

## Guidelines for JMA

### Form of the Manuscript

Manuscripts should be in grammatical, idiomatic English, formatted according to the Guidelines set out below. Consult the latest edition of *The Chicago Manual of Style* for any conventions not specifically covered in these Guidelines. All elements of the manuscript should be typed at 1.5 line-spacing. All pages should be numbered consecutively. Include all necessary bibliographical details, references, illustrations, maps and tables, and make sure illustrative material is clearly identified. **Articles should not exceed 10,000 words in length**; this includes both the main text *and* the References.

Manuscripts should normally include the following elements in this order:

- *Title, Name and Affiliation*: Full title of the article, your name(s), your academic address and your e-mail address, as follows:
  - Full title of the article (boldface)**  
A. Bernard Knapp, Dept. of Archaeology, University of Glasgow, Glasgow G12 8QQ, UK  
E-mail: b.knapp@archaeology.arts.gla.ac.uk
- *Abstract*: 250-300 words.
- *Keywords*: up to six *keywords* that adequately capture the main elements of your paper. Suitable examples might be: Neolithic, Malta, ritual landscape, metals trade, neutron activation analysis, practice theory, Minoan palaces, archaeological ethics, heritage, postcolonialism, hybridisation.
- *Text*: Begin on a new page. Use boldface, italics, and then underline to distinguish consistently between primary, secondary and tertiary headings.
- *Acknowledgments*: Place these on a separate page after the main body of the text.
- *About the Author(s)*: Place these after the Acknowledgments and include a brief statement (two or three sentences) summarising your research interests, recent field projects and major publications.
- *Endnotes*: Avoid their use altogether if possible; otherwise limit them to those that are essential, and make them as few and concise as possible. Place the text of any endnotes on a separate page, after *About the Author* and before *References*.
- *References*: Begin on a separate page. Examples of citations are given below. Do not use any bibliographic abbreviations whatsoever; if special abbreviations need to be established for very frequently cited works, both the abbreviation and its meaning should be listed at the head of the bibliographic references themselves.
- *Captions*: Provide on a separate page following the *References* a list of captions for all figures (i.e. all artwork, including photographs, drawings and graphs) and for all tables.
- *Figures*: Labelling should be of professional standard and no less than 2 mm high after final reduction. Include a scale when objects, sections, etc. are illustrated, and both a scale and a north arrow on all maps; all scales, symbols and keys should be included as part of the figure itself, rather than placed in the caption. Every figure must have a brief caption, correspondingly numbered, which will be printed beneath the figure: do *not* include the caption on the actual figure. Cite all illustrations as Figures (not plate, map, plan, illustration, etc.). Indicate in the text where each Figure (or Table) should appear, by writing on a separate line 'Insert Figure xx about here' at the appropriate point. Figures and Tables should be numbered in the order of their first appearance in the text.
  - *Electronic illustrations* must be grey scale or black and white. They should initially be submitted in a low-resolution format as either .jpg or .pdf (the latter as a single file). For eventual publication, they must be high-resolution (i.e. 300 dpi for grey tones [photos] and 600 dpi for black-and-white line-drawings at a maximum width of 149 mm) and submitted in .tif or .eps format. Note that the high-resolution (large-size) files should not be e-mailed to us but must be uploaded to a website (specific instructions will follow once your manuscript is accepted for publication). Please note that all artwork must be submitted in digital format; any author experiencing difficulties in submitting digital artwork should contact the editors.
  - *Colour illustrations*: printing costs and constraints severely limit their use; there must be

a compelling case that black-and-white or halftone illustrations would not provide a viable alternative (e.g. a GIS analytical map that conveys too much information to be rendered meaningfully in black-and-white). Authors who believe the use of colour illustrations is essential should contact the co-editors before submitting their artwork. Note that many illustrations originally created in full colour, but printed only in black-and-white for purposes of submission, often prove to be unacceptable.

- *Tables*: Use sparingly. When designing tables, bear in mind their size relative to the dimensions of *JMA*'s standard page size (149 x 204 mm). Complex or lengthy tables are best submitted as camera-ready copy; otherwise, present all tables in 1.5-spaced type, together with a complete, separate list of table captions.

