



INSTAP Academic Press

Style Guide

SEVENTH EDITION

A Reference for Authors, Editors, and Contributors
Preparing Manuscripts for Submission

Edited by

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The previous editions of the Style Guide were published in 2005, 2009, 2014, 2018, 2022, and 2023. This new and revised seventh edition includes: new statements on peer review, generative artificial intelligence (GenAI), digital accessibility, and inclusive language; new drawing and image specifications; instructions for the preparation of alternative text and simple tables; new sections on indices, tables, and graphs; new details about copyright, permissions, and captions; and new bibliographic conventions.

Contents

1. Introduction	1
1.1. Statement on Peer Review.....	1
1.2. Statement on Digital Accessibility	1
1.3. Statement on Generative Artificial Intelligence	2
1.4. Statement on Inclusive Language.....	2
2. Preparation of Manuscripts.....	3
2.1. Preparation for Initial Submission	3
2.2. Preparation for Final Submission (after Peer Review)	3
2.3. Preparation of Text	4
2.4. Preparation of Illustrations	4
2.5. Preparation of Alternative Text	10
2.6. Preparation of Tables and Charts/Graphs	11
2.7. Index	12
3. Style Guidelines	15
3.1. Catalog Entries	15
3.2. Punctuation	15
3.3. Use of Italics	15
3.4. Abbreviations.....	16
3.5. Greek Language	16
3.6. Numbers	18
3.7. Dates and Chronological Periods.....	18
3.8. Topography	18

4. Citations and References.....	21
4.1. Citations.....	21
4.2. References.....	22

1. Introduction

This Style Guide is intended to answer authors' most frequently asked questions regarding the preparation of manuscripts for submission to [INSTAP Academic Press](#). If a submitted manuscript, including its images, follows the rules set out in this style guide, it will progress very smoothly through the production process, and time to publication will be reduced.

1.1. Statement on Peer Review

As a member of the [Association of University Presses](#), we apply high standards of peer review to the manuscripts submitted to our Press and intensive editorial rigor to those accepted for publication. Peer review underpins our authority to validate, curate, and disseminate long-form scholarship. We commission formal reports on each manuscript from international experts who evaluate its contribution to the field of scholarship. The reports are considered by the Press and anonymously shared with authors as a crucial prepublication step in the Press's evaluation of proposed projects. We strive for the feedback to be stringent and fair, and it should enable the author to strengthen their work and improve it for future readers of the ultimately published book. Depending on the extent of revisions to the manuscript, the Press reserves the right to have it re-reviewed.

The volumes published by INSTAP Academic Press greatly contribute to the scholarly discourse, and we prioritize equity, justice, and inclusion in the peer review process whenever feasible. Further, it is our moral and ethical obligation to uphold the highest standards of research integrity in our publication program: the values of honesty, objectivity, accountability, openness, fairness, and stewardship are the framework of the effective functioning of research.

1.2. Statement on Digital Accessibility

Accessible digital documents allow visually impaired readers to listen to written text and descriptions of images via screen reader software. INSTAP Academic Press places a priority on making our electronic books as accessible as possible. By definition, accessibility in any form not only benefits impaired users but also all people worldwide. Incorporating the content and design principles of accessibility into our eBooks (PDF files) benefits ALL readers.

Digital accessibility is imperative for governmental, educational, and non-profit sectors. The governments of the United States of America and Europe are increasingly enforcing compliance

with the [Web Content Accessibility Guidelines \(WAC\) 2.2](#) in order to protect individuals with disabilities from discrimination. Sections 504 and 508 of the US Rehabilitation Act make the provision of full digital accessibility mandatory for all content providers. The European Accessibility Act (EAA), which will be enforced in July 2025, imposes similar requirements.

Certain technologies and software (e.g., Adobe InDesign and Acrobat) improve screen reading and text-to-speech systems by tagging the structure and the reading order of content and providing additional descriptive texts for images. The Press has integrated accessibility workflows into our publishing process in order to guarantee fully accessible front-list publications: our book PDFs are now “born digital and accessible.” This workflow includes writing alternative text for all graphs, charts, maps, figures, plates, and sometimes tables (see below, [§2.5](#)).

1.3. Statement on Generative Artificial Intelligence

Authors are accountable for the accuracy, integrity, and originality of their research. Any use of generative artificial intelligence (GenAI) must be declared in your manuscript and clearly explained for the reader, just as we expect scholars to do with other software, tools, and methodologies. Note that AI does not meet the requirements for authorship because authorship implies responsibilities and tasks that can only be attributed to and performed by humans. AI and AI-assisted technologies (for example, large language model [LLM] tools) thus cannot be listed as author or coauthor on any scholarly work published by INSTAP Academic Press, nor should they be cited as an author in the work.

1.3.1. Peer Review without GenAI

GenAI is not used to assist in the peer review of any manuscript submitted to INSTAP Academic Press. Reviewing a manuscript implies responsibilities that can only be attributed to humans. The critical thinking and original assessment needed for peer review is outside the scope of these technologies, and they may generate incorrect, incomplete, or biased conclusions about the manuscript. Manuscript peer reviewers should NOT upload any manuscript submitted to INSTAP Academic Press or any part of it into a GenAI tool because this may violate authors’ confidentiality and proprietary rights, and it also may breach data privacy rights. Confidentiality extends to the peer review report as it may contain sensitive information about the manuscript and/or the author(s) or editor(s). These reports should also not be uploaded to any AI tool, even for the purpose of improving language and readability.

1.4. Statement on Inclusive Language

We ask that you consider using bias-free and gender-neutral language. For more information, refer to the [Guidelines on Inclusive Language and Communication](#) by the Coalition for Diversity and Inclusion in Scholarly Communications.

2. Preparation of Manuscripts

Authors should follow [The Chicago Manual of Style](#) and [Merriam-Webster](#) for any issues not addressed here. Also consult recently published INSTAP volumes for guidance regarding organization and for recent examples of our published style.

2.1. Preparation for Initial Submission

Prior to initial submission, review and complete our [Checklist for Initial Manuscript Submission](#), found on our website under [Submitting Manuscripts](#). Review your manuscript for consistency in spelling, grammar, punctuation, and formatting. Do not use Styles in Microsoft Word, and do not add hyperlinks to your table of contents in Word. Check that the table of contents and chapter titles match, and check illustrations and tables against front matter lists. Ensure all citations are included in the References and that every entry in the References is cited at least once. Verify that bibliographic references are accurate and complete while conforming to INSTAP style and are up to date. Read the *American Journal of Archaeology* (AJA) [Policy on the Publication and Citation of Undocumented Antiquities](#) and be sure that your manuscript does not violate the policy.

When ready, send a single, long PDF file via WeTransfer or Dropbox. The PDF should include all parts of the manuscript in order and with page numbers: front matter, chapters, appendices, concordances, references, tables, and images. Tables, figures, and plates also must have captions included. This file will go out to peer reviewers, so everything must be clear. If there are multiple contributing authors, it is the responsibility of the organizing author(s)/editor(s) to standardize all aspects of the work as a whole prior to submission.

Your initial submission should also include: (1) a cover letter with your contact details, the names of all authors and/or contributors, and the names of people who have already seen the manuscript (to help us choose anonymous reviewers); (2) an abstract of no more than 500 words; and (3) a signed copy of the [Checklist for Initial Manuscript Submission](#), with all boxes checked to indicate completion of all tasks.

