

INCUNABULA GRAECA

GUIDELINES

Please send your original manuscripts in two versions: (1) in MS-Word format and (2) in PDF.

If the original includes images, tables or extensive quotations cited from other publications, the relevant sources must be explicitly indicated.

For texts composed in English it is the responsibility of authors not writing in their native language to have their contributions revised by a competent native English speaker.

Illustrations

Photographs, illustrations, tables, graphs, charts and other sorts of elements that accompany the texts of submissions should be in grey scale. The quality of the images should not be lower than 300 dpi. Black and white line artwork should not be lower than 600 dpi.

Authors must pay for, and arrange permissions for, any copyrighted material used, as well as observe any image usage restrictions.

The illustrations should be numbered with Arabic numerals in the same order in which they appear in the texts (Fig. 1, 2, 3, etc.) and an explanatory caption should be placed immediately underneath each image, e.g., “Fig. 5. Knossos tablet Fp 13 (after CoMIK I, p. 9)”.

The figures and graphs should be presented in files preferably in TIFF format and separately, one in each file, clearly indicating the numbering in the name of each file. Please avoid sending JPEGs where possible. If there is no other option JPEGs can be accepted providing they are of sufficiently high resolution (NOT 72 dpi taken from the Internet).

Please indicate in the text the precise place where an image should be inserted.

NORMS OF STYLE

Font size

Please use the Unicode font Times New Roman both for Latin and Greek characters.

If needed, for Linear A and Linear B use the Noto Sans Linear A and Noto Sans Linear B fonts (<https://fonts.google.com/noto/fonts>).

Use 12-point for the text, 10-point for the footnotes and 10-point for the explanatory captions. The side margins should be 3 cm.

Quotes

Quotations of less than four lines will go between double quotation marks (“ ”) and be in normal font, forming part of the body of the text.

Extended quotations, of more than four lines, should be indented. The text will be *without* quotation marks and in 11-point font size.

Words and quotations in Greek will appear in Greek characters. Transliterations will be avoided.

Transliteration in *italic* is the norm for citing foreign words of both ancient and modern languages.

Titles

If needed, the text can be divided up into hierarchical sections as follows:

1. Heading

1.1 Heading

1.1.1. Heading

Tables

Please use a table format and not the space bar or tab.

References

References are to be in footnotes.

Please place references AFTER the punctuation marks (. ; :).

In the text, please use the full name of an author the first time you refer to him/her and the surname (family name) thereafter.

For books, chapters and paragraphs of literary works or the numbers of collections of documents, use Arabic numerals:

Hom. *Od.* 2.134
IG 1³.1399.

For modern bibliographical references, the so-called **Harvard system** will be used exclusively.
The following schemes will be adopted:

Smith (1968, pp. 250-251) considers that this is a false reconstruction.
According to Smith (1968, pp. 250-251), this is a false reconstruction.
This is a false reconstruction (Smith 1968, pp. 250-251).
Cf. Smith 1968, pp. 250-251; Wright 1970, p. 120-125.

For two authors in a single citation, please use Author – Author year, page(s):

Darque – Rougemont 2015, pp. 557-558.

For multiple (more than three) authors, use “et al.”:

Haskell et al. 2011, p. 135.

When two or more works by the same author are cited in a single year, the letters “a, b, c” etc. will be added to the date.

Do not use *ibid.* or *op.cit.*

At the end of the text will be placed a full list of **bibliographical references** in alphabetical order according to the following examples:

Monographs:

Duhoux, Y. 1976, *Aspects du vocabulaire économique mycénien (cadastre - artisanat - fiscalité)*, Amsterdam.

Duhoux, Y., Morpurgo Davies, A. (eds.) 2008, *A Companion to Linear B. Mycenaean Greek Texts and their World*, Vol. I, Louvain-la-Neuve.

Chapters in books:

Bennet, J. 2007, “The Aegean Bronze Age”, in W. Scheidel, I. Morris, R. Saller (eds.), *The Cambridge Economic History of the Greco-Roman World*, Cambridge, pp. 175-210.

Articles in journals:

Killen, J. T. 1985, “New Readings in the Linear B Tablets from Knossos”, *Kadmos* 24, pp. 26-33.

Texts published in electronic format:

The norms are the same as for texts in print, but the URL will be specified in angle brackets followed by the date last consulted in square brackets:

Olsen, B. 2015, “Review of Dimitri Nakassis, *Individuals and Society in Mycenaean Pylos*”, *BMCR* <<https://bmcr.brynmawr.edu/2015/2015.02.45>> [1 June 2018]

Names of journals:

The AJA abbreviations will be used; for out-of-date or little used journals it is preferable to use the complete title.

The place of publication will appear as it is spelled in the original publication and should not be adapted to the language in which the submitted work is written: *Roma*, not *Rome*; *Köln*, not *Cologne*; *Wien*, not *Vienna*.

Emphasis

In the text, use *Italics* to express emphasis (not bold, underlining, extended space between characters, “quotation marks” or anything else).

Abbreviations

Cf., Fig(s.), Pl(s.), No(s), c. = circa, n. = note.

All other abbreviations should follow the *Chicago Manual of Style* format

www.chicagomanualofstyle.org

<https://libguides.murdoch.edu.au/Chicago/abbreviation>