

The NIA Style Manual

Language

Submissions should be in clear, idiomatic, British English. Contributors should follow the Oxford English Dictionary as much as possible: where there is a choice between ‘-iz’ and ‘-is’ ending (e.g., recognize/recognise) contributors should follow the ‘-iz’ spelling. Please note that some words never take an ‘-iz’ (e.g., advise).

Abstracts

- Abstracts should be short (no more than 300 words)
- For submissions in a language other than English, one abstract (in English) is required
- Abstracts should be placed at the beginning of the text
- Abstracts should not be italicized
- The first line of the abstract should not be indented

Formatting

All submissions should be in Word file format, in Times New Roman/Times font. The same typeface should be used throughout the text.

* All submitted word documents should be in their final form before pagination (to avoid repagination). No further modifications of the manuscripts are allowed after this step.

** Cover Specifications: One color of special corrugated paper with one color for fonts and graphics.

Size

Main body of text - 12 pt type

Footnotes -10 pt type

Catalogue entries - 11 pt type

The main title of the submission should be bold, centered and 16 pt type

Sub-titles should be italicized

Spacing and general formatting

The main body of text should be 1.5 spaced. Footnotes should be single spaced. The first line of the first paragraph should not be indented, though the first line of all following paragraphs should. The body of the text should be justified throughout. No spaces between paragraphs.

Headings

Sub-headings in the texts should be 12 pt text, bold, italicized, and aligned to the left. A space of one line should be left between the paragraph that precedes the sub-heading and the sub-heading itself. No space is necessary under the sub-heading (between sub-heading and text).

Italics

Generally, foreign words and short phrases should be in italics. Titles of books/articles etc. should be italicized when referenced in the text.

Figures, Illustrations, and Tables

- All figures/illustrations should be presented in TIFF format.
- Black and white figures and illustrations can be placed within the body of the text.
- Colored images and illustrations will be placed at the end of the book in a 16-page special inserted section and will conform to the book/ page size.
- Figure references in the author's text should use a capital letter and should be numbered: e.g., Fig. 1, Fig. 2 etc.
- Citations of figures from other authors' works should not use a capital letter and should be written as Author date, page number, figure number: e.g., Talatas 2012, 230, fig. 28.
- Where foreign abbreviations are used, convert these into English abbreviations: e.g., abb. / taf.
- Where necessary, authors should include scale bars within the picture.

Images and Captions

- Where small images are to be printed in groups (e.g., several fragments of pottery), these images should be supplied as one figure. The individual components should be labelled '(a)', '(b)' etc. within the figure itself.
- Line artwork should be black and white, and 1200 dpi resolution.
- Photographs should be in greyscale, and preferably at 500 dpi resolution (300 dpi is the acceptable minimum)

Book Size and Image Dimensions/Resolution

Book size 14X21 cm: 14cm width with at least 300 dpi

Book size 17X24 cm: 17cm width with at least 300 dpi

Book size 21X29 cm: 21cm width with at least 300 dpi

- Captions should be included with each illustration. They should be short but include all necessary information.
- Captions should not include any information about the scale of the image.
- The authors have sole responsibility for obtaining all relevant permissions for the figures which will be published.

Epigraphic material

In transcribing inscriptions, use symbols as in R. Meiggs and D. Lewis, *Greek Historical Inscriptions*, as follows:

[]	to enclose letters believed to have once stood in the text, but which are now lost
()	to enclose letters which complete words abbreviated by the stonecutter
< >	to enclose letters accidentally omitted by the stonecutter or letters which it is thought should stand in place of letters wrongly cut by him
{ }	to enclose superfluous letters added by the stonecutter
[[]]	to enclose letters or spaces deliberately erased in antiquity
ϙ	a dot placed under a letter indicates that there are traces on the stone compatible with the letter transcribed, which would not, in isolation, dictate the reading of that letter
....	represent lost or illegible letters for which no restoration is suggested, equal in number to the number of dots. If more than four dots are used, add a number to indicate how many
---	represent an uncertain number of lost or illegible letters
v	represents a vacant letter-space

