



**INSTAP Academic Press**

# Style Guide

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FIFTH EDITION

A Reference for Authors, Editors, and Contributors  
Preparing Manuscripts for Submission

*Edited by*

Susan Ferrence and Sarah Peterson

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INSTAP Academic Press, a part of the Institute for Aegean Prehistory (INSTAP), was established to publish projects relevant to the history of the Aegean world, in particular from the Paleolithic to the 8th century B.C. It is a scholarly nonprofit publisher specializing in high-quality publications of primary source material from archaeological excavations as well as individual studies dealing with material from the prehistoric periods—exemplified by its *Prehistory Monographs* series of volumes. All manuscripts are peer reviewed, and all publications are in English.

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The previous editions of the Style Guide were published in 2005, 2009, 2014, and 2018. This new and revised fifth edition includes additional preferred spellings of place names and instructions on citing bibliographical references among other helpful directions for preparing your manuscript. It also reflects changes for the submission of manuscripts necessitated by the COVID-19 pandemic.

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# Introduction

This Style Guide is intended to answer authors' most frequently asked questions regarding the preparation of manuscripts for submission to [INSTAP Academic Press](#). If a submitted manuscript, including its images, follows the rules set out in this style guide, it will progress very smoothly through the production process, and time to publication will be reduced.

## 1. Preparation of Manuscripts

Authors should follow *The Chicago Manual of Style* and *Merriam-Webster's Collegiate Dictionary* for any issues not addressed here. Also consult recently published INSTAP volumes for guidance regarding organization and for examples of our published style.

Prior to initial submission, print and complete our [Checklist for Initial Manuscript Submission](#), found on our website under [Submitting Manuscripts](#). When ready, send one long PDF file via WeTransfer or Dropbox. The PDF should include all parts of the manuscript in order and with page numbers: front matter, chapters, appendices, references, tables, and images. Tables and images also must have captions included. This file will go out to peer reviewers, so everything must be clear.

For submission of revised manuscripts (post peer review), the Press requires one full printed copy of the entire manuscript (double-spaced, single sided, and unbound) including all tables and images. Also required is one full digital copy of the entire manuscript with a separate file for each individual component (front matter, chapters, appendices, references, tables, images). Consult our [Checklist for Final Manuscript Submission](#), found online. Submit digital files using WeTransfer or Dropbox.

If there are multiple contributing authors, it is the responsibility of the organizing editor(s) to standardize all aspects of the work as a whole prior to submission.

### 1.1. Preparation of Text

INSTAP Academic Press only accepts manuscripts for publication in American English. Use "Spell Check" and "Grammar Check" for American English before submission.

- Submit in Microsoft Word for PC.
- Use Times New Roman font in 12 point size.
- Double-space all text.
- Indent every paragraph.
- Use one space after a period, not two.
- Insert diacritical marks using the pull-down menu ("Insert").
- Use boldface only for catalog numbers.
- Use only parenthetical citations, not footnotes or endnotes.

OpenType fonts (such as Times New Roman) are required in all files to be submitted because they are cross platform, which alleviates compatibility problems between Mac and Windows. This includes font languages other than English, such as various forms of ancient and modern Greek, which include many accents, breathing marks, iota subscripts, and diereses, among other special characters. For more information, see [Adobe on OpenType Fonts](#). Ensure that Greek fonts are unicode (see below, § 2.3).

## 1.2. Preparation of Illustrations

All tables and images (be they figures [which can include maps, plans, charts, graphs, and object drawings] or plates [photographs]) are usually gathered together in their own sections of tables, figures, and plates at the back of a survey or excavation volume. Depending upon the type of book, tables and images may be arranged within the text (usually in a paperback, festschrift, or colloquium proceedings), in which case all types of illustration are labeled as figures.

All illustrations must be arranged in the order they are discussed in the text. They must be called out in the text in number order. Further, individual numbered drawings that appear on a page together should be arranged on the page in number or letter order. Avoid turn pages (i.e., pages with the top at the left side of the page, or “landscape format”) unless absolutely necessary (e.g., for a few maps and plans). Do not include “fold-out” plans or large plans folded up and inserted in the back of the book. Use details of such images instead. When preparing images, consult recently published INSTAP volumes for guidance on organization and page layout.

For final submissions, images must be submitted digitally, and each image or page of images must be submitted as a separate file. Do NOT flatten the layers in the files. Photographs (for publication as halftones) and line drawings (to be published as black-and-white images with no intermediate gray tones) are published in different ways. Avoid combining grayscale images and black-and-white line drawings in the same digital file. See Table 1 for all specifications.

The Press requires the submission of three or more attractive, high-quality color photographs or drawings along with the manuscript to be used in the creation of full-color book covers. These images must meet the specifications outlined in Table 1, and they must have larger dimensions in order to be used on the cover. Additionally, if color figure(s) and/or photo(s) are desired within the final publication, high-quality, color hard copies should be provided, both for them and for the cover images. All efforts will be made to match colors, but this is not always possible.

Name all tables and images with author name, table/figure/plate number, and file extension both on the hard copy and as the digital file name. Any multipanel images (i.e., with parts labeled a, b, c, and so forth) should be submitted as individual image files.

As stated in the Author Contract, authors must obtain permissions to reproduce copyrighted material. Please use the Image Permission Form provided on our website when corresponding with copyright holders (usually authors and/or publishers). Copyright-free and Creative Commons images must be cited like all other resources (for more information, see <https://creativecommons.org/about/>). Always credit the original publication of an image, not a more recent reproduction.

