

HESPERIA

JOURNAL OF THE AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

GUIDELINES FOR AUTHORS
OF *HESPERIA* ARTICLES
1998



AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

1998

AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

PUBLICATIONS

GUIDELINES FOR AUTHORS OF *HESPERIA* ARTICLES

I. Submission of Manuscripts

II. Preparation of Manuscripts

- General
- Tables
- Illustrations
- Special Requirements
- Preparing Greek Texts
- Epigraphic Publications
- Publication of Pottery

III. Style

- Spelling and Usage
- Punctuation
- Numerals and Measurements
- Dates and Chronological Periods
- Abbreviations
- Foreign Words and Phrases
- Transliteration

IV. Documentation

- Citations of Ancient Works
- General Instructions for Writing Reference Lists and Notes
- Examples of Citations in the Reference List and Notes
- Epigraphic References
- Numismatic References

V. The Editorial Process

I. SUBMISSION OF MANUSCRIPTS

The American School of Classical Studies at Athens publishes the following: *Hesperia*, the journal of the School, which includes reports on archaeological projects sponsored by the School as well as articles in the fields of Greek archaeology, art, epigraphy, history, and literature; monograph supplements to *Hesperia*; monographs and series presenting final reports of archaeological fieldwork conducted under School auspices; Gennadeion monographs; and miscellaneous volumes relating to the work of the School. The guidelines printed here are for *Hesperia*; for monographs, contact the American School of Classical Studies at Athens, Publications, 6–8 Charlton Street, Princeton, NJ 08540.

Manuscripts that are primary reports on material from excavations conducted under School auspices should be submitted to the Committee on Publications through the appropriate field director, whose written recommendation is required for publication. Other manuscripts should be submitted, in triplicate, directly to the editor of *Hesperia*. Once received by the editor, copies of the manuscript are given to two referees and one member of the Publications Committee for review. When the referee reports have been received by the office, they are distributed to the remaining Committee members. The Committee may decide to accept, to reject, or to request changes in manuscripts. Authors are advised as soon as possible, in writing, of the decision of the Committee and of the substance of the referees' comments. An article will not be added to the list of works ready to be scheduled for production until all requested revisions, illustrations, permissions, etc., have been received.

The Publications Committee meets twice yearly, spring and fall, generally in March and October. Decisions are often made by mail vote, but a paper may be held for discussion at a meeting, as, for example, when reports are received less than three weeks before the next meeting of the Committee. Occasionally, for example when an article is particularly long or heavily illustrated, an author may be asked to subsidize production costs.

II. PREPARATION OF MANUSCRIPTS

General

The Publications Committee will consider only manuscripts that are presented in complete form. To ensure the most efficient and expeditious processing of manuscripts, authors should take careful note of the following instructions:

All text, notes, and appendixes must be legibly typewritten or machine printed, double-spaced, on one side only of paper of standard size. Any marks added to the manuscript, such as diacritical marks or *sigla*, must be made legibly and indelibly. To facilitate the refereeing process, authors are requested to supply an original and two copies of the manuscript and three sets of copies of the illustrations (*do not submit original illustrations with the initial submission*). A copy of the manuscript should be kept by authors for their own records.

Because printed copies are used in the referee process, the initial submission of a manuscript prepared on a computer should not include the diskette; diskettes should be supplied only after a manuscript has been accepted and, if necessary, revised.

Final Submissions: Authors' Instructions

Page Proofs: Authors' Instructions

Tables

Materials in tabular form should not be incorporated in the text but should be presented in separate tables keyed to text callouts (e.g., "see Table 1"). Tables of more than a few lines should be prepared on separate sheets and entered in separate computer files. Complex tables are best prepared by the author and submitted as illustrations (the editor reserves the right to ask for revisions). Notes in the tables must be numbered separately from notes in the text.

Illustrations

Illustrations will be in the form of figures (line drawings or photographs) inserted in the text. They should be numbered in order of appearance and clearly labeled, and a separate list of captions, including identification and source, must accompany the manuscript. To reserve as much space as possible for the illustrations, the length of the captions should be kept to a minimum. Credits can be listed in the first note in the text (see “Special Requirements,” below). Documentation of permission to reproduce photographs or drawings should be included with the final submission. When original materials are sent with the final revised manuscript, authors are strongly urged to use a traceable form of postal or express service.

Coin monograms and symbols should be clearly drawn. Any objects, especially coins, that will be silhouetted should be photographed against a white background. Lettering must present a neat, professional appearance. For the spelling of placenames on maps, see the instructions for spelling and transliteration below. Bear in mind the consequences of reduction: thin lines and small numbers may vanish when reduced.

