

American School of Classical Studies at Athens

O.W.L.S. (OCCASIONAL WIENER LABORATORY SERIES) GUIDELINES FOR CONTRIBUTORS TO EDITED VOLUMES

OWLS is a sub-series of *Hesperia* Supplements under the general editorship of Dr. Sherry Fox, director of the Wiener Laboratory at the American School of Classical Studies at Athens (ASCSA). Although the topics covered are scientific in nature, reflecting the interests of the Wiener Laboratory, it is hoped that the books will appeal to a wide archaeological audience. Authors are therefore encouraged to avoid overly technical discussions, and clearly indicate why their work is important to researchers outside their immediate field.

Each multi-author volume has a designated Volume Editor to whom contributors should submit their papers. Contributors are encouraged to contact the Volume Editor in the first instance if they have questions, although the ASCSA Publications Office will always be happy to provide any additional guidance on style or procedure not contained in this document.

The Guidelines that follow are extracted from the full *ASCSA Monograph Guidelines* available from our website (<http://www.ascsa.edu.gr/publications>). For matters not covered by the full *Guidelines*, authors should refer to the 15th edition of the *Chicago Manual of Style* (2003) ISBN 0-226-10403-6.

INITIAL SUBMISSION

The Volume Editor is responsible for collating the contributions into a single volume and submitting this for outside review. To the extent possible, each manuscript should be prepared in such a way as to maintain the anonymity of the author. Copies of the collated manuscripts are sent to two outside referees and one member of the Publications Committee for review. On the basis of these reviews the rest of the Publications Committee decides whether to accept, reject, or request changes. The decision of the Committee, and the changes requested, will be communicated to the Volume Editor who will inform all contributors, setting a deadline by which all revisions should be completed.

REVISED SUBMISSION

After having made any revisions requested by the Volume Editor, each contributor will be asked to provide original illustrations, copies of any necessary permissions, and a revised version of the manuscript that incorporates all changes and conforms to the guidelines described below. Once the revised manuscript has been submitted, no major changes to the text will be allowed.

One printed copy of your manuscript and one electronic copy (on floppy disk, Zip disk, or CD) should be submitted to the Volume Editor. The printout and the electronic files must be identical in all respects. The manuscript must be double-spaced, single-sided, and in a consistent font type and size (we prefer 12-point Courier). Every page must be numbered consecutively, preferably in the upper right-hand corner. Margins of 1 in. (2.5 cm) should be left on all edges of the page. A standard word-processing program should be used for composition. Create a separate electronic file for each component of the manuscript: 1) text and notes; 2) references; 3) figure captions; and 4) appendixes (if any). Label each disk with your last name, the names of the files on the disk, and the type of software used (including version). Please also attach a cover sheet to your submission containing your name, address, and e-mail address.

Do not embed tables or illustrations in the text or justify (align) the right margin. All notes should be formatted and printed as endnotes, not footnotes. Use the same font and font size for the notes and the main text. Headings should be left-aligned, and the levels (A, B, and C) clearly distinguished. Use boldface only for catalogue numbers.

FORMAT

TABLES

Materials in tabular form should not be incorporated in the text but should be presented in separate tables keyed to text callouts (e.g., “see Table 1”). Tables should be submitted in separate computer files. Complex tables are best prepared by the author and submitted as illustrations (the editor reserves the right to ask for revisions). All major words in table titles should be capitalized (e.g., “Table 1. Coins from Stratified Contexts”). Notes in the tables must be numbered separately from notes in the text.

ILLUSTRATIONS

With the revised manuscript, authors should submit either camera-ready or digital illustrations of professional quality. Images generally cannot be altered beyond basic cropping and sizing. Photographs of objects should include centimeter scales whenever possible. When creating line art, authors should bear in mind the consequences of reduction: thin lines and small numbers can vanish when reduced. Note that the printable area of a page in a *Hesperia* supplement is ca. 6.5 × 9.0 in. (16.5 × 23 cm).

It is strongly recommended that you confer with the Publications Office before submitting—or, if possible, even before creating—any digital art. Files should be provided in either TIFF or EPS format. Halftones should have a resolution of 300 dpi, line art, 800–1200 dpi. Any fonts used in the creation of images should be embedded in the files. Hard copy of the images should also be submitted, along with a list of file names and the software programs used to create them.

Illustrations, whether line drawings or photographs, will normally be in the form of figures inserted in the text. All illustrations must be numbered consecutively and cited in the text in order of discussion. Be sure that all original artwork is labeled lightly on the back in pencil with the figure number and author’s last name. Include an orientation arrow in any ambiguous cases. Authors should specify the desired scale of reproduction (e.g., 1:2), particularly for catalogued items. Suggestions for the cropping and arrangement of figures are also welcome (we will not always be able to follow these suggestions but we will do our best).

