

# THORIKOS MONOGRAPH SERIES: GUIDELINES

## 1. Language

Texts should be written in UK English (so centre, labour, jewellery, artefact; materialise, realise etc.). Please note that authors are responsible for the correct spelling and grammar of the text. If you are at all uncertain, please have your manuscript read by an expert before submitting it.

## 2. Submission

Final publications of the Thorikos series (Fouilles de Thorikos / Oprovingen van Thorikos) have hitherto had a length of 70,000–100,000 words, and we aim at publications that do not exceed 200 pages including illustrations. Illustrations should give a representative overview of the subject. Manuscripts should be submitted as Word documents to the series co-editors Roald Docter (roald.docter@ugent.be) and Maud Webster (maud.webster@hotmail.com). Please use separate files for 1) main text (including tables), 2) captions and 3) illustrations. Include an abstract of up to 350 words and five keywords. If appropriate, a separate section of acknowledgements may be added at the end of the Introduction. It should not contain any academic titles preceding personal names.

## 3. Style

- (i) Use lower case for north, north-west etc., but capitals for established names (North Pole; South Africa etc.).
- (ii) Numbers up to and including ten should be spelt out except where attached to a unit of quantity or similar (e.g. 3 kg). Numbers above ten should be in numerals except where the context makes it awkward (e.g. at the beginning of a sentence). Decimals should be indicated by a point (.), and zero should be marked out (i.e. 0.37, not .37). Squares and cubes should be given as 89 m<sup>2</sup>. For dates, use '8 January 1967' etc.
- (iii) Use SI (metric) units (not Imperial or US units): g, kg, cm, m, km, and without period marks. Give ground measurements as 4 x 5 m, etc.
- (iv) Chronology: give centuries and millennia as 3<sup>rd</sup> century, 1<sup>st</sup> millennium etc. and use either BC/AD or BCE/CE consequently throughout your text.
- (v) Abbreviations: initial-letter abbreviations should be free from period marks (AD, UK, BBC). Abbreviations where the last letter is identical to the last letter of the word should also be free from period marks (Dr, Mr), while shortened words require them (frag., trad.). In the latter case, however, spelt-out forms are often to be preferred.
- (vi) Use Roman letters for familiar Greek and Latin terms (amphora, poleis, palaestra) and established anglicisms (e.g. oikist). Italicize, however, "*et al.*" and "*in situ*", and very unusual terms or, if Greek, keep them in Greek with a translation in parenthesis. If the manuscript contains non-Roman fonts (e.g. Greek), please use unicode.
- (vii) Titles should be CAPITALISED, without a period mark at the end. First-level headings in the text should be in **boldface** preceded by two blank lines and followed by one blank line. Second-level headings should be in *italics*, preceded by two blank lines and followed by one blank line. Third-level headings should be in plain text, preceded by one blank line but followed by no blank line. The first line of a new paragraph should be indented, except after a heading, a blank line or a figure/table caption.

#### 4. Referencing

References must be in the form of footnotes+bibliography (reference section at the end). Please use the footnote option in Word. Footnotes should mention author's last name, year of publication and relevant page numbers (ex. Evans 1906, 121-129). In case of two authors, use "&" (ex. Villing & Pemberton 2010). For more than three authors, use the last name of the first author followed by *et al.* (ex. Renfrew *et al.* 1985, 103-110). Texts in Greek should be referred to in Greek type in both footnotes (Σαλλιώρα-Οικονομάκου 1985) and reference section (Σαλλιώρα-Οικονομάκου, Μ. 1985. Αρχαιο νεκροταφείο στην περιοχή Λαυριου, *Αρχαιολογικόν Δελτίον* 40/1 [1991], 90–132). Likewise, list articles with capitalised words as such, i.e. stay true to the original. Web example: Rutter 2007, [http://projectsx.dartmouth.edu/classics/history/bronze\\_age/history.html](http://projectsx.dartmouth.edu/classics/history/bronze_age/history.html). Footnotes can also be used to provide other relevant but brief information; no endnotes may be used. The bibliography should be alphabetically arranged at the end of the text under the heading 'References'. For each title, all authors should be mentioned; the "and" before the last name should be written as "&". Do not use abbreviations. Names of the place of publication should be in the language of the original publication and come last in the reference. Examples:

##### Publication without author:

Naval Intelligence Division, Great Britain. 1945. *Greece*. Geographic Handbook Series. London.