Photographs are sent out for high-resolution scanning, with low-resolution scans supplied to the Publications staff for the layout. At the time of printing, the low-resolution scans will be replaced with the printer's high-resolution scans. We would prefer unmounted photographs. Labels should be written in light pencil on the back, away from the image area, or on Post-its.

Drawings should also be clearly labeled. For drawings on a transparent medium, be sure that any labels or notes written on them be made on the front so that the drawings will not be reproduced in reverse by mistake.

Suggestions on the amount of reduction and comments on the relative importance of the illustrations are welcome. All original art will be returned; it will be held for at least three months after publication unless other specific arrangements are made by the author.

Special Requirements

Titles of articles should be kept brief. Articles should have a numbered note, *not keyed to the title*, that includes (as appropriate) a list of excavation staff, acknowledgments of help, permissions to publish material, and photo credits. A full list of references will be printed at the end of each article and must be supplied by the author with the final submission (see “General Instructions for Writing Reference Lists and Notes,” below).

Preparing Greek Texts

Clarity of lettering is essential, whether handwritten or mechanically prepared. It is extremely important, *and the author's responsibility*, to check the accuracy of source references, diacritical marks, line numbers, brackets, and other editorial apparatus.

Epigraphic Publications

The following guidelines include information both for primary publications of texts and for work that makes use of epigraphic material.

A legible photograph should be provided of the stone or, if necessary or preferable, of a squeeze. If the inscription is large it may be desirable to provide several photographs, including details of the text.

Typeset texts are not substitutes for facsimile drawings. Typography can render only the content of a text; it cannot reproduce its appearance. If the size and spacing of letters and traces of letters are not sufficiently clear in photographs, the author should provide a facsimile drawing. The presentation of an inscription will be more or less elaborate, depending on the length and importance of the text. The editor of an *editio princeps* should include the following items:

1. Description
 - a. Inventory number
 - b. Type of material
 - c. State of preserved surfaces
 - d. Place and date of discovery
 - e. Dimensions of the fragment in meters: These are, by convention, height at the highest point, width at the widest point, etc. If the size of the block differs greatly from that of the inscribed face, the height and width of the inscribed face are given.
 - f. Height of the letters in meters
2. Text
 - a. The date should appear above, on the left side.
 - b. The number of letters per line should be indicated above, on the right side; in the case of Greek inscriptions, if the text is inscribed *stoichedon*, it should be stated here (e.g., ΣΤΟΙΧ. 74).
 - c. Every line of text should be numbered, including lines left vacant. If the stone is preserved in nonjoining fragments, designate the fragments *a*, *b*, etc. If the stone is inscribed on both faces, designate the faces A and B. Number the lines continuously from fragment to fragment and column to column.
 - d. Indicate what was above and below the preserved text; that is, the number of missing lines should be estimated, if possible.
 - e. *Sigla*. The Leiden convention is employed. The most important brackets and their uses are clearly and concisely summarized in the front matter to *SEG*, or for a complete discussion with illustrative examples, see S. Dow, *Conventions in Editing: A Suggested Reformulation of the Leiden System* (Duke University, *Greek, Roman, and Byzantine Scholarly Aids* 2), Durham, N.C. 1969.
3. Commentary
 - a. Variant readings and emendations should be listed in *apparatus criticus*.
 - b. An epigraphical commentary should follow the text. In it, all doubtful letters should be described briefly and all matters pertaining strictly to the reading of the stone should be addressed.
 - c. A general commentary should include discussions of date, content, context, names of persons, and all other relevant matters.

For useful examples of the format, see R. S. Stroud, "Inscriptions from the North Slope of the Acropolis, I," *Hesperia* 40, 1971, pp. 146—204.

Epigraphic texts and discussions published in *Hesperia* are indexed in the final issue of each volume.

When previously published fragments are found to join, the manner of reference to lines will necessarily vary, depending on the nature of the material. In general, it is preferable to refer to the line on the larger or better-known fragment first.

Publication of Pottery

The following guidelines present the customary format for the publication of pottery. A different arrangement may be appropriate, depending on the nature of the material. Pottery from the Geometric period onward is generally catalogued as individual pieces. Finewares are presented first, followed by cooking and coarsewares; these may be further divided into local and imported wares.

Classical Attic pottery is customarily presented in the following sequence; pieces of uncertain type appear at the end of each division. (When in doubt, consult *Agora* XII or the indexes of Beazley, *ABV* and *ARV* for, e.g., Athens, N.M., Munich, the Louvre, or London.)

Large shapes, closed (e.g., amphoras, stamnoi, etc.)

