



Instructions for Authors

Contributors are requested to observe the following instructions when preparing manuscripts for submission to BABESCH.

Initial Submissions

Manuscripts

Manuscripts should be submitted to the Editorial Secretary:

Lily Schaafsma
Krammer 59
NL 2401 DM Alphen a/d Rijn
The Netherlands
e-mail: contact@babesch.org

Authors are requested to supply their texts on CD/DVD or USB media, accompanied by a printout and copies of all illustrations. Original photographs, drawings and plans should not be sent at this time.

Authors should submit their manuscripts as soon as possible, but by March 1st at the latest if publication is desired in the following year. English, French, German, and Italian texts are welcome. Authors are advised to consult a native speaker or a translator.

Authors should also provide an abstract of approximately 100 words of their text **in English**.

Revised Submissions

When an article is accepted for publication, the author will be asked to provide the original illustrations and a revised version of the manuscript that conforms to the guidelines outlined below. An article improperly prepared, even though accepted for publication, may be returned to the author for revision in accordance with these guidelines.

Abstract

With the revised manuscript the author should also submit a revised version of the article's abstract (of approximately 100 words).

Copies and format

One hard copy of the revised manuscript and one electronic copy (computer diskette or CD-ROM) should be submitted (a standard word processing program should be used).

Ample margins of at least 2.5 cm (1 in.) are to be left on all edges of the page. All parts of the manuscript (abstract, text, notes, figure captions, tables, and list of works cited) must be double-spaced on one side only of standard-size paper (A4).

Paragraphs

Paragraphs should be justified to the left margin, separated by a space, and unindented.

**Page numbering**

All pages, including captions, notes, etc., should be numbered consecutively throughout the text, not by individual sections.

Item numbering

All illustrations, such as figures, plates and tables should be numbered consecutively with Arabic numerals. Provide each table with a short caption above the table.

Headings

All headings should be typed on a separate line, not run in with the text. A-level subheads should be set in all caps and B-level subheads in italics. C-level subheads are to be avoided but, when necessary, should be set underlined. Thus:

HYDRIAE

Hydriae with show-handles

Introduction

Greek characters

To enable easy conversion authors are strongly encouraged to set Greek text in SPIonic, a public domain Greek font available in both PC and Macintosh formats at:
<http://www.babesch.org/instructions.html>

Notes

Notes should be formatted as endnotes, not footnotes. All notes should be numbered in one series on pages assembled at the end of the text, never in the text or at the bottom of pages of text. Notes must be formatted according to the guidelines given below. Authors should make every effort to reduce lengthy, discursive notes.

Acknowledgments

Acknowledgments should be placed immediately before the first footnote and referenced by an asterisk at the end of the abstract.

Tables

Tables should replace text, not duplicate it, and should be numbered consecutively with Arabic numerals. All sections of tables should be double-spaced. A short caption should be placed above each table. Tables must be submitted in Microsoft Word and should be included as separate files on your diskette or CD-ROM. Complex tables are best prepared by the author and submitted as illustrations; the Editorial Secretary reserves the right to ask for revisions.

List of figures

A list of figures with appropriate captions, legends, and credits should be provided on a separate sheet at the end of the text.

Captions should be set in this format, with credits placed in parentheses:

Fig. 1. Stele of Lemnos. Athens, National Museum.

Fig. 2. Hera temple I ('Basilica') at Paestum (after Mertens 1993, fig. 61c).

Fig. 3. Plate F1315 from Aesis (Brecciaroli Taborelli 1996-1997, 111, fig. 57, n. 26).

Fig. 4. Excavation Bey 066 Beirut (photo: author).

Fig. 5. The three sample zones of the Potenza Survey (map by Geert Verhoeven).



List of works cited (bibliography)

A list of studies cited in the text must accompany the text, with full bibliographic information according to the guidelines given below.

