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## **AUTHOR GUIDELINES**

*TEKMHPIA* accepts submissions in Greek, English, French, German and Italian. The following guidelines are valid for all five languages in which the journal publishes.

### **The submission process at a glance**

All articles and book reviews that fall within the scope of the journal should be sent to the following address: *TEKMHPIA*, Centre for Greek and Roman Antiquity, National Hellenic Research Foundation, 48 Vassileos Konstantinou Av., Athens 11635, GREECE, and are considered on condition that they are original and have not been published elsewhere. They may also be submitted electronically via the journal's webpage ([www.tekmeria.org](http://www.tekmeria.org)). The Editor will consider articles that reflect a mature stage of research, and are carefully presented. Articles are accepted for publication solely on the basis of merit according to the results of a blind peer-review process. Revised articles are published on the journal's webpage as soon as the editing and layout process of the entire volume is complete and on condition that they are accompanied by all necessary documentation (i.e. any images and the permission(s) for their reproduction). The final form of an article should take into consideration the changes requested by the reviewers and should comply with the formatting standards set by the journal as described below. Articles are published in pdf format. The author is responsible for editing the article to a level acceptable for publication in the final stages. By submitting an article for publication to *TEKMHPIA* the author assumes responsibility for adhering to intellectual property rights law, guarantees that no violation is caused to the intellectual property rights of third parties, and accepts without reservation the copyright policies of *TEKMHPIA*.

### **Initial submission**

Manuscripts of no more than 10,000 words may be submitted electronically via the journal webpage in pdf format (images, tables, references included in one file). Longer articles will only be considered in exceptional circumstances. Submissions should include an abstract of no more than 200 words in English. The name of the author(s) should not appear anywhere in the document, and references to previous work by the author(s) should be in the third person. The Editor reserves the right to reject a manuscript before the review process begins. Manuscripts are sent to two reviewers, who are asked to submit their reviews within one month. Upon receipt of the reviews,

authors are informed in writing of the Editor's decision to accept, reject or request changes to the article, and the contents of the reviews are made known to the authors. In case of conflicting reviews, the manuscript is sent to a third reviewer.

### **Revised submission**

Upon notification that an article is accepted for publication the author is asked to submit the final version within two months. The revised version should take into consideration the changes requested by the reviewers. No major changes to the text are permitted after the final submission. The revised submission should conform to the journal guidelines. Artwork and copies of all relevant permissions should be submitted to the journal at this time. Revised versions of articles will be forwarded for the final stages of publication (i.e. editing, layout) only upon receipt of all necessary documentation and permissions (i.e. images, plans, permissions to reproduce images), and on condition that the revised article conforms to the journal's guidelines. Authors have the opportunity to examine the proofread copy of their articles and provide their comments on changes within three working days upon notification. In the absence of a response, the article is published according to the changes proposed by the copyeditor.

### **Specifications for final submissions**

The following should be submitted as separate electronic files: (The name of each file should consist of the author's last name and the type of document it contains according to the examples shown below)

1. **Revised article and footnotes** in Microsoft Word and in pdf format, a total of two files (example: PapadopoulosText.doc and PapadopoulosText.pdf). Currently the journal does not accept articles typed in Microsoft Word 2007. The following should be included in this file in this order: The title, the author(s)' name(s), affiliation, full mailing address, email and telephone number, the abstract of the paper, the main text and the footnotes. If there are changes in the title and/or abstract of the paper, it should be noted in the letter addressed to the Editor (see below).

2. **Illustrations**, each as a separate TIFF file, and numbered consecutively in Arabic numerals in the order they appear in the text (see below on the format of images; example: PapadopoulosFigure1.tiff or PapadopoulosPlan1.tiff).
3. **List of captions** in Microsoft Word. List separately in consecutive numbers in Arabic numerals the captions of all the figures in the text (example: PapadopoulosCaptions.doc).
4. **Appendixes or catalogues** in Microsoft Word and in pdf format, a total of two files (example: PapadopoulosCatalogue.doc and PapadopoulosCatalogue.pdf)
5. **Tables** (where applicable) in Microsoft Word and in pdf format, a total of two files per table submitted (example: PapadopoulosTable1.doc and PapadopoulosTable1.pdf). Each table should be accompanied by a self-explanatory caption below it. Tables should be numbered consecutively in Arabic numerals in the order they appear in the text.

## Style

Authors are advised to follow current conventions used in each language for capitalization and punctuation, and adhere to them with consistency throughout the article. Monotonic Greek may be used for post-1982 publications which follow this particular style. Both British and US English are acceptable as long as consistency is maintained. Authors should consult *The New Oxford Dictionary for Writers and Editors* for matters of style in British English and the *Chicago Manual of Style* in American English.

## Foreign words

Foreign words or phrases that are not commonly used in the language of an article should be italicized.

## Fonts

Use Unicode fonts for typing in any languages that do not use the Latin alphabet, e.g. Greek or Arabic. Unicode fonts are available for most languages free of charge at various sites in the internet.

