

ANNUAL OF THE BRITISH SCHOOL AT ATHENS

SUMMARY OF STYLE

1. PURPOSE

This note summarises the style and layout which authors should follow in preparing articles for submission. Further guidance is given in the *Annual's* 'Guidelines for Contributors', which authors should also consult.

2. ARTICLE STRUCTURE

The *Annual* uses British spelling, and 's' rather than 'z' in words such as 'recognise'. Articles submitted should include the following material, *in the order given below*.

Article title

Please keep as concise as reasonably possible. Do not include footnotes in the title.

Authors

Names and affiliations of all authors should be given here.

English abstract

This should be short (no more than 300 words at most), and must be capable of being read as a free-standing document; do not include footnotes or citations of sources.

Main text

Please note the following:

- Unless an article is very short, it should be divided into headed sections. Up to four levels of heading may be used (see Guidelines, section II.3, for their styles).
- **All figures and tables must be mentioned in the text, and must be numbered in the order in which they are first mentioned** (e.g. Fig. 6 cannot be mentioned in the text before Fig. 4).
- Do not insert 'place markers' for figures and tables – in the published article they will be placed near to their first mention in the text.
- If a figure in your article consists of a group of smaller images (see section 3 below), references in the text to the individual images should take the form of (e.g.) 'see Fig. 16a' (see Guidelines, section II.5)
- 'Harvard'-style reference citations should generally be used for modern works; 'et al.' should be used in such citations only where there are **four or more** authors in total. Corpora and other standard works may be cited by abbreviation (see Guidelines, section II.4).
- Abbreviations (e.g. for time periods) used in the article should be explained in the first footnote; this does not apply to abbreviations used in the main text for corpora and standard works, or abbreviations used in the references section for journal and series titles (see Guidelines, section II.7).
- For footnotes, use an integrated footnote facility.
- Maximum elision of numbers (e.g. '246–7') should generally be used; for exceptions, and other advice on the treatment of numbers and dates, see section II.13 of the Guidelines.

Acknowledgements

Do not list acknowledgements in a footnote; they should appear in a section at the end of the main text (after the conclusion section). Information on funding bodies and grant numbers should also be included here.

Corresponding author

Please give the email contact address of just one author here (even if the article is by more than one).

Appendix (if one is to be included)

This may be used to contain supporting material. Wherever possible, large (multi-page) tables should appear in an appendix rather than in the main text in the published article; for the purpose of article submission, however, all tables should be grouped together (see below). Please consider the possibility of including any supporting material which is not essential to the main argument of the article in the online version only.

References

Please ensure that all works cited in the text are listed here; conversely, do not include any works which are not actually cited in the text. Where necessary, the references section can be subdivided under the headings ‘Unpublished sources’ and ‘Published sources’ – see section II.9 of the Guidelines for further details, and for how to style reference citations for different types of source. **Do not** use ‘et al.’ in the references section – the names of all authors must be given here.

Greek title/abstract

Native Greek speakers are asked to produce their own Greek title and abstract; in other cases these will be produced by the Co-Editors in conjunction with a Greek-speaking academic.

Tables

Please include all tables here. Any tables which are to appear in an Appendix must be numbered separately from those in the main text: e.g. ‘Table A1’.

Figure captions

Captions should be short but informative. Do not give information about the scale of images in captions – if necessary, scale bars should be included within the images themselves.

3. FIGURES

Figures should not be embedded within the text of the article, but should be supplied separately. Figures in an appendix must be numbered separately from those in the main text: e.g. ‘Fig. A1’. Where small images are to be printed in groups (e.g. showing several fragments of pottery), these images should be supplied by the author as one figure, with the individual components labelled ‘(a)’, ‘(b)’, ‘(c)’, etc. **within the figure itself**; see the example in section III of the Guidelines, which offers more advice on the preparation of figures.

Revised 15 June 2016.