### **Other Elements of the Manuscript**

*Numbers*: Spell out numbers one to nine; express all numbers greater than nine with Arabic numerals, i.e. 10 to 999,000, etc. Spell out 'million' or 'billion', numbers that begin sentences, and those used in a general sense in narrative, e.g. 'thousands of sherds'.

- In a sequence of numbers, the last two digits only should be given in the second element, except when the first of the two would then be a zero, thus: 153-79 (not 153-179), but 107-109 (not 107-09).
- For dates and times, follow these examples: 40 hours; 30 October 1997; 18th Dynasty; 16th-century buildings (hyphenated); 2nd century (rather than second century); 1980s (no apostrophe); 1978-79 (not 1978-9); 333 BC, 85-135 AD (no periods in BC or AD); spell out all ordinal numbers. Note that for calendar dates only the forms BC and AD, not BCE, CE, AC, etc. are used.

*Spelling*: Either British or American spelling may be used, but do not mix these spelling conventions.

*Measurements and mathematical symbols*: Distance, area, volume and weight must be expressed in metric units; abbreviations should not have full stops (periods), thus: 5 m; 10 km; 15 ha; 200 sq m (not 200 m2). Any mathematical variable should be underlined or italicized, and any ambiguous or unusual symbols should be explained clearly in the left margin. Extensive use of statistics may make it necessary for authors to provide camera-ready copy.

*Radiocarbon dates*: Radiocarbon determinations should be cited in full, with laboratory reference, age determinations in Cal BC (using latest radiocarbon calibration curves) if possible; otherwise in 14C years BP (Before Present, deemed to be AD 1950), and 1-sigma (68.2%) measurement error estimate (e.g. OxA-1083, 4370 ± 90 BP). Any recent laboratory determination will have been corrected for isotopic fractionation (<sup>δ</sup>13C), but in cases of unusual <sup>δ</sup>13C values, or determinations run some years ago when such correction may not have been carried out by the producing laboratory, this should also be mentioned. Calendar dates refer either to historical dates, or calibrated calendar date estimates for radiocarbon determinations. The convention is:

- Calibrated dates Cal BC/Cal AD
- Historical dates BC/AD
- Calibrated date estimates should cite the specific calibration curve, and computer program, used to obtain the estimate. For further information and guidance, see <http://c14.arch.ox.ac.uk>.

### **Typographical Guide**

*Punctuation*: Either British or American conventions for punctuation may be used, but do not mix these conventions. For possessives of proper names ending in g or another sibilant, add 's, e.g. Childs's Introduction, Jones's views, Harris's work.

*Quotations*: If more than four lines are quoted, indent from left margin, but continue to use double-spacing. Otherwise, quotes should be enclosed in single quotation marks, double quotation marks being used only for quotes within a quotation.

*Italics and accents:* Type in italic foreign words that are to be printed in italic (including *et al.*), but note that such common abbreviations as e.g., cf., etc., are not italicized. In both the text and references, titles of all journals, monographs, books, and other such publications should be italicized. Non-Roman scripts (e.g. Greek, Arabic, Hebrew, Cyrillic) should be transliterated; diacritical marks and accents should be indicated for foreign words.

*Abbreviations:* Use sparingly. True abbreviations should always end with a full-stop, but contractions should not (e.g. rep., ed.; but edn, Mr, Jr); plural abbreviations are not regarded as contractions (e.g. chs., eds.). Very common abbreviations, such as BC, AD, PhD, UK, should not be punctuated. Names of states in the USA should be written out in full, rather than abbreviated (e.g. Vermont, not VT). When some time period, artefact type, or similar designation is used frequently within the text, give the full spelling initially, followed by an abbreviation in parentheses that should be used thereafter. Examples: Late Bronze Age (LBA), Chocolate-on-White (CW) Ware. *JMA* does not use any abbreviations for titles of periodicals or standard reference works: these should always be written in full.