Illustrations

With the revised manuscript, authors should submit camera-ready illustrations of professional quality (original drawings, plans, etc., or glossy photographic prints, preferably no no larger than 21.5 by 28 cm). Illustrations should be numbered consecutively and marked (in soft pencil) on the reverse with the author's name and indication of top. All photographs and illustrations can be printed in colour.

Authors should consult with the editors when selecting and sizing images. Consideration must be given to BABESCH's dimensions and column width. The maximum printable area is 15.79 by 21.46 cm. Illustrations may be published from one-column (7.67 cm) or two-column (15.79 cm) width. Every attempt should be made to draw diagrams and plans to the same scale.

Illustrations may be submitted as digital files, these must be formatted according to the following guidelines:

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 halftone 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:

$$\text{Scan resolution} = (\text{lpi} \times 2) \times \text{scaling factor}$$

Reference chart

<i>Image Type</i>	<i>Format</i>	<i>Mode</i>	<i>Resolution</i>	<i>Density/Dot</i>
B&W line art	EPS	Vector	n/a	0% or 100%
	TIFF/EPS	Bitmap (1 bit)	1200 dpi	0% or 100%
Halftone	TIFF/EPS	Grayscale	350 dpi	5% - 95%
Combination (image & type)	TIFF/EPS	Grayscale	350 dpi	5% - 95%

File format

Where possible, vector image files should be saved in EPS (Encapsulated PostScript) format, openable 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, openable in Adobe Photoshop. Images should be rotated, cropped, and sized appropriately (see above).

It is the responsibility of the author to obtain permission to reproduce, both in print and on BABESCH's Web site, any material protected by copyright.

A standard request form to obtain permission from the copyright holder to publish material in BABESCH can be downloaded from our website at www.babesch.org/instructions.html



General Matters of Style

Measurements

International units of measurements are to be preferred. All measurements should be expressed with Arabic numerals and abbreviated units unless they appear at the beginning of a sentence:

20 cm

Twenty-five kilometers from the site

If multiple dimensions are cited, use the following format:

1.5 x 1.9 m

0.3-0.5 cm in height

Chronological references

Era designations are to be set in capital letters without spaces, never in small caps. Authors are encouraged to use BC (before Christ) and AD (*anno Domini*) but BCE (Before Common Era) and CE (Common Era) are also allowed.

All numerical dates are to be written in their entirety except in cases of conventional epigraphic usage:

211-202 BC

AD 208-209

References to decades should be identified by their century and expressed in numerals. No apostrophe is needed between the year and the 's':

240s

In citing radiocarbon dates, lowercase letters (b.p., b.c.) may be used for uncalibrated determinations, but it is advisable to specify this convention at the first mention in the text:

4000 b.c. (uncalibrated)

Modern dates should be cited as day/month/year, without punctuation:

15 January 1996

Abbreviations

Units of measure should be abbreviated in the text. Common abbreviations such as fig., pl., e.g., i.e., and the like should be used in footnotes and parenthetical references within the text, but otherwise written out in full:

Horizontal bands below the rim on the interior of bowls and lids (e.g., fig. 15) are common.

or

As can be seen in figure 15, for example, horizontal bands below the rim on the interior of bowls and lids are common.

or

¹ See, e.g., fig. 15 for horizontal bands below the rim on the interior of bowls and lids.



References to classical literature

Latin titles are preferred, italicized according to the list of abbreviations given in S. Hornblower and A. Spawforth, eds., *The Oxford Classical Dictionary*, third edition (Oxford 1996; hereafter OCD3), followed by the appropriate book, chapter, paragraph, or line numbers, separated by periods. Authors' names and titles should be written out completely when appearing in the text, abbreviated when appearing in footnotes or parenthetical references within the text. Only the first word, proper nouns, and proper adjectives are to be capitalized:

As noted by Vitruvius (*De arch.* 2.3.3)

Vitruvius notes in *De architectura* (2.3.3)

¹ Vitr. *De arch.* 2.3.3

Bibliographical References and Notes

General policy

Notes (endnotes) may contain explanation, amplification, or commentary in addition to short bibliographical citations whose full form is given in a list of all cited works, published at the end of the article.

