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 / Opgravingen 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 m². 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 3rd century, 1st 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 italic, 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 (Σαλλήστερος Οικονομίκου 1985) and reference section (Σαλλήστερος Οικονομίκου, M. 1985. Αρχαίο νεκροταφείο στην περιοχή Λαυρίου, Αρχαιολογικοί Δελτίοι 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. 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:


Book by one author:


Book by two authors:


Book by three or more authors:


Book in a series:


Book in a well-known excavation series:


**Article in a periodical:**


**Multi-article volume:**


**Article in a volume:**


Article in a volume which is part of a series:

Published dissertation:

Unpublished dissertation or thesis:

Unpublished paper:

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 updated. Example:

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.
Cf. Burr 1933, 584, no. 187, figs. 46-47; Agora VIII, 44, no. 107, pl. 6. See also the 7th-century plate from the Athenian Agora: Papadopoulos 2003, 157, no. 131, fig. 2.90.
Chronology: second half of the 7th 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.