

Annual Meeting Abstracts: Style Guidelines for Authors

GENERAL MATTERS OF STYLE

Tense

The research described should be referred to in the present tense rather than the future tense:

I present an analysis of three sealed deposits not I will present an analysis of three sealed deposits

Abbreviations

Units of measure should be abbreviated in the text. Common abbreviations such as fig., pl., e.g., i.e., and the like should be used in parenthetical references within the text, but otherwise written out in full.

Abbreviations of titles of periodicals and standard reference works are available at www.ajaonline.org. Works not listed there should be written out in full. Abbreviations of ancient authors and works should be those listed in the *The Oxford Classical Dictionary*, third edition (Oxford 1996; hereafter *OCD*³), xxix–liv.

Capitalization

Paper titles should be in headline style, with the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, as, that, etc.) capitalized. Articles (definite and indefinite), coordinating conjunctions and prepositions are lower-cased unless they are the first or last word of the title or subtitle.

Capitalization should be used consistently. Overcapitalization should be avoided; many words that are commonly capitalized may be set in lowercase (see in general *ChicagoMS*14 §§7.2–124).

Most period designations, except for those including proper nouns and adjectives, are lower-cased:

late antiquity ancient Greece classical literature imperial Rome

Cultural periods recognized by archaeologists based upon characteristic technology or typology are capitalized:

Bronze Age Early Helladic period Archaic period Late Antique period

The names of specific buildings, monuments, and parts of cities are capitalized. Standing alone, such terms as agora, theater, monument, prytaneion, fountain, and the like are lower-cased. When part of an official or formal name, however, such terms are uppercased:

the East Gymnasium; the gymnasium the Athenian Agora; the agora Treasury of Athens; Athenian treasury The use of proper nouns as adjectives should be avoided unless such a construction has become conventional:

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the Temple of Athena (not the Athena Temple)
but
Lucius Verus Monument
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Hyphens, En, and Em Dashes

When submitting, hyphens, en dashes, and em dashes should be represented as follows:

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high-end ceramics (hypen)
EMIIA - LMIIIB (en dash)
That society was built -- as in other descriptions (em dash)
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Most compound words formed with prefixes are unhyphenated:

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coauthor
interrelated
multifacated
nonmember
predetermined (but pre-Imperial)
reedit, reexamine
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Spelling

The American style of spelling should be used. When there are alternative ways of spelling a word, the first choice in *Webster's Third New International Dictionary* (Springfield, Mass. 1986) is preferred.

Numbers and Dates

Roman numerals are to be avoided whenever possible. Cardinal and ordinal numbers less than 10 should be spelled out; Arabic numerals should be used for all numbers 10 and above. If a number occurs in a phrase in which most of the numbers are above nine, use Arabic numerals for all:

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first century
nine sherds
10th century
11 coins, 15 lamps, and 3 statuettes
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Measurements

International units of measurements are preferred. All measurements should be expressed with Arabic numerals and abbreviated units unless they appear at the beginning of a sentence:

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20 cm
Twenty-five kilometers from the site
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If multiple dimensions are cited, use the following format:

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1.5 \times 1.9 \text{ m}
0.3\text{--}0.5 \text{ cm} in height
```

Chronological References

Era designations are to be set in capital letters followed by periods and without spaces, never in small caps. Authors may choose to use either B.C. ("before Christ") and A.D. (anno Domini), or B.C.E. ("before the common era") and C.E. ("common era").

All numerical dates are to be written in their entirety except in cases of conventional epigraphic usage:

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211–202 B.C.
117–138 C.E.
A.D. 208/9
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References to decades should be identified by their century and expressed in numerals. No apostrophe is needed between the year and the s:

240s

In citing radiocarbon dates, lowercase letters (b.p., b.c.) may be used for uncalibrated determinations, but it is advisable to specify this convention at the first mention in the text:

4000 b.c. (uncalibrated)

Modern dates should be cited as day/month/year, without punctuation:

15 January 1996

FOREIGN LANGUAGE

Greek Characters

Submitters who wish to use accented Greek in abstract texts are required to send a legible hard copy to the AIA office via mail or fax (617-353-6550) to facilitate typesetting. Submitters may choose to transliterate Greek, in which case the British Library conventions, as published in *Archaeological Reports* 45 (1998–1999) inside cover, are to be followed.

Foreign Terms and Phrases

Familiar words and phrases in a foreign language should be set in Roman type unless there is a risk of confusion with an identically spelled English word:

in situ terminus post quem raison d'être Weltanschauung *limes*

Isolated words in a foreign language that are likely to be unfamiliar to readers, such as technical terms, should be set in italics upon their first appearance in the text. Thereafter they may be considered to be familiar:

An inscription on the column base records a vote granting the Naxians *promanteia*, or "precedence in consulting the oracle." Promanteia in effect encourages the favor of the god by identifying his most faithful supplicants.

REFERENCES

In-Text References

Footnotes and lists of works cited are not to be used in abstracts. References should be kept to a minimum and incorporated into the text itself, as follows:

Enough compartment seals occurred to suggest that they were in use locally and not just as imports (660).

In his discussion of Julius Caesar (ch. 4), Arafat suggests that Pausanias viewed Caesar's refoundation of Corinth as the introduction to Greece of a large-scale and permanent Roman presence.

The equivocal nature of the archaeological remains cries for a more theoretically grounded approach, perhaps through ethnographic comparanda along the lines of P.K. Wason, *The Archaeology of Rank* (Cambridge 1994).

For the earlier period he points in particular to the apsidal houses and the incised pottery at the Altis site at Olympia, which J.B. Rutter (*Hesperia* 51 [1982] 459–88) has identified as belonging to the early EH III.

K.S.B. Ryholt (*The Political Situation in Egypt during the Second Intermediate Period, c. 1800–1550 B.C.* [Copenhagen 1997] 104–5) has offered a different perspective on the palace.

References to Classical Literature

Latin titles are preferred, italicized according to the list of abbreviations given in S. Hornblower and A. Spawforth, eds., OCD^3 , followed by the appropriate book, chapter, paragraph, or line numbers, separated by periods. Authors' names and titles should be written out completely when appearing in the text, abbreviated when appearing in parenthetical references within the text. Only the first word, proper nouns, and proper adjectives are to be capitalized:

As noted by Vitruvius (*De arch.* 2.3.3) Vitruvius notes in *De architectura* (2.3.3) As noted in the literature (Vitr. *De arch.* 2.3.3)