If images are copied from other publications, the captions must contain full citations with acknowledgments, and they must also include any stipulations made by the copyright holder. Note the following conventions:

reprinted from = no change to the source material

after = slight adjustment but no change in information (e.g., the addition of labels or scales, redrafting, extracting)

modified from = radical changes made to the source material

Type of Image	Mode	Final Resolution	File Format to Be Saved	Compression when Saving
Black-and-white line drawing	Bitmap	1200 dpi	.tif or .eps	LZW (lossless compression) in Mac format
	Vector	N/A	.ai or .eps	N/A
Plan, graph, or drawing created natively in Adobe Illustrator or like program	Vector	N/A	.ai or .eps	N/A
Grayscale/halftone photo	Grayscale	300 dpi	.tif	LZW (lossless compression) in Mac format
Color photo	CMYK	600 dpi	.tif	

Table 1. Specifications for submitting images digitally at their final print dimensions.

**NOTE:** The Press does NOT accept low resolution images. Images that do not meet the requirements in Table 1 will be deleted from the work. Never submit PowerPoint images or images made from PowerPoint slides.

### 1.2.1. Calculating Final Image Size

All artwork should be submitted at 100% of final print dimensions. Art should be created or scanned at or larger than the final print size, archived at that size, and then scaled down to the size intended for final printing. No enlargement should be necessary. Artwork should NOT be resampled in the scanning process.

Oversize and undersize images should be scanned at 100% using this formula:

$\% \text{ image will be reduced or enlarged} \times \text{final dpi} = \text{dpi to use when scanning}$

When the image is reduced or enlarged to the final size, it will have the proper dpi. For example, an image that will be reduced by 50% and should have a final dpi of 1200 should be scanned at 600 dpi at 100%. Be sure to uncheck “resample image” when you resize (see Fig. 1). Crop images so that no unnecessary white space is left bordering the figure. This will help reduce the file size.

### 1.2.2. Black-and-White Drawings

Make all drawings fit a single page that measures 8.5" x 11" (exclusive of margins and captions, so the space available for images measures 6.5" x 8.5", generally; if the drawing is to be inserted into a single column, the width is usually 3.125"). Take note of the space needed for the caption (Fig. 2). The drawings should not extend into the margins. The author should compose the pages of profile drawings or other small images to these specifications (Fig. 2). If plans or maps are too large, use a master plan with rectangles on it, and publish the enlarged details on other pages.

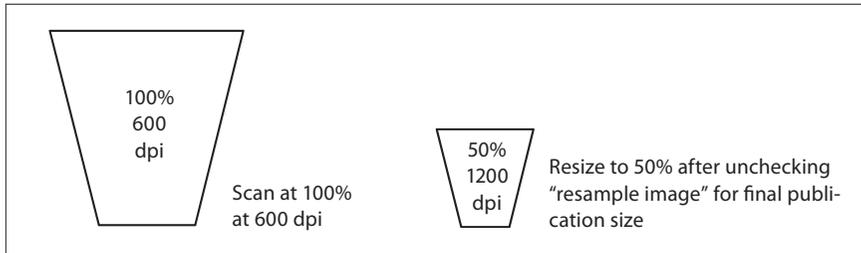


Figure 1. Example showing use of the scanning formula and size reduction in Adobe Photoshop.

General titles of illustrations should appear in the table/chart/figure/plate caption, not in the image itself. Page and plate numbers and captions will be inserted by the Press (Fig. 2). All lettering (including catalog numbers) should be 8–12 points in a clear sans serif font, preferably Arial. Use the same font for all illustrations in the book. All text within a figure should be about the same size to aid reducibility and/or enlargement. Do not make labels too large for a figure. Avoid boldface type in all images. Place a white background behind letters that cross a dark or textured area.

Use clean, black lines in all drawings. Avoid grayscale, but if it is necessary, the image must be created natively in Adobe Illustrator as a vector file and submitted as a .ai file (see Table 1, above) with all text and components active and “clickable.” On maps and plans, include a north arrow, a scale in km/m, and a key whenever necessary.

Drawings (such as pottery profiles and black-and-white charts and maps) should be submitted as either .tif or vector .ai/.eps files. If they are .tif files, they must be scanned at 1200 dpi as a bitmap black-and-white image (not as grayscale; see Table 1) and edited in Adobe Photoshop before submission. They may be converted to grayscale in order to execute certain commands in Photoshop. When finished editing, convert the mode from grayscale back to bitmap. Be sure to select “50% threshold” when converting back to bitmap mode. Images must be saved at 1200 dpi as bitmap (not grayscale) .tif files with LZW compression, at the final size they will be reproduced.

If your line drawing is an .ai/.eps vector file, then resolution is not a factor. These files should have all fonts converted to outlines.

### 1.2.3. Black-and-White Photographs

Photographs should be 300 dots per inch (dpi) in grayscale mode and saved as a .tif file using LZW compression in Mac format (see Table 1, above) at the final size they will be reproduced in the final printed book (usually 3.125” wide as a single column or 6.5” wide if the image is to extend across the width of our standard page size, 8.5” x 11”). Catalog numbers should be entered in a sans serif font, preferably Arial, but the page and plate numbers and captions will be inserted by the Press (Pl. 1).

