ANNUAL OF THE BRITISH SCHOOL AT ATHENS

GUIDELINES FOR CONTRIBUTORS

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I. TIMETABLE

The *Annual* is scheduled to appear in December each year, with individual papers appearing in electronic form via CUP's First View system, over the course of the year.

*I.1. Articles **other than** reports on BSA-sponsored projects*
Please contact one of the Co-Editors, stating your proposed title, the length of the article and the number and type of illustrations (see Section III below). A text **with figures** (at low resolution at this stage, preferably pasted into a Word document) should be sent to one of the Co-Editors by **1st April** in the year **before** the intended year of hard copy publication. This should preferably already be in *BSA* format as described below (see Section II), and in electronic form (Microsoft Word or a similar word-processing format, **not solely as a pdf document**). Please make sure the text and notes are double-spaced and in the same typeface (preferably Times/Times New Roman or Courier) and point size (no less than 12) throughout. The submission should normally be sent as an email attachment to one of the Co-Editors.

The text and figures will then be passed to referees for anonymous peer review. A summary of the referees' comments will normally be sent to the author.

I.2. Reports on BSA-sponsored projects
If a report is to appear in the *Annual*, contact one of the Co-Editors by **1st June** of the year before the intended year of hard copy publication, stating your proposed title, the length of the article, and the number and type of figures (see Section III below). Submit text and figures (for details, see preceding paragraph) at the same time, or at the latest by **1st September**. The report will be subjected to a refereeing process.

The *Annual* does not normally publish preliminary or interim reports even of BSA-sponsored projects, especially where results are likely to change in the light of subsequent work within the life of the project. Brief reports, can be submitted to *Archaeology in Greece Online* (https://chronique.efa.gr/) through the Committee for Archaeology.

I.3. Submission dates for final versions
Unless a different date is agreed, send the final copy (revised in accordance with referees' comments, if necessary) to the Co-Editors by **31st August** in the year before publication, to allow time for editing. At this stage, it will also be necessary to send figures via a file-sharing service (WeTransfer is recommended) at a resolution suitable for publication, if you have not done so before; authors should also complete and enclose the checklist which they will have received from the Co-Editors. Acceptance for publication is subject to the final text and figures being satisfactory.

Before an article can be published, authors must supply details of figures or other material for which they do not have copyright, and secure any necessary permissions required for print **and** online publication (see Section V below).

I.4. Online publication and Supplementary Material
The *Annual* now publishes articles online ahead of print, significantly reducing the time between acceptance and publication, through the Cambridge University Press *First View* system. Articles are published online in complete and final form; they have been fully peer reviewed, revised and edited for publication, and the authors' final corrections have been incorporated. Because they are in final form, **no changes can be made after online publication**. Articles published through *First View* are fully citable and may be included in the list of publications submitted to REF panels, etc. Authors should note that the page numbers of articles in *First View* will not be the same as those which subsequently appear in the printed *Annual*.

Online publication allows for the additional publication of online-only Supplementary Material – such as additional images, or extensive data sets – which cannot appear in the printed version. Authors are encouraged to make use of this facility for any supporting material which is not essential to the main argument of their articles. For editing purposes, authors should treat Supplementary Material as a free-standing publication (with its own sequence of figures and its own References section). Authors are wholly responsible for the copy-editing of Supplementary Material.

I.5. Editorial changes and corrections
The text will be copy-edited, and the Co-Editors may emend the text; their decisions are final, but you will normally be consulted over any substantial changes.

The Copy-Editor may contact you directly to resolve any queries before your article appears in proof; alternatively, you may find queries marked on the proofs themselves. When you receive the proofs, please ensure that the article contains no errors, including any inadvertently introduced during editing/typesetting. It is important to check and return the proofs as soon as possible; otherwise, we cannot guarantee that any remaining errors will be corrected before publication.

