



INSTAP ACADEMIC PRESS

IN-HOUSE STYLE SHEET

NOT FOR DISTRIBUTION

New this version:

BSA Studies
BCH Suppl.
CMS Beiheft
CMS V, Suppl. 1A)

Global Manuscript Searches before Copy-editing

1. Convert page size from A4 to Letter (8.5" x 11") if not already done by author.
2. Make all page margins 1".
3. Insert page numbers, if not already done by author. Each chapter should start with p. 1, and numbers should be centered at bottom of page.
4. Make all text left justified.
5. Remove all embedded Microsoft styles.
6. Convert all text to Times New Roman PS. Do this **VERY** carefully. Be aware of foreign language fonts. Do not select all to convert.
7. Convert Greek language fonts to Symbol Greek U.
8. Double space all text.
9. Indent all paragraphs, if not already done by author. Delete any extra space between paragraphs.
10. Make sure a line is skipped before each heading.
11. Capitalize first letter of all words in headings except articles and prepositions.
12. Remove spaces in front of footnote numbers.
13. Look for all Table, Chart, Figure, and Plate call-outs in the manuscript. They should be typeset in Arabic numbers, and the first callout of each must be in numeric order in the text.
14. Ensure proofing language is set to English (United States) and use spell check. Be sure to change all British spellings to American English:
 - our → -or (such as honour → honor)
 - whilst → while
 - burnt → burned
 - grey → gray
15. Change all British punctuation to American, especially the use of double and single quotes and parentheses and brackets.
16. See INSTAP's Transliterations List (see below, pp. 28–29) and search and replace for entire manuscript.
17. Search and replace the following for all manuscripts. Do **NOT** accept all at once; check each instance before accepting each individual case throughout:

Convert superscript to normal for ordinal numbers (e.g., 1st, *not* 1st)

double spaces → single spaces

hyphens between numbers → 1 en-dash

" → " → "

' → '

& → and

Ayia, Aghia, Haghia → Hagia (except in Bibliography)

Ayios, Aghios, Haghios → Hagios (except in Bibliography)

Ayia Irini, Keos → Hagia Eirene, Kea (except in Bibliography)

can not → cannot

catalogue → catalog

earth → soil (except when referring to the planet)

façade → facade

g. → g

grano-diorite → granodiorite

haematite → hematite

m. → m

Mallia → Malia (except in Biblio.)

ochre → ocher

stirrup-jar → stirrup jar
Triadha → Triada
wall-painting(s) → wall painting(s)
water-worn → waterworn

18. Keep track of all abbreviations in order to create a list for the front matter or in order to check the list already in the front matter. Add to the list if necessary.
19. Use word search to see if all references in the text are in the bibliography. If not, insert query to author. Use word search to see if all references in the bibliography are in the text. If not, insert query to author (for appropriate wording of queries, see below, p. 9).
20. Make each table an individual Word doc. All text within a table must be converted to Arial MT or Arial Dual Greek MT.
21. Ensure all table and image captions are capitalized and punctuated like a sentence.

Global Image Searches

1. Check all images for image type, file type, resolution (dpi), and dimensions to see if they comply with INSTAP specs (see below, p. 29). Print hard copies showing all current specs. Mark them for file type conversion, dimension reduction, etc.
2. Mark images with queries to author if new versions must be submitted.
3. Rename all images according INSTAP standardization for the manuscript. Archive all old versions of images.
4. Mark all images to be cleaned (e.g., to have any faint stray dots deleted from white space/background).
5. Mark any images for background extraction.

INSTAP Preferred Names, Spellings, and Abbreviations

-A-

a priori (no ital.)
 Acanthus (city)
 Acknowledgment
 A.D. (small caps)
 aboveground
 Aegean prehistory
 Aegina
 aegis (no ital.)
 aeolian (*not* aeolic)
 Aginaropapoura
 Akrotiri
 Alassa-*Palaiotaverna*
 Alassa-*Pano Mandilaris*
 Apliki
 Alona Ridge
 Amnissos (*not* Amnisos) [*per PPB, 2/18/11*]
 among (*not* amongst)
 Anaphi
 Aphantou-Parthenonas
 appliqué
 apropos
 Arkalochori
 Archaic period (Early, Middle, etc.)
 Archanes-Anemospilia
 Archanes-Phourni
 Archanes-Tourkogeitonía
 archaeo-xxx (all words prefixed by *archaeo-*)
 [*per PPB, 1/24/11*]
 archaeobotanical
 archaeology
 archaeometry
 artifact
 Asphendiou
 Asterousia Mountains
 Athienou-*Pamboularin tis Koukkouninas*
 Athens (*not* Athina)
 Ayio Gala
 Ayios Dhimitrios (Cyprus) [*per PPB, 4/8/11*]

-B-

Barbotine Ware (cap. Ware if S. Cretan fabric; if northern imitation, lc ware) [*per PPB, 10/25/16*]
 balk
 B.C./B.C.E. (small caps)
 bipoint

bird's-nest bowl
 black-figure vase
 Boeotia (*not* Boiotia)
 B.P. (small caps)
 bridge-spout
 Bronze Age (Early, Late, etc.)
 bull's-head rhyta (*but* stone bull's head)
 burned (*not* burnt)
 Byzantine (Middle)

-C-

ca.
 cal. yr
 calcite (*not* calc)
 calyx krater
 camfer
 cannot (*not* can not)
 caprid/caprin (interchangeable)
 Caravanserai (*not* Karavanserai)
 case study
 catalog (*not* catalogue)
 catchall
 Cave of the Cyclops, the
 C.E.
 Central Crete (region)
 Cha Gorge (*not* Ha)
 Chalasmenos
 Chalcidice
 Chamaizi
 Chania (*not* Hania, Khania)
 Chrisoskalitissa Plain
 Chrysokamino
 Chryssi Island [*per PPB, 11-05-19*]
 classical (adj. lowercase when referring to general Greek/Roman times, i.e., classical archaeology; but Classical period when period is specifically designated [479–323 B.C.E.]
 city-state
 coarse ware
 coauthor
 co-editor
 comparanda (no ital.)
 copyedit (verb)
 copyedited proofs/version (noun)
 copy editor (noun)
 cover tiles

Crete (not Kriti)
 cross-cultural
 cross-list
 cross-reference
 cross-section
 Cycladic (Early, etc.)
 Cyclopean
 Cypriot (adj.)

-D-

debitage (no accent mark)
 decor (*not* décor)
 de facto (no ital.)
 Dermatos Valley
 Dictaeon Cave
 Dicte
 Dicte Mountains (*not* Lasithi Mountains)
 Dioscuri (*not* Dioscouri)
 disk (*not* disc) [*per PPB, 1/24/11*]
 doorjamb
 double axe
 dry sieving

-E-

East Crete (region), East Cretan (adj.)
 East Cretan White-on-Dark Ware [*per PPB, 5/20/14*]
 east Siteia peninsula, east Siteia plateau
 [*contra Nowicki, but not official name; 11/18*]
 east–west, etc. (en-dash)
 Eastern (when referring to the culture of the
 Near East, i.e., Eastern dress)
 eastern Crete
 eastern Mediterranean
 Eileithya
 eggshell
 en masse
 Enkomi
 Enkomi–Ayios Iakovos
 Ephorate of Antiquities of Lasithi [*per https://www.culture.gr/en/ministry/SitePages/viewyphresia.aspx?iID=1709, 11/05/18*]
 Euboea (*not* Evia)
 Evans’s (possessive)

-F-

facade (*not* façade)
 fine ware
 findspot

fishhook
 fore hall
 Fortetsa
 Franchthi Cave
 freestanding
 fresco/frescoes
 front matter
 Ftelia (*not* Phtelia)

-G-

Geometric period (but Protogeometric)
 Gerokampos (*not* Yerokampos or Gerokambos) [*per PPB, 3/02/11*]
 Giali or Gyali (*not* Yali, Yiali)
 Glas (*not* Gla)
 Gortyn
 Gournia
 granodiorite
 grave goods
 gray (*not* grey)
 Greece (*not* Hellas)
 ground stone tools
 guardhouse
 Gulf of Mirabello
 Gypsades