2.2. Preparation for Final Submission (after Peer Review)

For submission of revised manuscripts (post peer review), consult our [Checklist for Final Manuscript Submission](#). Submit digital files using WeTransfer or Dropbox. The Press requires:

- (1) One printed hard copy of the entire manuscript (double-spaced, single sided, and unbound) including all tables and images
- (2) One digital copy of the entire manuscript, with a separate file for each individual component (front matter, chapters, appendices, references, tables, images).
- (3) Brief biographies of each author and/or contributor (for marketing). For single-author works, no more than 150 words; for multi-author works, no more than 75–100 words each.
- (4) Alternative text for the digital accessibility of your manuscript is also required (see below, [§2.5](#))

2.3. Preparation of Text

INSTAP Academic Press only accepts manuscripts for publication in American English. Use Spell Check and Grammar Check for American English before submission. Submit in Microsoft Word.

- Use Times New Roman font in 12 point size.
- Double space all text.
- Indent every paragraph.
- Use one space after a period, not two.
- Insert diacritical marks using the Insert Symbol pull-down menu.
- Use boldface only for catalog numbers.
- Use only parenthetical citations within the text, not footnotes or endnotes.

Only OpenType fonts (such as Times New Roman) should be used to avoid compatibility problems between Mac and Windows. For more information, see [Adobe on OpenType Fonts](#).

2.4. Preparation of Illustrations

All tables and images (whether figures [which can include maps, plans, charts, graphs, and object drawings] or plates [photographs]) are usually gathered together in their own sections of tables, figures, and plates at the back of a survey or excavation volume. Depending upon the type of book, tables and images may be arranged within the text (usually in a paperback, Festschrift, or colloquium proceedings), in which case tables would still be called tables and all other types of illustration would be labeled as figures.

All illustrations must be arranged in the order they are discussed in the text. They must be called out in the text in numerical order. Further, individual numbered drawings that appear on a page together should be arranged on the page in number or letter order. Avoid turn pages (i.e., pages with the top of the image at the left side of the page, or landscape format) unless absolutely necessary (e.g., for a few maps and plans). Do not include fold-out plans or large plans folded up and inserted in the back of the book. Use details of such images instead. When preparing images, consult recently published INSTAP volumes for guidance on organization and page layout.

For final submissions, images must be submitted digitally, and each image or page of images must be submitted as a separate file (for file type specifications, see Table 1). Do **NOT** flatten the layers in the files—this will help to reduce production time. Note that photographs (for publication as halftones) and line drawings are published in different ways. Avoid combining grayscale images and line drawings in the same digital file because they need different resolutions. Photos should be of good contrast, clarity, and focus. If the original looks bad, even if it is scanned at the ideal resolution, the print reproduction will look worse. Images will be deleted from the manuscript if they do not meet our specifications.

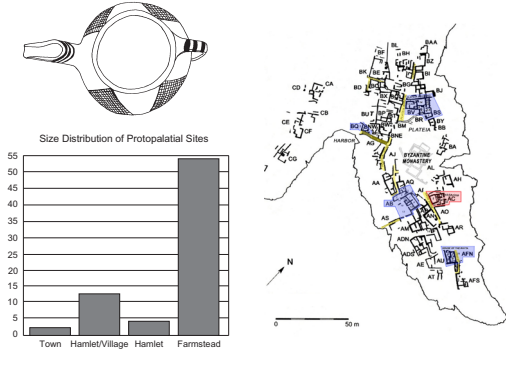


Type of Image	Examples	Mode	Final Print Resolution	File Format to Be Saved	Compression when Saving
Line drawing (plans, maps, artifacts, graphs)		Grayscale	600 dpi	.tif or .eps	LZW (lossless compression in Mac format)
		RGB			
		Vector (Adobe Illustrator)	N/A	.ai or .eps	N/A
Grayscale/half-tone photo		Grayscale	300 dpi	.tif	LZW (lossless compression in Mac format)
Color photo		RGB	600 dpi	.tif	

Table 1. Specifications for submitting images digitally at their final print dimensions. **NOTE:** the Press does not accept low resolution images. Images that do not meet the requirements here will be deleted from the work. Never submit PowerPoint images or images made from PowerPoint slides.

Book covers are an important tool for promoting and selling your book. The Press requires the submission of three or more attractive, high-quality color photographs or drawings along with the manuscript to be used in the creation of a full-color cover for your work. These images must meet the specifications outlined in Table 1, and they must have larger dimensions in order to be used on the cover. Also include a high-quality photograph, conforming to our image specifications, of each main author or editor to be used on the cover. High-quality, color hard copies of each potential cover image should be provided. All efforts will be made to match colors, but this is not always possible. If color figure(s) and/or photo(s) are desired within the final publication, hard copies should be submitted as well.

Name all tables and images with author name, table/figure/plate number, and file extension both on the hard copy and as the digital file name. Any multipanel images (i.e., with parts labeled a, b, c, and so forth) should be submitted as individual image files.

2.4.1. Calculating Final Image Size

All artwork should be submitted at 100% of final print dimensions. Art should be created or scanned at or larger than the final print size, archived at that larger size, and then scaled down to the size intended for final printing. No enlargement should be necessary. Artwork should NOT be resampled in the scanning process.

Oversize and undersize images should be scanned at 100% using this formula:

$$\% \text{ image will be reduced or enlarged} \times \text{final dpi} = \text{dpi to use when scanning}$$

When the image is reduced or enlarged to the final size, it will have the proper dots per inch (dpi). For example, an image that will be reduced by 50% and should have a final dpi of 600 should be scanned at 300 dpi at 100%. Be sure to uncheck “resample image” when you resize (Fig. 1). Crop images so that no unnecessary white space is left bordering the figure. This will help reduce the file size.

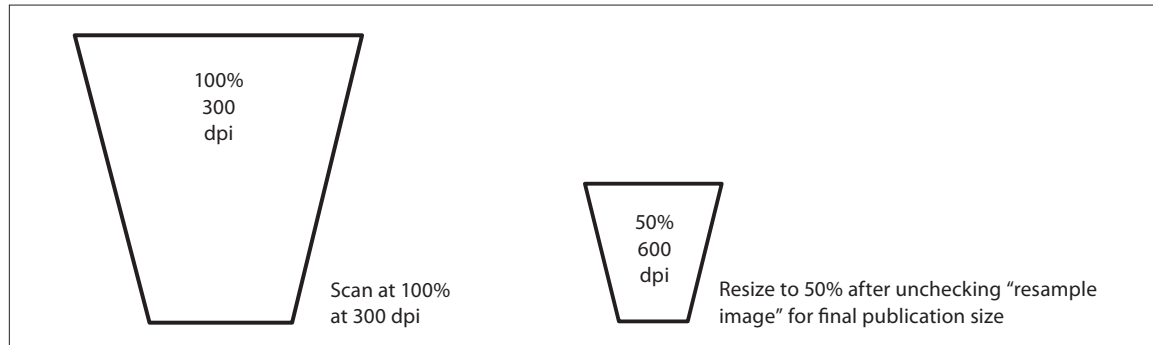


Figure 1. Example showing use of the scanning formula and size reduction in Adobe Photoshop.

2.4.2. Drawings

Use clean, black lines in all drawings. For drawings of pottery and other small finds, ensure that outline thickness in final print size will be 13pt. Solid gray fills are recommended for optimal printing quality; if stippling is utilized, stipple points should be larger than 10pt. When different levels of gray opacity are used in a drawing, the preferred percentages are: 10% for clay discoloration and 20% for paint. All text and components should be active and “clickable” (i.e., do not flatten layers). On maps and plans, include a north arrow, a scale in m/km, and a key whenever necessary. All maps and plans should be oriented so that north points to the top of the page. For image types, modes, resolutions, and file types, see Table 1.

General titles of illustrations should appear in the caption of the table/chart/figure/plate, not in the image itself. Page and figure numbers and captions will be inserted by the Press in page layout. All lettering (including catalog numbers) should be 8–12 points in a clear sans serif font, preferably Arial. Use the same font for all illustrations in the book. All text within a figure should be about the same size to aid in resizing in page layout if necessary. Do not make labels too large for a figure. Avoid boldface type in all images. Place a white background behind letters that cross a dark or textured area. Do not flatten layers.

