

# Guide for contributors

## Submission process

### PEER REVIEW

Submitted manuscripts are reviewed in two to three steps. (1) The Editorial Committee initially reads the manuscript to ensure that all minima criteria are met and that it follows the guidelines for submissions. (2) The ECSI International Advisory Board is consulted when additional expertise is needed. (3) The manuscript is thereafter sent to two or more external reviewers. Based on the comments and recommendations by the reviewers, the Editorial Committee either accepts, accepts after minor or major modifications, or rejects the manuscript for publication.

The Editorial Committee employs a double blind process (to the extent that this is possible), i.e. both author and reviewer remain anonymous to the other party. *All authors are encouraged to make every effort to uphold the anonymity in the text.*

When an article or a monograph has been accepted for publication, the author will be provided with the review reports and asked to submit a revised version of the manuscript.

### INITIAL SUBMISSION

A complete copy of the manuscript should be sent electronically (by email) to the Secretary of the Editorial Committee (secretary@ecsi.se); for postal address, see <http://ecsi.se>. All text should be set in Times New Roman, font size 12, spacing 1.5. The submission should include:

1. A title page with the title of the manuscript as well as the name of author(s) (if more than one author, the corresponding author should be indicated), preferably academic affiliation, and full address details with email. Please note that only contributors who have actually written parts of the text are allowed to be listed as authors. Collaborators and excavation team members who have not participated in the writing of the text can be acknowledged in a footnote placed after the abstract. These acknowledgements should be added to the text in the revised submission, after the external review, in order to assure the anonymity of the author(s).

2. An abstract of 150 to 200 words in English.

3. One Word file with the main text, including footnotes, bibliography and lists of tables and figures. Please note that appendices are only to be included if absolutely necessary for the main article.

4. One document (.doc, .pdf, .ppt) with good quality copies of *all* tables and figures, numbered and set in roughly the intended size for publication. Separate high resolution picture files should *not* be sent at this time.

### REVISED SUBMISSION

When a manuscript is accepted for publication, a revised version should be submitted, taking into consideration the comments from the external reviewers and the Editorial Committee. The revised submission should conform to the guidelines given below and include:

1. A cover letter indicating the author's point-for-point response to the review comments, outlining the changes made in the manuscript.

2. A title page (see above).

3. An abstract in English (see above).

4. One Word file with the main text, including footnotes, bibliography and lists of tables and figures. Authors are asked to "track changes" (MS Word) or highlight revised text.

5. Illustrations. At this time, the author should submit high-quality image files, following the guidelines given below. Tables should be submitted in Excel or Word format.

### AUTHOR'S WARRANTY

Authors are obliged to sign an *Author's Warranty and Copyright Assignment Form*, confirming that copyright holders have been contacted and necessary permissions obtained for publishing all included illustrations. Permissions for the reproduction of illustrations should be secured for print as well as for electronic and open access versions of the article or monograph (permissions should be asked for "non-exclusive,

world rights in all languages and media” or “CC-BY”). Copyright credits must always be included in the figure captions.

Starting in 2023 all text in the *Opuscula (OpAthRom)* is published with immediate open access, under a CC-BY licence (see <https://creativecommons.org>).

## Manuscript format

Articles, and chapters in edited volumes, may be written in English, French, German or Italian. Monographs should be written in English. The following rules have been formulated for manuscripts in English, but should also be followed as far as possible for manuscripts in the other languages.

All pages should be numbered consecutively throughout the text. Footnotes should be numbered in one series, placed after the punctuation mark, and formatted according to the style of reference given below. The first footnote containing acknowledgements, special abbreviations, etc., should be referenced by an asterisk at the end of the abstract. Cross-references using page or footnote numbers should be avoided. Tables must be numbered in one series as *Tables*, all other illustrations in another series as *Figures*. References to illustrations and tables should be called out consecutively in the text (e.g. *Fig. 1* is called out before *Fig. 2*, etc.), normally within parentheses, thus: (*Fig. 3*), (*Figs. 6–8*) or (*Table 1*), capitalized and italicized.

