

# JOURNAL OF GREEK ARCHAEOLOGY SUBMISSION AND STYLE GUIDE

## **Purpose**

JGA is an international English-language journal specializing in synthetic articles and in long reviews. Work from Greek scholars is particularly welcome. English language editing help will be available to non-native speakers.

The scope of this journal is Greek archaeology both in the Aegean and throughout the wider Greek world, from earliest prehistory to the modern era. Thus we include contributions not just from traditional periods such as Greek prehistory and the Classical Greek to Hellenistic eras, but also from Roman through Byzantine, Crusader and Ottoman Greece into the Early Modern period. Contributions covering the archaeology of the Greeks overseas are also welcome, similarly from prehistory into the modern world. Greek archaeology, for the purposes of JGA, thus includes the archaeology of the Hellenistic world, Roman Greece, Byzantine Archaeology, Frankish and Ottoman archaeology, and the Postmedieval archaeology of Greece and of the Greek diaspora.

## *Articles*

Articles should be of interest to a broad cross-section of archaeologists and historians and can be up to 15,000 words long. They may be syntheses with bibliography of recent work on a particular aspect of Greek archaeology; or summaries with bibliography of recent work in a particular geographical region; or articles which cross national or other boundaries in their subject matter; or articles which are likely to be of interest to a broad range of Greek archaeologists for their theoretical or methodological aspects. The journal does not intend to publish preliminary excavation reports, nor articles on individual objects unless such are considered to be of unusual importance and of interest to a broad audience of Greek archaeologists.

## *Reviews*

Review articles are an important feature of the journal. They may be up to 5000 words in length, and the reviewer will have the opportunity to enlarge the topic under consideration by placing the book or books within the context of other recent work in that area of study and by introducing the reviewer's own research where relevant. There may be discussion of the relevance of the book for other Greek researchers who are not specialists in the particular field, such as discussion of methodology or theoretical considerations. The journal does not intend to publish short reviews limited to summarizing the contents of the book in question.

## **Submission guidelines**

Please contact the General Editor ([johnbintliff@gmail.com](mailto:johnbintliff@gmail.com)) in advance of sending a submission, so that its suitability may first be assessed and so that the publication schedule can be considered.

Submissions should conform to the guidelines below and must be thoroughly spell-checked, copy-edited and proof-read. Submitted texts must be consistent in terms of capitalisation, spelling, punctuation, abbreviations, references, headings etc as detailed below.

Articles and reviews should initially be sent to the General Editor ([johnbintliff@gmail.com](mailto:johnbintliff@gmail.com)). Images can be supplied in low resolution at this stage pasted into a single text-file following the text.

After peer-review, editing and final approval the articles / reviews should then be submitted with any illustration files separate on CD, USB stick to Archaeopress (Gordon House, 276 Banbury Road, Oxford, OX2 7ED United Kingdom) or via <https://www.hightail.com/u/Archaeopress> (put all files into folders, zip and send only one zipped file). At this stage do not supply text with embedded illustrations (submit them as separate individual files – see below). The positioning for the illustrations should be marked in the text files.

## **Text format**

Files should be submitted in plain single-column format, A4, left aligned with generous margins. InDesign or MS Word are the preferred programs for the text. Texts which use particular fonts such as Ancient Greek or Cyrillic should additionally be submitted as .pdf files.

## *Fonts*

Avoid long quotations in different alphabets and transliterate where possible.

## *Headings and sub-headings*

Clearly distinguish different heading levels (eg., chapter heading, major heading and sub-heading). Avoid numbering if possible.

## **Figures, tables and captions**

Standard publication size is just smaller than A4 – 205mm x 290mm. Prepare figures accordingly, and indicate intended size if not provided in the correct size (for example a large photograph). Figures, tables and photos may take up the full print area of 165mm x 250mm.

Number illustrations, figures, photos and tables in one sequence and refer to them all as Figures. Do not use 'Table' or 'Plate'. Capitalise and do not abbreviate 'Figure' in the text. Ensure that there is a numbered reference to each figure and table in the text. List all captions at the end of the text after the Bibliography, or in a separate file.

The captions should include any necessary copyright information. All images that do not belong to the author must have copyright cleared on them and this is the responsibility of the individual authors

Images / figures will normally be printed in black and white but arrangements for colour printing can be made with the Editor.

The following file types are acceptable:

#### *Excel or Word*

Use for tables with sans-serif font (such as Arial), preferably in point size 9, and no less than 8.

#### *Excel*

Charts and graphs should be designed to appear in black and white. Use patterns and symbols to distinguish bars on graphs, etc. rather than colour or tone.

#### *Adobe Illustrator*

Convert to black and white; do not submit in colour. If using versions earlier than 9 make sure that all fonts are embedded or included on the disk, or save them as a .pdf file.

#### *Adobe Photoshop*

All formats are acceptable.

#### *.pdf files*

Use high resolution only. Embed all fonts and do not compress images when distilling.

#### *TIFF, EPS*

These are the preferred formats for scanned images.  
Scan photographic prints at 600 dpi, slides at 1200 dpi.  
Scan black and white line artwork at 600 dpi.  
Scan mixed line and tone illustrations at 600 dpi.  
(*JPEGS* are acceptable if saved to maximum quality.)  
Submit the image in the size it is intended to appear.