## 1.3. Preparation of Tables and Charts/Graphs

Compose tables and charts/graphs in MS Word, MS Excel, or Adobe Illustrator (.ai or .eps). NEVER submit an image from PowerPoint. Compose the charts/graphs at the size to be reproduced, allowing for margins and room for the caption. Use clean, black lines. Do not

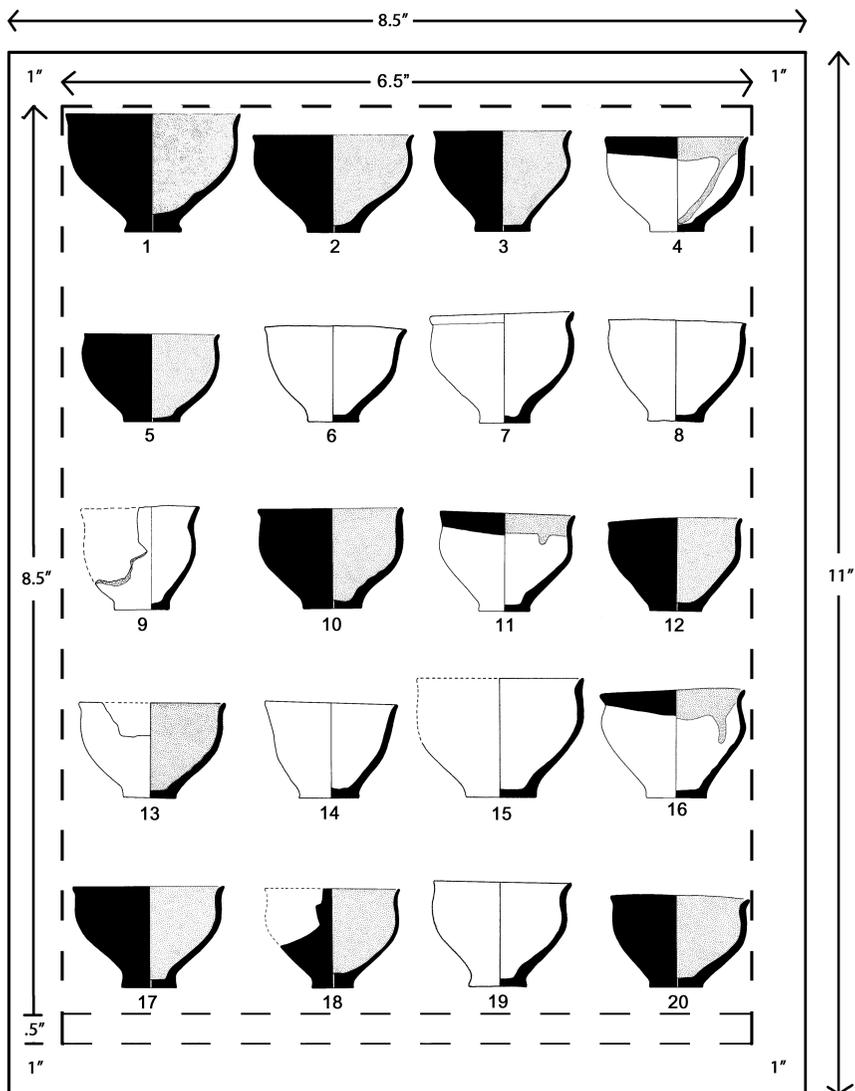


Figure 2. Example of a figure on a page that measures 8.5 x 11 inches. Dashed lines indicate actual image area of 6.5 x 8.5 inches. Leave room for a caption to be inserted by the Press. Artifact drawings may not be as regular as this example, but do your best to keep objects in numerical order and open white space to a minimum.

compose anything in color and then convert to black-and-white because the variations in grayscale will not be differentiated enough for print publication. Keep charts as simple as possible (do not use three-dimensional images). Grayscale may only be used in an

