

EX NOVO

STYLE GUIDELINES

MANUSCRIPT SUBMISSION

All files must be submitted as digital documents (ideally as 'word.doc/docx' in A4 format), font: Times New Roman 12, line spacing: 1.5 lines.

The text file should contain the following information (in the following order):

- Title of contribution
- Author(s) full name with affiliation and email address
- Abstract (180 words)
- Five keywords
- Main text (including headings, subheadings and footnotes)
- References
- A separate list of illustration/table captions and credits (if applicable)

MANUSCRIPT PREPARATION (upon acceptance)

TEXT

Spelling:

We accept both British and American English. If you are not a native speaker, please have your paper corrected by one before submission.

Paragraphs and Headings:

Paragraphs should be left-aligned and unindented. All headings should be typed on a separate line, not run in with the text. There should be no additional spacing before or after lines. Headings should be in bold type. Subheads should be avoided whenever possible, if not set them in bold and italics.

Notes:

Notes should be formatted as **footnotes** rather than **endnotes** and numbered in one series. Notes are referred to in the text with a superscript number.

Numerals:

- Use words for one to nine, but numbers from 10 upwards, except where this produces inconsistency within a sentence or short passage; in this case, use numbers throughout.

- Commas should be used in thousands only from 10,000 (e.g. 3500; 23,840).
- Spell out 'percent', reserving '%' for lists and tables.
- For measurements, use metric.

Dates:

- 1) 1 May 1988 (no comma)
- 2) the nineteenth century (noun); nineteenth-century (adj.)
- 3) the forties; the 1960s
- 4) CE and BCE in small capitals; CE to precede and BCE to follow the date separated by a space, e.g. CE 1066, 4004 BCE.
- 5) radiocarbon-date format is e.g. 36,470±250 bp or 41,089–41,978 cal. BP (OxA-15164)

Quotations:

- 1) Use "and", not 'or'.
- 2) Long quotations are apart in smaller (font 11) italicized type, with quotation marks. Quotations within long quotations are indicated by single inverted commas,

e.g.: As effectively stated by dr. Jeanne Garbarino, director of the Science Outreach at Rockefeller University:

"Science crowdfunding is a potential feedback mechanism to help scientists target interested parties to fund their research, allowing for greater transparency and accountability. People have been saying that science is inaccessible, that scientists are locked up in their ivory towers and we do not know how our tax dollars being used. Crowdfunding could be a mechanism to help improve that system, which can lead to both increased publicity and financial contributions." (Gambarino 2013: 3–4).

It is exactly towards this direction that we embarked on this project. The 30th of November 2015 we launched a crowdfunding campaign...

- 3) Short quotations are indicated by double inverted commas.
- 4) Punctuation follows closing inverted comma, except exclamation mark and question mark belonging to the quotation, or a full stop if the quotation is or ends with a grammatically complete sentence beginning with a capital.
- 5) Bibliographical reference to the quotation follows the final punctuation if that punctuation belongs to the quote. The reference precedes the final punctuation mark if the mark does not belong to the quotation according to the above criteria (no. 4),

e.g.: "... Yet there is a sufficient diversity to rule out any simple, strongly deterministic causality." (Trigger 1989a, 402) but "... there is a sufficient diversity to rule out any causality" (Trigger 1989a, 402).

Capitalization

- 1) Most period designations are lowercased: late antiquity, ancient Greece, imperial Rome

- 2) Cultural periods recognized by archaeologists based on characteristic technology or typology are capitalized: Iron Age, Orientalizing period, Late Antique period
- 3) The terms “classical” and “archaic” are capitalized only when used with “period” (e.g., Classical period) or with a specific division of a cultural period (e.g., Late Classical literature) or when the meaning can be misconstrued: Late Archaic art, Early Classical polis, classical vase painting, archaic Greek pottery.
- 4) The names of specific buildings, monuments, parts of sites, and artifact collections/groups are capitalized. The generic form is lowercased: the East Gymnasium/the gymnasium; the Athenian Agora/ the agora; Roman Forum/the forum; Treasury of Athens/Athenian treasury

Foreign Terms and Phrases:

Isolated words in a foreign language that are likely to be unfamiliar to readers should be italicized throughout the text. Familiar words and phrases in a foreign language should be set in roman type unless there is a risk of confusion with an identically spelled English word.