Make all drawings fit a single page that measures 8.5" x 11" (exclusive of margins and captions, so the space available for images typically measures 6.5" x 8.5"; if the drawing is to be inserted into a single column, the width is usually 3.125"). Take note of the space needed for the caption (Fig. 2). The drawings should not extend into the margins. The author should compose the pages of profile drawings or other small images to these specifications (Fig. 2). If plans or maps are too large, use a master plan with rectangles on it, and publish the enlarged details on other pages.

2.4.3. Photographs

Photographs should be submitted at the final size they will be reproduced in the final printed book (usually 3.125" wide as a single column or 6.5" wide if the image is to extend across the width of our standard page size, 8.5" x 11"; see Pl. 1). Black-and-white photographs should be 300 dpi in grayscale mode and saved as a .tif file using LZW compression in Mac format (see Table 1). Color photographs should be 600 dpi in RGB mode. If necessary, catalog numbers should be entered in a sans serif font, preferably Arial, but the page and plate numbers and captions will be inserted by the Press. Do not flatten layers.

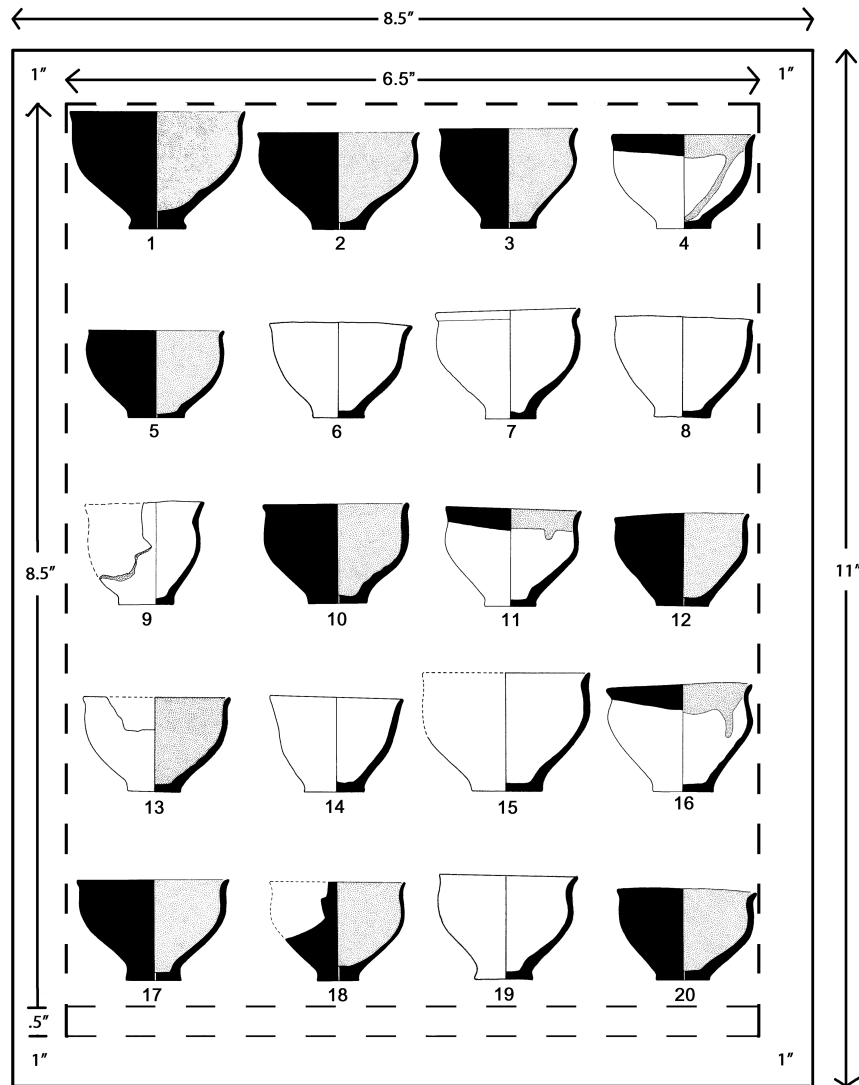


Figure 2. Example of a figure on a page that measures 8.5 x 11 inches with a one-inch margin around all sides. Dashed lines indicate area of 6.5 x 8.5 inches available for placing images with space for a caption 0.5 inches high, which will be inserted by the Press. Artifact drawings may not be as regular as this example, but do your best to keep objects in numerical order and open white space to a minimum.

2.4.4. Copyright, Permissions, and Image Captions

As stated in the Author Agreement, authors must obtain permissions to reproduce copyrighted material, such as artwork (including images and tables not of your own making), prose, poetry, lyrics, music, diaries, letters, and maps. As you prepare your manuscript for submission, keep a record of all copyright holders whose permission may be necessary before the work is published. Note that permission is sometimes needed to reuse, update, or revise your own previously published work. For a book with many images, the process of obtaining permissions can take months.

Permission is not needed to use something that is in the public domain. Works published in the United States over 95 years ago are in the public domain, along with published works whose authors died over 70 years ago. The Cornell Copyright Team and their [Public Domain Chart](#) provide more information for determining when works enter the public domain. It is important to

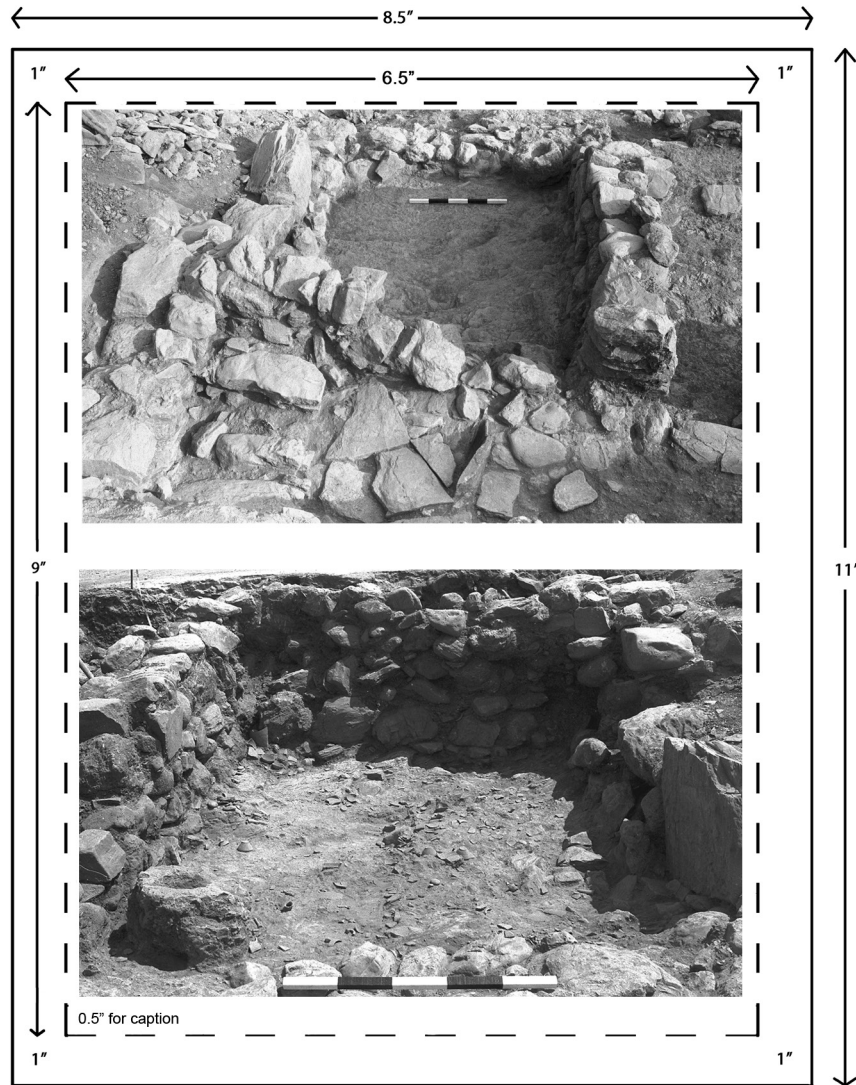


Plate 1. Example of a plate on a page that measures 8.5 x 11 inches. Dashed lines indicate image and caption area of 6.5 x 9 inches. Please leave at least 1 inch between top and bottom image and 0.5 inches below bottom image for captions to be inserted by the Press.

remember, however, that these rules apply to the US only. Other countries have different and sometimes more strict copyright regulations.

