

CRE 2021 Proceedings – University of the Aegean, 9-16 May 2021

GUIDELINES FOR CONTRIBUTORS

Please, read cautiously the guidelines described below. For any question you can contact the Organizing Committee.

Manuscripts must be submitted to cre2020@aegean.gr in Word Document (without figures) and as PDF-document (with figures). Figures should be submitted also as separate files. The deadline is **31st October 2021**.

The selected papers will not undergo language proofs. All papers presented by no-native English speakers **must have passed proofreading**. Compliance with the guidelines, as well as the quality of the language will be decisive for the acceptance of the papers.

Submission does not guarantee a publication. All the papers will be **peer-reviewed** by two anonymous and independent scholars. After the reviews, authors will be able to make any required changes within a time frame of some weeks.

COPYRIGHT

Authors are solely responsible for obtaining all the copyrights and permissions to publish the material discussed, as well as figures and illustrations, and will be asked to submit the necessary documents, once their paper is selected. Manuscripts submitted for publication should not have been previously published.

TEXT FORMAT

Maximum words for document (including abstract, bibliography, figures, etc): 12,000

Maximum words for abstract: 250

All papers must contain:

1. Title (Author)
2. An updated abstract
3. 5-7 keywords (size 10 pt.),
4. Main text
5. Acknowledgements (if needed)
6. Bibliography (for the style see below).

Text editor: MS Word, version 6.0 and higher (= format .doc or .docx)

We highly recommend to Copy + Paste and adjust you text to the **word template** sent to you. Select Paste > Paste Special > Unformatted Text, so the text can take on the styles of the destination template.

Alternatively, you can use a word with these margins: Top: 25 mm, Bottom: 20 mm, Left and Right: 20 mm, and these formats for Headings and subheadings:

Headings and subheadings- Fonts and Text sizes

- Clearly distinguish different heading levels (e.g. chapter heading, major heading and sub-heading).
- Avoid numbering i.e. not 1.2; 1.2.1; 1.2.1.1 etc.
- Please structure your subheadings in the following way:

Title Centred 16pt Bold Gentium Basic

Heading 1 Bold Gentium Basic, 11 pt

Subheading 2 Bold Italic Gentium Basic, 11pt

Subheading 3 Italic Gentium Plus, 11 pt

Subheading 4 Regular Gentium Plus, 11pt

- Page numbers should be centred at the bottom of the page in 10pt Gentium Basic.
- If you have any tables or graphs the captions for these should be centred in 10pt Gentium Basic.

The manuscript in word must be saved as: “surname of the author_text”
(**Phillips_text**)

Font: Gentium Basic, size 11 pt (for Headings and subheadings see above).

Alignment: Block

Spacing: Single-column format with single-line spacing.

Please do NOT indent the first line of paragraphs – instead leave a gap between paragraphs.

SPELLING AND ABBREVIATIONS ETC.

Please be consistent with spelling, use of punctuation, and abbreviations.

1. Use UK spelling and grammar (e.g. single quote marks, -our and not -or, -ise and not -ize).
2. Insert only one space after full stops, not two.
3. Avoid superscripts: 6th, 8th, etc., NOT '6th'. If your program does this automatically, please switch it off (in Word go to Tools, Autocorrect, Autoformat as you type).
4. Use BC and AD (no punctuation) - also for upper case abbreviations / acronyms (UK, USA, etc.)
5. Use e.g., i.e., cf., etc.: full stops, but no italics.
6. Use *et al.* and *c.*: italics and full stops.
7. No full stops after abbreviations such as m (=metre), cm (=centimetre), cms (=centimetres) and other abbreviations of measurements.
8. Circa: abbreviated *c.* in italic without space.
9. Use numbers for 'dynasty/-ies', always with lowercase 'd' and without superscript (18th). Do not use eighteenth, Eighteenth or XVIII.
10. Use 'Early Dynastic (Period)', 'First/Second/Third Intermediate Period', 'Old/Middle/New Kingdom', 'Late/Ptolemaic/Graeco-Roman Period', 'Coptic/Islamic Period', but lowercase if more than one is mentioned together: 'during the Ptolemaic and Graeco-Roman periods'
11. Figure and Table should be written out in full and not abbreviated whether in text or captions. (Figure 1) in text, Figure 1, in captions.
12. Use sq. m not m².
13. When reference is made to a number on a page (that is not a fig., a note, a line or a paragraph number), the number is indicated between square brackets. (Baines 1998, 263, 6) should be (Baines 1998, 263 [6]).
14. Please do NOT use underlining, use italic instead.

Italics

- Italics should be used for foreign words or transliterations. Please note that the surrounding punctuation should NOT be italicised.
- Exceptions to the use of italics are:
 - when the word is part of a foreign language quotation.
 - when the word has already been sufficiently assimilated into the English language.

Quotation marks

- Use single quotation marks throughout, with double marks for a quotation within a quotation (e.g., 'text text "text" text text').
- Displayed quotations have no quotation marks. Any quotations within a displayed quotation should carry single marks.