Terminus post quem

Deja vu

In situ

In primis (...)

limes/limes

FIGURES

Upon acceptance of the paper, illustrations should be submitted in publishable form with clear labelling in English. We do not distinguish between Figures and Plates. All illustrations are **Figures** and should be numbered consecutively.

Line drawings:

All line drawings must be submitted in black and white for print. If desired, colour versions may also be submitted for the online publication. If submitted as scans, line drawings must be scanned at **at least 600 dpi** at the size they are to be published (although **1200 dpi is preferable**).

If line drawings are originally drawn electronically they should be submitted in vector format (i.e. eps or ai format).

Photographs:

All half-tones will be printed in black and white. However, please note that all figures will be published online in their original colour; therefore, please submit colour images. They will be converted to black and white as needed during production. Scans of photographs should be in **tiff format at 600 dpi** at the size they are to be reproduced.

Tables:

Tables should be numbered consecutively. All sections of tables should be double-spaced. A short caption should be placed above each table. Long tables are best presented on a maximum of one published page, which equates to 35–40 one-line rows in MS Word (fewer if there are several table footnotes). Complex tables are best submitted as figures.

Figure captions and references within text:

- 1) When referring to illustrations in the text the format is 'Figure' when it appears within a sentence and 'Fig.' when it is in round brackets: e.g. The Ebble-Nadder ridge as seen in Figure 1, forms the northern edge of Cranborne Chase (Fig. 2).
- 2) When referring to illustrations in another work use the same method as above except use a lower case 'f': e.g. The Ebble-Nadder ridge as seen in Daniel's figure 1, forms the northern edge of Cranborne Chase (Daniel 1967, figs. 1&2).
- 3) Caption format is as follows: **Figure 1.** *Map of site.*

Crediting sourcing:

If figures are copied from another publication, acknowledgments must be made in the caption. Authors are responsible for obtaining any necessary permission to reproduce copyrighted material (see below copyright permission form template). The following conventional designations should be noted:

"after" = possible redrafting but no change in information

"modified from" = some change

"adapted from" = radical changes

If no change is made to the figure, authors should reference only the source.

If the author holds rights to the figure, no credit is necessary.

REFERENCES

In text:

- 1) EX NOVO uses the Harvard referencing system (see the examples below).
- 2) Works with the same authorship published in the same year should be indicated by 'a', 'b', etc. and should follow the date without intervening space, e.g. Edwards 1982a; Jones & Smith 1987a,b,c.
- 3) Do not use *Ibid.*, *op. cit.* or similar expressions.

At end:

- 1) References are grouped in author-alphabetical order at the end of the article. Authors names should be written in small caps

e.g.: PERONI, R., 1976-77. *Dialoghi di Archeologia*: 648.

- 2) Upper and lower case: article titles should be in lower case, plain text; book and journal titles should have main words capitalized and be in italics. Titles in languages other than English should retain the capitalization of the original language.

e.g.: HAMILAKIS, Y., 1996. Through the looking glass: nationalism, archaeology and the politics of identity. *Antiquity* 60: 975–978.

3) Page numbers should not be abbreviated. Use 223–271 rather than 223–71;

4) Page numbers are required within the reference for articles in journals and separate articles in books (see examples below).

5) US States within publication location information should be in standard abbreviated form in round brackets, e.g. Albuquerque (NM): University of New Mexico Press; New York (NY): Academic Press, etc.

6) Journals do not need the place or publisher to be specified.

7) Punctuation: see examples below.

8) Author's name(s) in small caps.