If the work you want to use is not in the public domain, you may still be able to use it without permission if your use qualifies as a “fair use.” Per the US Copyright Act (17 U.S.C. §107), fair use permits the limited reproduction of copyrighted material for purposes including criticism, comment, news, reporting, teaching, scholarship, or research. The copyright code establishes four factors that must be used in determining whether a particular case qualifies as fair use: (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use on the potential market for or value of the copyrighted work.

If the work you would like to use is not in the public domain, and your use is not a fair use, you must request permission to reproduce it in your own work. Note that because we publish in both print and digital formats, it is important to secure digital along with print rights. Please

use the [Image Permission Form](#) provided on our website when corresponding with copyright holders (usually authors and/or publishers). Copyright-free and Creative Commons images must be cited like all other resources (for more information, see creativecommons.org). Always credit the original publication of an image, not a more recent reproduction. Pay close attention to the language specified by the copyright holder in your permission agreement regarding any credit required to be included in your own caption for the copyrighted material. Please make sure to use this *exact* language in your captions.

Copyright law is extremely complex, and only some of the most common issues are noted here. For more extensive information, please consult the [Author Responsibilities and Copyright Guidelines](#) of the Association of University Presses (AUPresses).

If images are copied from other publications, the captions must contain full citations with acknowledgments, and they must also include any stipulations made by the copyright holder. Note the following conventions:

reprinted from = no change to the source material

after = slight adjustment but no change in information (e.g., the addition of labels or scales, redrafting, extracting)

modified from = radical changes made to the source material

2.4.4.1. MAPS AND SATELLITE IMAGES FROM ONLINE RESOURCES

Credit must appear in the caption or within the image. For all entities other than Google (see below), a complete URL must be provided in the caption. For all images, a date of access also must be given in the caption.

2.4.4.1.1. Google Earth Pro

Google Earth Pro is emphatically recommended for generating high-quality satellite images and maps for print publication. The software is free to use and download to desktop computers (recommended) or mobile devices. It comes with many export features necessary for submitting images to the Press—that is, inclusion of scale, north arrow, and attribution information in addition to choice of output resolution.

Attribution appears in the image automatically when using Google Earth Pro, and it will be embedded in any exported image. It can be found in the line(s) shown at the bottom of the image along with copyright notices (Pl. 2). The exact text of the attribution changes based on



Plate 2. East Crete showing major highways (Google Earth Pro, accessed May 22, 2023).

geography and content type. DO NOT remove, obscure, or crop out any of the attribution information. Date of access should be included in the caption.

2.4.4.1.2. OpenStreetMap

Attribution must be to “OpenStreetMap.” The URL to openstreetmap.org/copyright MUST be given in the caption:

Figure 9.1. Harbor areas of present-day Amnisos, Poros/Katsambas, and Nirou Chani (base map © OpenStreetMap [openstreetmap.org/copyright]; adapted from www.openstreetmap.org/#map=13/35.3160/25.1765, accessed May 17, 2023).

2.5. Preparation of Alternative Text

If your manuscript includes images of any kind, we ask that you provide alternative text for each one along with your final submission (see [Checklist for Final Manuscript Submission](#)). Alternative text (alt text) is a short description of a visual element like a map or a photograph. It is not displayed on the digital page but is embedded in the electronic book file and is accessible via assistive technology. Similar to a caption but intended to be more purely descriptive, alt text helps visually impaired readers to perceive an image in their minds. The provision of alt text ensures equal access to image-rich digital texts.

As author/contributor, you are best suited for the composition of the alt text for the images you have chosen to include in your manuscript. Writing clear and concise alt text requires knowledge and expertise on the relevant subject matter. To be most effective, it should not only describe what an image contains but also convey why it has been included and how it relates to the larger work, essential details that the author should convey as precisely as possible. The composition of alt text can also serve as an opportunity to check whether a selected image is indeed relevant and vital to the final publication.

Alternative text should not exceed 140 characters, *including spaces* (Fig. 3). Only include additional supplemental information not already given in the surrounding main body text, relevant catalog entries, or associated caption (for captions, see above, [§2.4.4](#)). The Press occasionally will consider accepting longer passages of alt text; these passages will likely be provided as extended descriptions in the digital file, which accommodate lengthier descriptions of visual content (Fig. 3). With your final submission, provide a Word document of alt text listing each of your images, similar to the list of captions.

When writing alt text, consider what information would be missed if the image was not visible. If an image is purely decorative (e.g., a chapter icon), there is no need to supply alt text. For other images, if the text or associated caption describes their presentation, content, and context sufficiently, then simple alt text that identifies the image is sufficient. If neither the text nor the caption describes the image’s presentation, content, and context sufficiently, alt text is needed. In general, simple tables do not require alt text (for more on tables, see below, [§2.6](#)).

Brevity in alt text provides an easier and more accessible user experience. Never start with “image of” as this is obvious to the reader. Include any essential text or data that is part of the image. Do not include additional information that a sighted person or someone not using a screen reader would be able to access. Note that screen reading software does not read formatting in alt text, so elements like bullet points or exclamation marks should not be included. All abbreviations should be spelled out in full.

For more information about digital accessibility and many additional examples, please see our [Alternative Text Guidelines for Digital Accessibility](#). For further discussion on alternative text and digital accessibility, see the [Diagram Center’s Image Description Guidelines](#).



Figure 55. House B.1: state plan. Drawing G. Gesell, L. Day, J. Soles, and D. Faulmann.

Alternative Text: Detailed black and white plan of House B.1 with its 10 rooms numbered. North is at the top of the image.

Extended Description, without discussion in text: Detailed black and white plan of House B.1 with its 10 rooms numbered. North is at the top of the image. Bordering the western wall of the house is Avenue 1 running north to south. Northwest of the house is Theatral Area B.2. Bordering the eastern wall is Avenue 2 running roughly northeast to southwest. To the east of Avenue 2 is Building C.2.

Figure 3. Image with its caption and examples of its alternative text and extended description (*Mochlos IVA. Period III. The House of the Metal Merchant and Other Buildings in the Neopalatial Town*, by J.S. Soles, 2022).

2.6. Preparation of Tables and Charts/Graphs

Tables of text/data are called tables. Charts and graphs are images and thus called figures. Compose tables and charts/graphs in MS Word, MS Excel, or Adobe Illustrator (.ai or .eps). NEVER

submit an image from PowerPoint. Compose the charts/graphs at the size to be reproduced, allowing for margins and room for the caption. Use clean, black lines. Do not compose anything in color and then convert to black-and-white because the variations in grayscale will not be differentiated enough for print publication. Keep charts as simple as possible (do not use three-dimensional images). Grayscale may only be used in an .ai/.eps file; otherwise, do not mix grayscale and black-and-white lines. All charts should be only black-and-white if the file is not an .ai/.eps. Graphs must have all axes and lines labeled. Please submit files in their native format with all relevant data included.