Accompanying the artwork must be the following:

- Copies of any necessary permissions
- Total counts of all photographs, line art, and digital images
- A photocopy or printout of each illustration, labeled, e.g., Fig. 1, Fig. 2
- A list of captions, including source credits. Note capitalization and punctuation in the following examples:

Figure 2. View of Panakton from the east

Figure 5. Pergamon, garland mosaic from Palace V. After *AvP* V.1, pl. 18

In special circumstances, color illustrations may be acceptable, but prior arrangement with the Publications Office must be made.

CATALOGUES

Catalogue entries generally contain the following information:

- Catalogue number, inventory number, object name, figure or plate number
- Context
- Dimensions
- Preservation
- Bibliographic references
- Description
- Discussion, including comparanda (with bibliography)
- Date

Individual elements of the entry may vary according to the type of material presented. The order of elements is less important than consistency across entries. Authors should consult the Volume Editor to ensure their catalogues are consistent with others in the book.

For the general organization of catalogues, authors are advised to consult recent ASCSA monographs, as well as catalogues specific to their subject.

PREPARING GREEK TEXT

ASCSA Publications currently uses SMKGreekKeys to typeset Greek in books other than epigraphy volumes. Authors are not required to use this program, but those who do so will reduce significantly the introduction of errors that can occur during the conversion of the files. It is extremely important that authors check the accuracy of source references, diacritical marks, line numbers, brackets, and other editorial apparatus. When citing published Greek passages, please supply a photocopy of the passage so that we also may proofread the text.

STYLE

In general, the ASCSA Publications Office follows the recommendations of the *Chicago Manual of Style*, 15th ed. Please consult this volume for all issues not addressed below.

SPELLING, USAGE, AND PUNCTUATION

American spelling and usage are employed, following *Webster's New Collegiate Dictionary*, 11th ed. For example, write theater, not theatre; color, not colour; balk, not baulk; gray, not grey. When the dictionary supplies variations in spelling, the first one listed is the preferred form. A lowercase style is generally preferred (e.g., level 5, stratum B). The rules of punctuation set down in the *Chicago Manual of Style*, 15th ed., are followed.

NUMERALS AND MEASUREMENTS

In continuous text whole numbers from one through nine are spelled out; larger numbers are expressed in numerals, except at the beginning of a sentence. Commas should be used in numerals of 1,000 or greater, except for page numbers, addresses, and years (e.g., 3,000 nails, but 3000 B.C.). Ordinal numbers and fractions are spelled out, except for combinations of whole numbers and fractions (e.g., 2 1/2 choes). Always use numerals when units of measurement are abbreviated (e.g., 30.15 m, 4 km).

The metric system should be used in all cases, and meters are the preferred unit of measurement in catalogues. Measurements are not ordinarily carried beyond three decimal places. To the extent possible, units of measure should be carried to the same decimal point.

Catalogue numbers should be formatted in boldface type and should not be preceded by "no."

DATES AND CHRONOLOGICAL PERIODS

Use of the traditional B.C. and A.D. is preferred. A.D. is placed before the date when citing specific years (e.g., A.D. 217), after the date when referring to centuries (e.g., the fourth century A.D.); B.C. follows cited years and centuries (e.g., 229 B.C.; the eighth century B.C.). The word "century" is not abbreviated. Decades are expressed in numerals without an apostrophe (320s, 1970s). All dates should be expressed fully, e.g., 1968–1969, not 1968–69 or 1968–9. The exception is the Athenian calendar year, for which, e.g., 456/5 B.C. is used. For uncalibrated radiocarbon dates, lowercase letters (b.p., b.c.) should be used. For specific dates, the month precedes the day: January 15, 1999.

For inclusive dates, "to" or a dash is used, as demanded by the syntax: The war lasted from 431 to 404 B.C.; the Peloponnesian War (431–404 B.C.).

The uses of punctuation (slashes and dashes) in dates should be consistent within the manuscript. For example, an author might choose to express “Hellenistic through Roman” as “Hellenistic–Roman,” as distinguished from “Hellenistic/Roman,” to express an overlapping chronology. Whatever conventions are adopted should be explained clearly. Specific chronological periods are always capitalized: Archaic, Classical, Hellenistic. “Early,” “Middle,” and “Late” are capitalized when part of a period designation unless conventional usage dictates otherwise. When using the abbreviated form of a chronological term, syntax should be determined by the unabbreviated form: a MM grave, not an MM grave.

