghis, R. Laffineur and W.-D. Niemeier (eds), *MELETEMATA. Studies in Aegean Archaeology presented to Malcom H. Wiener as he enters his 65th year*. Aegaeum 20. Liège and Austin: 237–42.

Felsch, R. C. S., 1981. 'Mykenischer Kult im Heiligtum bei Kalapodi?', in R. Hägg. and N. Marinatos (eds), *Sanctuaries and Cult in the Aegean Bronze Age*. Stockholm: 81–89.

Rutter, J., 1984. 'The EC III gap: what it is and how to go about filling it without making it go away', in J. A. MacGillivray and R. L. N. Barber (eds), *Prehistoric Cyclades. Contributions to a Workshop on Cycladic Chronology*. Edinburgh: 95–107.

Whitelaw, T. M., 1983. 'The settlement at Fournou Korifi, Myrtos and aspects of Early Minoan social organisation', in O. Krzyszkowska and L. Nixon (eds), *Minoan Society*. Bristol: 323–45.

PhD thesis [roman in inverted commas not italic]

French, E., 1961. 'The development of Mycenaean terracotta figurines with special reference to unpublished material from Mycenae' (unpublished PhD thesis, University of London).

Illustrations

Line drawings are designated FIGS. and are set in appropriate points in the text. Histograms, pie-charts etc are generally considered to be CHARTS (not figs.) and are also set within the text: please ensure that **individual bars/segments are sufficiently differentiated to be clearly legible in grey scale**. Half-tones are grouped together at the rear of the volume as PLATES. You are asked to submit **composite digital files (minimum 400 dpi TIFF files, not jpegs, bitmap or eps)** at the size you would like them to appear. Our printed page is 17 × 24 cm (but obviously allow appropriate space at foot for caption). FIGS. and PLATES with multiple individual images may be submitted as **flattened** composites. Numbering/lettering of individual images (i.e. to follow catalogue) must be undertaken by authors. Please ensure **consistency of font size** on all composites: ideally **Arial 10 point (maximum); not bold**. Likewise please ensure uniform font (again Arial is preferred) for all plans. Print-outs of all illustrations must be submitted. Please also supply **captions** (with full sources, as appropriate).

In case of doubt please consult the Managing Editor at the earliest opportunity, if necessary sending samples. We also reserve the right to modify the sizing of illustrations during production for layout purposes.

Colour

Colour illustrations will only be considered in exceptional cases, e.g. where new and previously unpublished items demand this treatment. Please consult the Series Editor (BSA Director) and Managing Editor prior to submission. Outside subventions may be required to cover additional printing costs.

Printing subventions

Volume editors are asked to assist in finding subventions to cover a proportion of production and printing costs, e.g. from their own universities or outside benefactors. As a general rule we expect subventions to cover *c.* 20% of production costs. Please consult the Series Editor (BSA Director) at the earliest opportunity. Note: applications to INSTAP for publication grants must be handled by the Series Editor, and will only be made as a last resort.

General

- All titles must be approved for inclusion in the BSA-SVs by the Series Editor (BSA Director). For further details see 'Instructions for submitting a book proposal to the British School at Athens', available on the BSA website.
- To comply with British Academy guidelines, the Series Editor will arrange for all MSS to be sent for peer review. It may be advantageous for a draft MSS to be sent for review prior to submission, so that all necessary modifications and corrections can be made at one time **before** submission. At this stage, it is helpful for the Managing Editor to see the MS in full, so that advice can be offered about formatting for final submission.
- Any MSS which fail significantly to adhere to the house-style outlined above will be returned to the volume author/editor. While preparing a volume it is wise to examine recent BSA-SVs for matters of style/appearance. Volume authors/editors are also strongly urged to consult the Managing Editor during preparation of the volume.
- While volume length must naturally reflect the material to hand, authors/editors are asked to bear in mind the high cost of printing and binding when preparing their volumes. In particular editors of multi-author volumes are asked to impose strict limits on contributors in respect of paper/chapter length and number of illustrations. If the latter seem excessive, the Editors reserve the right to impose cuts.
- Volume authors/editors are strongly advised to consider the use of digital publication to present material of a supplementary or subsidiary nature. The Editors reserve the right to impose this solution if and when appropriate. Authors/editors are advised to contact the BSA's IT Officer at the earliest opportunity to discuss the preparation of digital materials to accompany a paper publication.
- No incomplete (i.e. just waiting for a reference, test results, *vel sim*) MSS will be accepted.
- Volume authors/editors are responsible for ensuring that requisite permissions have been sought and received for all illustrations.