2.6.1. Simple vs. Complex Tables

Simple tables (i.e., with uniform numbers of rows and columns), with or without extensive discussion in the associated text, do not require alternative text (see above, §2.5). Unlike other types of visual content, the contents of tables are read aloud by screen readers. Complex tables including split and/or merged cells (i.e., without a uniform number of rows and columns) cannot be read aloud efficiently by screen readers. Screen readers will announce the number of rows and columns and then read the data cell by cell, from left to right. If a table includes merged or split cells, it will become difficult for the reader to follow along, and therefore alt text is required. Because alt text must be concise (less than 140 words), an extended description must also be provided, which is input into a separate field in the PDF file.

The Press encourages authors to present their data in simple tables whenever possible so that screen readers can read the information aloud in a way that makes sense (Table 2). For maximum usability of your work, when dealing with complex tables please consider whether the material you are discussing could be integrated into the text, perhaps in the form of a numbered list. Consider breaking apart long tables into a number of smaller, simpler tables. Tables should not be nested within other tables. Avoid blank cells. Note that simple tables also help streamline and shorten the production process, as complex tables can present challenges during layout. For more information and an additional example, see our [Alternative Text Guidelines for Digital Accessibility](#).

House C.3 Merchant's Hoard	House C.3 Rooms	House C.5	House C.6	Artisans' Quarter
360.60 g	5.35 g	3.45 g	0.00 g	350.40 g

Table 3.2. Amount of waste by weight from the main settlement and the Artisans' Quarter.

Table 2. Simple table with its caption (*Mochlos IVA. Period III. The House of the Metal Merchant and Other Buildings in the Neopalatial Town*, by J.S. Soles, 2022).

2.7. Index

The Press does not index works. Authors are responsible for writing their own index. INSTAP Academic Press generally follows *The Chicago Manual of Style* guidelines for [indexing](#).

Start to consider the entries of your index when you have completed the final draft of your manuscript. Go through the manuscript making a list of words you might like to include. When you receive digital page proof PDFs of the book in layout from your project editor, you can use the Find function in Adobe Acrobat to locate your words and make note of page numbers.

The best index is a useful one. It should be concise and to the point, and it should only reference what is relevant, not every single item. Consider whether readers are likely to look up a particular term, and whether it will be helpful to the reader. Is the term relevant and necessary?

Being selective about what to include will assist readers in finding information and make your index stronger.

Do not index passing mentions, citations, or pages in the front matter. Notes should not be indexed unless they contain substantive information to the text. Pages that contain significant discussion and mention of important themes, authors, titles, and so forth should be referenced. In general, lowercase the first letter of every entry unless it is a proper noun. Alphabetize letter by letter, including subentries. Provide your index as a separate Word document and when requested transmit to your project editor via email. It should be double spaced and in a single-column format.

3. Style Guidelines

3.1. Catalog Entries

All catalog numbers throughout the manuscript must be unique and must be arranged in the text in number order. Either number every object sequentially starting with number 1, or if authors wish to start over with number 1 when the class of object changes, add a prefix letter(s) before the catalog number—for instance, **P1** for the first cataloged piece of pottery, **S1** for the first stone object, **F1** for the first figurine, and so on.

All catalog entries throughout the manuscript should contain the same information in the same order whenever possible, even if contributing authors submit different systems in their reports. It is the responsibility of the organizing editor(s) of the volume to standardize all aspects of the catalog entries (and the entire manuscript for that matter).

All catalog entries should be written in paragraph form with the following information whenever possible:

Catalog number (field/inventory/accession/excavation number; context/findspot/locus/loci/pail; Fig. number; Pl. number). Identification of object. Preservation. L. in cm/m; w. in cm/m; ht. in cm/m; dia. rim/base in cm/m; max. dim(s). in cm/m; wt. in g/kg. Description of material and details of manufacture (including fabric, color, wear, and surface appearance). Details of shape or decoration. Type if applicable. *Bibl.*: (if applicable). *Comparanda*: (if applicable). *Date*:

All abbreviations used in the catalog entries and any others used throughout the entire manuscript must be included in a List of Abbreviations at the end of the front matter (see below, [§3.4](#)). Please note that authors should use a capital L for length in order to avoid confusion with the number 1.

3.2. Punctuation

Use American punctuation marks for question marks and both types of quotation marks.

3.3. Use of Italics

Italicize names of books and journals and foreign expressions that are written in a language other than English and that do not appear in [Merriam-Webster](#). Do not overuse italics for emphasis or it becomes meaningless. Do not use italics for the following:

cf.
 contra
 e.g.
 et al.
 etc.
 i.e.
 in situ
 per se
 terminus ante/post quem

3.4. Abbreviations

For bibliographic references, use the journal and other abbreviations currently in use by the [American Journal of Archaeology \(AJA\)](#). Use the following standard abbreviations within in-text citations:

col./cols. column/columns (used for volumes like *Archäologischer Anzeiger* [AA])
 fig./figs. figure/figures
 no./nos. number/numbers
 n./nn. note/notes
 p./pp. page/pages (omitted in citations but included in the bibliography)
 pl./pls. plate/plates

All other abbreviations used throughout the manuscript should be listed alphabetically with their full meaning in the List of Abbreviations at the end of the front matter.

3.5. Greek Language

3.5.1. Transliteration of Greek Words

No single system exists for transliteration of Greek letters into Latin letters for publication in English. Retain the aspirate for names of churches and saints because they have been in the English language in this form for many years. The Press strongly prefers the transliterations listed in the right-hand column in Table 3.

Greek Transliteration Variations	INSTAP Preferred Names
Ayia Irini, Ayia Irine, Agia Irini	Hagia Eirene
Ayia, Agia, Haghia	Hagia
Ayios, Agios, Haghios	Hagios
Copais, Copaïs, Kopaïs	Kopais
Hania, Khania	Chania
Dikte, Diktaean, Diktaian	Dicte, Dictaeon Cave
Frati	Phrati
Gortyna, Gortina	Gortyn
Ha Gorge	Cha Gorge
Hagio Pharango, Ayio Pharango	Hagiofarango
Halasmenos	Chalasmenos
Hania, Khania	Chania
Hersonissos, Khersonisos	Chersonissos
	Kamilari
	Karphi
Katsamba	Katsambas
	Kavousi

Table 3. Transliterations and English-language names preferred by INSTAP Academic Press.

Greek Transliteration Variations	INSTAP Preferred Names
Kefala	Kephala
	Knossos
	Kommos
Levena	Lebena
Makryyialos, Makrigialos	Makrygialos
Mallia	Malia
	Mochlos
Mt. Iukhtas, Jukhtas	Mt. Juktas
Myrsine	Myrsini
Myrtos Fournou Koryphi	Myrtos Phournou Koriphi
	Myrtos Pyrgos
Pachyammos, Pachia Ammos	Pacheia Ammos
Palaiokastro	Palaikastro
Papadiokambos	Papadiokampos
	Petras
Phaestos, Festos	Phaistos
	Poros
Profitis Ilias	Prophetes Elias
	Pseira
Simi, Syme, Symi	Syme (eastern Crete), Simi (island)
Thripti	Thripti
	Tylissos
Vasilike	Vasiliki
	Vathypetro
	Vrokastro
Yali, Yiali	Giali, Gyali
Yerokampos, Gerokampos	Gerokampos
Zakro	Zakros
INSTAP Preferred Spelling of Cypriot Names	
<i>Alassa-Palaiotaverna</i>	<i>Maa-Palaiokastro</i>
<i>Alassa-Pano Mandilaris</i>	<i>Maroni-Tsaroukas</i>
<i>Apliki</i>	<i>Maroni-Vournes</i>
<i>Athienou-Pamboularin tis Koukkouninas</i>	<i>Politiko-Phorades</i>
<i>Enkomi</i>	<i>Skouriotissa</i>
<i>Enkomi-Ayios Iakovos</i>	<i>Toumba tou Skourou</i>
<i>Hagia Varvara-Almyras</i>	<i>Troodos</i>
<i>Kalavassos-Ayios Dhimitrios</i>	

Table 3, cont. Transliterations and English-language names preferred by INSTAP Academic Press. Conventions for site names in Cyprus differ from traditional Greek mainland and island site names. If a Cypriot site has a hyphenated name, the second part of that name is italicized.

