



## **Pharos: Instructions to authors**

### **1. Language**

Articles should preferably be written in English (UK). Authors submitting a paper do so on the understanding that the work has not been published elsewhere and has been read and approved of by all authors involved. The decision to accept or reject material submitted will be made by the editorial board in consultation with members of the advisory board and anonymous external referees.

Authors are responsible for the correct spelling and grammar of the text. If you are not a native speaker of the language in which you have written, please have your manuscript read by a native speaker before submitting it. Authors should follow the practices of the language in which they are writing (the following notes apply to UK English).

### **2. Submission**

Text should be submitted in the form of a Word document (doc or docx files) and may be sent by E-mail to the editorial secretary ([J.J.V.M.Derksen@uu.nl](mailto:J.J.V.M.Derksen@uu.nl)) with a copy to the editor-in-chief ([a.prent@vu.nl](mailto:a.prent@vu.nl)). Please use separate files for 1.) main text, 2.) captions and 3.) the various illustrations.

If the manuscript contains non-roman fonts (e.g. Greek, Arabic, Syriac, Coptic, Hebrew,...), use unicode fonts. If unicode fonts are not available, always include the used fonts.

If the illustrations are too large to be sent by E-mail, please use a special E-mail programme such as Send2Deliver or send a CD or DVD to the editorial secretary: J.J.V.M. Derksen, De Bogerd 27, NL-4132 GJ Vianen, The Netherlands.

### **3. Abstract and keywords**

For every article an abstract is requested of a maximum of 250 words in the same language as the article. The authors are also requested to provide up to five keywords.

### **4. Headings and subheadings**

Title of article in capitals (without period at end), if necessary followed by a subtitle on the next line in lower case (also without period at end). Title is to be followed by white line and then the name of the author(s). Please use first name, additional initials if desired, and family name.

First level headings in the text should be indicated by text in bold preceded by two white lines and followed by one white line.

Second level heading should be indicated by text in *italics*, preceded by two white lines and followed by one white line.

Third level headings are in plain text, preceded by one white line only and no white line afterwards.

Paragraphs: the first line of a new paragraph should be indented, except after a heading or white line.



## 5. Style

- (i) Spelling and capitalisation should be uniform, e.g. artefact or artifact, rôle or role, élite or elite, colonisation or colonization throughout; north, north-west, but capitals in established names (North Pole; South Africa etc.).
- (ii) Numbers: all numbers up to and including ten should be spelt out except where attached to a unit of quantity (e.g. 3 kg). Numbers above 10 should be numerals except where the context makes this awkward (e.g. use spelt-out forms at the beginning of a sentence). Write 0.37 not .37, etc. Decimals should rather be indicated by point (.) than a comma (,). Squares and cubes should be given as 89 m<sup>2</sup> and not 89 sq. m.
- (iii) Use SI (metric) units rather than Imperial/US units; i.e. g, kg, cm, m, km.
- (iv) Chronology: give centuries and millennia as e.g. 3rd century AD, 4th century BC, 1st millennium BC.
- (v) Abbreviations: initial-letter abbreviations should be typed with no full points (e.g. BC, AD, UK, BBC). Abbreviations in which the last letter of the abbreviation is the same as the last letter of the word should also have no point (e.g. Dr, Mr, but diam., pl., fig. [when referring to illustrations in publications by other authors]).
- (vi) Use roman letters for familiar Greek and Latin terms (megaron, polis, poleis, nymphaeum, proconsul) and for established anglicizations (e.g. oikist) and latinizations (e.g. palaestra). Only italicize less familiar terms or keep them in Greek type.
- (vii) Do not italicize: Cf., e.g., i.e., et al., etc.
- (viii) Use single quotation marks '...'

## 6. Footnotes

References must be in the form of footnotes. Please use the footnote option of MS-Word. References should refer to the bibliography. Footnotes should mention author, date of the publication and relevant page numbers. Page numbers should be fully numbered. Example: Evans 1906, 121-129. In case of more than three authors, the name of the first author is mentioned, followed by 'et al.': Renfrew et al. 1985, 103-110.

Footnotes may be used to provide brief background information. No endnotes may be used.

## 7. Names and addresses of authors

Please add names of all authors at the end of the article (no first names here, only initials), with name of the University and/or Institute and E-mail address only. Do not align the text to the right.

## 8. Acknowledgements

Add a separate section **Acknowledgements** at the end of the article, before the **References**.

## 9. References

All bibliography should be listed alphabetically at the end of the text under the heading **References**.



Abbreviations follow the *American Journal of Archaeology* or the *Index des périodiques* in the *l'Année Philologique*. Both lists of abbreviations can be found by downloading the programme 'Aristarchos' from the following website: <http://www.archeolinks.com/aristarchos.htm>. See for abbreviations in *AJA*: <http://www.ajaonline.org/index.php?ptype=page&pid=8>

Names of the place of publication should be written in the language of the original publication.