Corrections to proofs should be made using the digital mark-up tools explained in the early pages of the pdf of your paper. The 'Add sticky note' option should be used only for comments on images. Textual changes should be made using the 'Insert text', 'Replace text' and 'Remove text' (strikethrough) facilities; for any comments/queries on the text, the 'Add note to text' option should be used.

It is essential at proof stage to ensure that factual mistakes or errors introduced during the editorial/typesetting process are corrected; however, polishing the prose or rewording purely on stylistic grounds is not acceptable at this stage.

I.6. Open access policies
Please visit Open Access Publishing at Cambridge for information on our open access policies, compliance with major funding bodies, and guidelines on depositing your manuscript in an institutional repository.

II. FORMAT

II.1. General
All articles should be written in clear idiomatic English, using British spelling. Where British spelling allows the use of 's' or 'z' (e.g. 'recognise'/'recognize'), the 's' spelling should be used.

Possessives for one-syllable names should be in the form, for example, <Rawls's> or <Zeus's>. For more-than-one-syllable names, they should be in the form, for example, <Socrates'>.

Acknowledgement (with <e>)

<akropolis> and <acropolis> are both acceptable, but there must be consistency within an article.

Each article should be submitted as a Word file with an accompanying pdf version of the manuscript. Texts (if not originally written in English) should be translated by native English speakers. The Co-Editors may be able to advise on arrangements for translation, if necessary. If you are not entirely comfortable in writing English, please ask a native English speaker to check

your English text before you submit it.

Please make sure that the names and affiliations of all authors are included at the front of the article, in the forms in which you want them to appear. Please also insert the email address of the 'corresponding author' immediately after the main text of the article, before the references section.

Any acknowledgments should be given not in a footnote, but in an acknowledgments section at the end of the main text; information on funding bodies and grant numbers should also be included here.

II.2. Abstracts
Please keep these short (preferably no more than one paragraph and no longer than 300 words). An abstract must be submitted together with the final text (or sooner), in English and preferably also in Greek. The Co-Editors will arrange for translation into Greek, where necessary, but this will usually incur the fee of a translator. A title must be provided for the Greek abstract: this should use minimum capitalisation. Please do not use footnotes, abbreviations or 'Harvard'-style citations in the abstract, as this must be capable of being read as a free-standing document. In the Greek abstract, double quotation marks (“ ”), rather than single quotation marks or double chevrons, should be used.

II.3. Headings
Unless an article is very short, please divide it into headed sections. The sequence of headings and subheadings must be logical and consistent.

The title of an article will appear as follows:

THIS IS AN EXAMPLE OF AN ARTICLE TITLE
(centred)

Within the text of an article up to four levels of heading may be used:

THIS IS AN EXAMPLE OF A FIRST-LEVEL HEADING
(centred)

This is an example of a second-level heading
(bold – not centred)

This is an example of a third-level heading
(italics – not centred)

This is an example of a fourth-level heading
(not bold – not centred)

II.4. Citations and references
'Harvard'-style citations (author's name, date of publication and page and/or illustration numbers) should generally be used, in the main body of the text. Footnotes should not be used solely for references. Some examples:

> “It has been argued that this is quite impossible (Briggs 1956, 234)”;
> “As C. Bloggs (1978a, 355) has pointed out…”;
> “There is very little Roman pottery at the site (Jones and Brown 2006, 42)”;

"It has been claimed that there are no fifth millennium sites in Messenia (A. Smith 1999, 55)";
"On the other hand, traces of such sites have recently been observed (B. Smith 1999, 103, fig. 19)".

Note that:

- if two or more authors with the same surname are cited, the citations must include the relevant author's initials – e.g. 'see J.W. Shaw 1990, 433'; ' M.C. Shaw 1985, 23';
- two or more publications by the same author in the same year need to be distinguished by the use of 'a', 'b', etc.;
- 'p.' or 'pp.' should not be inserted before page numbers;
- when citing works with four or more authors it is possible to use the form 'Green et al. 2009', but the names of all authors must be given in the relevant entry in the references section;
- when a short form citation is given, follow this formula: 2.11 (vol.page).

