



SOCIETY FOR CYCLADIC STUDIES

PUBLICATION POLICY AND GUIDELINES

1. Each study should be sent to the Editorial Committee of the Epetiris/Yearbook, which is appointed by members of the Board at the postal address **7 Pheron St., Athens 10434**, by the **31st of August** each year, both as a printed hard copy and electronically (in formats word or pdf); also via email at **info.ekyklamel@gmail.com**.
2. The submission of a study implies this is original and has not been published, or submitted for publication in another journal or book or digital site with the same or similar form.
3. The studies appear in scientific competence only. The Editorial Committee reserves the right to refuse the publication of an article, if there are indications that they reflect or support offensive comments or discrimination as to sex, race, religion or nationality.
4. Each study after assess by the editorial committee, if it falls under the themes of the journal and it follows the publication requirements, as described in the Publication Guidelines, will be submitted for the final evaluation-crisis by at least two peer reviewers, according the method of "blind" system, ie, the peer reviewers do not know the author of the study in accordance to established international scientific publication ethics; these will draw up detailed comments on each study that they should be considered. The comments will be sent to the authors, who ought to have taken into consideration and make the necessary corrections and improvements in their submitted study.
5. The study will be finally accepted for publication by the editorial committee, only after the completion of the evaluation process by the two anonymous reviewers and, when the authors have advanced the necessary additions or corrections.
6. The Editorial Committee will meet, **every November**, with written records, and will approve the finally accepted studies for publication. If the committee considers that there are not enough studies for a volume of journal, or if the necessary financial resources for it have not been found by that time, it has the ability to postpone the publication of the submitted studies for a later time than the year of their submission.
7. The authors are responsible for obtaining permits for republishing quotes, fragments of texts, graphs, plans, maps, photographs, etc., and in general any kind of visual material, which fall within the law for copyright rights. Attached to the final

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8. The Editorial Committee reserves the right for verbal interventions, corrections and for returning the texts to the authors for further improvements.

9. The proofs of the articles will be sent to each author two times (sequentially) to be corrected during the paging process of the journal. The authors will have a short period of time, only a few days, to return to the Editorial Committee the corrected proofs so as the printing process to proceed smoothly.

10. The publication of the journal will be accompanied by an electronic reprint in pdf form, which will be sent to the authors together with the issue of the journal.

11. It should specifically noted that the Editorial Committee will not proceed with the publication of a study, which will not meet the following guidelines.

The form of work

12. There are no length limitations for each study. The Editorial Committee reserves the right during the process of evaluation to request remodeling of texts and cuts.

13. The studies are acceptable for publication in both Greek and English languages. For those submitted in Greek both the monotonic and the polytonic intonation system may be used.

14. The text should be formatted in numbered A4 pages, with margins of 2.5 cm. from all sides, long line spacing of 1.5 cm., font Times New Roman or Palatino linotype 12, printed on one side of the page.

15. On the top of the first page the title should appear in bold, any subtitles, and the name and full contact details (title, profession and Contact Information) of the authors. A brief summary of the study should follow in the submitted language, up to 150 words and selected keywords.

16. Sections and subsections should NOT be numbered. The section headings should be in bold, leaving a blank line from the end of the previous section. The headings of the subsection should be written in bold and italic letters.

17. The text should be accompanied at the end, by a summary up to circa 300 words in another language; the authors are responsible for this. If the text is the summary should be in Greek, in English or in German or in French, if the text is in English, the summary should be in Greek.

18. The tables and graphs that appear within the text will be accompanied by a short explanatory text. They should be produced in black and white form with tonal gradation of gray colour.

19. In separate files must be submitted: plans or maps at a resolution of 1200 dpi in .tiff files; photos at a resolution of at least 300 dpi in files .jpeg or .tiff.

20. List of tables and illustrations should follow the text necessarily accompanied by short explanatory caption texts.

Footnotes and bibliographical references

21. The references of the text should appear as footnotes, numbered in continuous Arabic numerals; no bibliographic reference should appear in parentheses or brackets within the text. Acknowledgements and special abbreviations, or other sources for texts etc., should be indicated in the first note. Note stating at the title of the study should be marked with an asterisk.

22. Bibliographic references should appear with the name of the author or authors and the publication date, eg Tsountas 1898; subsequently should appear the numbers of pages, tables, images, footnotes separated by commas.

23. The title of monographs should be in italics. The title of articles should be in lower case and in brackets, always with reference to the editors of the volume.

24. Italics are used for foreign language words and abbreviations of any foreign language, ancient Greek and Latin. Words like *ibid*, *idem*, *eadem*, *passim* should be used in the English texts.

25. Where references are made to more than one article, they should be separated by semicolon, as Petropoulos and Papastylianou 2001 ; Efklides 2006.

26. In an article by two authors mention should be made always to both authors.

27. In an article with three or more authors, mention should be made to all writers at the first time Georgia, Gary & Miller, 2004; in the following times as follows: Elman *et al.*, 1996.