-H-

ha.
 Hagia/ Hagios (*not* Ayia/Ayios, Agia/Agios, Haghia/Haghios)
 Hagia Photia
 Hagia Eirene
 Hagia Triada
 Hagia Varvara–Almyras
 Hagiopharango Valley
 Hagios Charalambos
 Hagios Efstratios (*not* Eustratios)
 Hagios Onouphrios
 Hagios Onouphrios Ware [*when from South-Central Crete; per PPB 7-13-16*]
 Hagios Onouphrios Style or ware [*when locally made outside of South-Central Crete; per PPB 7-13-16*]
 Hagios Phokas
 Hagios Stephanos
 Halicarnassus
 handheld
 handmade
Helix cincta (Müller)

Helladic (Early, etc.)
 Hellenic Archaeological Service, Hellenic
 Ministry of Culture [*"Greek" OK if author
 preference; 11/18]*
 Hellenistic (Early, Late, etc.)
 hellenization
 hematite
 Herakleion (*not* Heraklion, Iraklion, etc.)
 heroon (no umlaut)
 herringbone
 Hierapytna (ancient Ierapetra)
 hole-mouth
horror vacui
 hunter-gatherer
 hut-urn

-I-

Ierapetra (*not* Hierapetra)
 Ierapetra Isthmus (*but* the isthmus of
 Ierapetra)
 incurving
 inselberg (no ital.)
 in situ (no ital.)
 INSTAP SCEC (when abbreviated)
 Internet
 intertidal
 Iron Age (Early, Late, etc.)
 Ithaca [*per PPB 3-18-17*]

-J-

-K-

Kala Nera Bay
 Kalavassos (Cyprus)
 Kalavassos–*Ayios Dhimitrios*
 Kamares Ware [*when from South-Central Crete;
 per PPB 7-13-16*]
 Kamares Style or ware [*when locally made out-
 side of South-Central Crete; per PPB 7-13-16*]
 Kamilari
 Karphi
 Katsambas
 Kavousi
 Kea (*not* Keos)
 Kephala (*not* Kefala)
 Kiapha Thiti (*not* Kiafa)
 Knidos/Knidian
 Knossos
 Kos/Koan

Kommos
 Kopais (*not* Kopaïs, Copais, Copais)
 Koriphi (*not* Koryphi)
 Koumasa
 Kouphonisi (*not* Koufonisi)
 krater
 kyr B.P.
 Kyra Panagia

-L-

Lasithi White-on-Dark Ware [*per PPB, 5/20/14;
 SCF 7-14-16*]
 Lasithi Plain
 late antiquity
 late third (century)
 Lavrion (*not* Laurion; BUT Laurium if Lati-
 nate is used)
 Lebena
 leaf-like (but closed for words spelled that
 way in *M-W*)
 Lefkas (*not* Leukas)
 Leftoporos
 leitmotif
 light-well
 line drawing
 Linear A/B
 LM IIIA:2 (etc.)
 long-standing
 loomweight

-M-

m asl (*not* masl) [*per PPB, 2/18/11*]
Maa-Palaiokastro
Maroni-Tsaroukas
Maroni-Vournes
 Makrygialos
 mainland, the
 malacological
 Malia (*not* Mallia)
 man-made (adj.)
 master's thesis
 Matt-painted Ware [*per PPB*]
 Medieval (period); medieval (adj.)
 medium-sized (adj.)
 Mesara Plain
 Mesolithic (Late, Early, etc.)
 mesolithization
 microwear
 Middle Ages

mid second century (etc.)
 mimesis
 Minoan (Early, etc.)
 Mirabello Bay (*but* the bay of Mirabello)
 Mirabello Fabric [*per PPB (5-20-14), there is no Mirabello Ware, but a Mirabello Fabric*]
 Mirabello-Ierapetra region
 Mirabello region
 Mochlos
 Mohs scale
 molding (*not* moulding)
 moldmade
 molluscan
 mollusk/s (*not* mollusc/s)
 more or less (*not* more-or-less)
 Mt. Dicte
 Mt. Juktas
 mudbrick
 multifunctional
 murex
 Mycenae
 Mycenaean (Sub, Early, etc.)
 mycenaeanization
 Myrsini
 Myrtos-Anatoli area
 Myrtos Phournou Koriphi
 Myrtos Pyrgos
 Myrtou Pigades

-N-

Nafplion [*per PPB, this is not a transliteration but the name as it exists in English 1/23/14*]
 NCSR “Demokritos”
 Neolithic (Late, Early)
 neolithization
 Neopalatial
 New Palace period
 Niphi (*not* Nifi)
 nonceramic
 non-Cretan (retain hyphen b/c Cretan is proper noun)
 nonlocal
 nonjoining
 North-Central Crete (region)
 north–south, etc. (en-dash)
 northeast/ern; northwest/ern
 Northern Sporades

-O-

ocher (*not* ochre)
 off-site
 Old Palace period
 Olynthus
 ongoing
 on-site
 open-air (adj.)
 Oreino Valley
 orientalizing
 outcurving
 outdated; out-of-date
 outturned
 oxhide

-P-

Pacheia Ammos (*not* Pachyammos, Pachia Ammos)
 palace (Knossos palace, palace of Knossos, Malia palace, palace of Malia, *but* Palace of Minos, Palace of Nestor)
 Palaikastro (*not* Palaioakastro)
 paleo-/palaeobotanical [*per PPB, 1/24/11, follow spelling for Palaeo-/Paleo- based on author's consistency*]
 Paleo-/Palaeolithic [*per PPB, 1/24/11, follow spelling for Palaeo-/Paleo- based on author's consistency*]
 Papadiokampos
 Panhellenic
 pan tiles
 par excellence (no ital.)
 passim (no ital.)
 peribolos
 per se (no ital.)
 pers. comm.
 Phaistos (*not* Phaestos, Festos)
 Phaneromeni (*not* Faneromeni)
 Philissia (*not* Filissia)
 Phocis (*not* Phokis)
 Pholegandros
 Phrati (*not* Frati)
 Phthiotis (*not* Fthiotis)
pièces esquillées (in italics)
 pier-and-door partition
 place-name
 Plakias-Lepkoyia Valley
 Plattenkalk (no ital.)
plein débitage (italics)
 pointelle (*not* pointellé)

polis/poleis
 Politiko-*Phorades*
 Poros
 postdate
 posthole
 post-LM IIIC (*but* post-LM) (adj; see p. 12)
 postprocessual
 potsherds
 preeminent
 preexisting
 Predynastic
 Prepalatial/Postpalatial
 Pre-Pottery Neolithic
 proofread (verb)
 Prophetes Elias (*not* Profitis Ilias)
 Proto-Attic
 Protogeometric (early, late)
 Protopalatial
 Psalidia Peninsula
 Pseira

-Q-

-R-

Raphina
 reappear
 red-figure vase
 repousseé (with accent mark)
 Rethymnon
 reuse
 reuse (v.)
 Rhamnus
 Rhyton
 rock-cut (if before a noun)
 rock shelter
 Roman empire
 Roman period (Early, Late, etc.)
 Romanization
 roof tiles

-S-

sealstone
 seashell
 secondhand
 self-contained
 self-styled
 semiglobular (*not* semi-globular)
 Seriphos
 serpentinite (*not* serpentine)

short-term
 Syme (only for the Dodecanese; Symi on Crete)
 Siphnos
 site plan
 Siteia (*not* Sitia, Seteia)
 Sklavokampos (*not* Sklavokambos) [*per* PPB, 7/28/11]
 sociopolitical
 socioeconomic
 South-Central Crete (region)
 southeast/ern; southwest/ern
 spearshaft
 speleology
 spindle whorl
 Sporades (also, Northern Sporades)
 status quo (no ital.)
 straightforward
 Strophilas (*not* Strofilas)
 subangular
 subculture
 Subminonan
 subrounded
 subsection
 subsurface
 subtype
 sulfur
 superimpose
 Suppl./suppl. (supplement)
 Syme (on Crete *not* Simi; Simi for the Dodecanese)