The only exceptions to 'Harvard'-style citations are:

a) ancient works, where the citation should take the form of the author's name, the name of the work (if more than one is attributed to the author) and the book, paragraph or line numbers where appropriate (e.g. Homer, *Iliad* 2.250; Plato, *Phaedo* 109b; Herodotus 3.128.1). Use Arabic numerals wherever possible, as in the examples above, and maximum elision of numbers where a range is being cited (e.g. Thucydides 1.145–6). **Please avoid abbreviations for either author's name or title;**

b) corpora and other standard works of reference. For abbreviations of epigraphical publications please use the list provided by AIEGL: https://aiegl.org/grepiabbr.html. Abbreviations of standard works should conform to the current list in the *American Journal of Archaeology* (*AJA*) (available at this url: http://www.ajaonline.org/submissions/abbreviations). For papyri and ostraca, please use the abbreviations given at http://papyri.info/docs/checklist. Citations of the *Lexicon Iconographicum Mythologiae Classicae* (*LIMC*) and *Corpus Vasorum Antiquorum* (*CVA*) should be formatted like the following examples:

LIMC VII.1, 1994, 942, s.v. 'Theseus and Minotauros' [S. Woodford].
CVA: Munich Antikensammlungen 9 (48), 61.

For style of reference entries (which should be placed in a references section at the end of the article), see section II.9 below.

Do not refer to other pages of your article (e.g. 'see p. 10 above); where necessary, other parts of your article may be cited by section name/number.

II.5. References to figures and tables
Do not insert 'place markers' in the text for figures and tables – these will be inserted into the article at appropriate points (normally near to their first mention in the text). Figures will be reproduced in black and white in the printed version. Any colour figures will automatically be reproduced in colour online.

All figures and tables must be mentioned in the text; they should be numbered **(in the order in which they are first cited in the text)** as Fig. 1, Fig. 2, similarly Table 1 etc. Please use these

styles (i.e. with initial capitals) to refer to figures in your article, but lower case initial letters to refer to figures or tables in other works (e.g. fig. 1, table 1). When referring to figures in other works convert foreign abbreviations (Abb., Taf., εικ. etc.) into English abbreviations (fig., pl. etc.). For items within individual illustrations use lower case italics, colons and numbers, or a combination of both, as appropriate:

(referring to figures in your article) Fig. 11:4 or Fig. 1*a*
(referring to figures in another work) fig. 12*ac* or pl. 45:12 or pl. 126:1,2*ac*
(note the spacings in these examples)

When a page number and note number are cited together, please make it clear whether or not these are part of the same reference. For example, if you mean 'n. 3 on p. 20', please write it as '20 n. 3' (without a separating comma).

See Section III for the preparation of figures.

II.6. Notes

Please try to incorporate as much as possible, including references, in the main body of the text, and avoid using footnotes for references alone (unless there is a long continuous run of these). Notes will appear as footnotes in the published version; in final versions of articles sent to the Co-Editors they should be presented using an integrated footnote facility.

II.7. Abbreviations

Apart from those in common everyday English use (*c.,* e.g., i.e., cf., etc., et al., ha (hectares), s.v., n., nn., no., nos, fig., figs, pl., pls, pers. comm., ed., eds, edn, v. (= versus), vol., vols, mg, g, kg, mm, cm, m, km^2), **please avoid abbreviations wherever possible**. This includes abbreviations for titles of single works (ancient and modern, apart from corpora and other standard works of reference) and for typological nomenclature. It also includes abbreviations such as ibid., id., loc. cit., op. cit., since these should not be necessary with 'Harvard'-style citations. **The aim is to make the *Annual* as reader-friendly as possible, especially to those from other disciplines or other geographical areas, and this aim should guide authors in general in preparing their articles for publication.** Where necessary (and preferably in consultation with the Co-Editors), a list of abbreviations can be given in a footnote at the beginning of the article, but this list should be kept to a minimum; there is no need to include in it abbreviations used in the main text for corpora and standard works (see section II.4 above), or abbreviations used in the references section for journal and series titles (see section II.9 below). Abbreviations for historic periods should be explained at their first mention in the text, e.g. 'all these materials were attributed to the Middle Minoan (MM) period'.