Greek text should be set with one standard Greek Unicode font, e.g. the New Athena Unicode font. Inscriptions should be bracketed according to the “Leiden system”, as used in standard epigraphical publications.

A complete copy of the final manuscript should be retained by the corresponding author. A manuscript which does not comply with these rules may be returned to the author for revision. As a rule, the author will be sent only the galley proofs for correction. Only printer’s errors can be corrected and no textual changes or additions made. Any such changes may render the author liable for the incurred costs.

The author of a manuscript published in *OpAthRom* will receive a pdf file of the article free of charge. The author(s) of a monograph will receive 25 copies of the book free of charge. The editor(s) of a multi-authored volume will receive 25 copies of the book free of charge to be distributed as he/she sees fit among the authors of the individual articles. Authors are encouraged to contact ECSI’s editor if they want to purchase additional copies at a reduced price. Each author of an individual article in a multi-authored volume will also receive a pdf file of his/her article free of charge.

## ILLUSTRATIONS FOR THE REVISED SUBMISSION

The following guidelines apply for the revised submission. Illustrations should be submitted in digital form. The resolu-

tion should be at least 300 ppi (greyscale or colour) or 600 ppi (bitmap). The image files should be labelled 01, 02, 03 etc. The type area of the *OpAthRom* and the Acta series in 4° measures 170 × 220 mm, with a column width of 81 mm. The type area of the Acta series in 8° measures 130 × 190 mm with a column width of 62 mm.

There must be a complete list of figures and tables. The scales of drawings, as well as the scales and the orientation of maps and plans must be indicated.

Illustrations must be prepared in such a way that *no retouching whatsoever* is needed. In cases in which the layout of the illustrations is complicated, the author should contact the editor as soon as possible.

As noted above, it is the author’s responsibility to obtain permission to reproduce any material protected by copyright. The author must sign and submit the *Author’s Warranty and Copyright Assignment Form* before the manuscript is published.

## Style of references

### ANCIENT WORKS

Abbreviations for ancient authors and works should follow the list given in S. Hornblower & A. Spawforth, eds. 2012<sup>4</sup>. *The Oxford Classical dictionary*, Oxford. The abbreviations used in H.G. Liddell, R. Scott & H.S. Jones 1940<sup>9</sup>. *A Greek–English lexicon*, Oxford, or by *L’année philologique* should be avoided because of their brevity. Examples:

Arist. *Metaph.* 1000a18–26.

Hom. *Od.* 2.314–317.

*IG II<sup>2</sup>* 15, line 87.

Them. *Orat.* 3.4 (p. 31, ed. W. Dindorf, Leipzig 1832).

Thuc. 6.71.2 & 7.14.3–4.

### FOOTNOTES

Bibliographical citations are to be given only in footnotes (note: not endnotes). Brief citations of ancient authors may, however, be put in the text. Citations will refer to the bibliography at the end of the manuscript.

References in footnotes should consist of the last name of the author(s)/editor(s), the year of publication, and relevant inclusive pages, sections, figures, plates, etc. If there are more than two authors or editors, the first author’s surname should be given followed by *et al.* When there are two or more works by the same author from one and the same year, these works will be distinguished by the letters a, b, c, etc. after the year. Example:

Åström 1998a, 5, fig. 2.  
 Marinatos 1940–1941, 132.  
 Tzedakis *et al.* 2013.

Always cite the first and last page referred to, thus: 76–81, not 76ff. All numbers for pages and columns should be written in their entirety, thus: 120–134, not 120–34. The abbreviations n., nn., fig., figs., pl., pls., no., nos. should be used. When referring to figure, catalogue and table numbers within your own article, please capitalize and italicize, in both text and footnotes: *Fig. 3*, *Figs. 4–5*, *No. 12*, *Nos. 8–11*, *Table 2*, *Note 11*. References within a footnote should be separated by a semicolon. Expressions such as *op. cit.*, *loc. cit.* and *ibid.* are allowed only within a footnote; they should not be italicized. Use *p.*, *pp.*, *col.*, *cols.* only when necessary for clarity.