ABBREVIATIONS

The following standard abbreviations are used:

H. = height
 W. = width
 L. = length
 Th. = thickness
 Diam. = diameter
 D. = depth
 max. = maximum
 min. = minimum
 p. = preserved (e.g., p.H.)
 dim. = dimension
 est. = estimated
 L.H. = letter height
 m = meter
 m² = square meter
 cm = centimeter
 mm = millimeter
 km = kilometer
 ha = hectare
 g = gram
 kg = kilogram

masl = meters above sea level
 ed. = editor or edition, depending on context and placement
 Fig., Figs. = figure, figures (for references within the manuscript)
 fig., figs. = figure, figures (for references to other publications)
 fr., fr. = fragment, fragments
 n., nn. = note, notes
 n.d. = no date
 no., nos. = number, numbers
 n.p. = no place of publication
 n.s. = new series
 MS = manuscript
 p., pp. = page, pages
 Pl., Pls. = plate, plates (for references within the manuscript)
 pl., pls. = plate, plates (for references to other publications)
 rev. ed. = revised edition
 repr. = reprint
 trans. = translator
v = vacat

Other abbreviations used for special purposes should be explained in the text or notes.

Common abbreviations in Latin are not italicized: ca., cf., e.g., et al., etc., i.e., s.v.

Compass directions are written out (e.g., the northeast corner).

FOREIGN WORDS AND PHRASES

Foreign words or phrases that are not part of common technical terminology should be italicized (e.g., *agalma*, *in planta pedis*, but *terminus post quem*, *in situ*, *passim*).

The monotonic style of accentuation is generally used for titles in Greek published after 1981. Alternatively, authors may choose to reproduce the title exactly as it appears in the original publication. Consistency throughout the reference list should be maintained.

TRANSLITERATION

When transliterating Greek terms, the Greek rather than Latinate form is preferred, e.g., Boiotia, *ekklesia*. Transliterations should follow spelling, not pronunciation: emporos, not emboros; Eleusis, not Elefsis. English spellings are used for proper names well known in Anglicized form, e.g., Acropolis, Corinth, Piraeus, Thucydides. The *Princeton Encyclopedia of Classical Sites* is a useful guide for place-names. The form adopted should be used consistently within the manuscript.

Transliteration from other languages follows the systems outlined in the *Chicago Manual of Style*. Transliterated words are italicized if not in common usage.

DOCUMENTATION

GENERAL INSTRUCTIONS FOR WRITING REFERENCE LISTS AND NOTES

Reference Lists

Authors must supply a list of references, including *all* works cited, with the exception of ancient works, encyclopedias, and corpora. Citations should be complete, including subtitle, series, and the names of all authors. It is the author's responsibility to make sure that all citations are correct. The order of the entries in the reference list is, first, alphabetical and, second, chronological under each author. If more than one work in the same year by the same author is cited, use "a," "b," etc. Use the author's first initial, not the complete first name; if an author has more than one initial, leave a space between each letter.

Titles in English are capitalized following the headline style of capitalization, in which most words, except articles and prepositions, are capitalized (*Chicago Manual* 8.167). For titles in most foreign languages, capitalize the first word of the title and subtitle, and all proper nouns. (For German titles, all nouns should be capitalized.) Greek titles should be written in accented Greek (see "Foreign Words and Phrases"); authors' names should be transliterated. When citing a compound title, a colon should precede the subtitle. If the cited work is part of a major excavation series, list the entry by series title and volume number (e.g., *Agora XXIV, Olynthus XII*).

Abbreviations of journal and series titles and standard works should conform to the list in *AJA* 104, 2000, pp. 10–24 (available on-line at http://ajaonline.org/shared/s_info_contrib.html). Series titles not included in the *AJA* list should be written out in full and not italicized. Volume numbers are generally written in arabic numerals, except those of excavation series, encyclopedia volumes, and numismatic catalogues. Further subdivisions, such as parts, are written in arabic numerals after a period (e.g., *FdD* III.1). Descriptive words (volume, part, etc.) are generally omitted. Supplements to series or journals are also written in arabic numerals. When citing inclusive volume numbers and dates, use a dash, not a slash: e.g., *ASAtene* 57–58, n.s. 41–42, 1979–1980.

Refer to works not yet published as "in prep." or "forthcoming" (if the latter, include the name of the journal or series). Use the English forms of place-names: e.g., Munich, not München. When a state name is necessary to avoid confusion, use the short form rather than the zipcode form: Mass., not MA.

Notes

In the notes, list name, date, and page numbers only (e.g., Vermeule 1979, pp. 200–201); if you refer to an article in its entirety, omit the page numbers. The name of the first author and "et al." should be used when citing a work with four or more coauthors (e.g., Wright et al. 1990, rather than Wright, Cherry, Davis, Mantzourani, and Sutton 1990). A semicolon separates successive references in a note (e.g., Herbert 1986, p. 29, n. 10; Mertens-Horn and Viola 1990, pp. 237–238). For listing multiple works by the same author, commas may be used (e.g., Papadopoulos 1996, 1998, 2003). Do not use the following Latin terms: *supra*, *infra*, *loc. cit.*, *op. cit.*, *ibid.*, *idem*.

