

The Editorial Committee of the Swedish Institutes at Athens and Rome

Guide for contributors

A. Peer review process

1. Submitted manuscripts are reviewed in two steps. A member of the Editorial Committee reads the manuscript to ensure that all minimum criteria are met and that it follows the guidelines for submissions. The manuscript is thereafter sent to one or two external reviewer(s). Based on the comments and recommendations by the reviewer(s), the committee either accepts, accepts after modifications, or rejects the manuscript for publication.

2. The Editorial Committee employs a double blind process (to the extent that this is possible), i.e. both author and reviewer remain anonymous to the other party. *All authors are encouraged to make every effort to uphold the anonymity in the text.*

3. When an article or a monograph has been accepted for publication, the author will be provided with the review report(s) and asked to submit a revised version of the manuscript.

B. Initial submission

A complete copy of the manuscript should be sent electronically (preferably by e-mail, or if needed through other electronic resources) to the Secretary of the Editorial Committee (secretary@ecsi.se, for postal address, see www.ecsi.se). The submission should conform to the guidelines given below and include:

1. A title page with the title of the manuscript as well as the name of author(s) (if more than one author, the corresponding author should be indicated), preferably academic affiliation, and full address details with e-mail address. The date on which the manuscript was finished may be given here.

2. An abstract of 150 to 200 words, always in English.

3. One Word-file with the main text, including footnotes, bibliography and lists of tables and figures.

4. A document (.doc, .pdf, .ppt) with good quality copies of *all* tables and figures, numbered and set in roughly the intended size for publication. Separate high quality picture-files should not be sent at this time.

C. Revised submission

When a manuscript is accepted for publication, a revised version should be submitted, taking into consideration the comments from the external reviewer(s). The revised submission should conform to the guidelines given below and include, similar to the initial submission:

1. A title page

2. An abstract

3. One Word-file with the main text, including footnotes, bibliography and lists of tables and figures.

4. Illustrations. At this time, the author should submit high-quality tif-files, numbered consecutively as 01, 02, 03 etc. and following the guidelines for illustrations given below. Tables should be submitted in Excel or Word format and be clearly numbered.

D. Presentation of manuscripts

1. Manuscripts may be written in English, French, German or Italian. The following rules have been formulated for manuscripts in English, but should also be followed as far as possible for manuscripts in the other languages.

2. All pages should be numbered consecutively throughout the text.

3. Footnotes should be numbered in one series and formatted according to the style of reference given below. The first footnote containing acknowledgements, special abbreviations, etc., should be referenced by an asterisk at the end of the abstract.

4. Cross-references using page numbers should be avoided.

5. Tables must be numbered in one series as *Tables*, all other illustrations in another series as *Figures* (not *Plates*), since they will normally appear in the text and not on separate plates. References to illustrations and tables should be called out consecutively in the text (e.g. fig. 1 is called out before fig. 2, etc., fig. 2a is called out before fig. 2b, etc.), normally within parentheses, thus: (*Fig. 3*) or (*Table 1*), capitalized and italicized.

6. Greek text should be set with one standard Greek Unicode font, e.g. the New Athena Unicode font for Greek (free to download from <http://apagreekkeys.org/NAUdownload.html>)

7. Inscriptions should be bracketed according to the “Leiden system”, as used in standard epigraphical publications.

8. A complete copy of the final manuscript should be retained by the author.

9. A manuscript which does not comply with these rules may be returned to the author for revision.

10. The manuscript sent to the printer must be in its final state. As a rule, the author will be sent only the galley proofs for correction. Only printer’s errors should be corrected and no textual changes or additions made. Any such changes may render the author liable for the incurred costs.

11. The author of a manuscript accepted for publication in *Opuscula* will receive a pdf-file of the article free of charge. The author(s) of a monograph will receive 25 copies of the book free of charge. The editor(s) of a multi-authored volume will receive 25 copies of the book free of charge to be distributed as he/she sees fit among the authors of the individual articles. Each author of an individual article in a

multi-authored volume will also receive a pdf-file of his/her article free of charge.