28. Full details of the references should be included in the section of bibliography at the end of article; there the authors should appear in alphabetical order (each time the greek alphabet should precede or be followed by the latin one). The set of references starts from top left (without recess).

29. If there are used special abbreviations these should be submitted in table separately to the Editorial Committee, so as to be included in the " Abbreviations Table," which will be published in the journal.

30. If the same author has published in the same year more than one studies, these should be distinguished by adding letters (a, b, c, etc.).

31. The list of references should be complete, with all the elements, including the

number of volumes, place of publication and publishing house.

32. In case that ancient Greek and Latin texts of classical authors appear in the studies abbreviations should follow the standard Loeb or Oxford editions.

33. The authors are solely responsible for all references which appear in their texts and must ensure that all of them are contained in them.

Models of bibliographic references:

ONE AUTHOR

Pollit J.J., 1986, *Art in the Hellenistic Age*, Cambridge, Cambridge University Press
1 Pollit 1986, 58, fig. 52

Papachristodoulou I., 1989, *Oi Archaioi Rodiakoi Demoi. Ialysos*, Athens, Library of the Archaeological Society No. 110.
1 Papachristodoulou 1989, 86, pl. 53.

TWO OR MORE AUTHORS

Davaras C. and P.P. Betancourt 2004, *The Haghia Photia cemetery I, the Tomb groups and Architecture*, Philadelphia, INSTAP Academic Press, Prehistory Monographs 14.
1 Davaras and Betancourt, 24, fig. 41

Marangou L., C. Renfrew, Ch. Doumas and G. Gavalas, 2006, *Μαρκιανή Αμοργού, Markiani on Amorgos, An Early Bronze Age fortified settlement, Overview of the investigations 1987-1991*, London, British School at Athens BSA Supplementary vol.40.
1 Marangou, Renfrew, Doumas and Gavalas 2006, 34
4 Marangou et al. 2006, 57

TRANSLATED BOOK, TRANSLATOR AS AUTHOR

Carden R., 1974, *The Papyrus Fragments of Sophocles: An Edition with Prolegomena and Commentary* (Texte und Kommentare 7), Berlin / New York, de Gruyter.

BOOK IN REVISED PUBLICATION

Van Inwagen P., 2001, *Metaphysics*, Boulder, Conn., Westview Press.
Pedley J.G., 1997, *Greek Art and Archaeology*, Rev. Ed., New York, Abrams.

BOOK WITH MORE THAN ONE VOLUMES

Hammond N. G. L., 1972, *A History of Macedonia*, 1, Historical Geography and Prehistory. Oxford, Clarendon.
Hammond N. G. L. & G. T. Griffith, 1979, *A History of Macedonia*, 2, 550-336 B.C. Oxford, Clarendon.
Plamenatz J., 1963, *Man and Society*, 2 vols, London, Longman

BOOK CHAPTER :

O'Neil J. M., & Egan J., 1992, "Men's and women's gender role journeys: Metaphor

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for healing, transition, and transformation." in Wainrib B.R. (Ed.), *Gender issues across the life cycle* New York, Springer, pp. 107-123.

1 O'Neil and Egan 1992, 110-2.

ARTICLE IN CONFERENCE

Doulgeri-Intzesiloglou 1997: Doulgeri-Intzesiloglou Arg., "Domestic depositor: small" closed "stratigraphic sets Hellenistic era excavation in the plot C. and Th Apostolina the ancient city of Feres" in Archontidou Ag., S. Drougou, E. Zervoudaki and I. Touratsoglou,(eds.), *Proceedings of the Fourth scientific meeting on Hellenistic Pottery, Mytilini*, March 1994, HMC-K' EPKA, Athens 1997, pp. 329-332

1 Doulgeri-Intzesiloglou 1997, 330.

ARTICLE in a JOURNAL

Juvilet 1983: V. Jovilet, "Les Jardins de Pompe: nouvelle Hypotheses", *MEFRA* 95, 115-138.

1 Juvilet 1983, 133, fig. 34.

ENTRY IN encyclopedias, dictionaries

Boulnois, O. 2002. «Analogie». In C. Gauvard, A. de Libera & M. Zink (Eds). *Dictionnaire du Moyen Âge*, Paris, PUF, 52-54.

Wessel, K. 1970. «Jonas», *RbK*, 3, 647-655.

DIGITAL ARTICLE PUBLISHED IN AN INTERNET SITE

Marchand, J. 1999. "Feudalism and Knighthood", <<http://orb.rhodes.edu/wemsk/feudknightwemsk.html>> (access 29/10/2008).

UNPUBLISHED STUDIES

Paspalas 1995, Paspalas, S.A., 1995, *The Late Archaic and Early Classical Pottery of the Chalkidike in its Wider Aegean Context*, Oxford, (unpublished doctoral thesis, Oxford University).

1 Paspalas 1995, 120, fig. 53.

Article Title

Subtitle

Heading One

Heading two

Text¹

Quotation text indented

Table heading	Table Heading
Table text	Table text

Figure title indented

¹ Footnote

Bibliography

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