References should be given in the following order: author, date, page or column, catalogue number, figure, and plate (e.g., Pemberton 1997, p. 57, no. 48, fig. 4, pl. 28). Page and illustration references should be written using full numbers (i.e., pp. 143–147, not 143–7). The en-dash should be reserved to indicate something missing; it is the equivalent of "to," expressing continuity. It should therefore be used for successive lines and pages, but

adjacent numbers (figs., pls., inv. nos., etc.) should be separated by a comma (e.g., pp. 22–23, figs. 31, 32, 42–45). When citing figure numbers, be sure to include the relevant page number as well (e.g., Mattusch 1990, p. 39, fig. 2). Use roman or arabic numbers for plate references, as they appear in the publication cited. If a plate is subdivided into numbered or lettered illustrations, separate the plate number and the individual illustration designation with a colon: pl. 19:1, pl. 19:a. Use English terms whenever possible to refer to illustrations: e.g., fig. (figure), not Abb. (Abbildung).

EXAMPLES OF CITATIONS IN THE REFERENCE LIST AND NOTES

The following examples give the full form to be used in the reference list (R) and the short form to be used in the notes (N).

Article

- (R) Sourvinou-Inwood, C. 1978. "Persephone and Aphrodite at Locri: A Model for Personality Definitions in Greek Religion," *JHS* 98, pp. 101–121.
 (N) Sourvinou-Inwood 1978, pp. 108–111.

Article in edited volume

- (R) Herbert, S. 1986. "The Torch-Race at Corinth," in *Corinthiaca: Studies in Honor of Darrell A. Amyx*, ed. M. A. Del Chiaro, Columbia, Mo., pp. 29–35.
 (N) Herbert 1986, p. 29, n. 1.

Article in proceedings

- (R) Rackham, O. 1989. "The Greening of Myrtos," in *Man's Role in the Shaping of the Eastern Proceedings of the International (R) Egyptian Art = Five Years of Collecting Egyptian Art, 1951–1956: Catalogue of an Exhibition Held at the Brooklyn Museum, Brooklyn 1956*.
 (N) *Egyptian Art*, p. 10.

Book with more than one volume

Volumes published in different years:

- (R) Hammond, N. G. L. 1972. *A History of Macedonia 1: Historical Geography and Prehistory*, Oxford.
 (R) Hammond, N. G. L., and G. T. Griffith. 1979. *A History of Macedonia 2: 550–336 B.C.*, Oxford.
 (N) Hammond 1972, p. 27; Hammond and Griffith 1979, p. 78, pl. 1:g.

Volumes published in the same year:

- (R) Fraser, P. M. 1972. *Ptolemaic Alexandria*, 2 vols., Oxford.
 (N) Fraser 1972, vol. 1, pp. 68–75; vol. 2, pp. 90–92.

Single volume cited:

- (R) Fraser, P. M. 1972. *Ptolemaic Alexandria 1*, Oxford.
 (N) Fraser 1972, p. 68.

Book in a series (other than a major excavation series)

- (R) Murray, W. M., and P. M. Petsas. 1989. *Octavian's Campsite Memorial for the Actian War (TAPS 79)*, Philadelphia.
 (N) Murray and Petsas 1989, pp. 100–102.
 (R) Shear, T. L., Jr. 1978. *Kallias of Sphettos and the Revolt of Athens in 286 B.C. (Hesperia Suppl. 17)*, Princeton.
 (N) Shear 1978, pp. 56–58.
 (R) Peredolskaya, A. A. 1964. *Attische Tonfiguren aus einem südrussischen Grab (AntK-BH 2)*, Olten.
 (N) Peredolskaya 1964, p. 10.

CHECKS

Prior to submitting your revised manuscript we ask that you perform the following checks:

- Check the text for consistency of spelling, punctuation, and capitalization.
- Doublecheck quotations for accuracy.
- Be sure that all citations in the notes and catalogue are included in the reference list and that every entry in the reference list is cited at least once.
- Verify that the page numbers cited in the notes fall within the ranges given in the reference list.
- Doublecheck all titles—and particularly foreign titles—for spelling and accents.
- Make sure you have included a cover sheet with your name, address, and e-mail address.

PROOFS

During the editorial process, an editor from the ASCSA Publications Office may contact you with questions about your manuscript. Formatted page proofs of your article, with illustrations in place, will be sent to the Volume Editor and will be posted on the ASCSA Web site in PDF format. The Volume Editor will contact you about accessing the web site and checking page proofs. While you may clarify and modify your text in minor ways at this point, no major revisions can be permitted. It is therefore particularly important that you submit your revised manuscript at the outset in final, publishable form.

AUTHOR COPIES

Each contributor will receive one free copy of the published volume. Authors will also be given the opportunity to purchase additional copies at 50% discount.

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