-T-

technitis (no ital., *per* PPB 7-22-14)
 Tell el-Dab^ca (*set glottal symbol as superior lowercase "c" in Palatino*)
 telltale
 temenos/e
 terminus ad quem (no ital.)
 terminus ante quem (no ital.)
 terminus post quem (no ital.)
 terracotta
 terra incognita
 tholos/oi
 Triada
 Thripti (*not* Thripti)
 Thripti Mountains (*not* West Siteia Mts.)
 time frame
 topos

topshell (*not* top shell)
tour de force
toward (*not* towards)
tuyères
Tylissos
Tyndareos
type site

-U-

Ultraviolet
uncataloged (*not* noncataloged)
understudied
under way
up-to-date

-V-

Vaiñia
Vasiliki (*not* Vasilike)
Vasiliki Ware
Vathypetro
Vrokastro
vice versa
vs.
vug

-W-

wall painting (*not* wall-painting)
warlike

waterlogged (adj.)
waterworn (adj.)
water sieving (water-sieving if adj.)
web site
West Crete (region), West Cretan (adj.)
Western (referring to the culture of the
Occident, or Europe and the Western
Hemisphere)
western Crete
western Mediterranean (etc.)
wheelmade
while (*not* whilst)
white ware
White-on-Dark Ware [*per PPB, 5/20/14*]

-X-

Xanthoudides' (possessive; see p. 14)
X-ray (noun and adj.)
x-ray (verb)

-Y-

Youra (*not* Gioura, Yioura)

-Z-

Zakros (*not* Zakro)

Miscellaneous Editing

- In general, if an author is an established and/or senior scholar whose first language is English, we adhere to a philosophy of “less is more” when editing their text aside from our style guidelines and correct grammar. We acknowledge that many authors whose first language is not English may need more editorial assistance.
- In acknowledgements or introductions that appear in the front matter (the roman numeral pages), all first names should be spelled out in full.
- If an author includes a scholar’s name in running text, first name or initial should be provided at first instance. Only use the last name after that. If the author does not provide ANY first names or initials for scholars throughout the entire manuscript, keeping to last name only is OK.
- In running text, the first instance of an abbreviation (i.e., a time period) must be spelled out in full and the abbreviation placed in parentheses. First instance starts with page 1 (Arabic numbering) of the entire book, not the front matter, which is in lowercase Roman numerals. If the abbreviation is used in the front matter, it must be spelled out in full at the first instance there, but it does not count as the first instance for the book itself. Keep track of all abbreviations used; they must appear in the List of Abbreviations in the front matter.
- Abbreviations such as “e.g.” and “i.e.” should be spelled out in running text. When they are used in parentheses, place a comma after each one. It is also acceptable to adjust the wording of a sentence so that substituting “for example” or “that is” is not necessary.
- Abbreviate within parentheses whenever possible.
- Do not allow sentences or paragraphs to start with numerals, initials, catalog numbers, or abbreviations. Spell out in full, add a word, or slightly reword to avoid this situation.
- Per the *ChicagoMS*¹⁷ §7.59, a word or phrase preceded by “so-called” should not be enclosed in quotation marks. Choose either the use of so-called or the use of quotation marks; using both is redundant.
- Whenever possible, parenthetical citations and asides should be located at the end of a sentence.
- Avoid back-to-back parentheses.
- Avoid passim and ff. If absolutely necessary, do not italicize.
- For hyphenated words in titles (both ours and in list of references), if the first element is a prefix or combining form that can not stand by itself as a word (e.g., anti, pre, etc.), do not capitalize the second element unless it is a proper noun or proper adjective (*ChicagoMS*¹⁷ §8.161)
- Regarding capitalization of terms such as grid square, level, locus, area, trench, wall, sample, room, building, etc. when they are stated with their specific alphanumeric designation, we defer to the author’s choice to capitalize or not as long as it is consistent throughout the ms. If it is not consistent, choose to follow the most common usage in the ms (conform the minority to the majority usage; “less is more”).

Author Queries

- Keep in mind that many of our authors speak English as a second or third language. Queries should be clear and concise.

- Preface queries for the author with “AU:”. Queries or comments for INSTAP should be prefaced with “INSTAP:”
- It may seem redundant, but always write the query out in full, even if it is the second or third time you are asking a question/stating the same issue. Never state “see previous comment” or “see comment above.” There is a chance that queries could be edited and rearranged out of order without notice.
- Repeat queries in *all* relevant locations throughout the manuscript in order to ensure that they are addressed by the author.
- After comparing the notes against the bibliography, and vice versa, use comment bubbles at each instance of discrepancy to alert the author to problems that need to be addressed.

Examples:

AU: Smith 1992 does not appear in the bibliography. Please provide full bibliographic citation or delete citation from text.

AU: Sakellarakis and Sapouna-Sakellarakis 1997, 127 is out of the page range provided in the bibliography. Please review and fix where necessary.

AU: Pelon 1983 is not cited in the text. Please add citation to the text or delete entry from bibliography.

Miscellaneous Grammar: A Refresher *[October 14, 2014]*

- “this” (used alone) should not be used as a pronoun
- Parallel construction: express coordinate ideas in similar form
 - Original: “There is no need to change existing numbering conventions nor change overall label formats.”
 - Not parallel adverb construction; need to insert “neither” or rewrite as thus: “Existing numbering conventions and overall label formats do not need to be changed.”
 - Original: “This equipment has been expressly developed for analyses of cultural heritage objects and utilizes dedicated software for the analysis of ancient metals.”
 - Not parallel verb construction; change to compound sentence: “This equipment has been expressly developed for analysis of cultural heritage objects, and it utilizes dedicated software for the analysis of ancient metals.”
 - Original: “The standards of known composition are compared with analysis results from the ancient objects and allow for the calculation of possible drifts in the spectra. Not parallel verb construction; change to “The standards of known composition are compared with the analysis results from the ancient objects, allowing for the calculation of possible drifts in the spectra.”
- “since” vs. “because”: “since” is temporal; “because” shows cause.
- Avoid passive voice, especially in the form of “There is . . .” at the start of a sentence.
- “among” vs. “between”: “among” is used when items are part of a group or are not specifically named (must be 3 or more); “between” is used when naming distinct, individual items (can be 2, 3, or more).
- “further” vs. “farther”: “farther” indicates physical distance; “further” indicates figurative or metaphorical distance
- “which” is used for nonrestrictive clauses; “that” is used for restrictive clauses

Miscellaneous Typesetting

- Preferred heading hierarchy for copy-editing:
 1. **bold**
 2. *italic*
 3. underline
 4. *italic and underline*
 5. ***italic and bold***
- Inscriptions, dipinti, graffiti, legends, etc. are indicated in the text by the use of Arial MT or, if in Greek, Arial Dual Greek MT.
- Letters used to indicate shape should be typeset in Arial MT or Arial Dual Greek MT (e.g., T-shaped, Γ-shaped).
- Time designations B.C., B.C.E., C.E., B.P. are all set in SMALL CAPS. Include periods, except in bibliography if designation originally appeared without them.
- Empty cells in Tables that mean “no data” are shown by the use of the 1-em dash.
- Ordinal numbers should not use superscript (e.g., 1st, *not* 1st).
- Metric units of measurement do not use a period at the end of their abbreviation (e.g., m, km, g), but imperial units do (eg., in., ft.).
- ¹⁴C
- 22°C
- 39°25' N, 24°10'25" E (prime or double-prime symbols, not apostrophe or quotation marks; no spaces *within* coordinates)
- For the “prime” symbol, use Greek Numeral Sign (character code 0374) *not* Apostrophe (character code 0027).
- Use parentheses around numbered or letter lists. This applies to all lists—those in running text and those set vertically (e.g., “the point of this discussion is three-fold: (1) xxx, (2) xxx, (3) xxx.”).
- 2% (*not* percent)
- L. (capital) for length
- hyphen -
- en dash –
- em dash —
- Italicize names of books and journals and foreign expressions that are written in a language other than English, unless the latter appear in the English dictionary. Do not use italics for the following:
 - ca.
 - cf.
 - contra
 - e.g.
 - et al.
 - etc.
 - i.e.
 - in situ
 - per se
 - supra
 - terminus/ante post quem

- Avoid the use of quotation marks and italics whenever possible. Use only when absolutely necessary.
- If Greek-language words are used, the transliteration must be provided. The Latin spelling should appear in italics within the sentence, and the original Greek with correct accent marks should appear next to the transliteration in parentheses, not italicised. Definitions of obscure words should be provided by the author.
Example: In effect, meligmata (μειλίγματα), mild liquids such as honey, milk, or even wine . . .

