

SMEA guidelines for contributors

Text

Text should be sent to:

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Each contribution should be submitted as a Word file, without any formatting, Times New Roman 12 pt, with an accompanying PDF version of the manuscript. Within the PDF version authors must indicate where to put figures if expected. Authors should include a list of 5 key words. Names and affiliations of all authors together with addresses and mail-addresses should be included at the end of the articles before the bibliographical references.

Summary

An abstract must be submitted together with the text preferably of no more than 300 words, in Times New Roman, 11 pt.

Headings

The title of the article must be written in Capitals, Times New Roman, 14 pt.

For example:

POTTERY PRODUCTION AND CONSUMPTION IN EARLY IRON AGE CRETE: THE CASE OF THRONOS KEPHALA (ANCIENT SYBRITA)

Second-level headings must be in Capitals, Times New Roman, 12 pt.

Third-level headings must be normal, Times New Roman, 12 pt.

Bibliography and acknowledgements must be in Times New Roman, 11 pt.

Footnotes must be in Times New Roman, 10 pt.

Notes and Citations

'Harvard'-style system should be used both in the main body of the text in parentheses and in footnotes (author's surname, date of publication, page and/or illustration, *e.g.* Russel 1997, 153-154).

Mountjoy 1997, 122, figs. 7.41, 42; Mountjoy, Mommsen 2006, 117

Please, note that:

- Two or more publications of the same author in the same year must be distinguished by using of 'a', 'b', etc. For instance: 2004a; 2004b.
- Semicolon must be used to separate years of publication of the same author and to separate citations of different authors;
- When citing works with more than three authors it is possible to use the form Russell *et al.* 1978, but the names of all authors must be given in the relevant entry in the bibliography.

IMPORTANT: Please, avoid footnotes as much as possible.

Abbreviations and acknowledgements

Apart from those commonly used (*ca.*, *e.g.*, *i.e.*, *et al.*, *cf.*, *etc.*, *n.*, *nn.*, *no.*, *nos.*, *fig.*, *figs.*, *pl.*, *pls.*, *pers. comm.*, *ed.*, *eds.*, *vol.*, *vols.*), abbreviations must be avoided as much as possible; abbreviations such as *ibid.*, *id.*, *loc. cit.* must be avoided as well. Special abbreviations, such as those used for corpora, must be included by the author in a list at the end of the text before the bibliographical references. Acknowledgements and other information about the origin of the text must be included in a special paragraph (called Acknowledgements) at the end of the text and before the bibliographical references.

Italicisation

Foreign words and short quotations should be italicised. Likewise, ancient and technical words should be italicised according to the single disciplines.

Bibliographical references

All works must be listed at the end of the article in alphabetical order of author, and within this in chronological order of publication under the heading REFERENCES, Times New Roman, 11 pt. The list of bibliographical references must include only works quoted in the text.

Work with two or more authors must contain surnames separated by **comma**.

For example:

Courtois J.-C., Webb J.M. 1987, *Les cylindres-sceaux d'Enkomi (Fouilles française 1957-1970)*, Paris.

Periodical and series abbreviations must follow *American Journal of Archaeology* (104, 2000, 3-24) and *Orientalia* (82, 2013, 1-4). In case of periodicals or series not included in the above mentioned journals, titles must not be abbreviated.

Titles of works should be given in the original language, either by the use of special scripts, such as Greek and Cyrillic, or in Roman script which makes use of diacriticals and unusual letter such as Turkish. Authors' names should be transcribed in latin characters.

Titles of articles should normally use minimum capitalisation. In the case of foreign language titles the normal conventions for capitalisation in the language in question should be followed.

Ancient works should not be listed in the bibliographical references.

Some example of bibliographical references:

Books:

Russell J.M. 1997, *From Nineveh to New York: The Strange Story of the Assyrian Reliefs in the Metropolitan Museum and the Hidden Masterpieces at Canford School*, New York.

Journal articles:

Reade J. 1972, The Neo-Assyrian Court and Army: Evidence from the Sculptures, *Iraq* 34, 87-112.