II.8. Italicisation

Unless they are 'naturalised' (included in the *Oxford English Dictionary*), foreign words and short phrases (other than quotations) should normally be italicised; toponyms in other languages should not normally be italicised. For general guidance on italicisation, see the *New Oxford Dictionary for Writers & Editors*. For use of italics in references to illustrations, see section II.5 above; for use of italics in entries in the references section, see examples in section II.9 below.

II.9. References

All (modern) works cited should be listed in alphabetical order of author, and within this in chronological order of publication, at the end of the article under the heading REFERENCES. **The references section should not include any works which are not cited in the article itself.** Do not include corpora or standard reference works here; these should be cited in the main text of

the article using abbreviations (see section II.4 above).

Where unpublished archival material is cited, the references section should be split into two sections, under the following headings:

Unpublished sources
Published sources

Entries relating to unpublished archival material should be set in plain text (i.e. not italicised), without quotation marks.
Unpublished *dissertations* should be included among published sources (for format see below).
Author names with prefixes should normally be alphabetised by the main part of the surname rather than by the prefix: thus 'Effenterre, H. van' (rather than 'van Effenterre, H.'), and 'Romilly, J. de' (not 'de Romilly, J.'). However, capitalised prefixes, such as Italian names, should be alphabetised by prefix (e.g. 'Di Vita, A.').

Abbreviations of journal and series titles should conform to the current list in the *American Journal of Archaeology* (*AJA*) (available at this url: http://www.ajaonline.org/submissions/abbreviations). Series titles not included in the *AJA* list should be written out in full and not italicised.

Examples of entry format are as follows:

(for journal articles):

Briggs, D. 1956. 'Connections between the Peloponnese and Mexico in the 5th century BC', *BSA* 45.1, 230–6.
Jones, E.G. and Brown, F.H. 2006. 'A multi-period survey of the Astros district', *JFA* 56, 1–50.
Fritz, H. 1998. 'Betrachtungen zur griechischen Logik', *Klio* 106, 50–60.
Rutter, J.B. 1993. 'Review of Aegean prehistory II: the prepalatial Bronze Age of the southern and central Greek mainland', *AJA* 97, 745–97.
Rystedt, E. 1987. 'Oxhide ingots or camp stools? Notes on a motif in Mycenaean pictorial vase painting', *RDAC*, 49–55. *{no journal number}*

(for journal articles in special issues of journals)

Bril, B. 2002. 'L'apprentissage de gestes techniques: ordre de contraintes et variations culturelles', in B. Bril and V. Roux (eds), *Le geste technique. Réflexions méthodologiques et anthropologiques* (*Revue d'Anthropologie des Connaissances* 14.2), 231–41.

(for journal supplementary volumes):

Cavanagh, W.G. 1996. *Continuity and Change in a Greek Rural Landscape: The Laconia Survey, vol. 2: Archaeological Data* (*BSA Supp. Vol*. 27; London).

(for chapters in edited volumes):

Bloggs, C. 1978a. 'A re-evaluation of the date of the Parthenon', in D. Briggs and E.G. Jones (eds), *Classical Athens Revisited* (Edinburgh), 351–70.
NB – if the volume edited by Briggs and Jones was itself included in the references section, the style for entries on individual chapters would be:
Bloggs, C. 1978a. 'A re-evaluation of the date of the Parthenon', in Briggs

and Jones (eds) 1978, 351–70.

(for books):

Smith, A. 1999. *A New History of Messenia* (New York).
Smith, B. 1999. *The Neolithic in the South-West Peloponnese* (Harvard Studies in Greek Prehistory; Boston, MA).

(for multi-volume books):

Martin, R.M. 1839. *Statistics of the Colonies of the British Empire*, 2 vols (London).

