

Style Guide for 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.

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

The British standard rather than the British Oxford system of spelling should be used (e.g. 'organise' rather than 'organize').

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

Initial capital letters should be avoided except for proper nouns.

Oxford commas should be avoided (i.e. 'Greek, Roman and Byzantine' rather than 'Greek, Roman, and Byzantine').

Latin abbreviations should not be italicised (i.e. 'cf.', 'et al.', 'ca').

Dates

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

Runs of years: 480-425 BC; AD 527-565.

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

Cultural periods should be capitalised (e.g. 'Late Bronze Age', 'Classical').

Numerals

Numbers one to ten should be spelt out except when preceding a unit (e.g. '2mm').

First to tenth should be spelt out (e.g. 'first century BC').

Numbers above ten should be written as numerals (e.g. '11th century AD'), except at the beginning of a sentence.

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

Measurements

Metric 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', '20.5cm').

Cardinal points

There should be no initial capital letter and abbreviations should be avoided, along with hyphens (e.g. 'southwest' not 'Southwest' or 'SW' 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.

Italics should be used for non-English terms not in common use (such as *Hofhaus* or *bothros*), but not for familiar terms such as polis or spolia.

Transliteration

Latin forms of common names should normally be used (e.g. 'Ephesus' rather than 'Ephesos').

Quotations

For short quotes, use ' within normal text. For quotes within quotes, use "".

Paragraph breaks should be inserted for quotes of more than four lines of typescript.

Footnotes

The use of footnotes should be avoided.

References

The Harvard system should be used. Avoid using 'pp' and 'ff'.

Citations in text:

Single-author reference: (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 (place in chronological order): (Gough 1954: 201-05, fig. 3, pls 16-18; Coulton et al. 1988: 13-15; Solin, Salomies 1994: 113-24)

Personal communication reference: (Stephen Mitchell, personal communication May 2018)

Citations for ancient and later historical authors should not be abbreviated. Arabic numbers should be used for book/chapter/line references. Where necessary, the edition used should be specified in the bibliography.

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

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

Citations in text: *CIL* 8.12296; *SEG* 28.1218; *IG* II² 2326, *IG* XII.3 333; *LGPN* 13.535

Page numbers should not be used for internal cross-referencing. Any cross-referencing must be by section name or indicated merely by 'above' or 'below'.

Bibliography

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

Entries should be organised by author surname in English alphabetic order (i.e. C/Ç, I/İ, O/Ö, S/Ş, U/Ü should be integrated).

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

Article titles in English should include initial capital letters for proper nouns only. For other languages, the conventions normal to each language should be followed.

Book and journal titles in English should use traditional capitalisation rules. For other languages, the conventions normal to each language should be followed.

Do not use abbreviations for journal titles; use Arabic numerals for volume numbers.

Include place of publication and publisher for books. Do not include US states in the place of publication, unless there is a serious risk of confusion, in which case use the two-letter postal code (i.e. 'Cambridge MA').

Details of publication series (e.g. British Institute at Ankara Monograph 52) should not be included.

Use English spellings for place-names (for example 'Munich' rather than 'München', 'Izmir' rather than 'İzmir').

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, C.H. Beck
- CIL = Mommsen, T. (ed) 1863-: *Corpus Inscriptionum Latinarum*. Berlin, Berlin-Brandenburgische Akademie der Wissenschaften
- 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
- Demiroğlu, M., Örgün, Y., Yaltrak, C. 2011: 'Hydro-geology and hydrogeochemistry of Günyüzü semi-arid basin' *Environmental Earth Sciences* 64.5: 1433-43. <https://doi.org/10.1007/s12665-011-0967-2>
- 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: *Inchriften und Denkmäler aus Bithynien*. Berlin, Deutsches Archäologisches Institut
- Gough, M.R.E. 1972: 'The Emperor Zeno and some Cilician churches' *Anatolian Studies* 22: 199-212
- 1973: *The Origins of Christian Art*. London, Thames and Hudson
- 1974: 'Three forgotten martyrs of Anazarbus in Cilicia' in J.R. O'Donnel (ed.), *Essays in Honour of Anton Charles Pegis*. Toronto, Pontifical Institute of Mediaeval Studies: 262-67
- Grillo, S.M., Prochaska, W. 2010: 'A new method for the determination of the provenance of white marbles by chemical analysis of inclusion fluids' *Archaeometry* 52.1: 59-82
- 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, Institut français d'études byzantines
- Lloyd, S. 1972: *Beycesultan* 3. London, British Institute of Archaeology at Ankara
- Procopius, *Secret History*. Tr. G.A. Williamson. Harmondsworth, Penguin Books 1981
- Solin, H., Salomies, O. 1994: *Repertorium Nominum Gentilium et Cognominum Latinorum*. Hildesheim, Olms-Weidmann

Figures and tables

General

Each figure and table must be submitted as an individual file and clearly identified by the author's surname and the figure/table number.

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.

Tables should be presented as a separate continuous sequence with reference made in the text to each table.

Each figure/table 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/table.

In the two-column layout of BIAA publications, figures and tables can most conveniently occupy one column width (8.1cm) or the full-page width (16.7cm).

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.

Where possible, similar items should be presented at the same scale (e.g. 1/3 life-size for pots).

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

The spellings used on figures (e.g. for place-names) must be consistent with spellings used in the text.

Text used on figures must be black whenever possible and legible at the size the image is to be printed.

Final print quality is dependent on the supply of figures and tables in the correct formats and at the correct resolution (see below).

Photographs

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

Line drawings

Line drawings must be submitted as 8-bit (i.e. greyscale) tiff or png files at 600dpi or as pdf files at either column (8.1cm) or page (16.7cm) width.

Tables

Tables should be presented as Word or Excel files.

Supplementary material

Supplementary material that supports an article, chapter or book but cannot be included in the printed work for reasons of space may be published online. Supplementary material might include extra illustrations, tables, lengthy catalogues and specialist reports. Given that supplementary material is exclusively published online, file types incompatible with the print format, e.g. very high-resolution images, can also be considered.

The printed work must be a stand-alone publication, and the reader must be able to follow its arguments without reliance on the supplementary material.

The printed work will include a statement directing readers to the supplementary material. This will include a link to the online page from which it can be accessed. Further cross-references may be inserted in the printed work.

Supplementary material should include a title page listing the full bibliographic details of the primary work and, if lengthy, a table of contents with page references. It should also include a bibliography in house style of all works referred to in the supplementary material.

Figures, tables and appendices published as supplementary material should be numbered as separate sequences from those included in the printed work.

Supplementary material is subject to the same peer-review process and copyright requirements as all primary content and must be submitted at the same time as the printed work for peer review and production.

Authors planning to submit supplementary material should contact the editors to discuss the content.

*Editorial Board of the British Institute at Ankara
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