Large shapes, open (e.g., kraters, in the order in which they appear in the Athenian repertory: column-, volute-, calyx-, bell-krater)

Small shapes, closed (e.g., lekythoi, oinochoai)

Small shapes, open (e.g., cups, skyphoi)

Miscellaneous (e.g., plaques, bobbins, plastic vases)

The following order is appropriate for catalogue entries:

Physical description (catalogue number, inventory number, shape name, illustration references; findspot, measurements, condition)

Bibliographic references (may precede findspot)

Decoration (scenes are usually described from left to right)

Discussion, including comparanda (with their bibliography)

Date

Certain periods of prehistoric pottery may have their own conventions. When there is no clear preference on the part of the author, the schema suggested above for later periods can be applied to prehistoric material as well.

III. STYLE

Spelling and Usage

American spelling and usage are employed, based on *Webster's Collegiate Dictionary*, 10th edition. For example, write theater, not theatre; color, not colour; mold, not mould; gray, not grey. When the dictionary supplies variations in spelling, the first one listed is the preferred form.

Authors should attempt to follow prevailing usage whenever possible; modifications demanded by the nature of the material or the conventions of a particular site should be explained. Consistency within the manuscript is of the highest importance.

Punctuation

The rules of punctuation set down in the 14th edition of the *Chicago Manual of Style* are generally employed.

Numerals and Measurements

In continuous text whole numbers from one through ninety-nine are spelled out; larger numbers are expressed in numerals, except at the beginning of a sentence. Exceptions are permitted where the use is statistical (e.g., “the deposit contained 32 skyphoi, 8 olpai, 4 amphoras, and 1 psykter”). Ordinal numbers and fractions are spelled out, with the following exceptions: ordinal numbers used for centuries (e.g., 5th century); combinations of whole numbers and fractions (e.g., 2 1/2 choes). Bold-face catalogue numbers, which should *not* be preceded by “No.,” may begin a sentence.

Exact measurements are expressed in numerals, but inexact measurements are spelled out: “the wall measured 30.15 m in length,” but “a wall of about thirty meters.”

For assigned excavation material, the choice of meters, centimeters, or millimeters for the basic unit should be determined in consultation with the field director. Measurements are not ordinarily carried beyond three decimal places. As far as possible, units of measure should be consistent (e.g., a catalogue should not vary between 0.19 m and 19 cm for the same kind of object), but details in running text or dimensions on pot profiles may be given in centimeters or millimeters, even if meters are the standard unit for the catalogue (e.g., “a four-millimeter stripe”; Diam. 6.5 cm [on a pot profile]).

Dates and Chronological Periods

The author may choose to use B.C.E. and C.E. (Before Common Era, Common Era). If the traditional B.C. and A.D. are used, the following rules apply:

B.C. is used for both specific and general dates: 43 B.C., 3rd century B.C., second quarter of the 5th century B.C., first millennium B.C.

A.D. (*anno Domini*) placed before the date is used only for specific years: A.D. 135. Express general dates in the following form: 4th century A.C. (= after Christ).

Ordinal numbers for centuries are expressed in arabic numerals.

The word “century” is not abbreviated.

Decades are expressed in numerals without apostrophe: 320s.

Dates representing academic or other noncalendar years are expressed fully: 1968/1969, not 1968/69 or 1968/9. The exception is the Athenian calendar year, for which, e.g., 456/5 is used. Note that for the end of the decade or dates in the teens, two numbers must be used for the second year, e.g., 330/29, 314/13, except for the final decade of the century, e.g., 210/9.

Modern dates are given in full: 1985–1987, not 1985–87. For specific days, the month precedes the date: January 15, 1965.

For inclusive dates, “to” or a dash is used, as demanded by the syntax: The war lasted from 431 to 404 B.C.; the Peloponnesian War (431–404 B.C.).

The uses of punctuation (slashes and dashes) in dates should be consistent within the manuscript. For example, an author might choose to express “Hellenistic through Roman” as “Hellenistic–Roman,” as distinguished from “Hellenistic/Roman,” to express an overlapping chronology. Whatever conventions are adopted should be explained clearly.

Specific chronological periods are capitalized: Archaic, Classical, Hellenistic.

“Early,” “Middle,” and “Late” are capitalized when part of a period designation: Early Roman, Middle Minoan, Late Archaic.

When using the abbreviated form of a chronological term, syntax should be determined by the unabbreviated form: a MM grave, not an MM grave.

Abbreviations

The following standard abbreviations are used:

H. = height	ed., eds. = editor, editors or edition, depending on context and placement
W. = width	*Fig., Figs. = figure, figures, for references within the manuscript
L. = length	*fig., figs. = figure, figures, for references to other publications
Th. = thickness	n.d. = no date
Diam. = diameter	no. = number
D. = depth	n.p. = no place of publication
max. = maximum	n.s. = new series
min. = minimum	ms. = manuscript (add period with number, e.g., ms. 456)
p. = preserved (e.g., p.H.)	p., pp. = page, pages
dim. = dimension	pl., pls. = plate, plates
L.H. = letter height	rev. ed. = revised edition
m = meter	repr. = reprint
m ² = square meter	trans. = translator
cm = centimeter	ser. = series
mm = millimeter	v = <i>vacat</i>
km = kilometer	
ha = hectare	
g = gram	
kg = kilogram	

Other abbreviations used for special purposes should be explained in the text or notes.*
“Note” is not abbreviated.

