



## **A. Studies in Mediterranean Archaeology M series (A<sub>4</sub> size with red cover). Instructions for authors, editors and contributors**

These guidelines are intended to help authors, editors and contributors to the SIMA M series volumes prepare manuscripts which conform to the style and formatting of SIMA publications. Contributions must normally be written in English. If you are writing in a language other than your mother tongue, please ensure your manuscript is read and corrected by a native speaker before submission.

Please note that authors of contributions on Cypriot archaeology should not refer in their manuscripts to excavations or to material from excavations illegally undertaken in the occupied area of Cyprus or to material illegally exported from the island.

### **Submission of material**

Submissions should conform strictly to the guidelines and be copy-edited and checked by authors and editors for spelling, punctuation, references, headings etc., as detailed below, before submission.

Each contribution must come with a cover sheet containing the following information:

**Title**

**Author's name**

**Institutional Affiliation** (Department, name of University/Institution, City, Country)

**Contact details** (postal and email addresses)

For edited volumes this information will be used to compile a List of contributors in the Openers. If you do not wish to have this information included in the List of Contributors, please let the editors know.

Files for each chapter should be placed within a clearly labelled folder. All files should be clearly identified and should include the author's name: e.g.

Smith text

Smith captions

Smith Table 1

Smith Figure 1

## **Volume and page size**

This volume will appear in what we refer to as the SIMA M series (red cover). These volumes are A4 size. It is important for authors to be aware of the page size when preparing tables and figures and to ensure that text within tables, maps, graphs etc. is readable at the maximum available print area. The maximum available print area for the M series is 165x237mm.

## **Text format**

Authors/editors should prepare the final text in Microsoft WORD in Times New Roman at 12 pt in a plain single column format, single-spaced and fully justified with as little unnecessary embedded formatting as possible. Avoid using WORD styles for headings and subheadings. Texts which use special fonts, such as ancient Greek or Cyrillic, should in addition be submitted as pdf files. If highly specialised fonts are used, these should be supplied along with the manuscript. **Do NOT embed images in the text.**

## **Tables, figures and captions**

### Tables

Tables should be submitted as separate EXCEL (one on each worksheet) or WORD tables (one file for each table). **Never prepare tables in WORD using tabs and spaces.**

Large or complex tables should be avoided. Think carefully about how they will fit across the page. Tables are normally printed with a font size of 8 or 8.5 pt.

### Figures

All images, whether photographs, graphs, maps or drawings are referred to as Figures and numbered in a single running sequence within each contribution.

Photographs must be submitted as TIFF or JPG files at a resolution of **at least 300 dpi** and **at least** as large as intended print size. Save these at maximum quality. Note that simply enlarging or changing the resolution of small or poor originals will not improve their quality.

Images will normally be printed in black and white except where colour is deemed necessary, in agreement with SIMA.

Black and white photographs **should be submitted as greyscale images.**

Line drawings (artefacts, diagrams and plans) must be submitted as high-quality TIFF or JPG files at a resolution of **at least 600 dpi**. Convert all files to **greyscale**. Do not submit in colour.

Where line drawings have been prepared in Adobe Illustrator or a similar program, the original AI files should be provided. Convert all Adobe Illustrator files to black and white. Do not submit in colour.

Figures should be submitted at least at the final reproduction size. If larger, ensure that the font size is sufficient to be legible when reduced.

Charts and graphs should be designed to appear in black and white. Use either clearly contrasting tones or patterns and symbols to distinguish bars on graphs, rather than colour. Note that current default settings for colour or shading in WORD and EXCEL graphs are often too subtle to be clear when reproduced in greyscale. Consider re-drawing graphs or diagrams to enhance their clarity and aesthetics.

Maps taken directly from Google Earth or some GIS programs depend on colour and are unsuitable for greyscale reproduction. It is generally better to prepare clear line drawings instead, with greater control over typeface and font size, layout and features.

When preparing illustrations remember that:

The maximum print area for the M series is: 165x237mm

### Captions

Each contribution should be accompanied by a separate file with lists of figure and table captions. **Do not include these on the tables or figures themselves.**

Captions should refer to the source of the image where appropriate and include any necessary copyright information (e.g. Photo courtesy of ....; Reproduced with the permission of ...).

Use the formula e.g. 'After Iacovou 1998: fig. 2' *only* when you have altered the original image in some way. If you have not altered the original image, cite the source directly, e.g. 'Iacovou 1998: fig. 2' and, where possible, request permission from the author to reproduce the image.