##### Book by one author:

Bent, J.T. 1885. *The Cyclades, or Life among the Insular Greeks*. London [reprinted as *Aegean Islands: The Cyclades or Life among the Insular Greeks*. 1965, Chicago].

Cartledge, P. 1979. *Sparta and Lakonia, A Regional History 1300-362 BC*. London.

##### Book by two authors:

Hope Simpson, R. & J.F. Lazenby 1970. *The Catalogue of the Ships in Homers Iliad*. Oxford.

Tarn, W. & G.T. Griffith 1952. *Hellenistic Civilization*. 3<sup>rd</sup> ed. London.

##### Book by three or more authors:

Treuil, R., P. Darque, J.-C. Poursat & G. Touchais 1989. *Les Civilisations égéennes du Néolithique et de l'Âge du Bronze*. Paris.

##### Book in a series:

Borell, B. 1978. *Attisch Geometrische Schalen. Eine spätgeometrische Keramikgattung und ihre Beziehungen zum Orient*. Keramikforschungen II. Mainz.

##### Book in a well-known excavation series:

*Agora XII*: Sparkes, B.A. & L. Talcott 1970. *The Athenian Agora XII, Black and Plain Pottery of the 6th, 5th and 4th Centuries BC*. Princeton, N.J.

*Corinth XV, 3*: Stillwell, A.N. & J.L. Benson 1984. *Corinth XV, Pt. 3: The Potters' Quarter: The Pottery*. Princeton, N.J.

*Thorikos I*: Mussche, H.F., J. Bingen, J. Servais, R. Paepe & T. Hackens 1968. *Thorikos 1963. Rapport préliminaire sur la première campagne de fouilles. Voorlopig verslag over de eerste opgravingscampagne*. Bruxelles/Brussel.

*Thorikos II*: Mussche, H.F., J. Bingen, J. De Geyter, G. Donnay & T. Hackens 1967. *Thorikos 1964. Rapport préliminaire sur la deuxième campagne de fouilles. Voorlopig verslag over de tweede opgravingscampagne*. Bruxelles/Brussel.

- Thorikos* III: Mussche, H.F., J. Bingen, J. Servais, J. De Geyter, T. Hackens, P. Spitaels & A. Gautier 1967. *Thorikos 1965. Rapport préliminaire sur la troisième campagne de fouilles. Voorlopig verslag over de derde opgravingscampagne.* Bruxelles/Brussel.
- Thorikos* IV: Mussche, H.F., J. Bingen, J. Servais, R. Paepe & G. Donnay 1969. *Thorikos 1966/1967. Rapport préliminaire sur la quatrième campagne de fouilles. Voorlopig verslag over de vierde opgravingscampagne.* Bruxelles/Brussel.
- Thorikos* V: Mussche, H.F., J. Bingen, J. Servais, R. Paepe, H. Bussers & H. Gasche 1971. *Thorikos 1968. Rapport préliminaire sur la cinquième campagne de fouilles. Voorlopig verslag over de vijfde opgravingscampagne.* Bruxelles/Brussel.
- Thorikos* VI: Mussche, H.F., J. Bingen, C. Conophagos, J. De Geyter, R. Paepe, G. Vanderven & D. Deraymaeker 1973. *Thorikos 1969. Rapport préliminaire sur la sixième campagne de fouilles. Voorlopig verslag over de zesde opgravingscampagne.* Bruxelles/Brussel.
- Thorikos* VII: Spitaels P., J. Bingen, A. Uyttendaele, F. Blondé, K. Van Gelder, A. Cheliotis & A. Helsen 1978. *Thorikos 1970/1971. Rapport préliminaire sur les septième et huitième campagnes de fouilles. Voorlopig verslag over de zevende en achtste opgravingscampagnes.* Gent.
- Thorikos* VIII: Mussche, H.F., J. Bingen, J. Servais & P. Spitaels 1984. *Thorikos 1972/1976. Rapport préliminaire sur les 9<sup>e</sup>, 10<sup>e</sup>, 11<sup>e</sup> et 12<sup>e</sup> campagnes de fouilles. Voorlopig verslag over de 9<sup>e</sup>, 10<sup>e</sup>, 11<sup>e</sup> en 12<sup>e</sup> opgravingscampagnes.* Gent.
- Thorikos* IX: Mussche, H.F., J. Bingen, J.E. Jones & M. Waelkens 1990. *Thorikos 1977/1982. Rapport préliminaire sur les 13<sup>e</sup>, 14<sup>e</sup>, 15<sup>e</sup> et 16<sup>e</sup> campagnes de fouilles. Voorlopig verslag over de 13<sup>e</sup>, 14<sup>e</sup>, 15<sup>e</sup> en 16<sup>e</sup> opgravingscampagnes.* Gent.
- Thorikos* X: Docter, R.F. (ed.) 2011. *Thorikos 10 Reports and Studies.* Gent.
- Thorikos* XI: Mussche H.F., D. Vanhove & G. Varoufakis 2014. *Thorikos – XI - 1983/1993. Rapport préliminaire sur 17<sup>e</sup>, 18<sup>e</sup>, 19<sup>e</sup>, 20<sup>e</sup> et 21<sup>e</sup> campagnes de fouilles. Voorlopig verslag over de 17<sup>e</sup>, 18<sup>e</sup>, 19<sup>e</sup>, 20<sup>e</sup> en 21<sup>e</sup> opgravingscampagnes.* Paris/Leuven/Warpole, MA.
- Thorikos* XII: Docter, R.F. & M. Webster (eds) 2020. *Thorikos 12 Reports and Studies,* Leuven/Paris/Bristol, CT.