E. Illustrations

1. Illustrations, i.e. line drawings, photographs, maps, charts and diagrams, should be submitted in digital form. Digital images must be scanned in at least 350 dpi (grayscale or colour) or 600 dpi (bitmap) and be submitted in tif-format, in the format they are to be published. The tif-files should be labelled 01, 02, 03 etc. The size of the illustrations should follow the type area; for *Opuscula* and 4° volumes: 170×220 mm; for 8° volumes: 130× 190mm.

2. There must be a complete list of figure captions. The scales of drawings, as well as the scales and the orientation of maps and plans must be indicated (normally North should be upwards).

3. Illustrations must be prepared in such a way that *no retouching whatsoever* is needed.

4. In cases in which the layout of the illustrations is complicated, the author should contact the editor before completing the manuscript.

5. It is the author’s responsibility to obtain permission to reproduce any material protected by copyright. The author must sign and submit the *Author’s Warranty and Copyright Assignment Form* before the manuscript is published.

F. Style of references

1. Bibliographical citations are to be given only in footnotes. Brief citations of ancient authors may, however, be put in the text. Citations will refer to the list of all cited works, published at the end of the article or book. They should consist of the author’s last name (with initial(s) added if there is more than one author with the same last name), the year of publication, and relevant inclusive pages, sections, figures, plates, and the like.

2. Articles and books end with a list of all works cited, in alphabetical order by last name of first author and in chronological order by year of publication under each author.

3. Abbreviations of titles of well-known periodicals and standard reference works should be used and should follow the generally accepted usage, preferably according to the list of *American Journal of Archaeology* at www.ajaonline.org (For authors/Abbreviations). Note, however, the following obligatory abbreviations which do not follow the *AJA* system:

ActaAth-4°	Skrifter utgivna av Svenska institutet i Athen, Series prima in 4°.
ActaAth-8°	Skrifter utgivna av Svenska institutet i Athen, Series altera in 8°.
ActaRom-4°	Skrifter utgivna av Svenska institutet i Rom, Series prima in 4°.
ActaRom-8°	Skrifter utgivna av Svenska institutet i Rom, Series altera in 8°.

Abbreviations for ancient authors and works should follow the list given in *The Oxford Classical Dictionary*, eds. S. Hornblower & A. Spawforth, Oxford 1996³, xxix–liv. The abbreviations used by Liddell, Scott & Jones, *A Greek-English lexicon*, Oxford 1940⁹, or by *L'année philologique* should be avoided because of their brevity.

Examples:

Arist. *Metaph.* 1000a18–26.

Hom. *Od.* 2.314–317.

Thuc. 6.71.2; 7.14.3–4.

Themistius *Orat.* 3.4 (p. 31.15 ed. W. Dindorf, Leipzig 1832).

*IG II*², 15, line 87.

4. The full citation of a monograph should comprise the following: the author's name preceded by initial(s), co-authors (if any), title of work including subtitle (both title and subtitle in *italics*), and (within brackets, not *italics*) name of the series or collection with volume number, then place and year of publication. The name of the series or collection is given only if the volumes are numbered. The number of the edition should be given in connection with the year of publication by means of a small, superscript figure.

Examples:

Ahlberg 1971 G. Ahlberg, *Prothesis and ekphora in Greek Geometric art* (SIMA, 32), Göteborg 1971.

Cook 1997 R.M. Cook, *Greek painted pottery*, London & New York 1997³.

Ducati 1932 P. Ducati, *Pontische Vasen* (Forschungen zur antiken Keramik, Reihe 1: Bilder griechischer Vasen, 5), Berlin 1932.

Demakopoulou K. Demakopoulou, N. *et al.* 1996 Divari-Valakou, P. Åström & G. Walberg, 'Excavations in Midea 1994', *OpAth* 21, 1996, 13–32.

Nilsson 1950 M.P. Nilsson, *The Minoan-Mycenaean religion and its survival in Greek religion* (Skrifter utgivna av Kungl. Humanistiska Vetenskapssamfundet i Lund, 9), Lund 1950².

Persson 1942 A.W. Persson, *New tombs at Dendra near Midea* (Skrifter utgivna av Kungl. Humanistiska Vetenskapssamfundet i Lund, 34), Lund 1942.

Stanco forthcoming E. Stanco, *Paesaggi d'Etruria tra l'Albegna e il Fiora*, forthcoming.