Format and style

End list of works cited

Articles will end with a list of all works cited, in alphabetical order by last name of first author. Sample citations are provided below.

Notes

Notes may consist of discussion only, discussion and bibliographical citation, or bibliographical citation only. Bibliographical citations in notes are drawn from the list of cited works appearing at the end of the article. These citations should consist of the author's last name, the year of publication, and relevant inclusive pages, sections, figures, plates, and the like.

Notes with bibliographical citations only

Footnotes containing no supplementary information should be formatted as follows:

Single-volume works cited

- ¹ Harrison 1982, 40-53.
- ² Blümel 1966, pl. 36b.
- ³ Jones 1937, 30 n. 23.

Multiple works cited

- ¹ Carlisle 1998, 265-287; see also Balzer 1996, 164-82; Margreth 1993.

Multiple references to the same work or author

- ¹ Lancaster 1998, 1999.
- ² Fitzmyer 1983, 47-106; 1990, 306.
- ³ Hamilton 1997a, 1997b.
- ⁴ Geagan 1995a, 16-20, 42.



Abbreviations

Abbreviations of titles of periodicals and standard works may be used, and should follow those used in the *Archäologische Bibliographie* and the *Richtlinien* of the German Archaeological Institute (DAI).

Page numbers

Abbreviations such as f. or ff. for "following page(s)" are to be avoided; inclusive page references must be cited. The second number of inclusive page numbers is not to be abbreviated:

7-14	100-104	205-206	417-542
46-48	300-318	908-917	1241-1247
89-112	1100-1162	1004-1007	1396-1430

Sample references

Sample references to books in list of works cited

The reference list entry is given first, followed by a sample footnote entry:

ONE AUTHOR

Dyson, S.L. 1985, *The Creation of the Roman Frontier*. Princeton.

¹ Dyson 1985, 86.

TWO OR MORE AUTHORS

Curtis, J./A. Green 1997, *Excavations at Khirbet Khatuniyeh*. London.

¹ Curtis/Green 1997, 104-105.

Hunter, J./C. Roberts/A. Martin 1997, *Studies in Crime: An Introduction to Forensic Archaeology*. New York.

¹ Hunter et al. 1997, 46-51.

EDITOR OR TRANSLATOR AS AUTHOR

Colonna, G. (ed.) 1996, *L'altorilievo di Pyrgi: Dei ed eroi greci in Etruria*. Rome.

¹ Colonna 1996, fig. 18.

BOOK IN A SERIES (WITH SERIES IN THE DAI LIST OF ABBREVIATIONS)

Buitron-Oliver, D. 1996, *The Sanctuary of Apollo Hylates at Kourion: Excavations in the Archaic Precinct* (SIMA 109), Jonsered.

¹ Buitron-Oliver 1996, 55-57.

BOOK IN A SERIES (WITH SERIES NOT IN THE DAI LIST OF ABBREVIATIONS)

Knauß, F.S. 1997, *Der lineare Inselstil: Eine kykladische Keramikwerkstatt am Übergang von der spätgeometrischen zur archaischen Zeit* (Saarbrücker Studien zur Archäologie und alten Geschichte 13), Saarbrücken.

¹ Knauß 1997, 98-116.



Sample references to parts of books in list of works cited

CHAPTERS OR OTHER TITLED PARTS OF A BOOK

Snodgrass, A. 1990, Survey Archaeology and the Rural Landscape of the Greek City, in O. Murray/S. Price (eds.), *The Greek City from Homer to Alexander*, Oxford, 113-136.

¹ Snodgrass 1990, 113-124.

Hägg, R. 1998, Osteology and Greek Sacrificial Practice, in R. Hägg (ed.), *Ancient Greek Cult Practice from the Archaeological Evidence* (SkrAth 8°, 15), Stockholm, 49-56.

¹ Hägg 1998, fig. 1.

Sample references to journal articles

JOURNAL ARTICLE

Büsing, H. 1982, Metrologische Beiträge, *JdI* 97, 1-45.