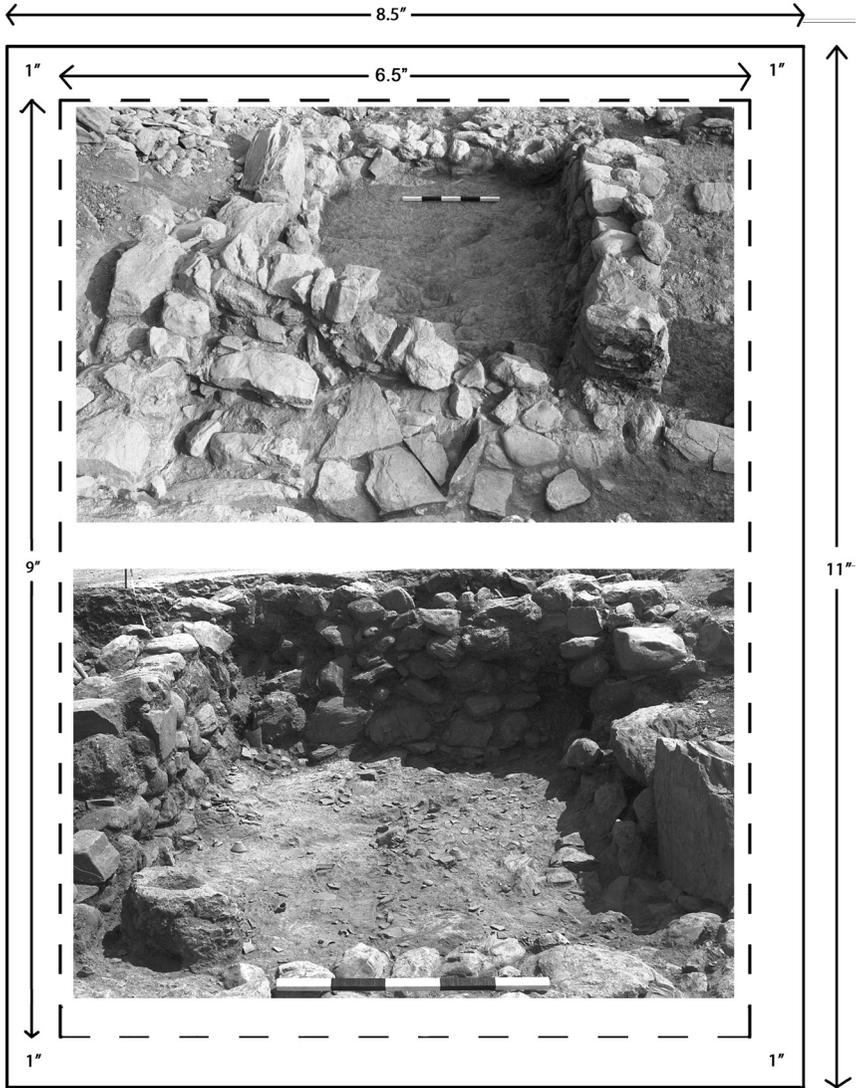


Plate 1. Example of a plate on a page that measures 8.5 x 11 inches. Dashed lines indicate image and caption area of 6.5 x 9 inches. Please leave at least 1 inch between top and bottom image and 0.5 inch below bottom image for captions to be inserted by the Press.

.ai/.eps file; otherwise, do not mix grayscale and black-and-white lines. All charts should be only black-and-white if the file is not an .ai/.eps. Graphs must have all axes and lines labeled. Please submit files in their native format with all relevant data included. Charts and graphs are called out as figures if they are to be located at the back of the book.

## 2. Style Guidelines

### 2.1. Catalog Entries

All catalog numbers throughout the manuscript must be unique and must be arranged in the text in number order. Either number every object sequentially starting with number 1, or if authors wish to start over with number 1 when the class of object changes, add a prefix letter(s) before the catalog number—for instance, **P1** for the first cataloged piece of pottery, **S1** for the first stone object, **F1** for the first figurine, and so on.

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. It is the responsibility of the organizing editor(s) of the volume to standardize all aspects of the catalog entries, and the entire manuscript for that matter.

All catalog entries should be written in paragraph form with the following information whenever possible:

Catalog number in **bold** (field/inventory/accession/excavation number; context/findspot/locus/loci/pail; Fig. number; Pl. number). Identification of object. Preservation. L. in cm/m; w. in cm/m; ht. in cm/m; dia. 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. *Bibl.*: (if applicable). *Comparanda*: (if applicable). *Date.*:

All abbreviations used in the catalog entries and throughout the entire manuscript must be included in a List of Abbreviations at the end of the front matter (see below, § 2.8). Please note that authors should use a capital L for length in order to avoid confusion with the number 1.

### 2.2. Use of Italics

Italicize names of books and journals and foreign expressions that are written in a language other than English. Do not overuse italics for emphasis or it becomes meaningless. Do not use italics for the following:

cf.	et al.	in situ
contra	etc.	per se
e.g.	i.e.	terminus ante/post quem

### 2.3. Greek Language

All Greek will be put in the Symbol Greek II Unicode font. If the author does not have access to this font, ensure the Greek font used in the manuscript is unicode, which will convert correctly when the Press formats the manuscript. Nevertheless, always submit a paper hard copy so the Press knows how the Greek should appear. Avoid Greek in the body of the text unless absolutely necessary. Ensure that all Greek text is correctly accented.

If quoting an ancient Greek text, follow the polytonic system of accents.

In the list of References, authors' names should be in the Latin alphabet, but all titles of books and articles in Greek should be written in the Greek alphabet. Greek entries should be accented according to their original publication.

### 2.3.1. Transliteration of Greek Words

No single system exists for transliteration of Greek letters into Latin letters for publication in English. Retain the aspirate for names of churches and saints because they have been in the English language in this form for many years. The Press strongly prefers the transliterations listed in the right-hand column in Table 2.

### 2.3.2. Names of Greek Places that also Have English Names

If an English name exists, use the English version.

Athens (not Athina)	Hierapytna (to refer to ancient Ierapetra)
Boeotia (not Boiotia)	Ierapetra (not Hierapetra)
Crete (not Kriti)	Lebena (not Levena)
Euboea (not Evvia)	Phaistos (not Phaestos or Festos)
Greece (not Hellas)	Siteia (not Seteia)
Herakleion (not Iraklio, Heraklion, etc.)	

### 2.3.3. Greek Men's Names

Ancient Greek men's names ending in *-eta sigma* are written with *-es* (e.g., Perikles), but modern names are written with *-is* (e.g., Sakellarakis).

## 2.4. Numbers

When writing your manuscript, use Arabic numbers for tables and images.