Numbers

- Cardinal and ordinal numbers less than 10 should be spelled out. Arabic numbers should be used for all numbers 10 and above. If a number occurs in a phrase in which most of the numbers are above nine, use Arabic numerals for all.
Examples: first century; 10th century; nine sherds; 11 coins, 15 lamps, 3 statues
- Use Arabic numbers when referring to parts of a manuscript.
Example: Chapter 1, Table 4, Appendix 3
- $3 + 2 = 5$; NISP = 12 (signs for binary mathematical operations are preceded and followed by a single space because the operation signs act as verbs: 3 *plus* 2 *equals* 5)
- Spaces between numbers and plus/minus sign.
Example: 515 ± 22 years
- Use comma for numbers of one thousand or more.
Example: 1,241 sherds
- No comma for page numbers, addresses, and years (except for years of five digits or more, e.g., between 35,000 B.P. and 5000 B.P.).
- >3 m; x50 magnification (set “x” in Arial MT)
- -2% (mathematical signs have no space when they are used as modifiers)
- Ratios have no space
Example: 1:2 and 3:4
- Sample sizes have no space
Example: n=14

Catalog Entries

- All catalog numbers throughout the manuscript must be unique and appear in **bold**.
- Authors may choose to number every object sequentially starting with number 1, or they may start over when the class of object changes. In the latter case, a prefix letter(s) should be added before the catalog number, e.g., **P1** for the first cataloged piece of pottery, **S1** for the first stone object, **F1** for the first figurine, and so forth.
- All catalog entries throughout the manuscript should contain the same information in the same order whenever possible, even if contributing authors submit different systems in their reports. All catalog entries should be written in paragraph form with the following information whenever possible, although, for example, if an abbreviation (or other aspect of the

catalog entry) is consistently a different version than one prescribed below, it is acceptable to leave as is in order to minimize the potential for new errors:

Catalog number (field/inventory/accession/excavation no.; context/findspot/locus/loci/pail; Fig. no.; Pl. no.). Identification of object. Preservation. L. in cm/m; w. in cm/m; h. in cm/m; d. rim/base in cm/m; max. dim(s). in cm/m; wt. in g. Description of material and details of manufacture (including fabric, color, wear, and surface appearance). Details of shape or decoration. Type if applicable. Bibliography (if applicable). Comparanda (if applicable). Date.

Time Periods and Chronology

- LM IIIA:1 (colon used for further subdivisions of periods)
- LM IIIA–IIIB *not* LM IIIA–B
- “the LM IIIA period”; *not* “LM IIIA period” or “the LM IIIA”
- between the ninth and fourth millennium (millennium is singular because the entire range is a class [per PPB])
- Spell out ordinal numbers for millennia and centuries below the 10th, except when they appear in a cluster.
Examples: fifth century, 12th century, 9th–5th centuries, second millennium
- Egyptian dynasties are capitalized and always spelled out in full (per *ChicagoMS*¹⁷ §8.71:
Examples: Fourth Dynasty; Eighteenth Dynasty
- The word “century” is never abbreviated.
- Time periods are left open before and after a noun unless it is used adjectivally
Examples:
fifth century, but fifth-century structure
12th century, but 12th-century structure
mid 12th century, but mid 12th-century structure
late 12th century, but late 12th-century structure
mid to late 12th century, but mid to late 12th-century structure
12th century B.C.E., but 12th-century B.C.E. structure
pre–Late Minoan structure, but pre-LM structure (use en-dash with two word open compounds when written out in full). However, post–LM IIIC destruction (en-dash used when period designation serves as a second modified adjective).
post-Byzantine structure
- When using the abbreviated form of a chronological term, syntax should be determined by the unabbreviated form: a MM grave, not an MM grave. (*This is contra ChicagoMS*)
BUT, for all other instances, follow *ChicagoMS* in that the article matches the *sound* of the spoken abbreviation: an L-shaped wall (el-shaped); a U-shaped wall (yew-shaped).
- Spell out time periods (i.e., Middle Minoan) when they are not accompanied by a specific Roman numeral phase designation. The exception is Final Neolithic (FN).

Transliterated Greek Names and Places

- In lists of references, for Greek forenames where the initial letter is transliterated in English with two letters (e.g., Χρόνης; X = Ch.), use only one (e.g., Chronis = C.).
- For transliterations of ancient names and places, default to spelling listed in the Oxford Classical Dictionary, 3rd ed. (*OCD*³): [12/03/12]
 - Acropolis, not Akropolis
 - Themistocles, not Themistokles
 - Cimon, not Kimon
 - Herodotus, not Herodotos
- If it is for a Roman site, use Latinate spelling or variant of name (*[per PPB, 8/30/12]*: e.g., Hierapytna [ancient Greek] vs. Ierapetra [later and modern]).
- If the site is not listed in the *OCD*³, please ensure that the spelling is consistent throughout, and make note for us so that we may determine preferred spelling.
- See also INSTAP's Transliterations List (below, pp. 28–29)

Foreign and Unfamiliar Words and Terms

- Italicize if not listed in *Webster's Collegiate*, 11th ed. Also see *ChicagoMS*¹⁷ §§8.19–156.
- We tend not to italicize foreign proper names of rooms and houses, etc., within a site such as Phaistos and Malia, which were excavated by the Italians and French, respectively.
- Do not italicize longer quotations in a foreign language as that may seem like added emphasis when none was intended. Just set off with quotation marks or block quote styling as needed (depending on the length of the quoted text).
- For preferred Greek and Latin proper names, including site names that are not listed in the Word List above please refer to the 3rd edition of the *Oxford Classical Dictionary* edition (*OCD*³).

Authors with Last Names That Include Particles

- Many names include particles such as *de*, *d'*, *de la*, *von*, *van*, and *ten*. Practice with regard to capitalizing and spacing the particles varies widely, and confirmation should be sought in a biographical dictionary or other authoritative source. When the surname is used alone, the particle is usually retained, capitalized or lowercased and spaced as in the full name (though always capitalized when beginning a sentence). The bibliography entry will start with the letter capitalized or lowercased as it would be usually. See *ChicagoMS*¹⁷ §8.5.
 - Example: van Effenterre and van Effenterre; lowercased in bibliography and text unless starting a sentence.

Possessive Nouns

(see *ChicagoMS*¹⁷ §§7.16–29)

- The possessive of most *singular* nouns is formed by adding an apostrophe and an s, and the possessive of *plural* nouns (except for a few irregular plurals that do not end in s) by adding an apostrophe only.

Examples:

Evans's excavation
 the horse's mouth
 a bass's stripes
 puppies' paws
 children's literature
 Berlioz's works
 Strauss's Vienna
 Dickens's novels
 the Lincolns' marriage
 Williams's reputation
 the Williamses' new house
 Malraux's masterpiece

- For names like “Euripides,” the possessive is formed without an additional s for a name of two or more syllables that ends in an eez sound (e.g., Euripides)

Examples: Euripides' tragedies, the Ganges' source, Xerxes' armies, Xanthoudides' work, Thucydides' histories, Pericles' Athens, etc.

- To avoid an awkward appearance, an apostrophe without an s may be used for the possessive of singular words and names ending in an unpronounced s. Opt for this practice *only* if you are comfortable with it and are certain that the s is indeed unpronounced.

Examples: Descartes' three dreams; the marquis' mother; François' efforts to learn English; but Raoul Camus's anthology (the s is pronounced)

Hyphenation and En Dashes

- See *ChicagoMS*¹⁷ §7.89
- Compounds with “like” (*ChicagoMS*¹⁷ §7.89.2). Normally closed, but hyphenated after words ending in *l*, after most proper nouns, after most words of three or more syllables, or simply to avoid a cumbersome appearance.
- Compounds in titles/headings (*ChicagoMS*¹⁷ §8.161): Always capitalize first element; capitalize subsequent elements unless article, preposition, coordinating conjunction (and, but, for, or, nor). If first element is prefix or combining form that cannot stand alone (e.g., anti, pre), do not capitalize second element unless proper noun or adjective. Capitalize second element in hyphenated spelled-out number or fraction.