3.5.1.1. NAMES OF GREEK PLACES THAT ALSO HAVE ENGLISH NAMES

If an English name exists, use the English version.

- Athens (not Athina)
- Boeotia (not Boiotia)
- Crete (not Kriti)
- Euboea (not Evia, Evvia)
- Greece (not Hellas)

Herakleion (not Iraklio, Iraklion, Heraklion)
Hierapytna (to refer to ancient Ierapetra)
Ierapetra (not Hierapetra)
Lebena (not Levena)
Phaistos (not Phaestos or Festos)
Siteia (not Sitia, Seteia)

3.5.1.2. GREEK MEN'S NAMES

Ancient Greek men's names ending in -eta sigma are written with -es (e.g., Perikles), but modern names are written with -is (e.g., Sakellarakis).

3.6. Numbers

When writing your manuscript, use Arabic numbers for tables and images.

3.6.1. Greek Ordinal Numbers

Unless it is part of a quotation or a title of a book or series, do not mix transliterated Greek ordinal numbers within English text (e.g., 24th Ephorate, not KD' Ephoreia).

3.6.2. Roman Numerals

Volume numbers are generally written in Arabic numerals, except those of excavation series, encyclopedia volumes, and numismatic catalogs. Descriptive words (volume, part, etc.) are generally omitted. Supplements to series or journals are also written in Arabic numerals. Roman numerals (or letters) are retained in citations for volume numbers and plate numbers of a book if the original source includes both Roman and Arabic numbers.

(Evans 1921–1935, IV, pl. 6)
(Furness 1956, pl. XIX:11)
(Milojčić-von Zumbusch and Milojčić 1971, pl. P)
(Mottier 1981, pl. p)

3.6.3. Sequences of Numbers

Separate ranges of numbers with an en-dash, not a hyphen. En-dashes can be inserted in MS Word with the Insert > Symbol > Special Characters menu.

(Evans 1921–1935, IV, 33–38)

3.7. Dates and Chronological Periods

Be consistent in using era abbreviations; they should be typeset in small caps:

A.D.
B.C.
B.C.E.
B.P.
C.E.

3.8. Topography

All images should contain labels for identifying features discussed in the text, especially elevations in meters above sea level (m asl), site locations, and bodies of water, among other items.

3.8.1. Compass Directions

Do not abbreviate compass directions; spell them out in full: north, south, east, west, northeast, southeast, northwest, and southwest.

4. Citations and References

Every citation must have a corresponding complete reference entry in the reference list, and every reference entry must be cited somewhere in the text. All “forthcoming” works must be under contract with a publisher. Works “in preparation” without a contract are not acceptable sources. Do not use “in prep.”; use “pers. obs.” or “pers. comm.” It is rare to list a reference as “in press” because that is the very limited time of six to eight weeks before publication. Most of these types of references usually should be listed as “forthcoming.”

4.1. Citations

Cite references in the text within parentheses by author’s last name, year, relevant page range, catalog number, figure number, and plate number. The order of multiple citations within one set of parentheses should be chronological as much as possible without separating more than one work by the same author (see Weinberg, below). First initials are only given if two authors who share a last name have publications in the same year, or if both authors appear in the same parenthetical citation. Cite all names for up to three joint authors; use the name of the first author and “et al.” for four or more coauthors. Do not use “p.” or “pp.” in citations in the text. Use a semicolon to separate successive references in a citation. If listing multiple works by the same author, use commas among the list of years except when page numbers are required for any of the citations within a set of parentheses. Do not use footnotes or endnotes. Do not use “*ibid.*,” “*idem.*,” “*op. cit.*,” or “*ff.*” Provide dates for all personal communications in month-day-year format (e.g., July 22, 2024).

(Renfrew 1969, 17, fig. 3)

(J. Shaw 2006; M. Shaw 2006)

(Evans 1925, 65; S. Marinatos 1974; Branigan 1976; N. Marinatos 1986)

(Baumann, Best, and Wachendorf 1977, 502)

(Stiros et al. 1992, 109–117)

(Sampson, forthcoming)

(K. Nowicki, pers. comm., June 22, 2018)

(Weinberg 1962, 1970; Sotiridas 1968; French 1972; Phelps 1975)

(Hood 1971, 1983)

(Watrous 1999, 328; 2000, 475)

The abbreviations “fig.,” “figs.,” “pl.,” and “pls.” are not capitalized when referring to other publications. They are, however, capitalized in citations in the text to your own illustrations within the publication itself. If a figure or plate is subdivided into numbered or lettered illustrations, use a colon (followed by no space) to separate the designations. For standard abbreviations, see also [§3.4](#).

(Mari 1993, figs. 133:89, 142:71)
(Coleman 1977, pl. 31:N)

4.1.1. Citations of Ancient Sources and Translations of Ancient Texts

This section has been adapted from the American School of Classical Studies at Athens (ASCSA) [Guide for Contributors](#). Citations of ancient works should be given in the text in parentheses. They are not included in the reference list. The citation should include the author’s name; title of work; and book, chapter, or other appropriate designation, in Arabic numerals, separated by periods. Follow the [Oxford Classical Dictionary](#) (OCD) when abbreviating author names and titles of works. Adapt names and titles to reflect Greek transliteration where needed. If an author is known primarily for one work, the title of the work may be omitted. Pseudepigrapha are cited in square brackets.

(Ar. *Nub.* 100–101)
(Arist. *Pol.* 1265b34–1266a4)
([Dem.] 56.7–17)
(Diod. *Sic.* 17.77.5–78.1)
(Hdt. 7.170)
(Hes. *Theog.* 930–933)
(Hom. *Il.* 2.653–670)
(Livy 35.39.1–2)
(Pl. *Resp.* 492d–493e)
(Plin. *HN* 35.65–68)
(Strabo 1.2.15 [C 23–24])
(Vitr. 8.3.22)

References in Greek lexica should be given in Greek type (e.g., Suda, s.v. Πλούταρχος). Translations of ancient works should be listed in the References. In citations, credit for translations (if necessary) should be given as follows: (Hom. *Il.* 2.569–577, trans. Murray 1924). The bibliographic entry for this citation would read:

Murray, A.T., trans. 1924. *The Iliad*, by Homer, Cambridge, MA.

4.2. References

Submit an alphabetical list of all references cited. The system preferred by the Press is mainly based on the system used by the [ASCSA](#). The list should be alphabetical by the last name of the first author/editor of each reference. If there is more than one entry for an author/editor, then list them chronologically starting with the oldest. If there is more than one entry in the same year for the same author/editor, then list them alphabetically by the book or article title, not including the first word if it is an article or preposition. See also [§4.2.4](#), below. The following examples provide samples of full reference list entries (**R**) and corresponding in-text citations (**C**). See also [§3.4](#) and [§4.1.1](#).

