

GUIDELINES FOR AUTHORS

Each article must be submitted in both Word and PDF version.

The text must be typed in Times New Roman. Figures, plates, and tables must be provided as separate files. In the PDF version, authors must indicate where they wish figures and tables to appear in the article. The text must be preceded by a summary. Acknowledgements, if any, should be placed at the end of the text, before the bibliographical references. After the bibliographical references, the full names of the authors, their affiliations and their e-mail addresses should be added, together with five keywords relevant to the article.

As a rule, *SMEA NS* publishes articles in English, but exceptionally articles in Italian, French, Spanish and German are also accepted. Authors who do not write in their own language are strongly recommended to have their articles checked by a native speaker before submitting them to the editorial board.

- Texts should be submitted by **31 December** of the current year.

Summary

The summary of the article, of no more than 300 words, must be in Times New Roman, 11 pt.

Headings

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

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

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

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

Footnotes must be in Times New Roman, 10 pt.

- Please, avoid footnotes as much as possible

Citations

Preferably, bibliographical references should be cited within the text using the 'Harvard' style (author's name, publication date, page, illustration). E.g.:

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

Please, note that:

Two or more publications by the same author in the same year must be distinguished using 'a', 'b', etc. (e.g., 2004a; 2004b).

A semicolon must be used to separate years of publication by the same author (Mountjoy 1997; 2008) and to separate citations by different authors (Mountjoy 1997; Kanta 1980).

When citing works with more than three authors, the form Mountjoy et al. 1978 may be used, but the names of all authors must be given in the relevant entry in the bibliography at the end of the article.

Abbreviations

Apart from those commonly used (*ca.*, *e.g.*, *cf.*, *et al.*, *etc.*, *n.*, *nn.*, *no.*, *nos.*, *fig.*, *figg.*, *figs.*, *tav.*, *tavv.*, *pl.*, *pls.*, *ed.*, *eds.*, *vol.*, *voll.*, *vols.*, *pers. comm.*), abbreviations should be avoided as much as possible; abbreviations such as *ibid.*, *id.*, *loc. cit.*, *op. cit.*, should also be avoided.

Italicisation

Foreign words and short quotations should be italicised. Likewise, ancient words and technical terms should be italicised according to the usages of the individual disciplines.

Greek transliterations

Modern Greek personal names and place names cited in the text must be transliterated. Authors should pay attention in using the same transliterating system within the article. If in doubt, the following system should be followed:

α	β	γ	δ	ε	ζ	η	θ	ι	κ	λ	μ	ν	ξ	ο	π	ρ	σ/ς	τ	υ	φ	χ	ψ	ω
a	v	g	d	e	z	i	th	i	k	l	m	n	x	o	p	r	s	t	y	ph	ch	ps	o

For transliterating diphthongs and consonant combinations the following system might be used:

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

Quotation marks, dates, numerical notations

Quotation marks should be double “...”.

Dates in the text must be written in words (sixth century BC).

Numbers from one to nine should be written in words; numerals are used for 10 and higher.

Bibliographical references

All works cited must be listed at the end of the article in alphabetical order by author and, within this, in chronological order of publication under the heading “References” (Times New Roman, 11 pt).

- The list of bibliographical references must only include the works cited in the text.

Works with two or more authors must contain surnames separated by a comma. E.g.:

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

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

Titles of works must be given in the original language and script (Greek, Cyrillic, etc.) or in an alphabet with diacritics and special letters as e.g. in Turkish. Authors' names must be transcribed in Latin characters.

For the use of capital letters in titles, the spelling rules of the individual languages must be followed. In Italian titles, please keep the use of capital letters to a minimum.

Special abbreviations of ancient works, *corpora*, reference works, etc., used in the text must be listed before the bibliographical references under the heading “Abbreviations” (Times New Roman, 11 pt).

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 authors or more):

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 materials:

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.

Images

Images will be printed in grayscale (colour images must be negotiated).

All images must be supplied with a resolution of 300 dpi in TIFF format, together with captions, which must be short and contain all necessary information.

- Please don't send images in JPG, GIF or Powerpoint files.

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.

The full list of captions must be sent as a separate file.

All images must be cited within the article with capital case initial letter (e.g., Fig.1, Table 1).

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