Color and hyphenation

- Hyphenated before but not after a noun. See *ChicagoMS*¹⁷ §7.89.
- This departure from Chicago's former usage serves both simplicity and logic.
 Example: the soil was reddish brown but the reddish-brown soil
 Note: adjectives that describe the color (pale, dark, light, etc.) are never hyphenated (e.g., pale red soil; the pale reddish-brown soil)

- Modifying compounds where the first word is an adverb and ends in -ly are NOT hyphenated (e.g., poorly fired pot, highly regarded artisan, roughly defined perimeter, partially preserved walls).

En-Dashes:

- Use an en-dash to hyphenate a compound name when one of the parts is two words (e.g., Cha Gorge–Monastiraki region).
- Time periods are left open before and after a noun unless it is used adjectivally, specifically: pre–Late Minoan structure, but pre-LM structure (use en dash with two-word open compounds when written out in full).
- We prefer the use of an en-dash in a directional compound, such that north–south means north “to” south. We always think of an en dash as meaning “to”.

Punctuation Varia

Use of Question Marks to Indicate Uncertainty:

- Formatting depends on context.
 Example: “Items found in Tomb 2 include a jug(?), 2 jars, and 1 pithos.”
 In this example, the placement of the question mark indicates that the attribution of the jug, only, is in question; because it is in the middle of the sentence and refers only to the jug, it is placed in parenthesis right next to the item/term to which it refers. If the sentence read, “Items found in Tomb 2 included a jug, 2 jars, and 1 pithos?”, it is ambiguous whether only the pithos is uncertain, or if all items in the tomb are uncertain. If only the pithos, the sentence should read, “Items found in Tomb 2 included a jug, 2 jars, and 1 pithos(?)”.

Quotation Marks and Punctuation:

- Periods and commas precede closing quotation marks, whether double or single (though logically it often seems not to belong there) (see *ChicagoMS*¹⁷ §6.9).
- Colons, semicolons, question marks, and exclamation points all follow closing quotation marks unless a question mark or an exclamation point belongs within the quoted matter. (see *ChicagoMS*¹⁷ §6.10).

Vessel Names

- Greek vessel names are never italicized. Note the proper use of the greek plural:
 alabastron / alabastra
 amphora / amphorae
 aryballos / aryballoi
 askos / askoi
 chous / choes
 chytra / chytrai
 ewer / ewers
 exaleiptron / exaleiptra
 hydria / hydriai

kados / kawalathos / kalathoi
 kantharos / kantharoi
 kernos / kernoi
 kotyle / kotylai
 krater / kraters
 kyathos / kyathoi
 kylix / kylikes
 larnax/ larnakes
 lebes / lebetes
 lekane / lekanai
 lekanis / lekanides
 lekythos / lekythoi
 loutrophoros / loutrophoroi
 oinochoe / oinochoai
 olpe / olpai
 pelike / pelikai
 phiale / phialai
 pinax / pinakes
 pithos / pithoi
 psykter / psykters
 pyxis / pyxides
 rhyton / rhyta
 skyphos / skyphoi
 stamnos / stamnoi
 thymiaterion
 thymiateria

Pottery Wares

- Proper ware names that are characteristic of a style are capitalized.
- For proper definition of styles and wares, see *Hagios Charalambos II*, pp. 6–7. BUT, keep in mind that those examples are specific to that volume, although the general definitions may apply. Copyeditors should work with authors at the editing stage to ensure that all terms are correctly styled in the text and defined in a methodology section (see *Livari*, p. 28). The agreed-upon styling MUST be added to the project Style Sheet for later proofreading.
 Examples: Hagios Onouphrios Ware (from South-Central Crete); Vasiliki Ware (from isthmus of Iera-petra); White-on-Dark Ware (from the area of Gournia)

Classical References

- Follow classical reference abbreviations in the *OCD*³. If an author is known primarily for one work, the title may be omitted. Pseudepigrapha are cited in square brackets.
- Book numbers in ancient works are in Arabic not Roman (e.g., *Iliad* 18.486)
 Examples:
 Ar. *Nub.* 100–101
 Arist. *Pol.* 1265b34–1266a4
 [Dem.] 56.7–17
 Diod. *Sic.* 17.77.5–78.1
 Hdt. 7.170
 Hes. *Theog.* 930–933

Hom. *Il.* 2.653–670
 Livy 35.39.1–2
 Pl. *Resp.* 492d–493e
 Plin. *HN* 35.65–68
 Strabo 1.2.15 [C 23–24]
 Vitruv. 8.3.22

- References in Greek lexica should be given in Greek type: e.g., Suda, s.v. Πλούταρχος.
- Translations of ancient works need to give credit for translations in the notes as follows: Hom. *Il.* 2.569–577, trans. Murray 1924. (Murray 1924 will then appear in the bibliography.)

Cypriot Site Names

- Conventions for site names on Cyprus differ from traditional Greek mainland and island site names. If a site has a hyphenated name, the second part of that name is italicized. Note the use of the en-dash when one of the site name parts is two words.
- INSTAP preferred spellings for Cyprus:
 - Alassa-Palaiotaverna*
 - Alassa–Pano Mandilaris*
 - Apliki
 - Athienou–Pamboularin tis Koukkouninas*
 - Enkomi
 - Enkomi–Ayios Iakovos*
 - Hagia Varvara–Almyras*
 - Kalavassos–Ayios Dhimitrios*
 - Maa-Palaiokastro*
 - Maroni-Tsaroukas*
 - Maroni-Vournes*
 - Politiko-Phorades*
 - Skouriotissa
 - Toumba tou Skourou
 - Troodos

In-text Citations

- Citations are to be ordered chronologically, from oldest to most recent. If there are more than one entry with the same year, they are ordered alphabetically by first author.
- Information is listed in the following order: author, date, page, note/catalog number, table, chart, plan, map, figure, plate. Separate with a comma.
 Example: (Pemberton 1997, 57, no. 48, fig. 4, pl. 28)
- If the author is attributed as “ed.” in the bibliography, the “ed.,” must appear in the text citation.
 Example: If the Reference entry is: Branigan, K., ed. 1998. *Cemetery and Society in the Aegean Bronze Age (Sheffield Studies in Aegean Archaeology 1)*, Sheffield., then the citation format will be: (Branigan, ed., 1998)
- A semicolon separates successive references in a parenthetical citation.
 Example: (e.g., Herbert 1986, 29 n. 10; Mertens-Horn and Viola 1990, 237–238)

- For listing multiple works by the same author, use commas between the years except where page numbers are required anywhere in the full string; then use semicolons to separate subsequent entries by that same author. See *ChicagoMS*¹⁷ §15.130.
Examples: (Shear 1964, 1972; Papadopoulos 1996, 1998, 2003) and (Soles 1998, 67; Watrous 1999, 328; 2000, 475). If any page numbers appear: (Shear 1964; 1972; Papadopoulos 1996, 1–4; 1998; 2003)
- “et al.”: The name of the first author and “et al.” should only be used when citing a work with four or more coauthors. If there are three authors or less, all names are included in the citation.
- “forthcoming”: In citations where the work is forthcoming, the format of the citation places a comma between the author name and the forthcoming. See *ChicagoMS*¹⁷ §14.146.
Example: (Soles, forthcoming)
- For personal communication (pers. comm.) and personal observation (pers. obv.) references, include scholar’s first initial.
Example: (pers. comm., S. Ferrence).
If a pers. comm. or pers. obv. citation contains a specific date, format as follows: (S. Ferrence, pers. comm., 22 April 2013)
- The order of a self-referencing parenthetical call-out of tables and images is always the order of how they appear in the back of the book
Example: (Table 1; Graphs 2–4, 6; Maps 7, 8; Figs. 9–15; Pl. 16).
- A semicolon separates successive self-referencing fig., table, pl. callouts (e.g., App. 2.D; Fig. 2.14; Pl. 2.5), and the part abbreviations are capitalized.
- In parenthetical citations we use abbreviations for Chapter(s) (Ch./Chs.), Figure(s) (Fig./Figs.), and Plate(s) (Pl./Pls.), but we spell them out when written in the running text. We always spell out Table(s), Graph(s), and Map(s) both in citations and running text.
- When referring to the figures, plates, and tables in another work, use a comma and do not capitalize (i.e., Sampson 2008, app. 2.D, fig. 2.14, pl. 2.5).
- In a parenthetical image call-out, we prefer, for example: (Maps 34, 35), not (Maps 34–35). Apply in same way to call-outs of Tables, Graphs, Figures, Plates, etc. Apply in same way to parenthetical citations. Do not apply to pp., such that pp. 34–35 is acceptable.
- Add blanket callouts where appropriate if images are referenced out of order and cannot be easily rectified by a reordering of images
Example: (Tables 1–20; Figs. 1–25).
- If an author calls out a later image early, and there is way to rectify, format as follows to indicate sequence break: (see Fig. 6.12, below). *Try to avoid this as much as possible.*
- If a figure/plate is subdivided into numbered or lettered illustrations, use a colon (followed by no space) to separate the designations. The labels are always lowercase if lettered. Even if two items in a plate are called out, the call out remains singular.
Example: pl. 19:1, pl. 19:a, b.
- References to figures and plates in text citations retain their original format -- i.e., do NOT change roman numerals to Arabic, and vice versa—the original publication may use multiple numbering systems.
Example: Weisshaar 1989, pl. VIII, not Weisshaar 1989, pl. 8.