* Note the difference in capitalization between internal and external figure references.

Authors should not misuse the abbreviation “cf.,” which means “compare” (*confer*), not “see.”

The following common abbreviations in Latin are not italicized: ca., cf., e.g., et al., etc., i.e., and s.v. All others are italicized.

Compass directions are written out (e.g., the northeast corner).

Foreign Words and Phrases

Foreign words or phrases that are not part of the common technical terminology should be italicized (e.g., *in planta pedis*, but *buccherio*).

In German texts, either ß or ss may be used, but consistency should be maintained within the manuscript; “ßs” is rendered “ss.”

Monotonic style may be used for modern Greek (post 1834). Guillemets are used to enclose titles of articles in modern Greek.

Transliteration

There are several systems in use for transliterating Greek. The English spelling may be used for proper names well known in Anglicized form where transliteration may look pretentious: Corinth, not Korinth; Thucydides, not Thoukudides. If transliteration is used, the form must be Greek: Korinthos, not Korinth. The *Princeton Encyclopedia of Classical Sites* is a useful guide. The form adopted should be used consistently within the manuscript.

Transliteration from modern Greek should follow spelling, not pronunciation: emporos, not emboros; Eleusis, not Elefsis. Transliteration from other languages follows the systems used in the *Chicago Manual of Style*. Transliterated words are italicized.

IV. DOCUMENTATION

Citations of Ancient Works

Whenever possible, citations of ancient works should be given in the text, in parentheses, rather than in the notes. These works are not normally included in a reference list. The basic form of the citation is author's name, given in full; abbreviated title of work; book, chapter, or other appropriate designation, in arabic numerals, separated by periods. The usage of *A Greek–English Lexicon* (H. G. Liddell and R. Scott, rev. ed. by H. S. Jones) for Greek texts and the *Oxford Latin Dictionary* for Latin texts may be followed for the abbreviations of titles and special conventions for citations (e.g., the *Antiquitates Romanae* of Dionysius of Halicarnassus is cited by author only; the *Iliad* by title only). Specific editions may be cited, if appropriate. Pseudepigrapha are cited in square brackets.

References to corpora should be given as economically as is compatible with clarity. For example, fragments in Jacoby, *FGrHist* are cited by author and number alone, while references to the commentary should give the volume number (Staphylos of Naukratis, *FGrHist* 269 F 2, but Jacoby, *FGrHist* III 2, pp. 211–212).

References in Greek *lexica* should be given in the Greek font, e.g., *Suda*, s.v. Πλούταρχος.

Examples:

<i>Anthologia Palatina</i> 5.65	Aulus Gellius 20.11.5
Apuleius, <i>Met.</i> 11.30	Cicero, <i>Fam.</i> 16.24.2
Aristophanes, <i>Nu.</i> 100–101	Cornelius Nepos, <i>Them.</i> 10.5
Arrian 7.6.2 Q.	Curtius Rufus 10.10.20
[Demosthenes] 56.7–17	Hesiod, <i>Th.</i> 930–933
Diogenes Laertius 4.37–38, 5.67	<i>Il.</i> 2.653–670
Diodorus Siculus 17.77.5–78.1	Livy 35.39.1–2
Herodotos 7.170	

Translation: Hesiod, *Op.* 706 (H. G. Evelyn-White, trans., Cambridge, Mass./London 1974)

General Instructions for Writing Reference Lists and Notes

Authors must supply a complete list of references, that is, one that includes all works cited, with the exception of ancient works. This will be printed at the end of each article. In the notes, use name and date only (e.g., Vermeule 1979); the name of the first author and et al. should be used for four or more co-authors (e.g., Wright et al. 1990, rather than Wright, Cherry, Davis, Mantzourani, and Sutton 1990). If the cited work is part of an excavation series, use the series title and volume number (e.g., *Agora* XXIV; *Olynthus* XII).

The order of the entries in the reference list is, first, alphabetical and, second, chronological under each author. If more than one work in the same year by the same author is cited, use “a,” “b,” etc., in the notes and in the reference list to avoid confusion (e.g., MacGillivray 1985a, MacGillivray 1985b).

See below for examples of citations of scholarly works.

Abbreviations of journal titles and standard works should conform to the list in *AJA* 95, 1991, pp. 1–16, with the proviso that in *Hesperia*, Greek titles are written in the Greek alphabet.

In the reference list, use the author's first initial, not the complete first name; if an author has more than one initial, leave a space between each letter.