<i>vacat</i>	indicates that the remainder of the line was left vacant
	in texts not laid out in conformity with the layout of the stone indicates the beginning of a fresh line on the stone
→←	indicate the direction in which lines of boustrophedon or retrograde texts were cut

Miscellaneous

- Quotation marks: single ‘...’ for quotations and definitions etc., but double quotation marks “...” for quotations within quotations.
- Both BC / AD and BCE / CE are permissible, consistency being the key.
- Dates should be written in numerical format (e.g., 5th century BC). Periods should be capitalized (e.g., Archaic, Classical). Sub-periods are also capitalized (Late Neolithic, Early Helladic). If followed by ‘period’, the word ‘period’ should not be capitalized.
- Numbers: words should be used for numbers below 10, numbers for 10 and above (e.g., ‘nine gold pins were found in the grave’ but ‘the grave produced 55 fragments of pottery’). Measurements are excluded from this rule and should always be in numerical form (e.g., ‘Length: 23 cm’).
- Circa: ‘ca’ or ‘c.’ can be used, consistency is key.
- Quotations over three lines long should be separated from preceding and following text by one line. These quotations should be single spaced. The whole quotation should be indented on the left side only.

Citations and References

- ‘Chicago’ style citations should be used. If the text is one part of a volume, the bibliography should be placed at the end of each individual submission.
- Footnotes should be used, not in-text (parenthetical) references.
- Footnote number cues within the text usually go after any punctuation at the end of the sentence, unless the footnote refers only to material which is in parentheses. In this case, the number should be before the closing parentheses.
- Contributors should not insert ‘p’ or ‘pp’ before page numbers.

- Abbreviations of ancient authors and titles should be used: Hom. rather than Homer. and *Il.* rather than *Iliad*.
- Authors should consult the Oxford Classical Dictionary for standardized abbreviations.
- Ancient authors/works should not be included in the bibliography.
- Where authors' names have been Latinized (Alcibiades or Alcibiades) contributors may use either, as long as usage is consistent.
- If a book or article has not yet been published, 'forthcoming' should be added after the author's name. Unpublished works should not be presented separately from published works.
- If one author has published two or more publications in the same year, these need to be distinguished by the use of 'a', 'b', etc. after the date.
- When citing a work with more than one author, it is possible to use et al. in the footnote reference, though all authors should be named in the bibliography.
- If citing a note from another author's work please use Author date, page number, note number - e.g. Talatas 2012, 45, n. 4.
- All titles of works should be presented in the original language and script (not transliterated).
- Names of authors and places of publication should be transliterated (e.g., 'Naples', not 'Napoli').
- The bibliography must be in alphabetical order, and sub-organized in chronological order.
- Full bibliographic reference is necessary in the bibliography, but short citations should be used in footnotes: Last name of author Year, page number. In the case of an ancient text use: Author abbreviation. Title abbreviation. Chapter/ line number.
- If you are unsure about a citation, please consult the online Chicago Manual of Style: http://www.chicagomanualofstyle.org/tools_citationguide.html

Book with one author

Bibliography: Author's Last name, First name. (Year of publication) *Title: Subtitle*. Edition.
Place of publication: Publisher.

Example: Thelen, Kathleen. (2004) *How Institutions Evolve: The Political Economy of Skills in Germany*. Cambridge: Cambridge University Press.

Footnote: #. Author's Last name Year of publication, page.

Example: 1. Thelen 2004, 271.

Book with two authors

Bibliography: First author Last name, First name and second author First name Last name.
(Year of publication) *Title: Subtitle*. Place of publication: Publisher.

Example: Gourevitch, Peter and James Shinn. (2005) *Political Power and Corporate Control: The New Global Politics of Corporate Governance*. New Jersey: Princeton University Press.

Footnote: #. First author Last name and second author Last name Year of publication, page.

Example: 2. Gourevitch and Shinn 2005, 200.