- If an author is citing a complete article or section of a book, the citation should *not* include the full page range of the article/section. Leave only the year. If they have included the full page range, delete it.
Example: Hallager 1990, 281–292 (where this is the full extent of the article) → Hallager 1990
- If an author is citing a separate chapter in the same volume, the author’s name and chapter number are given along with the page number, set off by “p./pp.”
Example: (see Madella, this vol., Ch. 7, p. 126)
- Page number(s) followed by a note are *not* separated by a comma (i.e., 679 n. 5).
- Page number(s) followed by a fig./no. are separated by a comma (i.e., 679, fig. 5).
- Page numbers are not required when citing a table, figure, or plate only. Page number must be included if also citing relevant discussion on one of those pages.
- Avoid the use of *ibid*, *idem*, *op. cit.*, and *ff*.

Bibliography

- We publish bibliographies as “References” more often than not because they are more closely allied to a “Reference List” in the *ChicagoMS*¹⁷. Browse *ChicagoMS*¹⁷ Chapters 14 and 15 for examples and information.
- See References in the Style Guide (§3.2, pp. 9–14) for additional information about INSTAP’s preferred system.
- Add subtitles and series information to entries that do not have it provided by the author. Also include proceedings, acts, studies, and the like. WorldCat is a good resource, but use good judgment and check that reputable libraries hold the title and have cataloged it correctly. UPenn’s library is usually a safe, reliable choice.

If the original title has no punctuation between a title and a subtitle, insert a colon.

- For titles requiring multiple punctuation marks, order marks as: colon, period, colon, period, etc.

Example:

Soles, J.S. 2003. *Mochlos IA: Period III. Neopalatial Settlement on the Coast: The Artisans’ Quarter and the Farmhouse at Chalinomouri. The Sites (Prehistory Monographs 7)*, Philadelphia.

Insert a period before proceedings, acts, studies, etc. when they follow a title or subtitle.

Example:

Krzyszowska, O. 2010. *Cretan Offerings. Studies in Honour of Peter Warren (BSA Studies 18)*, London.

Arrangement of entries:

- Arrangement of the bibliography is first alphabetical by author, then by ascending year.
- Same author, same year: two or more works by the same author(s) published the same year are distinguished by *a*, *b*, *c*, and so forth (in roman type), following the date. These are then arranged in order by alphabetization of title. **Note: this might necessitate changing the *a*, *b*, *c*, etc. designations originally provided in the text citations.**

Examples:

Haggis, D.C. 1996a. “Archaeological Survey at Kavousi, East Crete: Preliminary Report,” *Hesperia* 65, pp. 373–432.

———. 1996b. “Excavations at Kalo Khorio, East Crete,” *AJA* 100, pp. 645–681.

Use of the 3-em Dash for Repeated Names:

- Used for successive entries by the same author(s), translator(s), editor(s), or compiler(s), a 3-em dash replaces the name(s) after the first appearance. Entries are then arranged by date of publication. Edited or translated works are treated as separate entries and they follow any authored references.

*Note: This separation of types of work by an author is an earlier Chicago style. The latest version of Chicago has all entries integrated chronologically, regardless of added abbreviations: see ChicagoMS¹⁷ §15.19. *PPB prefers this earlier method of separating editors/translators over the current Chicago style that integrates them all together.**

Example:

Branigan, K. 1970. *The Foundations of Palatial Crete*, London.

———. 1987. "Ritual Interference with Human Bones in the Mesara Tholoi," in *THANATOS: Les coutumes funéraires en Egée à l'âge du Bronze. Actes du colloque de Liège, 21–23 avril 1986 (Aegaeum 1)*, pp. 43–51.

———. 1998. "Prehistoric and Early Historic Settlement in the Ziros Region, Eastern Crete," *BSA* 93, pp. 23–90.

Branigan, K., ed. 1998. *Cemetery and Society in the Aegean Bronze Age*, Sheffield.

Here, Branigan is the author of the first three entries, and editor of the fourth.

The author has both an authored and an edited work from 1998. In the text citation, they are differentiated by the addition of the appropriate abbreviation (*ed.* or *trans.*, etc.) rather than by *a*, *b* . . .

Examples:

(Branigan 1998, 27) refers to the authored work.

(Branigan, ed., 1998, 45) refers to the edited work.

Note: The order of names must be identical in each entry in order to use the 3-em dash. These entries have the same authors, but they are not listed in the same order. No 3-em dash can be used.

Examples:

Gesell, G.C., W.D.E. Coulson, and L.P. Day. 1991. "Excavations at Kavousi, Crete, 1988," *Hesperia* 60, pp. 145–178.

Gesell, G.C., L.P. Day, and W.D.E. Coulson. 1983. "Excavations and Survey at Kavousi 1978–1981," *Hesperia* 52, pp. 389–420.

Entries with Greek text:

- Do not transliterate titles of Greek journals; titles should appear in the original Greek (e.g., *Κρητικά Εστία, Αμάλθεια*)
- Use format used in the original publication (i.e., polytonic, monotonic, katharevousa, demotic, etc.).

Note: If published before 1982, it is likely polytonic. Flag for the author to provide polytonic accents, or, if you can, look it up. It has come to our attention that at least one Greek publisher, The Archaeological Society of Athens (Monographs, Ephemeris, Praktika), still publishes in the polytonic system TO THIS DAY, so relying on the date of a Greek publication as an indicator of its accentuation system is not fool proof!

Foreign languages:

- Follow *ChicagoMS*¹⁷ §14.98, Non-English titles: Sentence-style capitalization is strongly recommended for non-English titles. Capitalize the first word of a title or subtitle and any word that would be capitalized in the original language.

References with Web Resources or DOI:

- If a journal article has an online supplement or addenda, the format is:

Day, P., P.S. Quinn, J.B. Rutter, and V. Kilikoglou. 2011. "A World of Goods: Transport Jars and Commodity Exchange at the Late Bronze Harbor of Kommos, Crete," *Hesperia* 80, pp. 511–558, and online apps. 1 and 2, <http://www.jstor.org/stable/10.2972/hesperia.80.4.0511>.

The citation format would be: (Day et al. 2011, online app. 1, 25)

With print page numbers (ensure date of access is included):

Armijo, R., H. Lyon-Caen, and D. Papanastassiou. 1992. "East–West Extension and Holocene Normal-Fault Scarps in the Hellenic Arc," *Geology* 20, no. 6, pp. 491–494, accessed September 27, 2019, [https://doi.org/10.1130/0091-7613\(1992\)020<0491:EWEAHN>2.3.CO;2](https://doi.org/10.1130/0091-7613(1992)020<0491:EWEAHN>2.3.CO;2).

Without print page numbers, web or doi only (ensure date of access is included):

Montelli, R., G. Nolet, F. Dahlen, and G. Masters. 2006. "A Catalogue of Deep Mantle Plumes: New Results from Finite-Frequency Tomography," *Geochemistry, Geophysics, Geosystems* 7 (11), accessed September 27, 2019, <https://doi.org/10.1029/2006GC001248>.