See the following examples:

Phrygian grey ware sieve-spouted vessel from Cameirus (Rhodes), 7th–6th century BC, London BM 1860,0404,44. Photo © The Trustees of the British Museum

Erik Sjöqvist at Lapithos in 1927. CY018 © Medelhavsmuseet, Stockholm. Reproduced with permission from the Medelhavsmuseet, Stockholm

Hypogeic cella, West Necropolis, Megara Hyblaea. Photo by the author

Plan of Tomb 322. Drawn by the author after Gjerstad *et al.* 1934: figs 53.5, 56.4

Petra. An aerial view of the city centre (Schmid *et al.* 2012: fig. 2). Reproduced with the permission of S. Schmid

### Callouts

All figures and tables should be referred to in bold in the text. The usual form is e.g. 'The original site plan (**Fig. 1**) shows ...'. 'The assemblage contained jugs, bowls and flasks (**Table 1**).' When the figure is referred to in the text and not in brackets write it out in full e.g. '**Figure 1** shows the site plan....'

Make sure the callouts in the text occur in the appropriate sequence, i.e. **Fig. 1** before **Fig. 2** etc.

### **Copyright**

All images that do not belong to the author must have copyright cleared on them. This is the responsibility of the individual authors. Authors must provide the editors with evidence of copyright permission. The editors will collate all material relating to copyright and submit this to SIMA along with the manuscript.

## General style

Use English spelling and grammar and follow British or Australian forms. For example, use finalise (not finalize); organise (not organize); realise (not realize); colour not color, artefact not artifact, lustre not luster, centre not center etc. Do **not** use the Oxford comma (i.e. do **not** use a comma after the penultimate item in a list of three or more items, before 'and' or 'or').

Numbers from one to ten should be written in full; numbers beyond ten should be written as numerals. When used in constructions such as '1st millennium', '3rd century', '20th century' etc., always use numerals. Do *not* use superscripts. No comma should be used for numbers with fewer than five digits, e.g. 5000, not 5,000 but 10,000 not 10000.

Use BC and AD, *not* BCE and CE.

When writing a word ending in 's' in the genitive, use the form Augustus', *not* Augustus's.

Write southeast, northwest etc., *not* south-east, north-west or SE, NW.

Do not use a full stop after abbreviations/acronyms such as BC, AD, UK, USA, m (= metre), cm (= centimetre) and other abbreviations of measurement. Do not put a space between a number and an abbreviated measurement e.g. 6m (*not* 6 m).

Use a leading zero before measurements and numbers less than 1, e.g. 0.56cm (*not* .56cm).

E.g., i.e., etc., cf., *et al.*, *pers. comm.* and ca should be written as such.

In both the text and bibliography use a full stop after initials in names and do not put a space between initials, e.g. E.J. Peltenburg (*not* E. J. Peltenburg).

Insert only one space after full stops, not two.

Note the following: 1950s, not 1950's; figs, not figs., pls not pls., nos not nos. etc.

An en-dash (–) (not a hyphen) is used between numbers in a sequence, e.g. 460–450 BC, 5–10cm. *NB: For an en-dash, hold down the alt key and type 0150 on the small keyboard area to the right of the main keyboard (you may need to lock or unlock the small keyboard depending on your computer). For the longer em-dash (used to separate elements of a sentence), hold the alt key down and type 0151. The hyphen (the shortest dash) is the character on the keyboard.*

Use italics for foreign words or transliterations (e.g. *dromos*, *stomion*, *bothros*), except when the word appears as part of a foreign language quotation or when the word has been sufficiently assimilated into English. Do not italicise the surrounding punctuation.

Use single quotation marks, with double marks for a quotation within a quotation. Lengthy quotations will be printed as indented text without quotation marks.

## Headings

Within text headings should be indicated in bold. Ideally, no more than three levels of headings should be used and the level of heading should be clearly indicated in each case.

## Acknowledgements

Acknowledgements should be kept brief and included in a separate paragraph at the end of the text.

## References

SIMA does not use footnotes or endnotes, with the exception of an initial acknowledgement or dedication which may be placed beside an asterisk at the bottom of the first page of text. Additional information which some authors might place in footnotes should either be incorporated into the text or left out altogether. In some cases, it may be possible to include significant sets of information in tables or in clear and well-constructed appendices.

References should follow the modern scientific (Harvard) convention using in-text citations to author, date and page, e.g. (Åström 1972: 10). Use a colon between date and page number. Use a semicolon between works by different authors e.g. (Stewart 1962; Karageorghis *et al.* 2000: 26); a comma is used between works by the same author e.g. (Åström 1972, 1974) except where a page number is cited, in which case a semi-colon is used e.g. (Åström 1972: 10; 1974).

Cite ancient sources in the text. E.g. Plutarch, *Themistocles* 29.7; Athenaeus 10.421; Cicero, *Epistulae at Atticum* 15.12.2 etc. Do not include these sources in the bibliography.

An en-dash (–) (not a hyphen) is used between numbers in a sequence e.g. (Åström 1972: 10–12, figs 4–5, pls 1–2). Use all digits to indicate the range of numbers e.g. (Åström 1972: 156–157). An ampersand (&) is used for two authors, except where the reference occurs in the text: e.g. (Åström & Karageorghis 1988) but ‘Åström and Karageorghis (1988) refer to ...’. For more than two authors use *et al.* e.g. (Åström *et al.* 1972).

