

# Publishing with the NIA

## General Information

The dissemination of Norwegian research about the ancient Greek world (classical studies, archaeology, and cultural history) and topics within the broader framework of humanities, social sciences, and the arts from antiquity to recent times has been one of the foundational missions of the Norwegian Institute at Athens (NIA) since its establishment in 1989. The NIA previously held [three independent scholarly series](#), namely *Skrifter* (published in Norwegian only) and *Papers* and *Monographs from the Norwegian Institute at Athens*. These earlier series have been discontinued and are now unified into the series **Papers and Monographs from the Norwegian Institute at Athens**, published in print and digital formats (digitally available via the Bergen Open Research Archive).

The NIA publication series publishes the archaeological work of the Institute and the results of other research activities organized or endorsed by the Institute (e.g., conference and workshop proceedings). We also welcome submissions from Norwegian scholars researching the topics mentioned above.

The series Papers and Monographs from the Norwegian Institute at Athens is listed in the [Norwegian register for scientific journals, series, and publishers](#).

## Publications Editorial Board

The NIA [scientific advisory board](#) serves as the **Publication/Editorial Board** for the NIA publication series. The Publication/Editorial Board assesses the peer-reviews of the submitted manuscripts and decides upon their publication. The Publication/Editorial Board also provides advice on issues concerning the policy and scope of the NIA publications and promotes the series in their respective academic communities.

### Current Members of the NIA Publication/Editorial Board:

Prof. **Ole T. Hjortland**, Vice Dean HF, UiB (Head of the Advisory Board; Chair of the Publication/Editorial Board)

Prof. **Mathilde Skoie**, Vice Dean, HF, UiO

Prof. **Hallvard Fossheim**, FoF/HF, UiB

Prof. **Eivind H. Seland**, AHKR/HF, UiB

Dr. **Zarko Tankosic**, Project Manager, Administrative Manager AHKR/HF, UiB

**Jonas Joel Joseph**, Student Representative, UiB

The Publication/Editorial Board can be supported by distinguished Norwegian and international scholars serving as external Publication Advisors. NIA may also assign Publication advisors as in-house peer reviewers for the submitted manuscripts.

## **Information for Authors**

The Papers and Monographs from the Norwegian Institute at Athens series accept publication proposals for monographs, edited volumes (e.g., conference proceedings or the results of university research projects), and excavation reports.

For any questions concerning the publication procedure, please [contact the NIA](#) or send your inquires directly to Dr. [Paschalis Zafeiriadis](#), the NIA staff responsible for publication issues.

### **Submitting a Publication Proposal to the NIA**

To submit a publication proposal, please fill out and return our [publication proposal form](#) by adding all the required information. Any application support material (i.e., sample chapter(s), Table of Contents, abstract(s), CV(s)) should be attached separately to the relevant email. **The deadline for publication proposals is December 31st.**

After submitting the publication proposal form, the NIA Publication/Editorial Board will (in due time) assess the proposal to decide whether the proposed publication conforms with the goals of the NIA and satisfies our scientific merit criteria. Then the manuscripts must undergo peer reviewing before the NIA commits to publishing the proposed work.

Following the provisional acceptance of the publication proposal, authors/editors are required to submit a detailed timeline outlining the publication procedure, including the submission date of the peer-reviewed manuscripts for proofreading. The NIA retains the right to withdraw its tentative approval for a publication proposal in cases of significant delays in the peer-reviewing or manuscript submission for proofreading process.

### **Peer Review Process**

According to [the criteria for inclusion in the Norwegian register for scientific journals](#) all works published in this series has to follow the criteria for inclusion, including having established procedures [for external peer review](#).

Authors/editors are expected to propose at least three external referees, who are not associated with the submitted manuscript. The NIA will then contact the reviewers and initiate the peer review process. The referees should be established scholars in fields relevant to the topic of the proposed publication. Authors/editors bear the responsibility of evaluating the competency and professional expertise of the suggested reviewers in the

manuscript subject area. Additionally, it is their duty to ascertain the availability of the suggested reviewers and confirm whether they can fulfill the review within the expected timeframe. The NIA reserves the right to reject reviewers suggested by the authors/editors based on their relevant experience and relevance to the topic of the proposed publication.

It is the sole responsibility of Authors/editors to solicit the referees and handle any logistical issues relevant to the peer review process. After the completion of the review process, the referees should send the reviewed manuscripts directly to [NIA](#), copying the authors/editors.

In the case of receiving conflicting reviews, the NIA retains the right to solicit a third reviewer to assess the manuscript via a double-blind review process.

### Accepting the Manuscripts for Publication

Manuscripts accepted for publication should be submitted to NIA after the authors/editors proceed with the revisions suggested by the referees. The next step involves proofreading the manuscripts by a professional proofreader assigned by the NIA. Proofreading costs may be covered by the NIA as per its budget availability and planning. External financial support to cover the proofreading or other publication costs is welcomed and may expedite the publication procedure. Externally funded (partially or wholly) publication proposals can and will be prioritized.

The authors/editors of the accepted manuscripts should conform to the [NIA Style Guide](#) and relevant guidelines. For cases not covered by the NIA Style Guide, please consult [The Chicago Manual of Style](#). The accepted manuscripts will not be printed until the authors/editors meet all the criteria and specifications included in the NIA Style Guide.

\* The cost of any printing preferences beyond the standards described in the NIA Style Guide should be covered by external to NIA funding.

\*\* The NIA may only cover proofreading and/or printing costs. Any other expenses relevant to the publication (e.g., image/illustration licensing) are the sole responsibility of the authors/editors.

### Open Access Publication

All publications of the NIA should also be made available in a digital format via the [Bergen Open Research Archive](#) within a reasonable time after their publications. For justified academic reasons, authors/editors may ask for the delay of open-access availability of published manuscripts for a reasonable period. Please be advised that the obligation to provide our publications for open access cannot be abolished.

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Authors/editors are entitled to 5 copies of the published book and contributors to 1 each. The NIA is not responsible for distributing the copies to all authors/editors and contributors. The authors/editors will choose a single shipping address for the NIA to ship the copies. Then the authors/editors will have to take over the distribution procedure.

### Reprints

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### Digital Publishing

The NIA provides the opportunity to authors/editors for digital / print-on-demand publications. While the publication procedures and guidelines follow exactly those explained above for paper-based publications, digital publishing offers a lower-cost publishing service for self-funded publication proposals.

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