In text discussion, first names should be written out the first time they appear (unless the author is known only by initials, e.g., T. B. L. Webster) and omitted entirely in subsequent instances. When two authors have the same last name, first names in the text (e.g., Homer Thompson, Dorothy Thompson) and initials in the notes (e.g., H. A. Thompson 1968, D. R. Thompson 1952) must be used to distinguish them.

When citing a compound title, a colon should precede the subtitle. Titles in English are capitalized following the American style, in which most words, except articles and prepositions, are capitalized.

The en-dash should be reserved to indicate something missing; it is the equivalent of “to,” expressing continuity. It should therefore be used for successive lines and pages, but adjacent numbers (figs., pls., inv. nos., etc.) should be separated by a comma (e.g., pp. 22–23, figs. 31, 32, 42–45).

Page and illustration references should be written using full numbers (i.e., pp. 143–147, not 143–47 or 143–7).

In catalogue entries, references should be in parentheses in the text itself rather than in the notes.

Volume numbers of books are written in roman numerals. Further subdivisions, such as parts, are written in lowercase roman numerals after a comma (e.g., *FdD* III, i). Descriptive words (volume, part, etc.) are omitted. Supplements to series or journals are written in arabic numerals.

When writing in English, use the English forms of place names: Munich, not München; Cologne, not Köln; Copenhagen, not Haunia. Composite names use the native spelling: Mainz am Rhein, not Mainz on Rhine.

Short forms of state names are used, rather than zipcode forms: Mass., not MA.

When citing inclusive volume numbers and dates, use a dash, not a slash: e.g., *ASAtene* 57–58, n.s. 41–42, 1979–1980.

Use roman or arabic numbers for plate references, as they appear in the publication cited. If a plate is subdivided into numbered or lettered illustrations, separate the plate number and the individual illustration with a colon: pl. 19:1, pl. 19:a.

References to illustrations in the text (figures) should precede those to plates, which appear at the end of the journal. For School publications, this means that “Fig.” always precedes “Pl.” (e.g., Billot 1990, fig. 1, pl. 10:a). For some publications, “fig.” may be used as a subdivision of “pl.” and only then should it follow.

When writing in English, use the English form of reference to illustrations whenever possible: fig. (figure), not Abb. (Abbildung). Terms for publications such as supplements should not be translated (e.g., Beiheft, Nachtrage).

For works not yet published, use the following designations, as appropriate: in preparation; forthcoming (accepted for publication; if possible, include the name of the journal, series, or publisher).

Use “note” rather than “footnote.”

Use “above” and “below” rather than *supra* and *infra*.

Note the difference in punctuation in the following notes; in the second example of each pair, the author's name is the subject of a verb:

(1) For the origin of *chitrali* in the Macedonian *kausia*, see Kingsley 1981.

(2) Kingsley (1981) finds the origin of the *chitrali* in the Macedonian *kausia*.

(1) For the *petasos*, see Kingsley 1981, pp. 40–41.

(2) Kingsley (1981, pp. 40–41) discusses the *petasos*.

A semicolon separates successive references in a note (e.g., Herbert 1986, p. 29, note 10; Vermeule 1979, pp. 83–117; and Mertens-Horn and Viola 1990, pp. 237–238).

If an entire article is cited in a note, page numbers should not be included in the citation, since they are present in the reference list.

Examples of Citations in the Reference List and Notes

The following examples, prefaced with **R** and **N**, give the full form to be used in the reference list and then the short form to be used in the notes.

References in the notes should be given in the following order: author, date, page or column, catalogue number, figure, and plate (e.g., Pemberton 1997, p. 57, no. 48, fig. 4, pl. 28). (For citation by title, see below.)

Greek titles should be written in Greek; authors' names should be transliterated (see "Foreign Words and Phrases," above).

Citation by Author and Title

(R) Sourvinou-Inwood, C. 1978. "Persephone and Aphrodite at Locri: A Model for Personality Definitions in Greek Religion," *JHS* 98, pp. 101–121.

(N) Sourvinou-Inwood 1978, pp. 108–111.

Excavation summary:

(R) Daux, G. 1968. "Chronique des fouilles, 1967," *BCH* 92, pp. 711–1136.

(N) Daux 1968, p. 1034, fig. 20.

(R) Catling, H. W. 1981. "Archaeology in Greece, 1980–81," *AR* 7, pp. 3–48.

(N) Catling 1981, pp. 26–28, figs. 48, 49.

Article in a Festschrift or other book of collected studies:

(R) Herbert, S. 1986. "The Torch-Race at Corinth," in *Corinthiaca: Studies in Honor of Darrell A. Amyx*, M. A. Del Chiaro, ed., Columbia, Mo., pp. 29–35.

(N) Herbert 1986, p. 29, note 1.