Examples:

Journal Articles

BEDNARIK, R. G., 1996a. Eneolithic horse burial in Italy. *The Artefact* 19: 102–3.

Quotation in running text, e.g.: (Bednarik 1996a: 102)

BEDNARIK, R. G., 1996b. Only time will tell: a review of the methodology of direct rock art dating. *Archaeometry* 38.1: 1–13.

Quotation in running text, e.g.: (Bednarik 1996b: 10)

Journal Articles (quoting a discussion, editorial note or introduction)

ArchCl 1962: *Archeologia Classica* XIV: 115–118.

Quotation in running text, e.g.: ArchCl. 1962: 115–118.

Chapter in Book

FRANKEL, D., 1991. Ceramic variability: measurement and meaning, in: A. BARLOW, D. BOLGER & B. KLING (eds.), *Cypriot Ceramics: Reading the Prehistoric Record*. University Museum Monograph 74. Philadelphia (PA): University of Pennsylvania, University Museum, 241–52.

Quotation in running text, e.g.: (Frankel 1991: 241)

NOVAKOVIĆ, P., 2012. The „German School“ and its influence on the national archaeologies of the Western Balkans, in: B. MIGOTTI, P. MASON, B. NADBATH & T. MUHL (eds.) *SCRIPTA in honorem Bojan Djurić*. Lubiana: Zavod za varstvo culture red. Slo., 51–71.

Quotation in running text, e.g.: (Novaković 2012: 51–71)

Book

SEIDLER, V. J., 1994. *Recovering the Self: Morality and Social Theory*. London: Routledge.

Quotation in running text, e.g.: (Seidler 1994: 55–58).

Book (multiple authors/eds.)

Two authors

SCHORTMAN, E.M. & P.A. URBAN (eds.), 1992. *Resources, Power and Interregional Interaction*. New York (NY): Plenum Press.

Quotation in running text, e.g.: (Schortman & Urban 1992: 40–45).

More than two authors

ATTEMA, P. A. J., J. EUWE-BEAUFORT & M. GNADE (eds.), 1986. *Nieuw licht op een oude stad: Italiaanse en Nederlandse opgravingen in Satricum; Rijksmuseum van Oudheden, Leiden, 22 november 1985 - 22 februari 1986; Rijksmuseum G. M. Kam, Nijmegen, 7 maart 1986 - 5 mei 1986*. Rome: Nederlands Inst. te Rome.

Quotation in running text, e.g.: (Attema et al.: 1986).

Book Review

PAPANTONIOU, G., 2011. Review of *La Coroplastie chypriote archaïque: Identités culturelles et politiques à l'époque des royaumes*, by S. FOURRIER. *BABesch* 86: 226–28.

Quotation in running text, e.g.: (Papantoniou 2011: 227).

Website

LAVAN, L., & A. GERING., 2009. *Kent-Berlin Ostia Excavations*, accessed 12 Oct 2016, <http://lateantiqueostia.wordpress.com>.

Quotation in running text, e.g.: (Lavan & Gering 2009)

Website (with no reference to author)

Ha'aretz 21 Feb 2010. Accessed 23 Feb 2010

<http://www.haaretz.com/news/netanyahu-west-bank-sites-added-to-nationalheritage-List-1.266037>.

Quotation in running text, e.g.: (Ha'aretz 21 Feb 2010)

Online Map

United States Geological Survey. 2006. *1 Arc Second scene SRTM_ffBo3_p189r032, Filled Finished B*. Map. Shuttle Radar Topography Mission. College Park, Md.: Global Land Cover Facility, University of Maryland. <http://glcf.umd.edu/data/srtm/>.

Quotation in running text, e.g.: (United States Geological Survey 2006)

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Author: [Author]

Journal or Book Title: [Title]

ISSN/ISBN: [ISSN/ISBN]

Volume No. (journal only): [Volume No.]

Article Title (journal only): [Article Title]

Illustration: [Illustration Title] [Figure No.]

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