4.2.1. Books

List author (last name first, followed by first and middle initials) followed by year of publication with a period, then title of book in italics, followed by name of publisher. Do not insert a space between the initials of the author. Set off the publisher with a comma. The comma following the italicized title is not in italics. If the book belongs to a series, the series name follows the title and is set off in parentheses. If the book is numbered in the series, the series number is not italicized. Use the abbreviations of series employed by the [AJA](#) (see also above, [S3.4](#)). Series titles not included in the *AJA* list should be written in full and italicized. For English titles, capitalize the first letter of every word except for articles, conjunctions, and prepositions. The first word after a colon in a book title should be capitalized. For foreign languages, follow the rules of the language in question. Omit titles like Sir, Dr., or Capt. from listed author names, even if they are in the original. If the original has no punctuation between a title and subtitle, insert a colon. Use hanging indentation in Microsoft Word for all reference entries.

Do NOT translate or transliterate Greek or any other foreign language book titles and parenthetical series titles. Provide them in the original language with correct accents and punctuation. Only Greek author names should be transliterated into English.

4.2.1.1. ONE AUTHOR

- R:** Barber, R.L.N. 1987. *The Cyclades in the Bronze Age*, University of Iowa Press.
C: (Barber 1987, 22)

4.2.1.2. ONE EDITOR

- R:** Branigan, K., ed. 1998. *Cemetery and Society in the Aegean Bronze Age (Sheffield Studies in Aegean Archaeology 1)*, Sheffield Academic Press.
C: (Branigan, ed., 1998)

3.2.1.3. TWO AUTHORS OR EDITORS

- R:** Halstead, P., and C. Frederick, eds. 2000. *Landscape and Land Use in Postglacial Greece (Sheffield Studies in Aegean Archaeology 3)*, Sheffield Academic Press.
C: (Halstead and Frederick, eds., 2000)
- R:** Özgüç, T., and M. Akok. 1958. *Horoztepe: An Early Bronze Age Settlement and Cemetery*, Türk Tarih Kurumu Basimevi.
C: (Özgüç and Akok 1958)

4.2.1.4. SIX OR MORE AUTHORS OR EDITORS

List only the first three authors/editors followed by et al.

- R:** Day, L.P., H.M.C. Dierckx, K. Flint-Hamilton, et al. 2016. *Kavousi IIC: The Late Minoan IIIC Settlement at Vronda. Specialist Reports and Analyses (Prehistory Monographs 52)*, INSTAP Academic Press.
C: (Day et al. 2016)

R: Musti, D., A. Sacconi, L. Rocchetti, et al. 1991. *La transizione dal miceneo all'alto arcaismo: Dal palazzo alla città. Atti del Convegno Internazionale, Roma, 14–19 mars 1988 (Monografie scientifiche, serie Scienze Umane e Sociali)*, Consiglio Nazionale delle Ricerche.

C: (Musti et al., eds., 1991)

4.2.1.5. BOOK IN A SERIES

Put the name of the series in parentheses after the title. Only the series name is in italics. Parentheses are not in italics. Use the *AJA* list of abbreviations as necessary.

R: Bosanquet, R.C., and R.M. Dawkins. 1923. *The Unpublished Objects from the Palaikastro Excavations (BSA Suppl. Paper 1)*, British School at Athens.

C: (Bosanquet and Dawkins 1923)

R: Olivier, J.-P., and L. Godart. 1996. *Corpus hieroglyphicarum inscriptionum Cretae (ÉtCrét 31)*, French School at Athens.

C: (Olivier and Godart 1996)

R: Scarre, C., and F. Healy, eds. 1993. *Trade and Exchange in Prehistoric Europe: Proceedings of a Conference Held at the University of Bristol, April 1992 (Oxbow Monograph 33)*, Oxbow Books.

C: (Scarre and Healy, eds., 1993)

R: Hallager, E., and B. Hallager, eds. 2000. *The Greek-Swedish Excavations at the Agia Aikaterini Square, Kastelli, Khania, 1970–1987: II. The Late Minoan IIIC Settlement (ActaAth 4°, 47 [II])*, Swedish Institute at Athens.

C: (Hallager and Hallager, eds., 2000, 163–165)

4.2.1.6. BOOK WITH SEVERAL VOLUMES (CITING THE WORK AS A WHOLE)

Put the volume numbers after the title, with no comma. The volume numbers are not in italics. Give all the years of publication.

R: Evans, A.J. 1921–1935. *The Palace of Minos at Knossos I–IV*, Macmillan and Co., Limited.

C: (Evans 1921–1935, I, 555, fig. 430)

4.2.1.7. BOOK WITH SEVERAL VOLUMES (CITING A PARTICULAR VOLUME)

R: Soles, J.S. 2008. *Mochlos IIA: Period IV. The Mycenaean Settlement and Cemetery: The Sites (Prehistory Monographs 23)*, J.S. Soles and C. Davaras, eds., INSTAP Academic Press.

C: (Soles 2008)

R: Morrison, J.E., and D.P. Park. 2008. “Appendix A: Reconstructing the Ritual Killing of the Ceramic Vessels from Tomb 15,” in Soles 2008, pp. 207–216.

C: (Morrison and Park 2008, 208–209)

R: Tsipopoulou, M. 1990, “Νέα στοιχεία για τη μινωική κατοίκηση στην περιοχή της πόλης της Σητεία,” in *Πεπραγμένα του ΣΤ' Διεθνούς Κρητολογικού Συνεδρίου Α' (2)*, Philological Association of Chania “Chrysostomos,” pp. 305–321.

C: (Tsipopoulou 1990, 308–310)

4.2.2. Chapter in an Edited or Authored Volume

If three or more chapters in an edited volume are referenced, please separate the volume as its own entry. The individual chapters may then refer to the edited volume.

- R:** Hauptmann, A. 1989. “The Earliest Periods of Copper Metallurgy in Feinan, Jordan,” in Hauptmann, Pernicka, and Wagner, eds., 1989, pp. 119–135.
- C:** (Hauptmann 1989, 130–135)
- R:** Moody, J.A. 2000. “Holocene Climate Change in Crete,” in Halstead and Frederick, eds., 2000, pp. 52–61.
- C:** (Moody 2000, 55)
- R:** Reese, D.A. 2007. “Faunal Remains from the Sacred Spring (Corinth),” in Betancourt, Nelson, and Williams, eds., 2007, pp. 291–298.
- C:** (Reese 2007)
- R:** Triantaphyllou, S. 2005. “Appendix: The Human Remains,” in Papadatos 2005, pp. 67–76.
- C:** (Triantaphyllou 2005)

The bibliography must include the complete citation if two or fewer chapters in an edited volume are referenced:

- R:** Moody, J.A. 2000. “Holocene Climate Change in Crete,” in *Landscape and Land Use in Post-glacial Greece (Sheffield Studies in Aegean Archaeology 3)*, P. Halstead and C. Frederick, eds., Sheffield Academic Press, pp. 52–61.
- C:** (Moody 2000, 55)
- R:** Reese, D.A. 2007. “Faunal Remains from the Sacred Spring (Corinth),” in *Krinoi kai Limenes: Studies in Honor of Joseph and Maria Shaw (Prehistory Monographs 22)*, P.P. Betancourt, M.C. Nelson, and H. Williams, eds., INSTAP Academic Press, pp. 291–298.
- C:** (Reese 2007)
- R:** Triantaphyllou, S. 2005. “Appendix: The Human Remains,” in *Tholos Tomb Gamma: A Prepalatial Tholos Tomb at Phourni, Archanes (Prehistory Monographs 17)*, Y. Papadatos, INSTAP Academic Press, pp. 67–76.
- C:** (Triantaphyllou 2005)

4.2.3. Articles

For an article, put the title in American English quotation marks and set it off with a comma, followed by the journal or its abbreviation (in italics) and the volume number (not in italics). Insert the comma before the final quotation mark. Place the page numbers at the end, set off with a comma. Use the abbreviations of journals employed by the [AJA](#) (see also above, [§3.4](#)). Journal titles not included in the *AJA* list should be written in full and italicized. For English titles, capitalize the first letter of every word, except for articles, conjunctions, and prepositions. The first word after a colon in an article title should be capitalized. For all other foreign languages, follow the rules of the language in question (typically sentence-style capitalization). All Greek entries should be accented using monotonic Greek, regardless of the format of the original publication. Include the full range of page numbers.