### **Style guide**

#### *Spelling and abbreviations etc.*

- Insert only one space after full stops, not two.
- Avoid superscripts '6<sup>th</sup>' in 6th, 8th, etc. If your program does this automatically please switch it off (in Word go to Tools, Autocorrect, Autoformat as you type).
- UK or US spellings are acceptable (but must be consistent within papers).
- BC and AD (no punctuation) - also for upper case abbreviations / acronyms (UK, USA etc.)
- e.g., i.e., cf., etc. (full stops but no italics)
- *et al.* and *c.* (italics and full stops)
- No full stops after abbreviations such as m (=metre), cm (=centimetre), cms (=centimeters) and other abbreviations of measurements
- No space should be used between a number and its unit of measurement, e.g., 98cm
- Leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on

#### *Numerals*

Numbers from one to ten should be spelled out; higher numbers should be given in numerals, e.g., 11, 235, etc. No comma should be used for numbers with fewer than five digits, and space and no comma for six + digits, e.g., 5000, not 5,000; but 10 000.

#### *Contractions*

Contractions which end with the same letter as the original word do not take a full stop as in for example Dr (not Dr.), Mr (not Mr.), eds (not eds.) etc. Contractions which do not finish with the same letter as the full word do take a full stop: eg., ed., no.2.

#### *Dates*

Give centuries and millennia as, for example: 5th century BC, 2nd century AD etc. For specific years, the letters BC should follow the date, preceded by a space (e.g., 490 BC); the letters AD should precede the date, also with a space between the two (e.g., AD 499). If the date is approximate, indicate this with 'c.' followed by a space and the date; in this case both BC and AD follow the date (e.g., c. 733 BC; c. 353 AD). Use hyphenation only adjectivally (for example, 'in the 6th century' but 'a sixth-century temple').

Please note also the following forms:

- Thursday, 12 November 1966
- 1960s (not 1960's)
- 1547–1549; 1382–1420; 1910–1918

### *Italics*

Italics should be used for foreign words or transliterations. Please note that the surrounding punctuation should not be italicised. Exceptions to the use of italics are:

- when the word is part of a foreign language quotation
- when the word has already been sufficiently assimilated into the English language

### *Quotation marks*

Use single quotation marks throughout, with double marks for a quotation within a quotation (e.g., 'text text "text" text text'). Displayed quotations have no quotation marks. Any quotations within a displayed quotation should carry single marks.

### **Referencing**

JGA style is to use footnotes with a complete list of full bibliographic references placed at the end of the article. Do not use end-notes.

Do not list references which are not cited.

Where an author has several publications from the same year, distinguish them as a, b etc (eg. 1998a, 1998b). Do not use 'ibid'.

Footnotes should be numbered sequentially in Arabic superscript numerals, single spaced. Keep footnote material to a minimum.

Please note that footnote reference numbers should be placed after punctuation and not before (i.e., word.<sup>1</sup> and not word<sup>1</sup>.)

Examples of the required reference format are given below. Please ensure that all references are complete. Use a colon between volume and page numbers. Do not use bold for volume numbers. For all citations and bibliographic references, spell out 'and' between multiple authors and editors, do not use '&'.

Use full stops after initials in authors'. Thus for example, use M.S.F. Hood and not MSF Hood.

Note that for an international audience all journal and series titles must be written out in full, e.g., 'International Journal of Osteoarchaeology', not 'Int. J Osteo.', and 'British Archaeological Reports', not 'BAR'. In multinational volumes even the most familiar archaeological abbreviations may be confusing to other people.

### *Thesis*

Bottema, S. 1974. Late Quaternary Vegetation History of North-Western Greece. Unpublished PhD dissertation, University of Groningen.

NOTE: (No italics because the work is unpublished; not thesis but dissertation).

### *Journal article*

Cruise, G.M. 1990. Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63: 299–313.

### *Book*

Lamb, H.H. and L. Tessier 1987. *Weather, Climate and Human Affairs*. London: Routledge.

### *Edited book*

Bintliff, J.L. (ed.) 2015. *Recent Developments in the Archaeology of Greece* (Pharos Supplement). Leuven: Peeters

### *Section in book*

Bintliff, J.L. 2010. The Annales, events, and the fate of cities, in D.J. Bolender (ed.) *Eventful Archaeologies: New Approaches to Social Transformation in the Archaeological Record*: 117–131. Albany (NY): Suny Press.

### *Section in book with multiple editors*

Fraye, D.W. 1997. Ofnet: evidence for a Mesolithic massacre, in D.L. Martin and D.W. Frayer (eds) *Troubled Times: Violence and Warfare in the Past*: 181-216. Amsterdam: Gordon and Breach.

### *Section in book if editor unknown*

Serre-Bachet, F., J. Guiot and L. Tessier 1992a. La dendroclimatologie: pour une histoire du climat, in *Les veines du temps*. Catalogue d'exposition: 93–119. Paris: Musée du Monde.

### *Section in a numbered monograph*

Burdukiewicz, J.M. 2000. The backed biface assemblages of east central Europe, in A. Ronen and M. Weinstein-Evron (eds) *Toward Modern Humans. The Yabrudian and Micoquian 400–50 k-years ago* (British Archaeological Reports International Series 850): 155–166. Oxford: Archaeopress.

## Reviews

Reviewers should head their submissions with full details of the publication or publications discussed including the ISBN and the standard retail price in the following form:

Rosa Maria Motta. *Material culture and cultural identity: a study of Greek and Roman coins from Dora*. pp. xiv+103, b/w illustrations. 2015. Oxford: Archaeopress. ISBN 978-1-78491-092-1 paperback £25; e-publication £19.