### 2.4.1. Greek Ordinal Numbers

Unless it is part of a quotation or a title of a book or series, do not mix transliterated Greek ordinal numbers within English text (e.g., 24th Ephorate, not KD' Ephoreia).

### 2.4.2. Roman Numerals

Roman numerals (or letters) are retained in citations for volume numbers and plate numbers of a book if the original source includes both Roman and Arabic numbers.

(Evans 1921–1935, IV, pl. 6)

(Furness 1956, pl. XIX:11)

(Milojčić-von Zumbusch and Milojčić 1971, pl. P)

(Mottier 1981, pl. p)

### 2.4.3. Sequences of Numbers

Separate ranges of numbers with an en-dash, not a hyphen. En-dashes can be inserted with the "Insert" pull-down menu in Microsoft Word.

(Evans 1921–1935, IV, 33–38)

## 2.5. Dates and Chronological Periods

Be consistent in using era abbreviations:

B.C. and A.D.

B.C.E. and C.E.

B.P.

<b>Greek Transliteration Variations</b>	<b>INSTAP Preferred Names</b>
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, Copais, Kopais	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	Hagio Farango
Halasmenos	Chalasmenos
Hania, Khania	Chania
Heraklion, Iraklion	Herakleion
Hersonissos, Khersonisos	Chersonissos
	Kamilari
	Karphi
Katsamba	Katsambas
	Kavousi
Kefala	Kephala
	Knossos
	Kommos
Levena	Lebena
Makryyialos, Makrigialos	Makrygialos
Mallia	Malia
	Mochlos
Mt. Iukhtas, Jukhtas	Mt. Juktas
Myrsine	Myrsini

Table 2. Transliterations and English-language names preferred by INSTAP Academic Press.

<b>Greek Transliteration Variations</b>	<b>INSTAP Preferred Names</b>
Myrtos Fournou Koryphi	Myrtos Phournou Koriphi
	Myrtos Pyrgos
Pachyammos, Pachia Ammos	Pacheia Ammos
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
<b>INSTAP Preferred Spelling of Cypriot Names</b>	
<i>Alassa-Palaiotaverna</i> <i>Alassa-Pano Mandilaris</i> Apliki <i>Athienou-Pamboularin tis Koukkouninas</i> Enkomi <i>Enkomi-Ayios Iakovos</i> <i>Hagia Varvara-Almyras</i> <i>Kalavassos-Ayios Dhimitrios</i>	<i>Maa-Palaiokastro</i> <i>Maroni-Tsaroukas</i> <i>Maroni-Vournes</i> <i>Politiko-Phorades</i> Skouriotissa Toumba tou Skourou Troodos

Table 2, cont. Transliterations and English-language names preferred by INSTAP Academic Press.

Conventions for site names in Cyprus differ from traditional Greek mainland and island site names. If a Cypriot site has a hyphenated name, the second part of that name is italicized.

## 2.6. Punctuation

Use American punctuation marks for question marks and both types of quotation marks.

## 2.7. Topography

All images should contain labels for identifying features discussed in the text, especially elevations in meters above sea level (m asl), site locations, and bodies of water, among other items.

### 2.7.1. Compass Directions

Do not abbreviate compass directions; fully spell them: north, south, east, west, north-east, southeast, northwest, and southwest.

## 2.8. Abbreviations

For bibliographic references, use the journal and other abbreviations currently in use by the [American Journal of Archaeology](#). Use the following standard abbreviations within in-text citations:

col./cols.	column/columns (used for volumes like the AA)
fig./figs.	figure/figures
no./nos.	number/numbers
n./nn.	note/notes
p./pp.	page/pages (omitted in the citation but included in the bibliography)
pl./pls.	plate/plates

All other abbreviations used throughout the manuscript should be listed alphabetically with their full meaning in the List of Abbreviations at the end of the front matter.

## 3. Citations and References

Every citation must have a corresponding complete reference entry in the reference list, and every reference entry must be cited somewhere in the text. All forthcoming works must be under contract with a publisher. Please provide the publisher's name and city in the reference entry. Works in preparation without a contract are not acceptable sources. Do not use "in prep"; use "pers. obs." or "pers. comm". It is rare to list a reference as "in press" because that is the very limited time of six to eight weeks before publication. Most of these types of references usually should be listed as forthcoming.

### 3.1. Citations

Cite references in the text within parentheses by author's last name, year, full page range, catalog number, figure number, and plate number. First initials are only given if two authors who share a last name have publications in the same year, or if both authors appear in the same parenthetical citation. Cite all names for up to three joint authors; use the name of the first author and "et al." for four or more coauthors and list all coauthors in the References. Do not use "p." or "pp." in citations in the text. Use a semicolon to separate successive references in a citation. If listing multiple works by the same author, use commas except where page numbers are required. Do not use footnotes or endnotes. Do not use "ibid", "idem", "op. cit.", or "ff". Provide dates for all personal communications (dd/mm/yyyy).

(Renfrew 1969, 17, fig. 3)

(J. Shaw 2006; M. Shaw 2006)

(Evans 1925, 65; S. Marinatos 1974; Branigan 1976; N. Marinatos 1986)

(Baumann, Best, and Wachendorf 1977, 502)

(Stiros et al. 1992, 109–117)

(Sampson, forthcoming)

(K. Nowicki, pers. comm., 22 June 2018)  
 (Weinberg 1962; Sotiridas 1968; French 1972; Phelps 1975)  
 (Hood 1971, 1983)  
 (Watrous 1999, 328; 2000, 475)

The abbreviations “fig.,” “figs.,” “pl.,” and “pls.” are not capitalized when referring to other publications (however, they are capitalized in references in the text to illustrations within the publication itself). If a figure or plate is subdivided into numbered or lettered illustrations, use a colon (followed by no space) to separate the designations. For standard abbreviations, see also § 2.8.