- If single and double quotation marks appear in conjunction, a thin space should be inserted between them, ‘text “text” ’

Punctuation

Always use an Oxford/Serial comma, that is, a comma before the final element in a sequence of three or more e.g.: granite, granodiorite, quartzite, and other stones.

Numerals

1. Numbers from one to ten should be spelled out; higher numbers should be given in numerals, e.g., 11, 235, etc. No comma should be used for numbers with fewer than five digits, e.g., 5000, not 5,000; but 10,000.
2. Place a leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on.
3. No space should be placed between a number and its unit of measurement, e.g., 98cm.

Contractions

Contractions which end with the same letter as the original word do not take a full stop, i.e. Dr (not Dr.), Mr (not Mr.), eds (not eds.) etc. Contractions which do not finish with the same letter as the full word do take a full stop: e.g. ed., no. 2.

Dates

1. Give centuries and millennia as, for example: 5th century BC, 2nd century AD etc. For specific years, the letters BC should follow the date, preceded by a space (e.g. 490 BC); the letters AD should precede the date, also with a space between the two (e.g. AD 499).
2. If the date is approximate, indicate this with ‘c.’ followed by a space and the date (e.g. c. 733 BC; c. 1792 - 1750 BC; c. 597; c. 1066).
3. Use hyphenation only adjectivally (for example, ‘in the 6th century’ but ‘a sixth-century temple’).
4. No abbreviation in dates: 2005-2006, **NOT** 2005-6
5. Please note also the following forms for dates:
 - Thursday, 12 November 1966
 - 1960s (not 1960’s)

Page Numbers

1. Use the en rule (dash) - between page numbers.
2. Page numbers should be written out in full.

Transliteration

For all transliteration please use the LingAeg transliteration TTF *Umschrift_TTn*, available for download here:

<http://wwwuser.gwdg.de/~lingaeg/lingaeg-stylesheet.htm>

The transliteration should be italicised. The transliteration should indicate words that are in a lacuna with [...], words that are not at their expected place and can be considered superficial with {...}, words omitted by the scribe with <...> and unsure readings of a word with [...]. Additions of words in the English translation should be indicated with (...).

Hieroglyphic

For hieroglyphic texts please use JSesh, available for download here:

<http://jsesh.qenherkhopeshef.org/en/download>.

Further notes

1. Might/should: 'might is less probable than 'should'
2. Mass nouns: 'evidence includes' (sg) or 'pieces of evidence' include (pl)
3. spell 334, *CT IV 89j-90f* : no comma after *CT IV – PT* and *CT* : in italics
4. author full name when first mentioned, then just initials.

IMAGES/ DRAWINGS/TABLES/CHARTS

Only photographs with resolved **copyrights** will be published. It is not possible to publish figures downloaded from the internet, or scanned pictures from publications without author's consent.

Format

Accepted file formats for photos / illustrations / line drawings:

- **Line artworks:** .tiff format, resolution at least **600 dpi**. Format .ai is also acceptable.
- **Photographs:** .tiff format, resolution at least **600 dpi**. If there is no .tiff, it is possible to provide us with a .jpg file (600 dpi).
- **Scanned photographs:** at least **600 dpi** (.tiff or .eps)
- **Adobe Photoshop:** All formats are acceptable.
- Resize all images so the largest dimension is a maximum of 240 mm.
- Specific instructions (required scales etc.) must be clearly marked in the text.

- **Tables:** Use Excel or Word. Avoid lengthy text in tables; this information should be delivered elsewhere.
- **Charts:** Use Excel. Charts and graphs should be designed to appear in **black and white**. Use **patterns** to distinguish bars on graphs, etc. rather than colour or tone, which loses clarity when printed in black and white.
- Indicate the position of the image in the word (in the pdf you will place it in the position you want) (see the template):
 1. Prepare figures accordingly, and indicate intended size if not provided in the correct size (for example a large photograph).
 2. Figures named as: “surname_figure (number of the figure)”, (**Phillips_figure 1**).
 3. Please indicate the position of the figures and tables within the text as follow:
Insert IMAGE Here
Figure 1. Amulet of Bes from Memphis .

Numbering of figures

- Number illustrations / figures / photos and refer to them all as Figures.
- Tables may have their own sequence.
- Capitalise and do not abbreviate ‘Figure’ or ‘Table’ in the text or in captions,
- Ensure that there is a numbered reference to each figure and table in the text.

Captions

- List all captions at the end of the text after the Bibliography, or in a separate file. The captions should include any necessary copyright reference. Examples:

REFERENCING

References within the text

- Use Harvard/author-date style (author-date: page number) followed by a list of references at the end of your paper. If the author is named within the text, cite only year and page: ‘according to Bloggs (1966: 31) it seems ...’ or ‘it has been stated (Bloggs 1966: 31) that ...’. Note the use of a colon between the date and page number/s.
- Multiple citations should be in alphabetical order and separated by a semi-colon, e.g., (Affleck *et al.* 1988; Bahn and Pettitt 2003; Wymer 1982).
- Where an author has several publications from the same year, distinguish them as a, b etc. (e.g. 1998a, 1998b). Do not use ‘ibid’.