## References

In the text, follow the style of these examples:

- (Catling 1972); ...Catling (1972: 69) claims...
- (Muhly 1973: 192-99; 1976: 91-97, 101-105) [separate all references, even if by the same author, with semi-colons]
- (Renfrew and Cooke 1979: 221)
- (Renfrew *et al.* 1965: 225-30) [use *et al.* for more than two authors]
- (South 1984a; 1984b) [separate each citation with a semi-colon]
- (Davis and Lewis 1985: 86, fig. 5, nos. 7-10)
- (Artzy 1985: 98 n. 2, 99 nn. 4-7) [use 'nn.' for 'notes', 'nos.' for 'numbers']
- (Hodder 1997; in press)

Do not include references to studies in preparation, or to those whose date or place of publication are not yet securely established.

## *Classical Authors and Texts*

References to classical authors must not be abbreviated at any time. If only one text of any given author is referred to in this paper, use either the author's name or the title of the work referred to, but both author and text must be spelled out in a separate list of *Classical Authors and Texts* that precedes the references. If more than one text by one and the same author is referred to, then a short title must be used in the in-text reference – but *never* an acronym (e.g. *Annals* or *Aeneid* rather than *Ann.* or *Aen.*).

- Use Arabic numerals only in references to specific text passages, separated by a full stop without space (e.g. 3.2.12-14)
- Quotes from classical authors are always based on existing translations, in principle the widely available editions of the Loeb Classical Library.
- In the list of *Classical Authors and Texts*, use English versions of the author's name and title of the text if these are commonly used: good guidance is offered by the names and titles as used by the editions of the widely available editions of the Loeb Classical Library (London: Heinemann; <http://www.hup.harvard.edu/loeb/index.html>).
- Some examples that show how to list classical authors and texts:
  - Appian, *Roman History Book 8: Punic Wars*.
  - Caesar, *Bellum Africanum*.
  - Dio Chrysostom, *Discourses*.
  - Homer, *Odyssey*
  - Ovid, *Fasti*.
  - Pliny the Elder, *Naturalis Historia*.
  - Plutarch, *The Parallel Lives: The Life of Cato the Elder*
  - Polybius, *Histories*.

*List of references:* When the same author is cited more than once, give the name only once, and list publications in chronological order from earliest to most recent. List multiple authors or editors in full (i.e. use *et al.* only in the text, and not in the references). Give both place of publication and publishers' names, using the full version: e.g. Basil Blackwell, Cambridge University Press, Paul Åström's Förlag (but do not include & Co., Ltd., Inc., etc.). Titles of books and journals should be underlined or italicized; titles of dissertations and theses are not italicized; titles of articles in journals or in books should not be capitalized nor placed within quotation marks. Note that this applies primarily to English-language publications and that other languages may have slightly different conventions that should be used instead. Titles of publications that do not use the Roman alphabet should, whenever feasible, be given in the original (e.g. in Greek, Turkish, Hebrew). Some examples are given below:

#### BOOKS

Conrad, G.W., and A.A. Demarest

1984 *Religion and Empire: The Dynamics of Aztec and Inca Expansionism*. Cambridge: Cambridge University Press.

Braidwood, R.J., and L.S. Braidwood

1960 *Excavations in the Plain of Antioch I. The Earlier Assemblages, Phases A-J*. Oriental Institute Publications 61. Chicago: University of Chicago Press.

Edwards, I.E.S., C.J. Gadd and N.G.L. Hammond (eds.)

1970 *The Cambridge Ancient History I.1. Prolegomena and Prehistory*. Cambridge: Cambridge University Press.

Mantzourani, E.

2009 Η Ανασκαφή του Νεολιθικού Οικισμού Καντού-Κουφόβουνου στην Κύπρο. Μέρος Α' Στρωματογραφία και Αρχιτεκτονική. Nicosia: Department of Antiquities.

Trigger, B.G.

2006 *A History of Archaeological Thought*. 2nd edn. Cambridge: Cambridge University Press.

Weber, M.

1956 *The Sociology of Religion*. Trans. E. Fischhoff. Boston: Beacon Press.

#### JOURNAL ARTICLES

Cherry, J.F.