For each title all authors should be mentioned.

The following are **examples for the bibliography**:

- (i) Publication without author:  
Naval Intelligence Division, Great Britain 1945. *Greece, Geographic Handbook Series*, London.
- (ii) 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.
- (iii) Book by two authors:  
Hope Simpson, R. & J.F. Lazenby 1970. *The Catalogue of the Ships in Homer's Iliad*, Oxford.  
Tarn, W. & G.T. Griffith 1952. *Hellenistic Civilization*, 3rd ed., London.
- (iv) 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.
- (v) Book in an excavation series:  
Sparkes, B.A. & L. Talcott 1970. *The Athenian Agora XII: Black and Plain Pottery of the 6th, 5th and 4th Centuries B.C.*, Princeton NJ.  
Stillwell, A.N. & J.L. Benson 1984. *Corinth XV, Pt. 3: The Potters' Quarter. The Pottery*, Princeton NJ.
- (vi) Article in a periodical:  
Kelly, Th. 1974. Argive foreign policy in the fifth century BC, *CP* 69, 81-99.
- (vii) A multi-article volume:  
McDonald, W.A. & G.R. Rapp (eds) 1972. *The Minnesota Messenia Expedition. Reconstructing a Bronze Age Regional Environment*, Minneapolis.
- (viii) 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*, Stroudsburg, 189-201.  
Bakirtzis, C. 1987. Byzantine amphorae. In: V. Déroche & J.-M. Spieser (eds), *Recherches sur la Céramique byzantine, BCH Supplément XVIII*, Paris, 73-77.



- (ix) 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, Studia Aetolica I*, Utrecht, 27-31.
- (x) 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.
- (xi) Unpublished dissertation:  
Benecke, H. 1934. *Die Seepolitik der Aitolier*, Diss. Universität Hamburg.
- (xii) Unpublished paper or manuscript:  
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.
- (xiii) Book review:  
Gallant, T.W. in press. Review of T.H. van Andel & C.N. Runnels 1987, *Beyond the Acropolis. A Rural Greek Past*, Stanford, *CJ*.
- (xiv) Websites:  
Refer to the name and full 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, the date on which the site was last up-dated. Example:  
Rutter, J.B. 2007 (November). *The Prehistoric Archaeology of the Aegean*, [http://projectsx.dartmouth.edu/classics/history/bronze\\_age](http://projectsx.dartmouth.edu/classics/history/bronze_age), accessed 9 January 2010.  
Reference in footnote (to secondary page): Rutter 2007, [http://projectsx.dartmouth.edu/classics/history/bronze\\_age/lessons/les/2.html](http://projectsx.dartmouth.edu/classics/history/bronze_age/lessons/les/2.html)

## 10. Quotations

When quoting from an author please always do so from the same edition (unless you say why you are not doing so) and state which edition this is. Quotations should be set in single quotation marks. Long quotations of several lines of text should not be enclosed within quotation marks, but should be indented and separated from the preceding and following lines of typescript by a double line-space.

## 11. Illustrations

All illustrations should be numbered consecutively as Figures and referred to in the text as 'Figure 1' etc. There is a (limited) possibility for coloured prints.

When sending in originals rather than digital images, please provide separate sheets of all maps, diagrams, photographs and other illustrations, duly numbered as Figures. The publisher has the right to refuse any (photo)graphic material or other digital illustration material that is of insufficient quality to be reproduced in the journal according to the publisher's own expertise and judgement.



Instructions for illustration material:

Authors should submit camera-ready illustrations of professional quality (original drawings, plans, etc., or glossy photographic prints, preferably 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.

Illustrations of professional quality may be submitted as digital files; these must be formatted according to the following guidelines:

- (i) 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: Scan resolution = (lpi x 2) x scaling factor.
- (ii) 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%  
Halftone TIFF/EPS Grayscale/colour 350 dpi 5% - 95%  
Combination TIFF/EPS Grayscale/colour 350 dpi 5% - 95% (image & type)
- (iii) 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\*

## 12. Copyright

There are no internationally accepted rules about the extent to which copyright material can be quoted without the need to ask permission. The journal editor, the editorial board and the publisher will assume that the authors have obtained permissions (including photographs, etc. for illustrations) where necessary. Permissions are the author's responsibility, not that of the journal editor or publisher. Authors are kindly requested to take care of reproduction fees, if any.

## 13. Proofs

Proofs will usually be supplied in the form of page proofs. It is of utmost importance that the typescript is in perfect order before submission. Only literal corrections in proof can be allowed, and corrections over 10% of the setting cost may be charged to the author.

## 14. Authors' copies



Individual contributors to the journal will receive one printed issue of the journal and a PDF of their own contribution(s).