Bibliography Varia

- Very rarely will we allow a publication to be listed as "In press." Usually, "Forthcoming" is the more appropriate term, since "in press" means that the finalized manuscript is physically at the press being printed and bound. Always query author to check if the book is actually days/weeks away from publication, or if it is simply forthcoming.
- If a map is bilingual, provide the English information.

Example:

Triandafylli, M. 1994. Geological Map of Greece: Western Kos (Kephalos) Sheet. 1:50,000. Institute of Geological Studies in Greece, Athens.

- When needed for clarification, use the standard postal abbreviations for US states. (example, IN, PA, OH, MA, etc).
- Use the abbreviations of journals employed by the *American Journal of Archaeology*.
- Use of small caps for main titles in books. INSTAP prefers this method when dealing with the conference proceedings in the *Aegaeum* series only

Example:

"..." in *EMPORIA: Aegeans in the Central and Eastern Mediterranean. Proceedings of the 10th Aegean Conference, Italian School of Archaeology in Athens, 14–18 April 2004*, R. Laffineur and E. Greco, eds., Liège, pp. xx–xx.

This convention is also used if a volume of proceedings or papers has a short main title in Greek that is originally given in all caps (this method removes the need to use accents)

Example:

Bradfer-Burdet, I., and M. Ponadère. 2011. "Δβ at Mallia: Two Houses or One Large Complex?" in *ΣΤΕΓΑ: The Archaeology of Houses and Households in Ancient Crete (Hesperia Suppl. 44)*, K. Glowacki and N. Vogeikoff-Brogan, eds., Princeton, pp. 99–108.

- For entries that cite a section of an article with a separate author, format as follows:

Bintliff, J. 1977. "Appendix 2: The Number of Burials in the Mesara Tholoi," in D. Blackman and K. Branigan, "An Archaeological Survey of the Lower Catchment of the Ayiofarango Valley," *BSA* 72, pp. 83–84.

- For entries that reflect a specific chapter in part of a book, the book title may be abbreviated if the same book is cited three or more times. If only two, write out in full each time.

Abbreviated Version:

———. 2012. "Vessels in Cooking Fabrics from Petras House I.1 (LM IA): Overview and Capacity Measures," in Tsipopoulou, ed., 2012, pp. 235–254.

Parent Entry:

Tsipopoulou, M., ed. 2012. *Petras, Siteia: 25 Years of Excavations and Studies. Acts of a Two-Day Conference Held at the Danish Institute at Athens, Greece, 9–10 October 2010 (Monographs of the Danish Institute at Athens 16)*, Athens.

- *Corpus minoischen und mykenischen Siegel* series:

For the plain CMS volumes and the supplements, slot the entry in among authors in reference lists (i.e., with names that begin with "C")

CMS II.8 = 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)*, 2 vols., Mainz.

(CMS II.8.1, no. 248]

For the *Beiheften*, treat the citation and the bibliographic entry as for any other monograph or edited volume.

W. Müller, ed. 1989. *Fragen und Probleme der bronzezeitlichen Ägäischen Glyptik. Beiträge zum 3. Internationalen Marburger Siegel-Symposium, 5.–7. September 1985 (CMS Beiheft 3)*, Berlin.

(Müller, ed., 1989)

Articles in the *Beiheften* are to be treated as any other article or chapter reference:

Morgan, L. 1989. "Ambiguity and Interpretation," in *Fragen und Probleme der bronzezeitlichen Ägäischen Glyptik. Beiträge zum 3. Internationalen Marburger Siegel-Symposium, 5.–7. September 1985 (CMS Beiheft 3)*, W. Müller, ed., Berlin, pp. 145–162.

(Morgan 1989, pp. 145–150)

- *Transactions of the Department of Archaeology, Free Museum of Science and Art, University of Pennsylvania* volumes:

Boyd, H.A. "Gournia. Report of the American Exploration Society's Excavations at Gournia, Crete, 1901–1903," in *Transactions of the Department of Archaeology, Free Museum of Science and Art, University of Pennsylvania* I (i–ii), Philadelphia, pp. 7–44.

- Unpublished field notebooks: be sure to include archive or notebook location. e.g.:

Lloyd, S. 1933–1994. "The Abu Temple Excavations," unpublished field notebook, Chicago, The Oriental Institute of the University of Chicago.

- Special issue (a journal issue with one theme and a specific title for that issue):

Doumas 2014. "Searching for Bronze Age Society in the Cyclades," in "Recent Developments in the Long-Term History and Archaeology of Greece," J.L. Bintliff, ed., special issue, *Pharos* 20 (1), pp. 115–143.

Wright, J.C. 2004. "A Survey of Evidence for Feasting in Mycenaean Society," in "The Mycenaean Feast," J.C. Wright, ed., special issue, *Hesperia* 73 (2), pp. 133–178.

- Entries with a translator in addition to an author should receive the same treatment as chapters in edited volumes.

Boullée, E.L. 1953. *Essai sur l'art*, H. Rosenau, trans., London.

- In titles, **DO**: (1) change guillemets (<< >>) to quotations marks if present; (2) typeset BC, AD, BCE, and CE periods in small caps (BC, AD, BCE, CE); (3) change em dashes to colons; (4) omit titles like Sir, Dr., Jr., or Capt., even if present in original; (5) and change city of publication to English.
- In titles, **DO NOT**: (1) change ampersands (&) to “and”; (2) change spacing and punctuation of time periods (e.g., LH IIIA2, LH III C, and so forth); (3) insert periods with AD, BC, BCE, and CE if they are not present in the original; and (4) insert serial commas unless they are present in the original.
- If publication date differs from copyright date, use whichever date appears on the title page.

Captions [added 7-29-12]

Original Artwork Created by Author(s):

Figure 2. Aerial view of Azoria, from the south. Photo M. Mook.

Figure 22. Stewpot (KP061) from tomb 22. Scale 1:2. Drawing D. Miles-Williams.

Figure 10. Plan of Kenchreai showing known burial areas. Contour interval 4 m. J. Rife and C. Mundigler.

Figure 39. Examples of EH ceramics: (a) urfirnis decorated T-rim jar with taenia bands (Stiri); (b) tubular handles (Kalamianos); (c) frying pan (Stiri); (d) burnished pedestal (Kalamianos); (e) pithos with incised rim (Kalamianos); (f) pithos with knob handle (Stiri); (g) juglet (ADU 95001). Scale 2:3, unless otherwise noted. Photos D. Trusty.

Artwork from Another Source:

Figure 4. Perseus approaching Medusa, Attic red-figure bell krater, ca. 460–450 B.C., Villa Giulia Painter. London, British Museum E 493. Photo © Trustees of the British Museum.

Figure 36. Harnessing a chariot. Crouwel 1992, p. 14, fig. 1. **[use if source image unmodified]**

Figure 4. Attic black-gloss salt-cellars from the Athenian Agora. Scale 1:2. After Rotroff 1984, p. 344, fig. 1. Courtesy American School of Classical Studies at Athens. **[use if source image modified]**

Artwork from CMS

- Whenever a CMS seal is in the image, add to caption: “Copyright and courtesy Heidelberg Corpus for Minoan and Mycenaean Seals.”

Unicode Key Codes

Greek numeral sign ' = U + 0374
 Greek lower numeral sign , = U + 0375
Accute accent ´ = U + 0301
 Grave accent ` = U + 0300

Prime symbol ´ = U + 2032
 Stigma ϛ/ς = U + 03DA (large);
 U + 03DB (small)
 To use in Word: enter code followed by Alt+x

1	α´	13	ιγ´	30	λ´	600	χ´
2	β´	14	ιδ´	40	μ´	700	ψ´
3	γ´	15	ιε´	50	ν´	800	ω´
4	δ´	16	ις´	60	ξ´	900	λ´
5	ε´	17	ιζ´	70	ο´	1,000	,α
6	ς´ or Ϝ´ or στ´	18	ιη´	80	π´	2,000	,β
7	ζ´	19	ιθ´	90	ι´ or Ϙ´	3,000	,γ
8	η´	20	κ´	100	ρ´	4,000	,δ
9	θ´	21	κα´	200	σ´	10,000	,ι
10	ι´	22	κβ´	300	τ´	100,000	,ρ
11	ια´	23	κγ´	400	υ´		
12	ιβ´	24	κδ´	500	φ´		

Parts or Labels within Captions:

- If a single figure has multiple parts or individually labeled objects, the letters are lowercase and separated from the figure number by a colon when referenced (e.g., Fig. 1:a, b).

