

Style Guide to all Institute Publications

General

Submissions must be written in English. Works written by authors whose first language is not English must be proof read and corrected by a native English speaker prior to submission.

Submissions should be produced in a PC-compatible format using a generic font, such as Arial or Times New Roman, with ample margins. Automatic text formatting, such as paragraph indenting, bullet points or numbering, should be avoided.

Use two spaces between sentences.

The British rather than the American system of spelling should be used (for example, 'colour' rather than 'color' and 'artefact' rather than 'artifact').

Abbreviations should be avoided wherever possible, except for 'Dr', 'ed.', 'eds', 'fig.', 'figs', 'pl.', 'pls' 'tr.' (translated by).

Capital letters should be avoided except for proper names and titles.

Dates

'AD' to precede, no dots 'BC' to follow, no dots 'bp' to follow, no dots 'bce' to follow, no dots

Runs of years: 1988-1989, 1948-1998, 1899-1999.

Adjectival use of dates: 'the fifth century', but 'of fifth-century date'.

Cultural periods should be capitalised (for example, 'Late Bronze Age', 'Classical').

Numerals

Numbers one to ten should be spelt out except when preceding a unit (for example, '2mm').

First to tenth should be spelt out.

Numbers above ten should be written as numerals, except at the beginning of a sentence.

Runs of numbers: 148-49, 48-49, 1148-49

Measurements

No imperial measurements should be used.

Abbreviations for distance, volume, etc. as follows:

'm' for metre 'cm' for centimetre 'mm' for millimetre 'km' for kilometre
'ha' for Hectare 'l' for litre

There should be no dot after an abbreviation and no space between the number and the unit of measurement (i.e., '10m').

Cardinal points

There should be no initial capital letter and abbreviations should be avoided (i.e., do not use 'N', 'SE', etc.) along with hyphens (for example, 'southwest' not 'Southwest' or 'south-west').

Parentheses

Where necessary, square brackets should be used inside round brackets.

Italics

Use of italics should be kept to a minimum. Italics should be used for emphasising isolated words or phrases, and for short quotations in a foreign language. Longer quotations, set out as a separate paragraph, should not be italicised.

Transliteration

Be consistent

Latin forms of common names should normally be used (for example, 'Ephesus' rather than 'Ephesos').

Quotations

For short quotes use ' within normal text.

For quotes of more than four lines of typescript insert paragraph breaks.

Use " inside quotes where necessary.

Do not italicise quotations.

Footnotes

The use of footnotes should be avoided.

References

The Harvard system should be used.

Citation in text: (Gough 1954: 201-05, fig. 3, pls 16-18)

Two-author reference: (Solin, Salomies 1994: 113-24)

Three-author (or more) reference: (Coulton, et al. 1988: 13-15)

Several citations in text: (Gough 1954: 201-05, fig. 3, pls 16-18; Coulton, et al. 1988: 13-15; Solin, Salomies 1994: 113-24)

Citations for ancient authors should normally consist of the author's full name followed by the full title of the work and standard chapter number. Where necessary, the edition used should be specified in the bibliography.

Citation in text: Procopius, *Historia arcana*: 30.8-11

References to later historical sources should be similarly cited, with the full title and edition used listed in the bibliography.

Citation in text: Villehardouin, *La conquête de Constantinople*: 16

References to standard corpora may use accepted abbreviations, in which case the full citation should be given in the bibliography.

Citations in text: *SOConst* 3: 22; *CIL* 3: 6737

Avoid using 'pp' unless there is a serious risk of confusion.

Use Arabic numerals for volume numbers.

Bibliography

The bibliography should contain only those works referred to in the text.

Article titles in English should include capitals for proper names only. For other languages the conventions normal to each language should be followed.

Include the names of all authors (i.e., do not use 'et al.' in the bibliography).

Do not use abbreviations for journal titles.

Include *place* of publication, but not the publisher.

Examples

Ameling, W. 1988: 'Drei Studien zu den Gerichtsbezirken der Provinz Asia in republikanischer Zeit' *Epigraphica Anatolica* 12: 9-24

Beck, H.G. 1959: *Kirche und theologische Literatur im byzantinischen Reich*. Munich
Corpus Inscriptionum Latinarum (= *CIL*). Ed. T. Mommsen. Berlin 1863-