Wells 1983 B. Wells, *Asine II. Results of the excavations east of the Acropolis 1970–1974*, Fasc. 4. *The Protogeometric period*, Part 2. *An analysis of the settlement* (ActaAth-4°, 24:4:2), Stockholm 1983.

Wetter, Östenberg & Moretti 1972 E. Wetter, C.E. Östenberg & M. Moretti, *Med kungen på Acquarossa. Den arkeologiska undersökningen av en etruskisk stad*, Malmö 1972.

5. The full citation of an edited volume (collection of articles, Festschrift, conference proceedings or the like) should comprise the following elements: title of volume including subtitle (both title and subtitle in *italics*), name of series or collection (within brackets, not *italics*), editor's/editors' name(s) preceded by "ed." or "eds." and initial(s), then place and year of

publication. The name(s) of the editor(s), or part of the title, will be used for the abbreviation.

Examples:

Wace & Stubbings 1963 *A companion to Homer*, eds. A.J.B. Wace & F.H. Stubbings, London 1963.

Un artista etrusco 1988 *Un artista etrusco e il suo mondo. Il pittore di Micali* (Studi di archeologia pubblicati dalla Soprintendenza per l'Etruria meridionale, 5), Roma 1988.

6. The full citation of an article in a periodical should comprise the following elements: the author's name preceded by initial(s), the title of the article within single inverted commas, the full or abbreviated name of the journal (*italics*), the volume number, the year, and the first and last page numbers of the article.

Examples:

Bocci 1961 P. Bocci, 'Alcuni vasi inediti del Museo di Firenze', *StEtr* 29, 1961, 89–107.

Furumark 1953 A. Furumark, 'Ägäische Texte in griechischer Sprache', *Eranos* 51, 1953, 103–120.

7. The full citation of an article in a collection, which is not a periodical, but a Festschrift, a volume of miscellanea, conference proceedings or the like, should comprise the following elements: author's name preceded by initial(s), the title of the article within inverted commas, the word "in" followed by the title of the volume (*italics*), name of series or collection (if applicable, within brackets, not italics), the editor's/editors' name(s) preceded by "ed." or "eds." and initial(s), the place and year of publication, and the page numbers of the article.

Examples:

Caskey 1990 M.E. Caskey, 'Thoughts on Early Bronze Age hearths', in *Celebrations of death and divinity in the Bronze Age Argolid. Proceedings of the Sixth International Symposium at the Swedish Institute at Athens* (ActaAth-4°, 40), eds. R. Hägg & G.C. Nordquist, Stockholm 1990, 13–20.

Dakaris 1963 S.I. Dakaris, 'Das Taubenorakel von Dodona und das Totenorakel bei Ephyra', in *Neue Ausgrabungen in Griechenland* (AntK-BH, 1), Basel 1963, 35–49.

Voigtländer 1973 W. Voigtländer, 'Zur Chronologie der spätmykenischen Burgen in Tiryns', in *Tiryns* VI, Mainz 1973, 241–266.

Zevi 1998 F. Zevi, 'Culti "claudii" a Ostia e a Roma: qualche osservazione', in *Le province dell'Impero. Miscellanea in onore di Maria Floriani Squarciapino* (= *ArchClass* 49, 1997), Roma 1998, 435–471. (This is a volume in a periodical.)

8. In giving place and year of publication, it is essential to state the place of publication, not the place where a volume happens to have been printed. The publisher should not be mentioned.

9. When a volume of a periodical was published after the year for which it was published, the actual year of publication should be given within brackets preceded by the abbreviation pr. (= printed) or publ. (= published). It is the actual year of publication or distribution that is to be included in the abbreviation.

Example:

Verdelis 1965 N.M. Verdelis, 'Neue geometrische Gräber in Tiryns', *AM* 78, 1963 (pr. 1965), 1–62.

10. Roman numerals should be avoided. They are to be used only

(a) to cite the volumes of modern works (especially excavation reports, such as *Corinth*, *Kerameikos*, *Tiryns*) and the volumes of collections (such as *IG*, *CIL*, *CAH*, *RE*) in connection with which the use of Roman numerals has become established practice.