(certain exceptions for multi-volume works)

There are some works (often archaeological works) that are best known in their Roman numeral form. For example <*Lefkandi II. {sub title}*>. In these instances we will follow this style.

(for 2nd/later editions):

St. Clair, W. 2008. *That Greece Might Still Be Free: The Philhellenes and the War of Independence*, 2nd edn (Cambridge).

(for unpublished dissertations):

Schilardi, D.U. 1977. 'The Thespian Polyandrion (424 BC): the excavations and finds from a Thespian state burial' (unpublished PhD thesis, Princeton University).

(for web material – please include at end a reference in the following format):

(available online <http://arheologie.ulbsibiu.ro/publicatii/ funerary.pdf> accessed May 2011).

(for online-only journals):

Journal Title {vol no.} (available online <LINK> accessed May 2011)
Journal Title {vol. no}, no. {article no.}.

Please note the following:

- there should be no spaces between an author's initials;
- book titles should have significant words capitalised, but titles of articles, contributions to edited volumes and unpublished dissertations should be in ordinary sentence case, as per the preceding examples; however, in the case of foreign language titles the normal conventions for capitalisation in the language in question should be followed. *New Hart's Rules* (2nd edn 2014) offers guidance on capitalisation conventions in various languages, including French (p. 213), German (pp. 220–1), Greek (pp. 227–8) and Italian (pp. 232–3).
- titles of periodicals and books should be italicised, but series titles should not;
- there should be no comma between the title and issue number in the case of periodicals;
- the place of publication should be included, but not the name of the publisher.

Where a book or article has not yet been published, 'in preparation', 'forthcoming' or 'in press' should be added as appropriate after the author's name.

Titles of works (including article and – where not abbreviated – journal and series titles) should be given in the original language and script; this includes titles in scripts such as Greek and Cyrillic. In Roman scripts which make use of diacritics and unusual letters (such as Turkish), these should be observed. The names of authors and the place of publication should, however, be transliterated; where English versions of places of publication exist, these should be used (e.g.

'Rome', not 'Roma'). Cyrillic titles should be accompanied by an English translation; for transliterations of author names in Cyrillic, British Standard 2979 (1958), which may be found in *New Hart's Rules* (2nd edn 2014, p. 240), should be followed. For instance:
Petkova, K. 2012. 'Т е р а к о т е н и ф и г у р к и н а м о м ч е т а с к а у з и я о т т е р и т о р и я т а н а Б ъ л г а р и я' (Terracotta Figurines of Boys with Kausia from Present-Day Bulgaria), *Archeologia* 2, 99–108.

The *Eszett* symbol (ß) can be used where found in the titles of works listed in the references section, but elsewhere in German names and other words, 'ss' should be used instead

The titles of Modern Greek journal articles or book contributions should be placed within **double** quotation marks (to avoid any possible confusion with diacritical marks).

In cases where Modern Greek book or article titles are published with the polytonic system of accentuation, those accents should be retained in the references.

Ancient works should **not** be listed in the references section.

References to the *Archaiologikon Deltion* should follow the following system:

ArchDelt 65 (A '), 153-87; *ArchDelt* 65 (B' 2), 513-14, and so forth.

II.10. Greek
Use plain (i.e. non-italic) text for 'naturalised' (cf. section II.8) Greek words such as 'megaron', 'polis' and 'proxenos'. Where possible, translate the titles of ancient works into their conventional English equivalents (e.g. Hesiod, *Works and Days*). In the case of names or nouns which also have 'Latinised' versions (e.g. 'Herodotus' versus 'Herodotos', 'Alcibiades' versus 'Alkibiades'), it does not matter which you use, as long as you are consistent. Where Greek place names have a commonly used conventional English version (e.g. Athens, Crete, the Peloponnese, Euboea, Rhodes, Sparta, Thebes, Corinth, Mycenae), it is preferable to use this rather than some transliteration of Modern Greek.