### Transliterations into Latin characters

- Authors may follow their preferred system of transliteration, to be used consistently throughout the article.
- In references to modern Greek publications only the title of the work is typed in Greek. Author names and places of publication are transliterated. The names of modern Greek authors appear in the form used by the authors themselves, if they have published work in a foreign language. The location of the publication of the work should be provided in the standard form of the language used in the paper submitted for publication.
- In references to publications in characters other than Greek (e.g. Cyrillic) the entire entry should be transliterated.

### Quotations

- Quotations of ancient or medieval phrases are italicized.
- Quotations of modern authors should be placed inside quotation marks.

### Illustrations and captions

- Illustrations should be submitted in accordance to the guidelines provided below.
- Numbering of figures, drawings or maps in the text should be consecutive and given in Arabic numerals.
- References to figures, drawings or maps in the texts should follow consecutive numbering in the order of appearance in the text
- All figures, drawings or maps must include a caption. If they appear in another publication, the credit should include the work and the figure and/or page number on which the illustrative material appears.
  - Example of caption: Reliquary of the True Cross (Staurotheke), late 8<sup>th</sup>-early 9<sup>th</sup> century A.D., The Metropolitan Museum of Art, New York, Inv. No. 17.190-715ab (photo courtesy of the Metropolitan Museum of Art).

### Catalogues

Catalogue entries should be numbered consecutively, and consistency should be maintained in the presentation.

### Tables

Numbering of tables in the text should be consecutive and in Arabic numerals. Tables should be accompanied below by self-explanatory captions.

### Numerals and dates

Numbers from one to nine are spelled out. Larger numbers are given in Arabic numerals, except at the beginning of a sentence or unless consistency with the surrounding text demands it. In bibliographic references Arabic numerals are preferable to Latin or Greek for references to journal numbers, series numbers etc. Numerals should be used when units of measurement are abbreviated (e.g. 2 m). The metric system should be used for measurements in all cases.

### Footnotes

References are provided in footnotes and not endnotes. Complete bibliographical details of the work cited are given in the first reference to the work in each article. Abbreviated form (author surname and short title) is used thereafter.

### ***Article***

H. B. Mattingly, “Epigraphically the Twenties are too Late”, *BSA* 65 (1970) 129-149.

### ***Article in edited volume***

M. Zahrnt, “Gab es in Thrakien zwei Städte Namens Mesambria? Überlagungen zur Samothrakischen Peraia”, *Thrakika Zetemata I* (“Μελετήματα” 58; Athens 2008) 87-120.

### ***Article in proceedings***

L. Dubois, “Deux contrats de Camarine”, in: M. B. Hatzopoulos (ed.) *Φωνῆς χαρακτήρ ἔθνικός. Actes du Ve Congrès International de Dialectologie Grecque* (“Μελετήματα” 52; Athens 2007) 51-62.

**Book by one author**

H. Bengtson, *Philipp und Alexander der Grosse* (Munich 1985).

**Book in a series**

P. Paschidis, *Between City and King* (“Μελετήματα” 59; Athens 2008).

**Revised edition**

E. N. Borza, *In the Shadow of Olympus* (Princeton, NJ 1992<sup>2</sup>).

**Book review**

M. B. Hatzopoulos, review of K. Buraselis, *Das hellenistische Makedonien und die Ägäis* (“Münchener Beiträge zur Papyrusforschung und antiken Rechtsgeschichte” 73; Munich 1982), *Ἀρχαιογνωσία* 3 (1984) 247-250.

**Entry in encyclopedia or corpus**

E. Oberhummer, “Gortynia”, *RE* VII 2, 1671.

Abbreviations of journals

Please use the abbreviations of the *American Journal of Archaeology* or of the *L'Année Philologique* or of the *Archäologische Bibliographie*.

Abbreviations of ancient and medieval authors

Ancient and medieval author abbreviations should follow the *Oxford Classical Dictionary*, Oxford 1998.

**Images**

Illustrations should be submitted digitally via the journal's webpage and should be in TIFF format. Authors should inform the Editor of the programme(s) used to create digital images including the version of the programme(s). Illustrations should be

submitted in the desired orientation, and images of objects should have a scale indication whenever possible. All illustrations should be numbered consecutively and cited in the text in the order of discussion. A CD-R with this material and printed copies thereof are to be sent to the postal address of the journal. Illustrations will not be embedded in the text, but will appear at the end of the article. The Editor reserves the right to reject digital images of poor quality that do not conform to the journal's standards.

- *Black-and-white scans*
  - Black-and-white scans should be in grayscale mode in TIFF format, and should be produced from originals of high quality. Resolution should be at 350 dpi at 100% of the desired print size.
  
- *Colour scans*
  - Colour scans should be submitted in RGB mode in the TIFF format. Resolution should be at 350 dpi at 100% of the desired print size.
  
- *Line drawings, maps, and plans*
  - Digital line art should be a minimum of 1200 dpi and at 100% of the desired print size. It should be submitted in TIFF format as line art of bitmap. Large files should be saved using the LZW compression provided in the application. All plans should be accompanied by a north arrow and a scale.

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