(b) to give references to works in which pages or plates are numbered with both Roman and Arabic numerals. In all other cases Arabic numerals are to be preferred. Volume numbers should not be italicized.

11. Titles of books and articles should not be capitalized. Only such words as are normally capitalized in ordinary text should be capitalized in a

title, such as “Bronze Age”, “Hellenistic”, “Archaic”, “the Roman Empire” and so on.

12. When there is more than one author with the same last name, an initial should be added to the author abbreviation.

Examples:

N. Marinatos N. Marinatos, ‘Role and sex division in ritual scenes of Aegean art’, *JPR* 1, 1987, 23–34.

S. Marinatos S. Marinatos, ‘The cult of the Cretan caves’, *The Review of Religion* 5, 1940–1941, 129–136.

13. When there are two or more works by the same author from one and the same year, these works will be distinguished by the letters a, b, c, etc. after the year.

Examples:

Åström 1998a P. Åström, ‘An altar to an unknown god at Hala Sultan Tekke’, *JPR* 11–12, 1998, 4–6.

Åström 1998b P. Åström, ‘Alfred Westholm 1904–1996. Minnesteckning’, in *Minnestal hållna på högtidsdagarna 1996–1998, Kungl. Vetenskaps-och Vitterhets-Samhället Göteborg*, Göteborg 1998, 39–42.

14. In footnotes, works should be referred to in the abbreviated form of author + year, followed by a comma and page number(s) etc. Always cite the first and last page referred to, thus: 76–81, not 76ff. When only two pages are referred to, 76f. is acceptable for 76–77. All numbers for pages and columns should be written in their entirety, thus: 120–134, not 120–34. The abbreviations n., nn. (= notes), fig., figs., pl., pls., no., nos. should be used. When referring to figure, catalogue and table numbers within your own article, please capitalize and italicize: *Fig. 3, Figs. 4–5, No. 12, Nos. 8–11, Table 2*. References within a footnote should be separated by a semicolon. Expressions such as *op. cit.*, *loc. cit.* and *ibid.* are allowed only within a footnote; they should not be italicized. Use *p.*, *pp.*, *col.*, *cols.* only when necessary for clarity.

15. The author-and-year abbreviations are not obligatory in the case of excavation reports and

standard reference works of different kinds, for which special abbreviations are in general use.

Examples:

Asine I O. Frödin & A.W. Persson, *Asine. Results of the Swedish excavations, 1922–1930*, Stockholm 1938.

Kerameikos I W. Kraiker & K. Kübler, *Kerameikos. Ergebnisse der Ausgrabungen I. Die Nekropolen des 12. bis 10. Jahrhunderts*, Berlin 1939.

Further examples can be found in the *AJA* list of abbreviations (see above C3) under the following entries:

ABL, ABV, Agora, AntDenk, AntP, ARV², ASR, Beazley, Addenda, BMC, BrBr, CB, CMS, Corinth, CVA, DarSag, Délos, Docs², FdD, FGrHist, FR, GGR³, GORILA, Karo, Kenchreai, Kerameikos, LIMC, LSJ, Milet, MMR², Nash, Nichoria, OlBer, OLD, OlForsch, Olynthos, Paralipomena, PECS, Platner-Ashby, PM, RIC, Roscher, SIG, Thera, TLL, Travlos, Athens.

16. Footnote references to illustrations and brief entries in corpus-works and encyclopedias should be made in the following way:

CMS II.3, no. 51.

CVA Karlsruhe 1, Taf. 1:1 (Deutschland 7, Taf. 299).

CVA Palermo Museo Nazionale 1, III Ic tav. 14 (Italia 14, tav. 671).

LIMC VI (1992), 575 s.v. Minotauros, no. 6 (S. Woodford).

RE XV.2 (1932), 1907–1927 s.v. Minos (F. Poland). *SIG³*, 598 D 10–16.

Long articles in encyclopedias can be treated as articles:

Karo 1937 G. Karo, ‘Tiryns’, *RE* VI A:2 (1937), 1453–1467.

17. For citation of electronic sources, pages on the internet, CD-ROMs and similar electronic publications, see www.ajaonline.org (under For authors/Citing Electronic Sources).