Article in proceedings:

(R) Rackham, O. 1989. "The Greening of Myrtos," in *Man's Role in the Shaping of the Eastern Mediterranean Landscape (Proceedings of the International Quaternary Association Conference on the Effects of Prehistoric Man on the Environment of the Mediterranean and Near East)*, S. Bottema, G. Entjes-Nieborg, and W. van Zeist, eds., Groningen, pp. 341–348.

(N) Rackham 1989, p. 347.

Articles by authors with the same last name:

(R) Thompson, D. R. 1959. "Three Centuries of Hellenistic Terracottas, IIB: The Altar Well," *Hesperia* 28, pp. 127–152.

Thompson, H. A. 1934. "Two Centuries of Hellenistic Pottery," *Hesperia* 3, pp. 311–480.

(N) H. A. Thompson 1934, p. 325; D. R. Thompson 1959, pp. 146–152.

Article with delayed date of publication (use year actually published):

(R) Protonotariou-Deilake, E. 1963. «Ανασκαφή Φεινεού 1958, 1959, 1961», Δελτ 17, 1961–1962, B' 1 [1963], pp. 57–61.

(N) Protonotariou-Deilake 1963, pp. 57–59.

Book by one author:

(R) Vermeule, E. 1979. *Aspects of Death in Early Greek Art and Poetry*, Berkeley/Los Angeles/London.

(N) Vermeule 1979, pp. 83–117, figs. 20, 21.

Book by more than one author:

(R) Davis, N., and C. M. Kraay. 1973. *The Hellenistic Kingdoms: Portrait Coins and History*, London.

(N) Davis and Kraay 1973, pp. 137–138, pls. 87, 88, 91.

Book with no stated date of publication: See “Exhibition catalogue,” below.

Book with more than one volume:

Volumes published in different years

(R) Hammond, N. G. L. 1972. *A History of Macedonia, I, Historical Geography and Prehistory*, Oxford.

(R) Hammond, N. G. L., and G. T. Griffith. 1979. *A History of Macedonia, II, 550–336 B.C.*, Oxford.

(N) Hammond 1972, p. 27; Hammond and Griffith 1979, p. 78, pl. I:g.

Volumes published in the same year

(R) Fraser, P. M. 1972. *Ptolemaic Alexandria*, 2 vols., Oxford.

(N) Fraser 1972, I, pp. 68–75; II, pp. 90–92.

Single volume cited

(R) Fraser, P. M. 1972. *Ptolemaic Alexandria*, vol. I, Oxford.

(N) Fraser 1972, p. 68.

Book in a series (other than excavation series; see “Citations by Title,” below):

(R) Carter, J. C. 1975. *Sculpture of Taras* (TAPA, n.s. 65, no. 79), Philadelphia.

(N) Carter 1975, pp. 68–69, no. 83, pl. 30:a.

(R) Shear, T. Leslie, Jr. 1978. *Kallias of Sphettos and the Revolt of Athens in 286 B.C.* (*Hesperia* Supplement 17), Princeton.

(N) Shear 1978, pp. 56–58.

(R) Peredolskaya, A. A. 1964. *Attische Tonfiguren aus einem südrussischen Grab* (*AntK Beiheft* 2), Olten.

(N) Peredolskaya 1964, p. 10.

Translation:

(R) Ducrey, P. 1986. *Warfare in Ancient Greece*, J. Lloyd, trans., New York.

(N) Ducrey 1986, pp. 73–84.

Reprint:

(R) Calhoun, G. M. [1913] 1970. *Athenian Clubs in Politics and Litigation*, repr. New York.

(N) Calhoun [1913] 1970, pp. 47–48.

New edition:

(R) Pickard-Cambridge, A. 1968. *The Dramatic Festivals of Athens*, 2nd ed., rev. J. Gould and D. M. Lewis, Oxford.

(N) Pickard-Cambridge 1968, pp. 171–176.

Museum catalogue:

(R) Higgins, R. A. [1954] 1969. *Catalogue of the Terracottas in the Department of Greek and Roman Antiquities, British Museum I*, repr. Oxford.

(N) Higgins [1954] 1969, p. 213, no. 798, pl. 108.

Exhibition catalogue:

(R) Mitten, D. G., and S. F. Doeringer. N.d. *Master Bronzes from the Classical World* (Exhibition catalogue, Fogg Art Museum 1967–1968), Mainz am Rhein.

(N) Mitten and Doeringer n.d., pp. 198–199, no. 203, pl. IV.

Dissertation:

(R) Billows, R. A. 1985. “Antigonos the One-Eyed and the Creation of the Hellenistic State” (diss. University of California, Berkeley).

(N) Billows 1985, pp. 817–818.

Book review:

(Cite only author and title of reviewed book, not its series or place and date of publication.)