(Mari 1993, figs. 133:89, 142:71)  
 (Coleman 1977, pl. 31:N)

### 3.1.1. Citations of Ancient Sources and Translations of Ancient Texts

This section has been adapted from the ASCSA’s *Guide for Contributors*. Citations of ancient works should be given in the text in parentheses. They are not included in the reference list. The citation should include the author’s name; title of work; and book, chapter, or other appropriate designation, in arabic numerals, separated by periods. Follow the *Oxford Classical Dictionary* when abbreviating author names and titles of works. Adapt names and titles to reflect Greek transliteration where needed. If an author is known primarily for one work, the title of the work may be omitted. Pseudepigrapha are cited in square brackets.

Ar. Nub. 100–101	Hom. <i>Il.</i> 2.653–670
Arist. <i>Pol.</i> 1265b34–1266a4	Livy 35.39.1–2
[Dem.] 56.7–17	Pl. <i>Resp.</i> 492d–493e
Diod. <i>Sic.</i> 17.77.5–78.1	Plin. <i>HN</i> 35.65–68
Hdt. 7.170	Strabo 1.2.15 [C 23–24]
Hes. <i>Theog.</i> 930–933	Vitr. 8.3.22

References in Greek lexica should be given in Greek type (e.g., *Suda*, s.v. Πλούταρχος).

Translations of ancient works should be listed in the references. In citations, credit for translations should be given as follows: Hom. *Il.* 2.569–577, trans. Murray 1924. The bibliographic entry for this citation would read: Murray, A.T., trans. 1924. *The Iliad*, by Homer, Cambridge, MA.

## 3.2. References

Submit an alphabetical list of all references cited. The system preferred by the Press is mainly based on the system used by *Hesperia*. The following examples provide samples of full reference list entries (**R**) and corresponding in-text citations (**C**). See also § 2.8 and § 3.1.1.

### 3.2.1. Books

List author (last name first, followed by first and middle initials) followed by year of publication with a period, then title of book in italics, followed by city of publication. Do not insert a space between the initials of the author. Set off the city with a comma. The comma following the italicized title is not in italics. If the book belongs to a series, the series name follows the title and is set off in parentheses. Use the abbreviations of series employed by the *American Journal of Archaeology* (see above, § 2.8). Series titles not included in the *AJA* list should be written in full and italicized. For English titles, capitalize the

first letter of the first word and of subsequent words except for articles, conjunctions, and prepositions. The first word after a colon in a book title should be capitalized. For foreign languages, follow the rules of the language in question. Omit titles like Sir, Dr., or Capt., even if they are in the original. If the original has no punctuation between a title and subtitle, insert a colon. Use hanging indentation in MS Word for all reference entries.

Do NOT translate or transliterate Greek or any other foreign language book titles and parenthetical series titles. (Only Greek author names should be transliterated into English.) Provide them in the original language with correct accents and punctuation.

### 3.2.1.1. One Author

**R:** Barber, R.L.N. 1987. *The Cyclades in the Bronze Age*, London.

**C:** (Barber 1987, 22)

### 3.2.1.2. One Editor

**R:** Branigan, K., ed. 1998. *Cemetery and Society in the Aegean Bronze Age (Sheffield Studies in Aegean Archaeology 1)*, Sheffield.

**C:** (Branigan, ed., 1998)

### 3.2.1.3. Two or More Authors or Editors

**R:** Halstead, P., and C. Frederick, eds. 2000. *Landscape and Land Use in Postglacial Greece (Sheffield Studies in Aegean Archaeology 3)*, Sheffield.

**C:** (Halstead and Frederick, eds., 2000)

**R:** Özgüç, T., and M. Akok. 1958. *Horoztepe: An Early Bronze Age Settlement and Cemetery*, Ankara.

**C:** (Özgüç and Akok 1958)

### 3.2.1.4. Book in a Series

Put the name of the series in parentheses after the title. The series name is in italics. Parentheses are not in italics. Use the *AJA* list of abbreviations as necessary.

**R:** Bosanquet, R.C., and R.M. Dawkins. 1923. *Unpublished Objects from the Palaikastro Excavations (BSA Suppl. Paper 1)*, London.

**C:** (Bosanquet and Dawkins 1923)

**R:** Olivier, J.-P., and L. Godart. 1996. *Corpus hieroglyphicarum inscriptionum Cretae (ÉtCrét 31)*, Paris.

**C:** (Olivier and Godart 1996)

**R:** Scarre, C., and F. Healy, eds. 1993. *Trade and Exchange in Prehistoric Europe (Oxbow Monograph 33)*, Oxford.

**C:** (Scarre and Healy, eds., 1993)

**R:** Hallager, E., and B. Hallager, eds. 2000. *The Greek-Swedish Excavations at the Agia Aikaterini Square, Kastelli, Khania, 1970–1987. II: The Late Minoan IIIC Settlement (ActaAth 4°, 47 [II])*, Stockholm.