You may include quotations in Greek (either Ancient or Modern); please preserve the accentuation of the original (use Unicode Greek characters with integral accents – **do not** add separate accents to Greek characters). Please also provide an English translation, in a footnote if necessary.

Wherever possible, Greek quotations should be presented in Greek characters, unless the published source from which they are taken gives them only in transliterated form.
When transliterating personal names or place names, use your discretion, but aim at consistency. Some authors prefer one form of transliteration over another, and this can sometimes be ascertained from their publications in languages other than Greek. If in doubt, use the following system:

For α, γ, δ, ε, ζ, θ, ι, κ, λ, μ, ν, ξ, ο, π, ρ, σ/ς, τ, υ φ, χ, ψ use the intuitive equivalents a, g, d, e, z, th, i, k, l, m, n, x, o, p, r, s, t, y, ph, ch, ps. Transliterate other letters, diphthongs and consonant combinations as follows:

αι	ai	αυ	af (before a voiceless consonant)
β	v		av (before a vowel or voiced consonant)
γγ	ng	γκ (initial)	g
μπ (initial)	b	γκ (medial)	gk

μπ (medial)	mp	γχ	nch
ει	ei	ευ	ef (before a voiceless consonant)
η	i		ev (before a vowel or voiced consonant)
ντ (initial)	d	οι	oi
ντ (medial)	nt	ου	ou
υι	yi	ω	o

II.11. Epigraphic material

Wherever possible, Greek inscriptions should be presented in Greek characters, unless the published source from which they are taken gives them only in transliterated form.

In transcribing inscriptions use the Leiden System, an abridged version of which is set out below:

[ ]	to enclose letters believed to have once stood in the text, but which are now lost
( )	to enclose letters which complete words abbreviated by the stone-cutter
< >	to enclose letters accidentally omitted by the stone-cutter or letters which it is thought should stand in place of letters wrongly cut by him
{ }	to enclose superfluous letters added by the stone-cutter
[[ ]]	to enclose letters or spaces deliberately erased in antiquity
ọ	a dot placed under a letter indicates that there are traces on the stone compatible with the letter transcribed, which would not, in isolation, dictate the reading of that letter
….	represent lost or illegible letters for which no restoration is suggested, equal in number to the number of dots. If more than four dots are used, add a number to indicate how many
---	represent an uncertain number of lost or illegible letters
v	represents a vacant letter-space
vacat	indicates that the remainder of the line was left vacant
|	in texts not laid out in conformity with the layout of the stone indicates the beginning of a fresh line on the stone
→←	indicate the direction in which lines of boustrophedon or retrograde texts were cut
___	(underlining) indicates letters which were formerly legible and published, but which cannot now be read on the original

If in difficulty or doubt, mark the text by hand on a printout or (even better) present the transcription as a separate piece of artwork.

II.12. Terminology for historical periods/eras

Standard terms for historical periods – e.g. ‘Late Neolithic’, ‘Early Bronze Age’ – should be capitalised. Capitals should also be used in temporal descriptors such as ‘Middle Minoan’, ‘Early Classical’, ‘Late Hellenistic’ and ‘Middle Roman’: where these are followed by ‘period’, the word ‘period’ should not be capitalised. ‘Proto’ and ‘Sub’ are treated differently, writing ‘Protocorinthian’ and ‘Protogeometric’ as one word, but hyphenating ‘Sub-Mycenaean’ and ‘Sub-Geometric’.

Authors may use BC/AD or BCE/CE, provided that one system or the other is employed consistently within an article. Any other dating system used (e.g. BP) should be explained in the first footnote (see section II.7 above). Use (e.g.) ‘50 BC’; ‘AD 50’ (but ‘first century AD)’; ‘50 BCE’; ‘50 CE’.