- Carter, T. 2005: 'Chipped stone. Team Poznan' *Çatalhöyük 2005 Archive Report*. http://www.catalhoyuk.com/archive_reports/2005/ar05_31.html
- Coulton, J.J., Milner, N.P., Reyes, A.T. 1988: 'Balboura Survey: Onesimos and Meleager, part 1' *Anatolian Studies* 38: 121-46
- Dodd, L.S. 2002: *The Ancient Past in the Ancient Present: Cultural Identity in Gurgum during the Late Bronze Age- Early Iron Age Transition in North Syria*. PhD thesis, University of California, Los Angeles
- Dörner, F.K. 1941: *Inschriften und Denkmäler aus Bithynien*. Berlin
- Gough, M. 1954: *The Plain and the Rough Places*. London
- Gough, M.R.E. 1972: 'The Emperor Zeno and some Cilician churches' *Anatolian Studies* 22: 199-212
- 1973: *The Origins of Christian Art*. London
- 1974: 'Three forgotten martyrs of Anazarbus in Cilicia' in J.R. O'Donnel (ed.), *Essays in Honour of Anton Charles Pegis*. Toronto: 262-67
- Honigmann, E. 1936: 'Un itinéraire arabe à travers le Pont' *Annuaire de l'Institut de Philologie et Histoire orientales et slaves* 4: 261-71
- Janin, R. 1975: *Les églises et les monastères des grands centres byzantins*. Paris
- Lloyd, S. 1972: *Beycesultan 3.1* (British Institute of Archaeology at Ankara Occasional Publications 11). London
- Procopius, *Historia arcana (=HA)*. Ed. J. Haury. Leipzig 1906
- Scriptores Originum Constantinopolitanarum (=SOConst)*. Ed. T. Preger. Leipzig 1907
- Solin, H., Salomies, O. 1994: *Repertorium Nominum Gentilium et Cognominum Latinorum*. Hildesheim
- Villehardouin, *La conquête de Constantinople*. Ed. and tr. E. Faral. Paris 1961
- Vita Theophylacti*: A. Vogt, 'S Théophylacte de Nicomédie' *Analecta Bollandiana* 50: 67-82

Illustrations

General

Figures are printed as black and white illustrations.

Figures should be presented in a continuous sequence (i.e., not divided into 'figures' and 'plates') with reference made in the text to each illustration.

Each illustration must have a caption which should include the source, and, where applicable, acknowledgement of permission having been granted by the copyright holder to reproduce the image.

All illustrations (whether submitted electronically or as hard copies) must be clearly identified by the author's surname and the figure number.

In the two-column layout of BIAA publications, illustrations can most conveniently occupy one column width (8.1cm) or the full-page width (16.7cm). Otherwise illustrations may be grouped together on a part or whole page. The maximum print area per page (including caption) is 16.7cm by 24.3cm. Either landscape or portrait orientation may be used for whole-page illustrations.

Contributors should indicate in the text approximately where each illustration should appear. The editor will try to match this as far as possible, but practical considerations also apply.

Images may be somewhat reduced in printing; if special reduction factors are wanted, this should be discussed with the editor.

While it is helpful if contributors give an indication of how they wish illustrations to appear, it may not always be possible to follow their wishes. In the interests of layout or space, the editor may use different reduction factors, or use fewer illustrations.

Electronic photographs

Photographs must be submitted as 8-bit (i.e. greyscale) image files at 300 dpi at either column (8.1cm) or page (16.7cm) width.

Each illustration must be submitted as a separate file.

Avoid frame lines.

Final print quality is dependent on original supply of correct format and resolution.

Electronic line drawings

Line drawings must be submitted as 1-bit black and white image files (i.e. not greyscale or colour images) at 600dpi at either column (8.1cm) or page (16.7cm) width.

Each illustration must be submitted as a separate file.

Where possible, similar items should be drawn to appear at the same scale (for example, 1/3 life-size for pots).

Avoid frame lines.

Maps and plans must include a north arrow and a scale, and drawings of objects must include a scale.

The spelling used in legends and of other identifying text must be consistent with the text of the article.

Avoid unnecessary lettering on drawings.

Final print quality is dependent on original supply of correct format and resolution.

Hard-copy photographs

Glossy prints should normally be supplied. Colour prints may be submitted, but some distinctions, clear in colour, may be lost when reproduced in black and white.

Indicate on the reverse which areas of the image should, or may, be cropped, particularly if this involves any tilting of the image. Indicate also on the reverse the top of the image.

Hard-copy line drawings

Original drawings in black ink on tracing paper or good quality white paper should be submitted.

Drawings should be produced to allow for reduction.

Where possible, similar items should be drawn to appear at the same scale (for example, 1/3 life-size for pots).

Avoid frame lines.

Maps and plans must include a north arrow and a scale, and drawings of objects must include a scale.

The spelling used in legends and of other identifying text must be consistent with the text of the article.

Avoid unnecessary lettering on drawings.

*Editorial Board of the British Institute at Ankara
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