Within references, list authors by date of publication, from earlier to later, **NOT** alphabetically. Where references by different authors are published in the same year, however, use alphabetical order. If referring to more than one reference by the same author published in the same year, use e.g. Karageorghis 1982a, 1982b and cite these as such in the bibliography. If referring to more than one reference by the same author published in different years, use e.g. Karageorghis 1982, 1986, 1999 (do *not* repeat the author’s name).

## **Bibliography**

Include *all* and *only* those works cited in the text, listed in alphabetical order by the last name of the first author. Works by a single author should be listed before works by that author and a second author; and before works by that author and a second and third author etc.

Eg. Smith, A. 2009

Smith, A. & B. Wesson 2000

Smith, A., B. Wesson & S. Jones 1999

All authors’ and editors’ names should be cited. Do **not** use ‘*et al.*’ in the bibliography.

### Ancient Sources

Ancient sources are cited in the text and not included in the bibliography (see above).

### Book

Swiny, S., G. Rapp & E. Herscher 2003: *Sotira Kaminoudhia. An Early Bronze Age Site in Cyprus (American Schools of Oriental Research Archaeological Reports 8, Cyprus American Archaeological Research Institute Monograph Series 4)*, Boston

Åström, P., D.M. Bailey & V. Karageorghis 1976: *Hala Sultan Tekke 1. Excavations 1897–1971 (SIMA 45.1)*, Gothenburg

I.e. the full name of the series in italics within brackets, series number in Arabic numbers (not italicised), place of publication in English (the publisher is not listed). Note that the series name is written in full except in the case of *Studies in Mediterranean Archaeology*, which is abbreviated to *SIMA*. There is no full stop at the end of the entry. Volume numbers within the title should not be italicised. Volume titles should be capitalised.

#### Edited book

Harrell, K. & J. Driessen (eds) 2015: *Damaged Goods. Contextualising Intentional Destruction of Objects in the Bronze Age Aegean and Cyprus (Aegis 9)*, Louvain

Budin, S.L. & J.M. Turfa (eds), *Women in Antiquity. Real Women Across the Ancient World, 375–385*, London and New York

#### Chapter

Karageorghis, V. 1976: Two Late Bronze Age tombs from Hala Sultan Tekke, in P. Åström, D.M. Bailey & V. Karageorghis, *Hala Sultan Tekke 1. Excavations 1897–1971 (SIMA 45.1)*, 70–89, Gothenburg

Hamilakis, Y. 1998: Eating the dead: mortuary feasting and the politics of memory in Aegean Bronze Age societies, in K. Branigan (ed), *Cemetery and Society in the Aegean Bronze Age (Sheffield Studies in Aegean Archaeology 1)*, 115–132, Sheffield

I.e. page numbers at the end of the reference before the place of publication without 'p.' or 'pp.'; en-dash between the page numbers; chapter titles should not be capitalised.

#### Journal article:

Swiny, S. 1981: Bronze Age settlement patterns in south-west Cyprus, *Levant* 13, 51–



I.e. page numbers without 'p.' or 'pp.'; en-dash between the page numbers. Journal titles are written out in full and italicised. Issue numbers should be in Arabic numerals. Article titles should not be capitalised.

### Dissertations

Titles of unpublished PhD Dissertations and Masters Theses are not italicised. The format should be e.g.

Herscher, E. 1978: The Bronze Age Cemetery at Lapithos, Vrysi tou Barba, Cyprus. Results of the University of Pennsylvania Museum Excavation, 1931. PhD Dissertation, University of Pennsylvania

### Unpublished paper

E.g.

Muhly, J.D. 2013: Eastern Mediterranean metallurgy in the Final Neolithic/Late Chalcolithic: Crete enters the international world. Paper read at the 114th Annual Meeting of the Archaeological Institute of America, 3–6 January, Seattle

### Reviews

E.g.

Papantoniou, G. 2020: Review of Popular Religion and Ritual in Prehistoric and Ancient Greece and the Eastern Mediterranean, by G. Vavouranakis, K. Kopanias & C. Kanellopoulos (eds) in *Journal of Greek Archaeology* 5, 620–625

### Reprinted editions

E.g.

Reitz, E.J. & E.S. Wing 2008: *Zooarchaeology*, 2nd edition, Cambridge

### Translations

E.g.

Kaltsas, N. 2002: *Sculpture in the National Archaeological Museum, Athens*, translated by D. Hardy, Los Angeles

### In press publications

E.g.

Smith, A. in press: Child burials in antiquity, *Journal of World Prehistory* 23

### Forthcoming publications

Reference to forthcoming publications is discouraged, except where both the volume and place of publication can be cited.

E.g.

Shaw, J.W. forthcoming: *The Palatial Style in Minoan Architecture*, Philadelphia

### **Abbreviations**

The use of abbreviations is discouraged. Volume and journal titles should be written out in full as indicated above, except in the case of *Studies in Mediterranean Archaeology*, which is abbreviated to *SIMA*.