Book with more than three authors

Bibliography: First author Last name, Second author Last name, and Third author last name.
(Year of publication) *Title: Subtitle*. Place of publication: Publisher.

Example: Sheehan, James, and Murphy. *German History 1770–1866*. (1989) Oxford: Clarendon Press.

Footnote: #. First author Last name *et al.* Year of publication, page.

Example: 3. Sheehan *et al.* 1989, 101.

Book with a corporate author

Bibliography: Organization. (Year of publication) *Title*. Place of publication: Publisher.

Example: World Bank. (2008) *Strategies for Sustainable Financing of Secondary Education in SubSaharan Africa*. Washington, D.C.: World Bank.

Footnote: #. Organization Year of publication, page.

Example: 4. World Bank 2008, 11.

Book with an editor

Bibliography: Editor(s) Last name, First name and last editor First name Last name, eds. (Year of publication) *Title*. Place of Publication: Publisher.

Example: Colhoun, Craig and Brian S. Turner, eds. (2005) *The Sage Handbook of Sociology*. London: Sage.

Footnote: #. Editor(s) Last name, eds., date of publication, page.

Example: 5. Colhoun, eds., 2005, 21.

Chapter in an edited book

Reference: Author(s) Last name, First name. (Year of publication) "Title of chapter". In *Book Title*, edited by editor (s) First name Last name, Pages. Place of Publication: Publisher.

Example: Sheringham, Michael. (2010) "Archiving". In *Restless Cities*, edited by Matthew Beaumont and Gregory Dart, 10–24. London: Verso.

Footnote: #. Author Last name Year of publication, page.

Example: 6. Sheringham 2010, 9.

Print Journal article

Bibliography: Author(s) Last name, First name. (Year of publication) "Title of Article". *Journal Title* Volume, Issue no: Pages.

Example: Barber, Marcus. (2010) "Global Warming and the Political Ecology of Health: Emerging Crises and Systemic Solutions". *The Australian Journal of Anthropology* 21, no 3: 390–391.

Footnote: #. Author(s) Last name Year, page.

Example: 7. Barber 2010, 390.

E-journal article

Bibliography: Author(s) Last name, First name. (Year of publication) "Article title", *Journal title* Volume, Issue: Pages. URL. Accessed Month Day, Year.

Example: Testa, Bernard and Lamont B. Kier. (2000) "Emergence and Dissolution in the Self Organisation of Complex Systems". *Entropy* 2, no.1: 1–25.
<http://www.mdpi.org/entropy/papers/e2010001.pdf>. Accessed November 21, 2005

Footnote: #. Author(s) Last name Year, page.

Example: 8. Testa and Kier 2000, 410.

Website/ page on a website

Bibliography: "Title of webpage." Website name. Last modified date, year/Access date. URL.

Example: "Google Privacy Policy". Google. Last modified March 11, 2009.

<http://www.google.com/intl/en/privacy/>

Footnote: #. URL. Last modified date, year/Access date.

Example: 10. <http://www.google.com/intl/en/privacy/>. Last modified March 11, 2009.

Conferences

Bibliography: Author Last name, First name. (Year of Publication) "Title of Paper". In *Conference proceedings name*. Place of publication: Publisher.

Example: Balado, Félix. (2010) "On the Shannon Capacity of DNA Data Embedding". In *Proceedings of 2010 IEEE International Conference on Acoustics, Speech, and Signal Processing, Dalls, March 14-19, 2010*. Dallas: IEEE.

Footnote: #. Author(s) Last name Year of publication, page.

Example: 17. Balado 2010, 22.

Theses

Bibliography: Author Last name, First name. (Year) "Title of Thesis". Award/type of thesis. Name of academic institution, country.

Example: Feeney, Thomas. (2005) "Sean MacEntee and the Development of Public Policy in Independent Ireland". PhD thesis. University College Dublin, Ireland.

Footnote: #. Author Last name Year, page.

Example: 18. Feeney 2005, 30.