

STYLEBOOK FOR PCMA's ENGLISH-LANGUAGE PUBLICATIONS

The PCMA has prepared a stylebook for items submitted for publication in the PCMA's journals and book series. Following the present guidelines in preparing texts and figures will greatly facilitate editorial work and speed up the publication process.

General remarks:

- Submitted texts should be in standard font (such as Times New Roman or Garamond), 12 points for the text, 10 points for the footnotes.
- Should you use a special font (for example for ancient languages etc), please note the name of the font under the text of your article. In our publications we have been using IFAOGrec Unicode for Greek (on terms published at the IFAO webpage www.ifao.egnet.net from where the font can be downloaded).
- Articles should be submitted as text documents (preferably DOC) AND as PDF files. The latter provide a hard copy against which we can check for mistakes in rendering special fonts, signs and formatting that often get corrupted in text documents.
- Use tab key (not spacebar) for indenting paragraphs.
- All figures must be submitted in separate files, not inserted in the text document (for instructions on preparation of illustrations, see below).
- All tables inserted in the text should be numbered [Table 1, Table 2 etc]. Each table must be captioned and must be mentioned in the text [in square brackets].
- The Authors are requested to note their affiliation (in the case of field reports, please state your affiliation both at the point of submitting the report and at the time when the described research took place).
- Mission directors are requested to list affiliation for all team members.

Figures:

- Every submitted figure must be mentioned in the text.
- References to figures in the text should be set in square brackets; the word "*Fig.*" or "*Figs*" and the number of the figure should be italicized, e.g. [*Fig. 1*], [*Figs 3, 5*]; additional information (e.g. "bottom", "left" etc.) should not be in italics, e.g. [*Fig. 2*, top].
- If a figure is mentioned more than once, the subsequent reference should be preceded by the word "see", e.g. [see *Fig. 2*].
- Each figure must have a concise caption explaining its contents. The captions should be submitted as a list at the end of the article (after the references).
- The caption must include information on who is the author (original and processing, digitizing etc.), e.g. . (*Photo / Drawing / Digitizing X. Name*)

Typical caption:

Fig. 1. Burial in the northern chamber of grave 1; personal ornaments visible in bottom left corner (Photo J. Kowalski)

Numerals:

- Ordinal numbers should be typed with no Upper index , that is 1st, 2nd, etc. (not 1st).

Dates:

- For centuries and millennia use Arabic numbers, e.g. 2nd millennium (not: IInd millennium).
- Words: century, millennium etc. should not be capitalized.
- Abbreviations: BC, AD, BP, bc, bp should be spelt without full stops.
- When mentioning halves or quarters of centuries, millennia etc., write the first part in full, then use a number for the century/millennium, e.g. second half of the 3rd century BC.
- For timespans, such as dates of research, use the following formula: 9 May – 25 June 2009.

Sizes:

- Write either e.g. 2 x 3 m or 2 by 3 m; please be consistent in your choice throughout the whole text.
- Sizes of structures are given in meters, e.g. 8.80 m, 0.50 m (not: ~~8.8m, 50 cm~~).
- Sizes of artifacts are given in centimeters, e.g. 5 cm, 0.55 cm, etc.
- Keep in mind that decimal fractions should be spelt with a dot, not a coma, e.g. 1.55 cm (not: ~~1,55 cm~~).

Historical periods:

- The word "period" following the name of the historical period should not be capitalized, unless it is commonly used that way, e.g. Khabour Ware period.
- Egyptian Dynasties should be described as follows: Eighteenth Dynasty, Twenty-first Dynasty, etc.

Quotation marks:

- In English, both parts of the quotation marks should be in the upper index, e.g. "word", not ~~"word"~~.
- Please do not use inverted commas/apostrophes as quotation marks, e.g. "magic", (not ~~'magic'~~).

Transcription and translation of foreign texts:

- Transliterations and translations of inscriptions etc., that are not a part of a sentence in the text, should be given in italics, in a separate, indented paragraph, e.g.:
*Ana atta lakumma Utunapisztim;
 Minatuka ul szana, kima jatima atta,
 U atta ul szana, kima jatima atta.*

Italics:

- Foreign (that is non-English) words should be given in italics, e.g. *et alii*, *Veneridae*.
- Common abbreviations, even those of Latin origin, should not be italicized, e.g.: c., i.e., e.g., cf., etc.

Abbreviations:

- Figures: abbreviated as Fig. (*singularis*) and Figs (*pluralis*); please note the plural form has no full stop at the end.
- Number: abbreviated as no. (*singularis*) and nos (*pluralis*); please note the plural form has no full stop at the end.
- Editor: abbreviated as ed. (*singularis*) and eds (*pluralis*); please note the plural form has no full stop at the end.
- Circa, etc.: abbreviate as: c. or approx.

Footnotes:

- Footnotes at the bottom of a page are discouraged and should be kept to a minimum; they are to be used for providing additional information, not for bibliographical references.