**C:** (Hallager and Hallager, eds., 2000, 163–165)

### 3.2.1.5. Book with Several Volumes (Citing the Work as a Whole)

Put the volume numbers after the title, with no comma. The volume numbers are not in italics. Give all the years of publication.

**R:** Evans, A.J. 1921–1935. *The Palace of Minos at Knossos I–IV*, London.

**C:** (Evans 1921–1935, I, 555, fig. 430)

### 3.2.1.6. Book with Several Volumes (Citing a Particular Volume)

**R:** Soles, J.S., and C. Davaras, eds. 2008. *Mochlos IIA: Period IV. The Mycenaean Settlement and Cemetery: The Sites (Prehistory Monographs 23)*, Philadelphia.

**C:** (Soles and Davaras, eds., 2008)

**R:** Morrison, J.E., and D.P. Park. 2008. “Appendix A: Reconstructing the Ritual Killing of the Ceramic Vessels from Tomb 15,” in Soles and Davaras, eds., 2008, pp. 207–216.

**C:** (Morrison and Park 2008, 208–209)

**R:** Tsipopoulou, M. 1990, “Νέα στοιχεία για τη μινωική κατοίκηση στην περιοχή της πόλης της Σητείας,” in *Πεπραγμένα του ΣΤ' Διεθνούς Κρητολογικού Συνεδρίου Α'* (2), Chania, pp. 305–321.

**C:** (Tsipoulou 1990, 308–310)

### 3.2.2. Chapter in an Edited or Authored Volume

If three or more chapters in an edited volume are referenced, please separate the volume as its own entry. The individual chapters may then refer to the edited volume.

**R:** Hauptmann, A. 1989. “The Earliest Periods of Copper Metallurgy in Feinan, Jordan,” in Hauptmann, Pernicka, and Wagner, eds., 1989, pp. 119–135.

**C:** (Hauptmann 1989, 130–135)

**R:** Moody, J.A. 2000. “Holocene Climate Change in Crete,” in Halstead and Frederick, eds., 2000, pp. 52–61.

**C:** (Moody 2000, 55)

**R:** Reese, D.A. 2007. “Faunal Remains from the Sacred Spring (Corinth),” in Betancourt, Nelson, and Williams, eds., 2007, pp. 291–298.

**C:** (Reese 2007)

**R:** Triantaphyllou, S. 2005. “Appendix: The Human Remains,” in Papadatos 2005, pp. 67–76.

**C:** (Triantaphyllou 2005)

The bibliography must include the complete citation if two or fewer chapters in an edited volume are referenced:

**R:** Moody, J.A. 2000. “Holocene Climate Change in Crete,” in *Landscape and Land Use in Postglacial Greece (Sheffield Studies in Aegean Archaeology 3)*, P. Halstead and C. Frederick, eds., Sheffield, pp. 52–61.

**C:** (Moody 2000, 55)

**R:** Reese, D.A. 2007. "Faunal Remains from the Sacred Spring (Corinth)," in *Krinoi kai Limenes. Studies in Honor of Joseph and Maria Shaw (Prehistory Monographs 22)*, P.P. Betancourt, M.C. Nelson, and H. Williams, eds., Philadelphia, pp. 291–298.

**C:** (Reese 2007)

**R:** Triantaphyllou, S. 2005. "Appendix: The Human Remains," in *Tholos Tomb Gamma: A Prepalatial Tholos Tomb at Phourni, Archanes (Prehistory Monographs 17)*, Y. Papadatos, Philadelphia, pp. 67–76.

**C:** (Triantaphyllou 2005)

### 3.2.3. Articles

For an article, put the title in English quotation marks and set it off with a comma, followed by the journal or its abbreviation (in italics) and the volume number (not in italics). Insert the comma before the final quotation mark. Place the page numbers at the end, set off with a comma. Use the abbreviations of journals employed by the *American Journal of Archaeology* (see above, § 2.8). Journal titles not included in the *AJA* list should be written in full and italicized. For English titles, capitalize the first letter of the first word and of subsequent words except for articles, conjunctions, and prepositions. The first word after a colon in an article title should be capitalized. For all other foreign languages, follow the rules of the language in question (typically sentence-style capitalization). All Greek entries should be accented according to their original publication. Include the full range of page numbers.

Do NOT translate or transliterate Greek or any other foreign language article and journal titles, except journal titles included in the *AJA*'s list of abbreviations (see above). (Only Greek author names should be transliterated into English.)

#### 3.2.3.1. One Author

**R:** Renfrew, A.C. 1969. "The Development and Chronology of the Early-Cycladic Figurines," *AJA* 73, pp. 1–32.

**C:** (Renfrew 1969, 10–15)

#### 3.2.3.2. Two or More Authors

**R:** Baumann, A., G. Best, and H. Wachendorf. 1977. "Die alpidischen Stockwerke der südlichen Ägäis," *Geologische Rundschau* 66, pp. 492–522.

**C:** (Baumann, Best, and Wachendorf 1977)

#### 3.2.3.3. Author with a First Initial Transliterated from the Greek as Two Latin Letters

**R:** Tsountas, Ch. 1898. "Κυκλαδικά," *ArchEph* 1898, pp. 137–212.

**C:** (Tsountas 1898)

#### 3.2.3.4. Journal or Newsletter with Several Issues Beginning with Page 1 in Each Issue

Place the issue number in parentheses after the volume number.