Article in a periodical:

- Kelly, Th. 1974. Argive Foreign Policy in the Fifth Century BC. *Classical Philology* 69, 81-99.
- Σαλλιώρα-Οικονομάκου, Μ. 1985. Αρχαιο νεκροταφείο στην περιοχή Λαυρίου, *Αρχαιολογικόν Δελτίον* 40/1 [1991], 90-132.

Multi-article volume:

- McDonald, W.A. & G.R. Rapp (eds) 1972. *The Minnesota Messenia Expedition. Reconstructing a Bronze Age Regional Environment.* Minneapolis.

Article in a volume:

- Fleming, N.C. 1973. Eustatic and Tectonic Factors in the Relative Vertical Displacement of the Aegean Coast. In: D.J. Stanley (ed.), *The Mediterranean Sea. A Natural Sedimentation Laboratory*, 189-201. Stroudsburg.
- Bakirtzis, C. 1987. Byzantine amphorae. In: V. Déroche & J.-M. Spieser (eds), *Recherches sur la Céramique byzantine*, 73-77. Bulletin de Correspondance Hellénique Supplément XVIII. Paris.

#### Article in a volume which is part of a series:

Vroom, J.A.C. 1987. Fact and Fiction in Aetolian Ceramic Research. In: S. Bommeljé & P.K. Doorn (eds), *Aetolia and the Aetolians. Towards the Interdisciplinary Study of a Greek Region*, 27-31. *Studia Aetolica I*. Utrecht.

#### Published dissertation:

Norman, N.J. 1980. *The Ionic Cella. A Preliminary Study of Fourth Century B.C. Temple Architecture*. PhD Dissertation, University of Indiana. Ann Arbor.

#### Unpublished dissertation or thesis:

Benecke, H. 1934. Die Seepolitik der Aitolier. PhD Dissertation, Universität Hamburg.

De Smet, S. 2016. Een heiligdom voor Hygieia in insula 10? Een studie naar de godin van de gezondheid en een mogelijk asklepieion in Thorikos. Master's thesis, Universiteit Gent.

#### Unpublished paper:

Bintliff, J. 1985. The Contribution of Survey to the Prehistory of Greece. Paper presented at the annual meeting of the Society of American Archaeology, Denver, Colorado.

#### Websites:

Refer to the name and url of the home page of the website, if applicable preceded by the name of the author. Add the date on which the website was visited and, if possible or relevant, the date on which the site was last up-dated. Example:

Rutter, J.B. 2007 (November). *Prehistoric Archaeology of the Aegean*, [http://projectsx.dartmouth.edu/classics/history/bronze\\_age](http://projectsx.dartmouth.edu/classics/history/bronze_age), visited 9 January 2010.

### **5. Quotations**

Quotes should be set in double quotation marks (“”) and be followed by a footnote. Long quotations of several lines of text should not be enclosed, however, but indented and separated from the preceding and following lines of script by a double line space. When quoting a publication more than once, please use the same edition (or explain why not).

### **6. Tables**

Tables should be placed in the running text and be numbered consecutively. Please use **bold-faced** script for references to tables in the running text (‘see **Table 1**’, etc.). Please submit tables in both PDF and tabular form (excel, etc.).