If multiple objects from the same figure are referenced, the figure callout is still singular because they all belong to one figure.

Figure 39. Examples of EH ceramics: (a) urfirnis decorated T-rim jar with taenia bands (Stiri); (b) tubular handles (Kalamianos); (c) frying pan (Stiri); (d) burnished pedestal (Kalamianos); (e) pithos with incised rim (Kalamianos); (f) pithos with knob handle (Stiri); (g) juglet (ADU 95001). Scale 2:3, unless otherwise indicated. Photos D. Trusty.

- Capital letters are only for when two figures/plates share the same page but are considered *separate* figures (i.e., they have separate captions). These are not separated from the figure number by a colon (e.g., Figs. 1A, 1B). If multiple figures are referenced, the figure call out is plural because the figures are separate figures with their own captions. This will more commonly be seen in excavation reports. For a recent example, see *Kos in the Neolithic and Early Bronze Age*.

Greek Numbers

- In Greek, each unit (1, 2, ..., 9) was assigned a separate letter, each tens (10, 20, ..., 90) a separate letter, and each hundreds (100, 200, ..., 900) a separate letter. This requires 27 letters, so the 24-letter Greek alphabet was extended by using three obsolete letters: digamma Ϝ, (also used are stigma Ϛ or, in modern Greek, στ) for 6, qoppa Ϙ for 90, and sampi Ϡ for 900. To distinguish numerals from letters they are followed by the *kerasia* (Greek κερασία, “hornlike projection”), a symbol (Ϟ) similar to an acute sign (´) but with its own Unicode character (U+0374).
- This alphabetic system operates on the additive principle in which the numeric values of the letters are added together to form the total. For example, 241 is represented as σμα´ (200 + 40 + 1).
- To represent numbers from 1,000 to 999,999 the same letters are reused to serve as thousands, tens of thousands, and hundreds of thousands. A “left keraia” (Unicode U+0375, “Greek Lower Numeral Sign”) is put in front of thousands to distinguish them from the standard use. For example, 2008 is represented as ,βη´ (2000 + 8).
- In modern Greek, uppercase letters are preferred, as in Φίλιππος Β´ = Philip II.

Scientific Names of Flora/Fauna:

- Complete classification is as follows, using the example of *Strombus marginatus septimus*:

Kingdom: Animalia
 Phylum: Mollusca
 Class: Gastropoda
 Order: Prosobranchia
 Family: Strombidae
 Genus: *Strombus*
 Species: *marginatus*
 Subspecies: *septimus*

Note that genus and species names are always written in italics. If the author and date following a species name are within parentheses, that is the taxonomists’ code for indicating that the species has been moved from the genus in which it was originally described; author and date not in parentheses (e.g.,) indicates that the genus has not changed from the original description. This format is strictly formalized and governed by an international body of taxonomists.

Examples: *Cyclope neritea* (Linné, 1758) → species moved from genus it was originally described
Patella caerulea Linné, 1758 → genus has not changed from the original

Additional information, courtesy of Wikipedia (s.v. “Binomial Nomenclature”):

- The first level subdivisions within a species, termed **subspecies**, are each given a name with three parts: these are the two forming the species name, plus a third part (the subspecific name) which identifies the subspecies within the species. This is called trinomial nomenclature, and is written differently in zoology and botany. For example:

Examples:

Two of the subspecies of Olive-backed Pipit are *Anthus hodgsoni berezowskii* and *Anthus hodgsoni hodgsoni*

The Bengal Tiger is *Panthera tigris tigris* and the Siberian Tiger *Panthera tigris altaica*

The tree European Black Elder is *Sambucus nigra* subsp. *nigra* and the American Black Elder is *Sambucus nigra* subsp. *canadensis*

- In scholarly texts, the main entry for the binomial is followed by the abbreviated (in botany) or full (in zoology) surname of the scientist who first published the classification. If the species was assigned in the description to a different genus from that to which it is assigned today, the abbreviation or name of the describer and the description date is set in parentheses.

Example: *Amaranthus retroflexus* L. or *Passer domesticus* (Linnaeus, 1758) — the latter was originally described as member of the genus *Fringilla*, hence the parentheses.

- When used with a common name, the scientific name usually follows in parentheses. For example, “The house sparrow (*Passer domesticus*) is decreasing in Europe.”
- Scientific names should generally be written in full. An exception exists when several species from the same genus are being listed or discussed in the same paper or report; in that case the genus is written in full when it is first used, but may then be abbreviated to an initial (and period) for successive species names; e.g., in a list of members of the genus *Canis*, when not first in the list *Canis lupus* becomes *C. lupus*. In rare cases, this abbreviated form has spread to more general use; e.g., the bacterium *Escherichia coli* is often referred to as just *E. coli*, and *Tyrannosaurus rex* is even better known simply as *T. rex*, these both often appearing even where they are *not* part of any list of species of the same genus.
- The abbreviation “sp.” is used when the actual specific name cannot or need not be specified. The abbreviation “spp.” (plural) indicates “several species”. These are not italicised (or underlined).

Example: “*Canis* sp.”, meaning “one species of the genus *Canis*.”

- Easily confused with the foregoing usage is the abbreviation “ssp.” (zoology) or “subsp.” (botany) indicating an unspecified subspecies (see *also* trinomen, ternary name); “sspp.” or “subssp.” indicates “a number of subspecies”.
- The abbreviation “cf.” is used when the identification is not confirmed.

Example: *Corvus* cf. *splendens* indicates “a bird similar to the House Crow but not certainly identified as this species”.

- Form names are given for sporadic or **minor variations occurring among individuals** of any population, mainly in horticultural applications (E.g., a mutation in spine length or flower color). The abbreviation **f.** is used to signify that the mutation is a form. forma (f.) is placed after the specific epithet and is not underlined or italicized.

Example: *Astrophytum myriostigma* f. *quadricostata*; *Capra aegagrus* f. *hircus*

INSTAP Transliterations List

<i>Greek Transliteration Variations</i>	<i>INSTAP Preferred Names</i>
Agia Triadha	Hagia Triada
Arkalokhori	Arkalochori
Arkhanes	Archanes-Anemospilia
	Archanes-Phourni
	Archanes-Tourkogeitonia
	Chamaizi
	Chrysokamino
	Fortetsa
	Gournia
Ayia Fotia	Hagia Photia
Ayia Irini, Ayia Irine, Agia Irini	Hagia Eirene
Ayia, Agia, Haghia	Hagia
Ayios, Agios, Haghios	Hagios
Copais, Copaïs, Kopaïs	Kopais
Hania, Khania	Chania
Dikte, Diktaean, Diktaian	Dicte, Dictaeon Cave
Evia, Evvia	Euboea
Frati	Phrati
Gortyna, Gortina	Gortyn
Ha Gorge	Cha Gorge
Hagio Pharango, Ayio Pharango	Hagiofarango
Halasmenos	Chalasmenos
Hania, Khania	Chania
Heraklion, Iraklion	Herakleion
Hersonissos, Khersonisos	Chersonissos
	Kamilari
	Karphi
	Katsambas
Katsamba	Kavousi
Kefala	Kephala
	Knossos
	Kommos
Levena	Lebena
Makryyialos, 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

<i>Greek Transliteration Variations</i>	<i>INSTAP Preferred Names</i>
Palaiokastro	Palaikastro
Papadiokambos	Papadiokampos
	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
Yali, Yiali	Giali, Gyali
Yerokampos, Gerokampos	Gerokampos
Zakro	Zakros

Image Specs

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	Vector	N/A	.ai or .eps	N/A
Plan, graph, or drawing created in Adobe Illustrator or like program	Vector	N/A	.eps	N/A
Grayscale/halftone photo	Grayscale	300 dpi	.tif	LZW (lossless compression) in Mac format
Color photo	CMYK	600 dpi	.tif	