**R:** Hanke, H. 1994. "Der Bergbau und die Mineralien von Lavrion, Griechenland," *Emser Hefte* 15 (2), pp. 1–80.

**C:** (Hanke 1994, 1–10)

### 3.2.3.5. Several Citations by Same Author(s)/Editor(s)

For the second entry and succeeding entries, insert three em-dashes followed by a period in place of the author's name. Arrange the entries chronologically. For two entries in the same year, order the entries alphabetically by title and assign the entries successive letters (a, b, c, and so on). All edited works should be listed after all authored works.

Branigan, K. 1968a. *Copper and Bronze Working in Early Bronze Age Crete (SIMA 19)*, Lund.

———. 1968b. "Silver and Lead in Prepalatial Crete," *AJA* 72, pp. 219–229.

Branigan, K., ed. 1998. *Cemetery and Society in the Aegean Bronze Age (Sheffield Studies in Aegean Archaeology 1)*, Sheffield.

Branigan, K., Y. Papadatos, and D. Wynn. 2002. "Fingerprints on Early Minoan Pottery: A Pilot Study," *BSA* 97, pp. 49–53.

Hood, M.S.F. 1971. *The Minoans: Crete in the Bronze Age (Ancient Peoples and Places 75)*, London.

———. 1983. "The 'Country House' and Minoan Society," in Krzyszkowska and Nixon, eds., 1983, pp. 129–135.

———. 1990a. "Autochthons or Settlers? Evidence for Immigration at the Beginning of the Early Bronze Age in Crete," in *Πεπραγμένα του ΣΤ' Διεθνούς Κρητολογικού Συνεδρίου Α'* (1), Chania, pp. 367–375.

———. 1990b. "Settlers in Crete c. 3000 B.C.," *Cretan Studies* 2, pp. 151–158.

### 3.2.3.6. A Journal without Volume Numbers

Use the year as a volume designation.

**R:** Tsountas, Ch. 1898. "Κυκλαδικά," *ArchEph* 1898, pp. 137–212.

**C:** (Tsountas 1898, 200)

### 3.2.3.7. Journals with Delayed Date of Publication

Occasionally, a journal prints a volume after the date in the sequence of volumes and places both dates on the title page. Both years should be listed in the reference, with priority given to the first year (libraries usually place the first year on the spine of the volume and file the series sequentially).

**R:** Davaras, C. 1971. "Ανασκαφή εις Στύλον Αποκορώνου," *ArchDelt* 26 (B', Chronika) [1975], pp. 517–519.

**C:** (Davaras 1971)

Some journals or book series begin a new series due to the long duration of the original series or the publisher has changed. Abbreviations for old series (o.s. or 1st ser.) and new series (n.s. or 2nd ser.) are set off by commas between the name of the series and the volume number. The *Annual of the Italian Archaeological School in Athens (ASAtene)*, however, continues to use the old series number as the primary number, and it also gives the new series number as a secondary number. In this case, only use the old series number in the reference.

### 3.2.3.8. Book Reviews

- R:** Day, L.P. 2008. Review of *The Chrysokamino Metallurgy Workshop and Its Territory*, by P.P. Betancourt, *AJA* 112, pp. 767–768.
- C:** (Day 2008)
- R:** Scotton, P.D. 2008. Review of *The Aegean from Bronze Age to Iron Age*, by O. Dickinson, *BMCR* 2008.01.62.
- C:** (Scotton 2008)

### 3.2.4. Unpublished Works

- R:** Keller, D.R. 1985. “Archaeological Survey in Southern Euboea, Greece: A Reconstruction of Human Activity from Neolithic Times through the Byzantine Period,” Ph.D. diss., Indiana University.
- C:** (Keller 1985)

### 3.2.5. Encyclopedia or Corpus

- R:** 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.
- C:** (CMS II.8.1, no. 248)

### 3.2.6. Papers

- R:** Murphy, J.M. 2008. “Time and Death: A Reassessment of LH IIIC Activity in the Tombs around the Palace of Nestor, Pylos.” Paper read at the 2008 Annual Meeting of the Archaeological Institute of America, 3–6 January, Chicago.
- C:** (Murphy 2008)

### 3.2.7. Online Resources

Avoid referencing websites because they generally are not archival, and stability in the future is not guaranteed. If no print version is available, preferably provide the Digital Object Identifier (DOI) when possible or the precise Uniform Resource Locator (URL) address (if DOI is not available). Date of access must be included.

- R:** Martin, L., and N. Russell. 1997. “Animal Bone Report,” Çatalhöyük 1997 Archive Report, accessed September 27, 2019, [http://www.catalhoyuk.com/archive\\_reports/1997/ar97\\_14.html](http://www.catalhoyuk.com/archive_reports/1997/ar97_14.html).
- C:** (Martin and Russell 1997)
- R:** 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:EW EAHN>2.3.CO;2](https://doi.org/10.1130/0091-7613(1992)020<0491:EW EAHN>2.3.CO;2).
- C:** (Armijo, Lyon-Caen, and Papanastassiou 1992)
- R:** Déderix, S. 2019. “Patterns of Visibility, Intervisibility and Invisibility at Bronze Age Apesokari (Crete),” *Open Archaeology* 5, pp. 187–203, accessed September 27, 2019, <https://doi.org/10.1515/opar-2019-0014>.
- C:** (Déderix 2019)

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