(R) Yegül, F. K. 1986. Rev. of W. Martini, *Das Gymnasium von Samos*, in *AJA* 90, pp. 496–499.

(N) Yegül 1986, pp. 496–498.

Papers:

(Give place and year of presentation; cite a published abstract, if available.)

(R) Cooper, F. A. 1981. “A Source of Ancient Marble in the Southern Peloponnesos” (paper, New Orleans 1980), abstract in *AJA* 85, 1981, pp. 190–191.

(N) Cooper 1981, p. 190.

(R) McCredie, J. 1990. “A Ship for the Great Gods and Other Royal Dedications in Samothrace” (paper, Princeton 1990).

(N) McCredie 1990.

Personal communication: (No citation in the bibliography is necessary.)

(N) R. S. Ridgway (pers. comm.).

(N) H. A. Thompson (*per ep.*).

Citation by Editor

Proceedings:

(R) Hall, E. T., and D. M. Metcalf, eds. 1972. *Methods of Chemical and Metallurgical Investigation of Ancient Coinage: A Symposium Held by the Royal Numismatic Society at Burlington House, London, 9–11 December 1970* (Royal Numismatic Society Special Publications 8), London.

(N) Hall and Metcalf 1972, pp. 213–214.

Citation by Title

Book with no stated author or editor:

(R) *Egyptian Art = Five Years of Collecting Egyptian Art, 1951–1956: Catalogue of an Exhibition Held at the Brooklyn Museum*, Brooklyn 1956.

(N) *Egyptian Art*, p. 10.

Book in a series (excavation report, using the *AJA* abbreviation, if any):

These books will, when listed by title, appear together in the reference list rather than be listed alphabetically by author's name. For consistency, this rule is applied even if only one volume in the series is cited.

(R) *Corinth XVIII*, ii = K. W. Slane, *The Sanctuary of Demeter and Kore: The Roman Pottery and Lamps*, Princeton 1990.

(N) *Corinth XVIII*, ii, pp. 86–87, figs. 20, 21.

(R) *Agora IV* = R. H. Howland, *Greek Lamps and Their Survivals*, Princeton 1958.

(N) *Agora IV*, p. 118, no. 492, pls. 18, 44.

(R) *Délos XXXI*, i = A. Laumonier, *La ceramique hellenistique a reliefs: Ateliers «ioniens»*, Paris 1977.

(N) *Délos XXXI*, i, pp. 151–153, pls. 34, 124.

(R) *Tiryns VII* = E. Slenczka, *Figurlich bemalte mykenische Keramik aus Tiryns*, Mainz am Rhein 1974.

(N) *Tiryns VII*, p. 76.

Special Categories

Encyclopedia entry:

(Note that the titles in this section are abbreviated as in the *AJA* list.)

(R) Hiller von Gaertringen, F., *RE* VI, 1909, col. 1352 (*Eurysakes*).

(N) *RE* VI, 1909, col. 1352, s.v. *Eurysakes* (F. Hiller von Gaertringen).

(R) Staveley, E. S., *OCD*², pp. 892–893 (*Provocatio*).

(N) *OCD*², pp. 892–893, s.v. *Provocatio* (E. S. Staveley).

(If the reference is not to an entire entry [as in the *LIMC* and *PECS* examples below], the citation may be omitted from the bibliography.)

(N) *LIMC* IV, 1988, p. 384, no. 112, pl. 218, s.v. *Hades* (R. Lindner et al.). [If the citation to *LIMC* is only to an illustration of an object, and not to any discussion, the page and catalogue number may be omitted.]

(N) H. S. Robinson, *PECS*, s.v. *Corinth*, p. 242.

Corpora:

(Note that the titles in this section are abbreviated as in the *AJA* list and need not be included in the bibliography of the article.)

(N) Helbig⁴ IV, pp. 445–446, no. 566 (H. von Steuben).

(N) *CVA*, Boston 2 [USA 19], pl. 79 [913]:2.

(N) *ARV*² 476, no. 273.

See also “Epigraphic References” and “Numismatic References” below.

Sale Catalogue (order of elements follows that of the catalogue's title page):

(N) *Auktion XVI, Münzen und Medaillen, June 30, 1959, Basel*, pl. 16:98.

(N) *Auction Sale XIV, June 19, 1954, Monnaies et Médailles S. A. Basle*, pl. 17:69.

(N) *Sotheby's, 23 May 1988*, pp. 56–57, no. 266.

