

# ***KOINON* STYLE AND SUBMISSION GUIDE**

## **I. ARTICLES**

The following guidelines apply to all texts submitted for consideration for publication, regardless of language.

All submitted material must have been thoroughly spell-checked, copy-edited and proof-read; *KOINON* editors cannot undertake to check and correct text. Submitted texts must be consistent in terms of capitalization, spelling, punctuation, abbreviations, references, headings, etc. as detailed below.

### **FILE SUBMISSION**

Send document in MSWord form to the editor at [njmolinari@gmail.com](mailto:njmolinari@gmail.com)

Send all photos separately and indicate in the file name the corresponding placement in the text (so e.g., Figure1; Figure2; Figure3). Therefore, in the text version, it should say “Insert Figure1 here” exactly where you want the image placed.

### **FIGURES, TABLES, AND CAPTIONS**

Submit image in size it is to appear.

Number illustrations / figures / photos and refer to them all as Figures. Tables may have their own sequence. Plates may only refer to a separate and self-contained section of illustrations. Capitalize and do not abbreviate ‘Figure’ or ‘Table’ 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 for both print and electronic publication and this is the responsibility of the individual authors.

The publisher will decide which images / figures are to be printed in black and white or colour. Colour images should be submitted in colour and not changed to b/w.

The following picture file types are acceptable:

*TIFF, EPS, JPEG*

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.

## STYLE GUIDE

Standard publication size is A4, 1 inch margins. Use left alignment throughout (editors will reformat to house style and add headers and page numbers). Single space throughout, indenting the first line of each paragraph.

### *Fonts*

All text should be formatted to Times New Roman 12pt font, with the exception of footnotes which should be formatted to Times New Roman 10pt font.

### *Spelling and abbreviations etc.:*

- Insert only one space after full stops, not two.
- 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.
- A space should be placed between a number and its unit of measurement, e.g., 98 cm
- Place a 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, e.g., 5000, not 5,000; but 10,000.

### *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

### *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 double quotation marks throughout, with single marks for a quotation within a quotation (e.g., “text text ‘text’ text text”). Displayed quotations have no quotation marks.

## **REFERENCES**

### (1) *In-text:*

Modified Harvard style footnotes have been chosen for the journal style moving forward. Footnotes should therefore appear in the following author-date format:

Molinari (2016): 2-23. Or, if two from the same author in the same year, differentiate as follows: Molinari (2016a): 2-32; Molinari (2016b): 5-6.

Use in-text citation only for classical texts, e.g. (*Phaedo* 89c), but not all classical texts require parenthetical citation and one can choose footnotes for those as well.

### (2) *Bibliography Entries:*

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’ names. 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.’. In multinational volumes even the most familiar archaeological abbreviations may be confusing to other people.

Types of References:

### *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. Tessler. 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*

Fruyer, D.W. 1997. Ofnet: evidence for a Mesolithic massacre, in D.L. Martin and D.W. Fruyer (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*

Kjellström, R. 1987. On the continuity of old Saami religion, in T. Ahlbäck (ed.) *Saami religion: based on papers read at the symposium on Saami religion held at Åbo, Finland on the 16th–18th of August 1984* (Scripta Instituti Donneriani Aboensis XII): 24–33. Stockholm: Almqvist & Wiksell International.

*Website*

Department of Parks and Wildlife, 2001, Department of Parks and Wildlife, Canberra, Shipwreck inspection, viewed 10 August 2012, <<http://www.dpaw.org>>.

NOTE: You must include the date accessed due to the ephemeral nature of websites. List author/organisation, site date, short title or descriptive explanation, date accessed, and full URL.

## II. NEW VARIETIES

All entries should include a high resolution .jpg photo (ideally 600dpi), the material, size (in mm) and weight (in g, to at least 1/10th of a gram precision), die axis (if available), estimated date range, descriptions for obverse and reverse using the appropriate alphabet (e.g. Greek letters, etc., to create your own font for rare scripts, see <https://fontstruct.com/> or similar application), the appropriate references consulted (e.g. RIC VII Arles 111 mintmark variant), and an identification, in the narrative, of where the variety would fit into common reference works. For overstrikes, information on the undertypes must also be included (e.g., OBV:

Description / Undertype: Description). All images should feature obverse and reverse and have a pure white background.

*Structure:*

**MAJOR GEOGRAPHIC AREA or RULER, Location of mint**

<b>MATERIAL (AE, AR, EL, AV) + Denomination, Weight, Diameter, Die Axis</b>	<b>Date/Date Range</b>
<b>IMAGE</b> (submitted as a separate file)	OBV: Description REV: Description REF: List references consulted/provenance <i>notes</i>

Lorem ipsum dolor sit amet, turpis lectus sed faucibus lectus arcu nulla, quis in wisi vehicula eget sollicitudin ante, etiam imperdiet dui non pellentesque, quam habitant elit, integer lectus imperdiet. Sem egestas vestibulum molestie dolor egestas, ac in pede tellus purus mauris amet, nunc mauris vitae, tristique adipiscing architecto, nec bibendum ac vel elementum odio vel.

-Clive Ransom  
London, England