Articles or chapters in edited volumes (1 author):

Bohrer F.N. 1994, The Times and Spaces of History: Representation, Assyria, and the British Museum, in Sherman D.J., Rogoff I. (eds.), *Museum Culture: Histories, Discourses, Spectacles*, Minneapolis, 197-222.

Articles or chapters in edited volumes (2 authors):

Bailey D.M., Hockey M. 2001, 'New' Objects from British Museum Tomb 73 at Curium, in Tatton-Brown V. (ed.), *Cyprus in the 19th Century AD. Fact, Fancy and Fiction. Papers of the*

22nd British Museum Classical Colloquium, December 1998, Oxford, 109-133.

Articles or chapters in edited volumes (3 or more authors):

Efstratiou N., Karetsou A., Banou E.S., Margomenou D. 2004, The Neolithic settlement of Knossos: new light on an old picture, in Cadogan G., Hatzaki E., Vassilakis A. (eds), *Knossos: Palace, City, State* (BSA Studies 12), Athens, 39-49.

Unpublished dissertations:

Tzonou-Herbst I. 2002, A Contextual Analysis of Mycenaean Terracotta Figurines, Ph.D. diss., University of Cincinnati.

Web material:

Stockhammer P.W. 2008, Kontinuität und Wandel — Die Keramik der Nachpalastzeit aus der Unterstadt von Tiryns (Heidelberg), [http://www.ub.uniheidelberg.de/archiv/8612/.](http://www.ub.uniheidelberg.de/archiv/8612/)) Access date: 12 April 2014.

Greek transliterations

Greek transliteration

Greek personal names and place names must be transliterated. Authors should pay attention in using the same transliteration system within the article.

For α, γ, δ, ε, ζ, η, θ, ι, κ, λ, μ, ν, π, ξ, ζ/ο, η, π θ, ρ, ς the equivalent a, g, d, e, z, th, i, k, l, m, n, x, o, p, r, s, t, y, ph, ch, ps should be used. For transliterating other letters, as well as diphthongs and consonant combinations the follow system might be used:

αι	ai	αυ	af (before a voiceless consonant)
β	v	αυ	av (before a vowel or voiced consonant)
γγ	ng	γκ (initial)	g
μπ (initial)	b	γκ (medial)	gk
μπ (medial)	mp	γχ	nch
ει	ei	ευ	ef (before a voiceless consonant)
η	i	ευ	ev (before a vowel or voiced consonant)
ντ (initial)	d	οι	oi
ντ (medial)	nt	ου	ou
υι	yi	ω	o

Quotations, dates, numerical notations

- Quotation marks should be double “...”.
- Centuries should be written out in words (twelfth century AD)
- Numerical notations: words for numbers below 10, numerals for 10 and above must be used.

Figures

All images (figures, plates, tables) must be sent as separate files. Authors should indicate in the PDF version of the article where to put the image. Images must be provided with 300 dpi resolution in TIFF format.

IMPORTANT: please don't send images in JPG, GIF or Powerpoint files.

Images will be printed in grayscale. Colour images should be negotiated.

All images must be sent together with captions. Captions must be short and contain all necessary information.

The list of captions must be sent as separate file. All figures must be cited within the article with upper case initial letter (e.g. Fig. 1, Table 1). When images are printed in group, authors must supply one figure with individual components labelled (a), (b), etc. within the figure itself (e.g. Fig. 1a-b). The same system must be used for figures and tables.

For example:

Fig. 3. Reconstruction of the “Procession of Kilted and Robed Males” from the vestibule of the megaron at Pylos by Piet de Jong (after Lang 1969, pl. 119). Courtesy of the Trustees of the American School of Classical Studies, Athens, and the Department of Classics, University of Cincinnati.

Fig. 2a-b. Proposed reconstructions of the Mycenae fragment by Emily C. Egan.

IMPORTANT: authors have sole responsibility for obtaining permission of images used in the article.

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Nota bene

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