Bibliography:

- **References:** please construct them according to the so-called "Harvard system of referencing"; the references are to be inserted in the text in round parentheses (), shortened to the basic information: (Name year: page, figure e.g. (Smith 2008: 15), (Smith 2009: 72-74, fig. 4), (Smith forthcoming).
- Where there are **two or three authors**, their names should be separated by comas, e.g. : (Smith, Wesson 2011), not: ~~(Smith and Wesson 2011)~~. For publications with more than three authors, please give the first two names followed by "*et alii*".
- References to more than one publication in a single parentheses are separated by semi-colons, e.g. (Smith 2000; Wesson 1909: 100)
- Every reference used in the article must be reflected in the comprehensive **list of references at the end of the article**.

- The title of the main publication (journal containing the cited article, book containing the cited chapter, etc) should be given in italics.
- When citing web pages, please give the full URL and the date of access:
e.g. http://www.eurekalert.org/pub_releases/2011-01/uoc-att010311.php?fb=1
(accessed 5 May 2011).
If a hardcopy of the cited item is available, it should be cited rather than the digital version.
- Please, include the following information for book references:
 - name of the author, editor or the body responsible for writing or editing the book;
 - year of publication;
 - full title (italics);
 - series** title (italics, in square brackets, following on =) and number (within the bracket, no italics);
 - place of publication;
 - publisher** (after place of publication, following on :);
 - edition (if not original and where relevant).
 e.g.
 Smith, J.
 1975 *The History of Assyria* [=Assyrian History and Art 5], Niniveh: Royal Publishers
- **Examples of bibliographical references:** please note the use of italics, commas, and order of giving different parts of the information

Book:

Boardman, J.
 2001 *The History of Greek Vases: Potters, Painters and Pictures*,
 London: Oxford Publishers

Chapter in a book:

Henig, M., Braun, J.
 2006 The language of love in Roman Britain: jewellery and the emotions,
 [in:] M. Henig (ed.), *Roman Art, Religion and Society* [=BAR
 1577], Oxford: Great Publisher, 15–32

Article in a journal

Johns, C. *et alii*
 1999 A mid-fifth century hoard of Roman and Pseudo-Roman material
 from Patching, West Sussex, *Britannia* 30, 301–315

Majcherek, G.
 2003 Kom el-Dikka, Excavations and preservations work, 2002/2003,
 PAM XV [=Reports 2002], 25–34

- **Citing English titles:** in book titles words are capitalized; in article titles they should not be capitalized apart from common names, etc.
- **Bibliographic abbreviations:** wherever possible, please abbreviate the names of journals, etc.; please, list the full titles of the items you have abbreviated at the end of your bibliography;
e.g. *BAR* — *British Archaeological Review*

FIGURES

Each figure should be delivered as a separate file. The name of the file should be the number of the figure in the text. The rule in *PAM* is to insert figures in the text close to the place where they are cited. Most figures are printed black and white although in special cases they may be printed in color. The author should note his preferences.

Captions to all illustrations must include the name of the author. The Authors are responsible for granting permission to print their own work and for obtaining relevant permission for the publication of any material they submit that is not of their own authorship.

The figures you submit will be scaled down to one of the following sizes: full page – 140 mm x 180 mm; 1 column – 70 mm at the base (at min. 300 dpi resolution). Please remember this while selecting the figures, as it may influence the clarity of the illustrations (especially in the case of maps, plans etc.).

The publisher has the right to refuse any (photo)graphic material or other digital illustration material that is of insufficient quality to be reproduced in the publication according to the publisher's own expertise and judgment. We remind you that scans of field documentation are not suitable material for publication. Also figures (photos, drawings etc.) inserted in a text document are not of publication quality and can only serve for comparison.

Photos:

- Please submit original files from the photo camera in the highest available resolution (formats TIFF, JPEG, RAW etc.).
- All photos need to have a min. resolution of 300 dpi and min. size at the base (at 1:1): 140 mm (full page) or 70 mm (1 column). The max. height of figures is 180 mm.

Scans:

- Slides must be scanned at a resolution of 2400 dpi.
- Ink drawings etc. must be scanned at 1200 dpi resolution, as RGB (if colored) or GREYSCALE (if black and white); BITMAP mode is not suitable.
- All scans should be saved as TIFF files.

Drawings:

- All digital illustrations (plans, maps, drawings of artifacts etc.) should be sent as files of the program they have been made in (CDR for COREL DRAW – up to X3 version) or AI for ADOBE ILLUSTRATOR. Drawings made in programs such as AUTOCAD or ARCHICAD should also be submitted as CDR or AI files.
- Please, additionally submit also PDF or JPG files of the abovementioned drawings; these files will serve for comparison only.
- JPG and PDF files of digital drawings are not suitable material for publication. Please do not send them as such, unless you do not have graphics software files.

Parameters for Corel Draw and Illustrator files:

- Line thickness: no less than 0.1 mm.
- Color mode: CMYK, for black C=0 M=0 Y=0 K=100.
- When using different shades of grey, make sure they differ by at least 10%.
- Arial font; on the scale 6 pt, in other descriptions on plans, maps etc: 7-9 pts.
- Scales and North points used in *PAM* can be requested by e-mail.

All enquiries regarding the technical preparation of figures should be directed to Ewa Czyżewska: ewaczewska@o2.pl