¹ Büsing 1982, 27-29.

BOOK REVIEWS

Smith, C. 1999, Review of P. Carafa, *Il Comizio di Roma dalle origini all'età di Augusto*, *AJA* 103, 571-572.

¹ Smith 1999, 571-572.

Wainwright, G. 1999, Review of I. Hodder, *The Archaeological Process: An Introduction*. *Antiquity* 73, 718-719.

¹ Wainwright 1999, 718-9.

Guidelines for Book Reviewers

Editorial policy

BABESCH seeks reviews that assess a book's strengths and weaknesses, as well as locating it within the current field of scholarship. A review should not simply be a listing of contents, though its overall organization and emphasis are up to the individual reviewer. Please avoid lists of minor imperfections (e.g., misplaced commas), but do not hesitate to draw attention to serious editorial problems and errors of fact or interpretation. It is also helpful if reviewers indicate for which audiences and libraries the book seems appropriate. The editors reserve the right to edit for content and length. Examples of other reviews in recent issues of BABESCH may serve as models. It is our policy not to print replies or responses to reviews.

BABESCH does not accept unsolicited reviews but welcomes inquiries from those who are interested in reviewing individual books. Those who wish to become reviewers should contact



the Editor-in-Chief directly and provide a curriculum vitae that includes a list of publications. Reviewers will receive a list of books available for review in BABESCH twice a year.

Submissions

Book review articles and book reviews should be submitted to the Editorial Secretary:

- Lily Schaafsma, Krammer 59, NL 2401 DM Alphen a/d Rijn, The Netherlands
e-mail: contact@babesch.org

E-mail submissions are preferred, but reviews may also be sent on computer diskette.

Format

Heading

Each review should be preceded by a heading in standard BABESCH format listing the book to be reviewed, number of pages and illustrations, publisher, year of publication, price (if available), and ISBN number:

Valeria Acconcia, *Il santuario del Pozzarello a Bolsena (Scavi Gabrici 1904)*. Roma: Giorgio Bretschneider Editore, 2000. 193 pp., 41 figs., 16 pls.; 30 cm (Archaeologica 127, Corpus delle stipi votive in Italia 10). – ISBN 88-7689-170-6.

Ph. N. Zaphiropoulou, W. Schürmann, K. Schade, M. Moltesen, *Antike Plastik* (Herausgegeben im Auftrag des Deutschen Archäologischen Instituts von A. D. Borbein) Lieferung 27. München: Hirmer Verlag, 2000. 131 S., Abb., 88Taf.; 32 cm. – ISBN 3-7774-8510-1.

Author information

At the end of each review, authors should supply their name, full mailing address and email address. The editors should be informed if authors wish proofs and offprints (5) to be sent elsewhere than to this address.

References

Notes and lists of works cited are not to be used in book reviews. References should be kept to a minimum and incorporated into the text itself, as follows:

In his discussion of Julius Caesar (ch. 4), Arafat suggests that Pausanias viewed Caesar's refoundation of Corinth as the introduction to Greece of a large-scale and permanent Roman presence.

The equivocal nature of the archaeological remains cries for a more theoretically grounded approach, perhaps through ethnographic comparanda along the lines of P.K. Wason, *The Archaeology of Rank* (Cambridge 1994).

For the earlier period he points in particular to the apsidal houses and the incised pottery at the Altis site at Olympia, which J.B. Rutter (*Hesperia* 51 [1982] 459-88) has identified as belonging to the early EH III.



K.S.B. Ryholt (*The Political Situation in Egypt during the Second Intermediate Period, c. 1800-1550 B.C.* [Copenhagen 1997] 104-105) has offered a different perspective on the palace.

Quotations

Long quotations are to be avoided.

Proofs

The authors will receive a copy of the first proof. This should be carefully corrected and returned within 10 days to the Editorial Secretary (address below).

Questions or remarks

Please send any questions or remarks concerning these instructions to the Editorial Secretary:

Lily Schaafsma
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