Epigraphic References

For abbreviations of epigraphical publications not found in the *AJA*, consult the front matter to *SEG* for Greek epigraphy and pp. xvii–xxv of A. E. Gordon, *Illustrated Introduction to Latin Epigraphy*, Berkeley 1983, for Latin epigraphy. Among these, the following abbreviations are standard:

AE = *L'Année épigraphique: Revue des publications épigraphiques relatives à l'antiquité romaine*, Paris 1888– [preferred over *AEpigr* in the *AJA*]

BullEp = *Bulletin épigraphique in Revue des études grecques*

IC = *Inscriptiones creticae* [preferred over *ICr*]

*Syll.*³ = W. Dittenberger, *Sylloge inscriptionum graecarum*, 3rd ed., Leipzig 1915–1924 [preferred to *SIG*]

Following the standard practice in epigraphical publications, inscriptions in corpora are cited by number, without page references, the abbreviation “no.,” or intervening commas (e.g., Guarducci, *IC* I xii 48). If appropriate, “line” is always used and always written out (e.g., *IG* VII 4242, line 3).

Numismatic References

For abbreviations of numismatic publications not found in the *AJA*, consult the list in *Numismatic Literature* (published by the American Numismatic Society); a cumulative list appears in the March issue of even-numbered years. Among those not in the *AJA*, the following abbreviations are standard:

ANS = American Numismatic Society

CH = Coin Hoards

DOC = *Catalogue of the Byzantine Coins in the Dumbarton Oaks Collection and in the Whittemore Collection*, A. R. Bellinger and P. Grierson, eds., Washington, D.C. 1966–

LRBC = R. A. G. Carson, P. V. Hill, and J. P. C. Kent, *Late Roman Bronze Coinage, A.D. 324–498*, London 1960

Note that volume I of *RIC* (= *The Roman Imperial Coinage*, H. Mattingly et al., eds., London 1923–) has been revised (C. H. V. Sutherland, ed., London 1984); specify which edition is being cited (i.e., cite the revised edition as *RIC* I² 5–7).

Following the standard practice in numismatic publications, references to coins omit page numbers, unless the catalogue numbering is not consecutive within the volume; only the coin number is cited, without the abbreviation "no." or intervening commas: *LRBC* II 2518; *BMCRE* III 867; *SNGCop* 296; but *BMC* V, p. 41, 197; *RIC* V i, p. 226, 185; *BMC Peloponnesus*, p. 33, 5.

V. THE EDITORIAL PROCESS

It may be helpful to authors to understand the progress of a manuscript, after acceptance, toward publication.

The refereeing process concentrates on the larger issues of scholarship and organization of the text. After a manuscript is accepted, the editorial process is mainly concerned with presenting to the reader an accurate, readable, and internally consistent text. Even in the most carefully prepared manuscript, problems in the accuracy and consistency of supporting arguments and data may not become apparent until the text and notes are edited line by line. This is inevitable because of the complexity of much of the work in our field and the necessarily detailed presentation of data. For this reason, the author's best aids are a conscientious editor and a patient frame of mind.

The editor's first task is to collate the illustrations against the text callouts and the lists of captions supplied by the author. Any problems in the quality of illustrations that have not been noticed in refereeing are addressed at this early stage of production, to avoid unnecessary delay later.

The copy editing then begins; this is done on a computer editing program called XyWrite, which has red-lining capabilities (i.e., deletions and additions are readily visible on the printed manuscript). The editor takes the role of an intelligent reader who is not necessarily expert in the subject of the manuscript. Everything must be readily understood; anything unclear or seemingly contradictory is noted. The editor corrects spelling and grammar, smooths over infelicities of expression and awkward phrasing, and changes usages in the text and documentation that do not conform to house style. When necessary, the editor may suggest changes in organization to present the material more effectively. Reference lists will be proofread in-office, but the editor will not check references in the library. *It is the author's responsibility* to make sure that all citations, particularly those in languages other than English, are correct.

When this stage of the editing has been completed, the author of a book is sent the original manuscript, a printout of the red-lined XyWrite manuscript, and the typeset first proof, with figures in place and queries and problems listed in the margins. Ideally, the author should check his/her original manuscript word for word against the proof; the red-lined manuscript may be consulted when the author wants to see what changes were made. Authors should answer all marginal queries (APR = author please respond; APS = author please supply) and correct any errors but should not make any major changes at this point. Cross-references should be added in angle brackets in the margins. The illustrations should be checked for placement, sizing, and orientation. Captions should be checked with special care to determine that the illustrations are correctly identified and attributed. Because of tight production deadlines, authors are expected to correct proofs of articles within two weeks. A convenient list of proofreaders' marks is to be found in the *Chicago Manual of Style*. It is the responsibility of the author at this time to be sure that all documentation is correct, particularly if the editor has uncovered errors.

Second proofs are then generated from the corrected text. Authors of articles do not receive second proofs. The editorial and production staff generates second proofs, checks corrections, and proofreads. Camera-ready copy is then generated and the photomechanicals of the line drawings are placed in the text. The bluelines that come from the text printer are approved in-house before the issue is printed and bound.