### **7. Catalogue entries**

Examples:

**Cat. 22:** TC14.2155 (context T14-207-3-2), one rim and shoulder fragment (**Fig. 14**).

Max. H. 2.4; Rim Diam. 12.0; Th. 0.55.

Clay: very pale brown (10YR7/3), hard, fine fabric. Matt black paint misfired to brown (7.5YR6/6). Interior glazed except for reserved rim with diagonal strokes. On rim, wavy band reaching its edge. Below two bands.

Cf. Burr 1933, 584, no. 187, figs. 46-47; *Agora VIII*, 44, no. 107, pl. 6. See also the 7<sup>th</sup>-century plate from the Athenian Agora: Papadopoulos 2003, 157, no. 131, fig. 2.90.

Chronology: second half of the 7<sup>th</sup> century BCE.

**Cat. 43:** TC12.920 (context T12-128-2), one base fragment of gray fusiform

unguentarium, rather askew (**Fig. 15, Pl. 3**).

Diam. foot 2; pres. H. 4.8.

Clay: yellowish red (5YR4/6), with few white and orange particles (0.1 mm). Surface: dark gray (2.5Y4.0).

Cf. *Agora XXXIII*, 150-157, 292-294, fig. 64, pl. 53, nos. 448-470.

Chronology: 180-100 BCE.

## 8. Illustrations

Preferably, all illustrations should be numbered consecutively as Figures, and all should be referred to in the running text, as '**Figure 1**' or '**Fig. 1**' etc., in **bold-face**. A separate list of full captions is required. A division into Figures and Plates is also possible. Colour prints are admissible where appropriate, but the editors and the publisher reserve the right to restrict these if deemed unnecessary or excessively costly. If submitting prints rather than digital images, please provide separate sheets of all maps, diagrams, photographs and other illustrations, duly numbered as Figures 1, 2, 3 etc. The publisher has the right to refuse any illustration material that is deemed of insufficient quality to be reproduced.

Please submit camera-ready illustrations of professional quality, preferably as digital files. Original drawings, plans, etc., and glossy photographic prints, preferably no larger than 21.5x28 cm, are also allowed. Such illustrations should also be numbered consecutively and marked in soft pencil on the reverse with the author's name and any other indications. Digital images must be formatted according to the following:

-*Resolution*: Before scanning an image, the following factors must be considered: output line screen ruling, the original size of the artwork, and the finished size of the artwork. Peeters Publishers uses an output screen ruling of 175 lpi (175 half-tone dots per inch), thus files should contain 350 dpi (350 samples of data per inch). The scaling of artwork must also be considered. Divide the finished size of the image by its original size to arrive at the scaling factor. In order to capture the right amount of data, the following formula should be used: Scan resolution = (lpi x 2) x scaling factor

-*Reference chart*:

Image Type Format Mode Resolution Density/Dot

B&W line art EPS Vector n/a 0% or 100%

TIFF/EPS Bitmap (1 bit) 1200 dpi 0% or 100%

Half-tone TIFF/EPS Grayscale/colour 350 dpi 5% - 95%

Combination TIFF/EPS Grayscale/colour 350 dpi 5% - 95% (image & type)

-*File format*:

Where possible, vector image files should be saved in EPS (Encapsulated PostScript) format, which can be opened in Adobe Illustrator. Fonts used in EPS files should be converted to outlines or paths, eliminating the need to download font information to PostScript output devices.

Raster or bitmap images should be saved in \*TIFF\* (Tagged Information File Format) format, which can be opened in Adobe Photoshop. Images should be rotated, cropped, and sized appropriately (see above).

Black and white illustrations should be saved in \*GRAY \*

Colour illustrations should be saved in \*CMYK \*

## 9. Copyright

There are no internationally accepted rules about the extent to which copyrighted material can be quoted or reused without formal permission. Please be careful with attributions, and note that it is the authors' responsibility to ensure that all required permissions have been obtained before submission, not the editors' or the publisher's.

Authors are also requested to pay ensuing reproduction fees, if any. Following clearance from the editors, the use of illustrations from the Thorikos fieldwork project is freely allowed for contributors to the monograph series, except in cases where priority rights apply.

#### **10. Process**

You will be contacted by the editors to approve/adjust the manuscript after review. Final proofs are supplied in due course. It is of the utmost importance that the script is in perfect order before that stage: only essential and minimal corrections to the final page-proofs are allowed. Corrections over 10% of the setting cost may be charged to the authors. Upon publication, the main author of the volume will receive three printed issues. Co-authors will receive a PDF of their contribution(s) to the volume.