The author and year abbreviations are not obligatory in the case of excavation reports and standard reference works of different kinds, for which special abbreviations are in general use: see the list of *American Journal of Archaeology* at [www.ajaonline.org](http://www.ajaonline.org). Examples:

*Agora V* = Robinson, H. 1959. *The Athenian Agora. Results of excavations conducted by the American School of Classical Studies at Athens V. Pottery of the Roman period. Chronology*, Princeton, New Jersey.

*OlForsch II* = E. Kunze 1950. *Olympische Forschungen II. Archaische Schildbänder*, Berlin.

Footnote references to illustrations and brief entries in corpus works and encyclopaedias should be made in the following way:

*CMS* II.3, no. 51.  
*CVA Karlsruhe* 1, pl. 1:1 (Deutschland 7, pl. 299).  
*LIMC* VI (1992), 575, s.v. Minotauros, no. 6 (S. Woodford).  
*RE* XV.2 (1932), 1907–1927, s.v. Minos (F. Poland).

## BIBLIOGRAPHY

Articles and books end with a bibliography in alphabetical order by last name of first author and in chronological order by year of publication under each author, giving all single-author entries first, then dual-author entries where the author is the lead author, then multi-author entries where the author is the lead author. Where there are several multi-author (3+) entries for the same lead author that would be referred to by *et al.* in the footnotes, these are ordered chronologically. If the same year is given for several entries with the same lead author, then they are ordered alphabetically according to the surname of the second (or even, if necessary, third) author within that year.

Abbreviations of titles of well-known periodicals and standard reference works should be used, and should follow the list at [www.ajaonline.org](http://www.ajaonline.org).

The full citation of a **book** or **monograph** should comprise the following: author's last name and initial(s), co-authors (if any), year of publication, title of work including subtitle (both title and subtitle in italics), and (within brackets, not italics) name of the series or collection if numbered, and place of publication. Examples:

Ahlberg, G. 1971. *Prothesis and ekphora in Greek Geometric art* (SIMA, 32), Gothenburg.

Wells, B. 1983. *Asine II. Results of the excavations east of the Acropolis 1970–1974, fasc. 4. The Protogeometric period, part 2. An analysis of the settlement* (ActaAth-4°, 24:4:2), Stockholm.

The full citation of an **edited volume** (collection of articles, Festschrift, conference proceedings or the like) should comprise the following elements: editor's/editors' name(s) followed by "ed." or "eds.," year of publication, title of volume including subtitle (both title and subtitle in italics), name of series or collection if numbered (within brackets, not italics), and place of publication. Example:

Wallensten, J. & M. Haysom, eds. 2011. *Current approaches to religion in ancient Greece. Papers presented at a symposium at the Swedish Institute at Athens, 17–19 April 2008* (ActaAth-8°, 21), Stockholm.

The full citation of an **article in a periodical** should comprise the following elements: author's last name and initial(s), year of publication, title of the article within single inverted commas, the full or abbreviated name of the journal (italics), the volume number in Arabic numerals (for legibility, not Roman. See below for exceptions), and first and last page numbers of the article. Long articles in encyclopaedias can be treated as articles. Examples:

Demakopoulou, K., N. Divari-Valakou, P. Åström & G. Walberg 1996. 'Excavations in Midea 1994', *Op.Ath* 21, 13–32.

Karo, G. 1937. 'Tiryns', *RE* VI A:2, 1453–1467.

When a volume of a periodical was printed after the year for which it was published, the actual year of publication should be given within brackets preceded by the abbreviation *pr.* (= printed) or *publ.* (= published). Example:

Verdelis, N.M. 1963 (*pr.* 1965). 'Neue geometrische Gräber in Tiryns', *AM* 78, 1–62.

The full citation of an **article in a collection**, which is not a periodical, but a Festschrift, a volume of miscellanea, conference proceedings or the like, should comprise the following elements: author's last name and initial(s), year of publication, title of the article within single inverted commas, the word "in" followed by the title of the volume (*italics*), name of the series or collection (if applicable, within brackets, not italics), "ed." or "eds." followed by editor's/editors' name(s) with initial(s), place of publication, and page numbers of the article. The collection in which the article appears will not get its own separate entry in the bibliography unless it is specifically cited in the text and/or footnotes. Examples:

Detienne, M. 1989. 'The violence of wellborn ladies. Women in the Thesmophoria', in *The cuisine of sacrifice among the Greeks*, eds. M. Detienne & J.-P. Vernant, transl. P. Wissing, Chicago, 129–147.