Do NOT translate or transliterate Greek or any other foreign language article and journal titles except journal titles included in the *AJA*’s list of abbreviations. Only Greek author names should be transliterated into English.

4.2.3.1. ONE AUTHOR

- R:** Renfrew, A.C. 1969. “The Development and Chronology of the Early Cycladic Figurines,” *AJA* 73, pp. 1–32.
- C:** (Renfrew 1969, 10–15)

4.2.3.2. TWO AUTHORS

R: Boileau, M.-C., and J. Whitley. 2010. "Patterns of Production and Consumption of Coarse to Semi-fine Pottery at Early Iron Age Knossos," *BSA* 105, pp. 225–268.

C: (Boileau and Whitley 2010)

4.2.3.3. SIX OR MORE AUTHORS

List only the first three authors followed by et al.

R: Skourtanioti, E., H. Ringbauer, G.A. Gneccchi Ruscone, et al. 2023. "Ancient DNA Reveals Admixture History and Endogamy in the Prehistoric Aegean," *Nature Ecology & Evolution* 7, pp. 290–303, <https://doi.org/10.1038/s41559-022-01952-3>, accessed September 22, 2023.

C: (Skourtanioti et al. 2023)

4.2.3.4. AUTHOR WITH A FIRST INITIAL TRANSLITERATED FROM GREEK

R: Tsountas, C. 1898. "Κυκλαδικά," *ArchEph* 37, pp. 137–212.

C: (Tsountas 1898)

4.2.3.5. JOURNAL OR NEWSLETTER WITH SEVERAL ISSUES BEGINNING WITH PAGE 1 IN EACH ISSUE

Place the issue number in parentheses after the volume number.

R: Hanke, H. 1994. "Der Bergbau und die Mineralien von Lavrion, Griechenland," *Emser Hefte* 15 (2), pp. 1–80.

C: (Hanke 1994, 1–10)

4.2.3.6. A JOURNAL WITHOUT VOLUME NUMBERS

Use the year as a volume designation.

R: Tsountas, C. 1898. "Κυκλαδικά," *ArchEph* 37, pp. 137–212.

C: (Tsountas 1898, 200)

4.2.3.7. JOURNALS WITH DELAYED DATE OF PUBLICATION

Occasionally, a journal prints a volume after the date in the sequence of volumes and places both dates on the title page. Both years should be listed in the reference, with priority given to the first year (libraries usually place the first year on the spine of the volume and file the series sequentially).

R: Davaras, C. 1971. "Ανασκαφή εις Στύλον Αποκορώνου," *ArchDelt* 26 (B' 2, Chronika) [1975], pp. 517–519.

C: (Davaras 1971)

Some journals or book series begin a new series due to the long duration of the original series or a change of publisher. Abbreviations for old series (o.s. or 1st ser.) and new series (n.s. or 2nd ser.) are set off by commas between the name of the series and the volume number. *The Annual of the Italian Archaeological School in Athens (ASAtene)*, however, continues to use the old series number as the primary number, and it also gives the new series number as a secondary number. In this case, only use the old series number in the reference.

4.2.3.8. BOOK REVIEWS

R: Day, L.P. 2008. *Review of The Chrysokamino Metallurgy Workshop and Its Territory*, by P.P. Betancourt, *AJA* 112, pp. 767–768.

C: (Day 2008)

R: Scotton, P.D. 2008. Review of *The Aegean from Bronze Age to Iron Age*, by O. Dickinson, *BMCR* 2008.01.62.

C: (Scotton 2008)

4.2.3.9. AUTHOR SUBSECTIONS WITHIN AN ARTICLE

A nested entry in a list of references occurs when the resource is a part of an article not written by the primary author(s) of the main article. Use only the page numbers of the cited author's section.

R: Dawkins, R.M. 1904–1905. “Neolithic Settlement at Magasá,” in “Excavations at Palaikastro IV,” by R.M. Dawkins, C.H. Hawes, and R.C. Bosanquet, *BSA* 11, pp. 260–268.

C: (Dawkins 1904–1905, 262)

4.2.4. Several Citations by Same Author(s)/Editor(s)

For the second and succeeding entries, insert three em-dashes followed by a period in place of the author's name, unless changing from author to editor. Arrange the entries chronologically. For two entries in the same year, order the entries alphabetically by title and assign the entries successive letters (a, b, c, and so on). All edited works should be listed after all authored works.

Branigan, K. 1968a. *Copper and Bronze Working in Early Bronze Age Crete* (SIMA 19), Paul Åström.
———. 1968b. “Silver and Lead in Prepalatial Crete,” *AJA* 72, pp. 219–229.

Branigan, K., ed. 1998. *Cemetery and Society in the Aegean Bronze Age* (Sheffield Studies in Aegean Archaeology 1), Sheffield Academic Press.

Branigan, K., Y. Papadatos, and D. Wynn. 2002. “Fingerprints on Early Minoan Pottery: A Pilot Study,” *BSA* 97, pp. 49–53.

Hood, M.S.F. 1971. *The Minoans: Crete in the Bronze Age* (Ancient Peoples and Places 75), Thames and Hudson.

———. 1983. “The ‘Country House’ and Minoan Society,” in Krzyszkowska and Nixon, eds., 1983, pp. 129–135.

———. 1990a. “Autochthons or Settlers? Evidence for Immigration at the Beginning of the Early Bronze Age in Crete,” in *Πεπραγμένα του ΣΤ’ Διεθνούς Κρητολογικού Συνεδρίου Α’* (1), Philological Association of Chania “Chrysostomos”, pp. 367–375.

———. 1990b. “Settlers in Crete c. 3000 B.C.,” *Cretan Studies* 2, pp. 151–158.

4.2.5. Unpublished Works: Theses, Dissertations, Papers, and Archives

R: Keller, D.R. 1985. “Archaeological Survey in Southern Euboea, Greece: A Reconstruction of Human Activity from Neolithic Times through the Byzantine Period,” Ph.D. diss., Indiana University.

C: (Keller 1985)

R: Murphy, J.M. 2008. “Time and Death: A Reassessment of LH IIIC Activity in the Tombs around the Palace of Nestor, Pylos.” Paper read at the Annual Meeting of the Archaeological Institute of America, January 3–6, 2008, Chicago.

C: (Murphy 2008)

R: Lloyd, S. 1933–1934. “The Abu Temple Excavations,” unpublished field notebook, Chicago, The Oriental Institute of the University of Chicago.

C: (Lloyd 1933–1994)

4.2.6. Encyclopedia or Corpus

- R:** CMS II.8 = Gill, M.A.V., W. Müller, and I. Pini. 2002. *Iraklion Archäologisches Museum: Die Siegelabdrücke von Knossos, unter Einbeziehung von Funden aus anderen Museen (CMS II.8)*, 2 vols., Philipp von Zabern.
- C:** (CMS II.8, no. 248)

4.2.8. Online Resources

Avoid referencing websites because they generally are not archival, and stability in the future is not guaranteed. If no print version is available, preferably provide the Digital Object Identifier (DOI) when possible or the precise Uniform Resource Locator (URL) address (if DOI is not available). Date of access must be included.

- R:** Martin, L., and N. Russell. 1997. "Animal Bone Report," Çatalhöyük 1997 Archive Report, http://www.catalhoyuk.com/archive_reports/1997/ar97_14.html, accessed September 27, 2019.
- C:** (Martin and Russell 1997)
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