II.13. Miscellaneous: punctuation, dates, numerical notation

- There should be no comma before the final ‘and’/‘or’ in a list unless it is needed to avoid ambiguity.
- Quotation marks: single ‘…’, but double “…” for quotes within quotes.
- Brackets: round, but square for brackets within brackets – e.g. ‘(….[…])’.
- Dates in the text should be written out in words (fifth century BC, sixteenth century BC,

etc.). In footnotes, catalogue/list entries and captions they should be written as numerals (5th century, 16th century, etc.). Approximate dates should be indicated by '*c.*', with the date immediately following (no space) – e.g. '*c.*450 BC'. Days of the month should be styled as (e.g.) '15 June', not '15th June'.

- in other contexts: words for numbers below 10, numerals for 10 and above (e.g. 'the stratum produced five iron knives' but 'the stratum produced 50 fragments of amphorae'). Exceptions are:
  - Measurements, where numerals only should be used (e.g. 'Length: 15 cm').
  - If a number starts a sentence, it should be expressed in words, not numerals: e.g. 'Sixteen sherds ...'.
  - Approximate numbers should be expressed in words: e.g. 'around fifty sherds'.
- Maximum elision of numbers should generally be used, e.g. '125–38', '246–7', but there is no elision of the last two digits where these are from 10 to 19, e.g. '211–17'. Dates BC should not be elided at all: e.g. use '550–540 BC', **not** '550–40 BC', as the latter could be taken as referring to the year 40 BC. Archon dates should elide whether BC or AD, eg. <365/4 BC>. Dates AD should elide. Do not elide measurement ranges: e.g. '237–247 m', not '237–47 m'.
- Whole numbers (including dates) of more than four digits should have commas inserted thus: 10,000; 3,000,000.
- Where an article includes a catalogue, the number assigned to each item within the catalogue should be set in bold, and should also be referenced in bold within the main text. (References to catalogue entries in other works should not be set in bold.) References to ranges of catalogue items should not be elided: e.g. 'items **75**–**76**', not 'items **75**–**6**'.
- Use 'per cent' in the main text, '%' in catalogue entries, footnotes and captions.
- Compass points: in the main text these should be spelled out in full, with compounds (e.g. 'south-east', 'north-north-west') hyphenated; in footnotes, catalogue/list entries and captions they should be abbreviated to 'SE', 'NNW', etc.

III. FIGURES

III.1. Figure files

Compressed versions pasted into a word document (a 'contact sheet') should be submitted with the first submission of the article for passing on to referees. Figure numbers must be made clear, either in the names of files or attached to hard copies of the figures themselves. **All figures must be cited within the manuscript, CONSECUTIVELY at the first instance. Figure captions should be included at the end of the manuscript after the references: please do not include any figure captions or any unnecessary information within the images themselves. Because of the requirements of online publication, figures must be cited individually (e.g. 'See Figs. 1, 2 and 3') rather than as a range (e.g. 'See Figs. 1–3')**.

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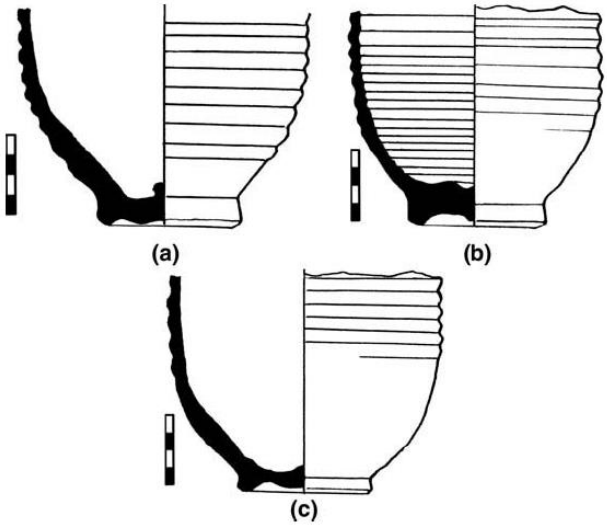


Fig. 16. (a) Catalogue no. 23; (b) Catalogue no. 24; (c) Catalogue no. 25. Chios workshop, lower parts of ampullae.

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