Matt, S. 2020. 'Recovering emotion from visual culture', in *Reading Roman emotions. Visual and textual interpretations* (ActaRom-4°, 64), eds. H. von Ehrenheim & M. Prusac-Lindhagen, Stockholm, 19–27.

Wells, B. 1988. 'Early Greek building sacrifices', in *Early Greek cult practice. Proceedings of the Fifth International Symposium at the Swedish Institute at Athens, 26–29 June, 1986* (ActaAth-4°, 38), eds. R. Hägg, N. Marinatos & G.C. Nordquist, Stockholm, 259–266.

For **Ph.D. theses** etc.:

Olsson, R. 2015. *The water-supply system in Roman Pompeii*, Lic. thesis, Lund University.

Tobin, F. 2015. *The chamber tombs of San Giovenale and the funerary landscapes of South Etruria*, Ph.D. thesis, Uppsala University.

For citation of **electronic sources**, pages on the internet, CD-ROMs and similar electronic publications, see <http://www.ajaonline.org/submissions/references> (under Sample References to Electronic Media). The date of accession is not needed.

## POINTS TO NOTE

Where 'Main author's surname + *et al.*' would be used in the footnotes, in the bibliography all authors' names must be given.

Where relevant, the number of the edition should be given in connection with the year of publication by means of a small, superscript number. Example:

Cook, R.M. 1997<sup>3</sup>. *Greek painted pottery*, London.

Titles of books and articles should not be capitalized. Only such words as are normally capitalized in ordinary text should be capitalized in a title, such as "Bronze Age", "Hellenistic", "Archaic", "the Roman Empire" and so on.

A full stop is used as separator between heading and subheading. Colons or dashes are to be used only if actually printed in the original publication. Example:

MacKinnon, M. 2013. "Side" matters: animal offerings at ancient Nemea', in *Bones, behaviour and belief. The zooarchaeological evidence as a source for ritual practice in ancient Greece and beyond* (ActaAth-4°, 55), eds. G. Ekroth & J. Wallensten, Stockholm, 129–147.

Parker, R. 1996. *Athenian religion. A history*, Oxford.

For manuscripts that are to be published with open access the bibliography should also include Digital Object Identifiers (DOI). These are placed at the end of each bibliographical reference. Example:

Quercia, A. 2017. "Temple key" or distaff? An ambiguous artefact from the Greek and indigenous sanctuaries of southern Italy', in *Textiles and cult in the ancient Mediterranean*, eds. C. Brøns & M.-L. Nosch, Oxford & Philadelphia, 126–134.  
<https://doi.org/10.2307/j.ctvh1dszk.16>

Roman numerals should be avoided. They are to be used only:  
**1.** to cite the volumes of modern works (especially in excavation publication series, such as *Corinth*, *Kerameikos*, *Tiryns*) and the volumes of collections (such as *IG*, *CIL*, *CAH*, *RE*) in connection with which the use of Roman numerals has become established practice. Volume numbers should not be italicized.  
**2.** to give references to works in which pages or plates are numbered with both Roman and Arabic numerals.  
 In all other cases Arabic numerals are to be preferred.

Place of publication is given in anglicized form where there is one, e.g. Rome rather than Roma, Gothenburg rather than Göteborg, Munich rather than München.

If a US state name is given in the place of publication, this should be written out in full, e.g. California rather than CA.

## Contact

For questions regarding the submission process, contact the Secretary of the Editorial Committee at [secretary@ecsi.se](mailto:secretary@ecsi.se). For questions regarding the editing of manuscripts accepted for publication, contact the Editor of the Editorial Committee at [editor@ecsi.se](mailto:editor@ecsi.se). For further information, see <http://ecsi.se>.

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