- Where footnotes are used, they should be numbered sequentially in Arabic superscript numerals, single spaced.

Footnotes/Endnotes

- Please, generally **AVOID** footnotes where possible. Incorporate the comments into the text, or if they don't fit into the text, omit them. But if you need them they can be inserted into the text using the function References > Insert footnote in: Gentium Basic, size 10 pt, Paragraph: Line spacing: 1, Alignment: left and **WITHOUT** Indent.
- Please note that footnote reference numbers should be placed **after** punctuation and not before (i.e., word.¹ and not word¹).
- Do **NOT** use endnotes.

Bibliography

Examples of the required reference format are given below. Please ensure that all references are complete.

- Organize titles in alphabetical order.
- Organize titles of the same writer in chronological order from oldest to newest.
- The word "volume" is not written. Use a colon between volume number and page numbers. Do not use bold for volume numbers. The volume number in the title is NOT written in italics and is NOT followed by a comma:

Navelle, E. 1892. The festival-hall of Osorkon II. In the great temple of Bubastis (1887-1889), Memoir of the Egypt Exploration Fund 10. London: Kegan Paul.

- Use full stop between elements (title, sub-title(s)) in a book title except when it does not make sense or when colon is printed in the book.
- For all citations and bibliographic references, spell out 'and' between multiple authors and editors, do not use '&'.
- Use **full stops after initials** in authors' names. Thus for example, use M.S.F. Hood and not MSF Hood.
- Note that for an international audience **all journal and series titles must be written out in full**, e.g., 'International Journal of Osteoarchaeology', not 'Int. J Osteo.', and 'Roman and Late Antique Mediterranean Pottery', not 'RLAMP'. In multinational volumes even the most familiar archaeological abbreviations may be confusing to other people.
- Series names (e.g. Orientalia Lovaniensia Analecta) should be written in full, not italicised. Place and publisher are required.
- Sentence-style capitalisation is applied, that is, only the first letter of the first word of titles should be capitalised, except for proper nouns and German nouns.
- Only one publisher name and place is required.
- All references to online websites and databases must have an accession date.

- All *et al.* references from text must name all authors in the list of references.
- Lexikon: do not indicate 'col.'

Examples:

BOOK

Lamb, H.H. and L. Tessier 1987. *Weather, Climate and Human Affairs*. London: Routledge.

EDITED BOOK

Bintliff, J.L. (ed.) 2015. *Recent Developments in the Archaeology of Greece* (Pharos Supplement). Leuven: Peeters.

SECTION IN BOOK

Bintliff, J.L. 2010. The Annales, events, and the fate of cities, in D.J. Bolender (ed.) *Eventful Archaeologies: New Approaches to Social Transformation in the Archaeological Record*: 117-131. Albany (NY): Suny Press.

SECTION IN BOOK WITH MULTIPLE EDITORS

Fruyt, D.W. 1997. Ofnet: evidence for a Mesolithic massacre, in D.L. Martin and D.W. Fruyt (eds) *Troubled Times: Violence and Warfare in the Past*: 181-216. Amsterdam: Gordon and Breach.

SECTION IN BOOK IF EDITOR IS UNKNOWN

Serre-Bachet, F., J. Guiot and L. Tessier 1992a. La dendroclimatologie: pour une histoire du climat, in *Les veines du temps* (Catalogue d'exposition): 93-119. Paris: Musée du Monde.

SECTION IN A NUMBERED MONOGRAPH

Reynolds, P. 2014. The Homs Survey (Syria): Contrasting Levantine trends in the regional supply of fine wares, amphorae and kitchen wares (Hellenistic to early Arab periods) in B. Fischer-Genz, Y. Gerber and H. Hamel (eds) *Roman Pottery in the Near East. Local Production and Regional Trade* (Roman and Late Antique Mediterranean Pottery 3): 53-66. Oxford: Archaeopress.

JOURNAL ARTICLE

Cruise, G.M. 1990. Pollen stratigraphy of two Holocene peat sites. *Review of Paleobotany and Palynology* 63: 299-313.

THESIS

Bottema, S. 1974. Late Quaternary Vegetation History of North-Western Greece. Unpublished PhD dissertation, University of Groningen.

NOTE: (No italics because the work is unpublished; not thesis but dissertation).

WEBSITE

Schmidt, E. F. 1933. *Researches in Anatolia 5. The Alishar Hüyük seasons of 1928 and 1929, part 2*. Chicago: Oriental Institute. [Online]
<<https://oi.uchicago.edu/research/publications/oip/researches-anatolia-5-alishar-h%C3%BCy%C3%BCk-season-1928-and-1929-part-2>>, accessed 10 January 2020.

NOTE: You must include the date accessed due to the ephemeral nature of websites. List author/organisation, site date, short title or descriptive explanation, date accessed, and full URL.