1981 Pattern and process in the earliest colonisation of the Mediterranean islands. *Proceedings of the Prehistoric Society* 47: 41-68. [Titles of articles in journals or in books are not capitalized.]

Gibbins, D.

1993 Bronze Age wreck's revelations. *Illustrated London News* 281/7116: 316-17.

Karageorghis, V., F. Asaro and I. Perlman

1972 Concerning two Mycenaean pictorial sherds from Kouklia (Palaepaphos). *Archäologischer Anzeiger* (1972.1): 192-97. [Invert name and initials of first author only; no comma after the penultimate author.]

Oleson, J.P.

1987 The Humaya hydraulic survey: preliminary report of the 1986 season. *Old World Archaeology Newsletter* 11(1): 14-17.

[Cite both issue *and* volume number only where each issue of the journal begins with page 1.]

#### BOOK CHAPTERS

Beckman, G.

1988 Herding and herdsmen in Hittite culture. In E. Neu and C. Ruster (eds.), *Documentum Asiae Minoris Antiquae: Festschrift für Heinrich Otten zum 75. Geburtstag*, 33-44. Wiesbaden: Harrossowitz.

Dothan, T.

- 1983 Some aspects of the appearance of the Sea Peoples and Philistines in Canaan. In S. Deger-Jalkotzy (ed.), *Griechenland, die Ägäis und die Levant während der 'Dark Ages' vom 12. bis zum 9. Jahrhundert v. Chr.* Sitzungsberichte der Österreichischen Akademie der Wissenschaften 418, Mykenische Forschungen 10: 99-117. Vienna: Österreichischen Akademie der Wissenschaften.
- Lewthwaite, J.G.  
 1986 The transition to food production: a Mediterranean perspective. In M. Zvelebil (ed.), *Hunters in Transition: Mesolithic Societies of Temperate Eurasia and their Transition to Farming*, 53-66. Cambridge: Cambridge University Press.
- Melas, E.M.  
 1983 Survey of Karpathos, Kasos and Saria, Dodecanese. In D.R. Keller and D.W. Rupp (eds.), *Archaeological Survey in the Mediterranean Area*. British Archaeological Reports, International Series 155: 287-89. Oxford: British Archaeological Reports.
- Vagnetti, L.  
 1999 Mycenaean and Cypriots in the central Mediterranean before and after 1200 B.C. In W. Phelps, Y. Lolos and Y. Vichos (eds.), *The Point Iria Wreck: Interconnections in the Mediterranean ca. 1200 B.C. Proceedings of the International Conference, Island of Spetses (19 September 1998)*, 187-208. Athens: Hellenic Institute of Marine Archaeology.
- van Dommelen, P.  
 2000 Momenti coloniali, cultura materiale e categorie coloniali nell'archeologia classica. In N. Terrenato (ed.), *Archeologia teorica*, 293-310. Florence: Edizioni all'Insegna del Giglio.
- REVIEWS, THESES, UNPUBLISHED MATERIAL, INTERNET PUBLICATIONS, ETC.*
- Fotiadis, M.  
 2001 Imagining Macedonia in prehistory, ca. 1900-30. *Journal of Mediterranean Archaeology* 14 (in press).
- Kiernan, V.  
 1977 Reflections on Braudel. Review of F. Braudel, *Capitalism and Material Life* (London: Weidenfeld and Nicolson, 1967). *Social History* 4: 521-26.
- Pilali-Papasteriou, A.  
 1986 Social evidence for the interpretation of Middle Minoan figurines. Paper presented at the First World Archaeological Congress, Southampton, UK.
- Runnels, C.  
 1981 A Diachronic Study and Economic Analysis of Millstones from the Argolid, Greece. Unpublished PhD dissertation, Program in Classical Archaeology, Indiana University, Bloomington, Indiana.
- Knapp, A. B., V. Kassianidou and M. Donnelly  
 1999 Politiko *Phorades*: Excavations of a Bronze Age smelting site in Cyprus. Internet Edition: <http://www.scspace.gla.ac.uk/Phorades/index.htm>.