General Guidelines for the Composition of Entries

1.1. Composition

Each entry, independently of the subject it treats, consists of the following parts:

1.1.1. Entry's identity

Includes a summary of <u>no more than 70 words</u>. According to the type of the entry it may include more information like dates of birth and death, etc. (see special guidelines).

1.1.2.   Main entry

This is a continuous text, structured in thematic units.

1.1.3.   Bibliography

This is a list of further reading suggestions with emphasis on recent bibliography. Basic works on each subject are included, as well as works that, in the writer's opinion, assist the reader in grasping the subject or the general historical context. The list may include more or less references than the footnotes of the main entry.

1.1.4. Glossary

Explanation of terms, which the average reader is not expected to understand.

1.1.5.   Audiovisual sources

These consist of all kinds of audiovisual material, that, in the writer's opinion either document and/or complement the entry (e.g. diagram, map), or illustrate the entry appropriately (e.g. representation of a person, object or place). The author must add the relevant bibliographical reference.

1.1.6.   Quotations (optional)

These consist of textual excerpts that, in the writer's opinion, may complement the entry, bringing for instance the reader of today close to the language of the time or shedding light on aspects of the entry that is has not been possible to analyze in the main text. The author must add the relevant bibliographical reference.

1.1.7.   Chronological table (if possible)

This includes concise information in chronological order. The chronological table is ancillary to the main entry. It structures information in an easily detectable form and may include interesting details that cannot be incorporated in the continuous text.

1.1.8.   Auxiliary catalogues

Information in list form (e.g. lists of works, genealogical tables).

1.2. Guides for writing and documentation

1.2.1. Structure of the main entry

The main entry is structured into thematic units, which are defined in relation to the type of entry. Each (sub)unit d has a special (sub)title.

1.2.2. Documentation

The text contains no explanatory information that is irrelevant to the subject of the entry. The writer may add a brief footnote if he/she thinks it to be strictly necessary.

Bibliographic references in the form of footnotes support the information provided in the text. (For references cf. "Guidelines for Bibliographic References"). It must be noted that the bibliographical references are given in detail, without abbreviations, even if the same works have been mentioned in a previous footnote.

In the event of conflicting views in the sources or bibliography, the writer selects what, in his/her opinion, is the soundest version and incorporates it into the text. The writer also cites the major conflicting views in footnotes, documenting them bibliographically.

1.2.3. Style and language

Texts are written in standard English.

The language is simple but not simplistic. The text addresses an educated public, with respect to scientific accuracy.

Long periods and successive subordinate clauses should be avoided.

Verboseness and all kinds of biased views should be avoided.

1.2.5. Terminology

Where the use of special terms cannot be avoided, the terminology accepted as standard by the academic community is used.

Names of people, places, names of administrative units etc. are cited in the form considered as standard by the academic community. If there are different versions of the same name, the writer selects the one that in his/her opinion is the most valid and incorporates it into the text. The writer also gives the other version(s) in parenthesis, e.g. Tamerlane (Timur). If he/she deals with a settlement or geographical unit that survives to this day, the modern name is supplied in parenthesis e.g. Edessa (modern Urfa).

The names of tribes, peoples or states are given in the version that is accepted as standard by the academic community.

1.2.5. Glossary

The terms defined may refer to offices (e.g. eponymous archon), institutions (e.g. theme), objects (e.g. kantharos), or they may be scientific or technical terms (e.g. stratigraphy).

The text should be brief and concise. The repetition of the defined term should be avoided in the explanation as should other terms that also need explanation.

1.2.6. Visual Sources

Each visual source is accompanied by a caption.

If the relation of the picture to the entry is not evident to a non-expert, a short explanation follows.

If the writer has photocopied the relevant picture from some publication, he/she supplies full bibliographic reference.

If the writer proposes the representation of a museum object or material, the photocopying of which is not possible, he/she makes a brief description of the visual source and supplies the data essential for its identification and location.

The name of institution to which the object in question belongs is given (museum, library, gallery etc.), whenever possible.

1.2.7. Quotations

Each textual excerpt is accompanied by a caption and full bibliographic reference.

If the relation of the excerpt to the entry is not evident to the non-expert, a brief explanation follows.

1.3. Guidelines for Bibliographic References

1.3.1. Sources

Ancient writers
Hom. *Od.* 2.314-17.
Paus. 1.18.1.
Stesich. *PMG* 217.
Thuc. 6.71.2, 7.14.3-4.
Vitr. *De arch*. 2.3.3.
Manuscripts
Cod. Vat. lat. 1202 fol. 42v.
Inscriptions
IG II^2, 15, line 87.
SIG^3, 598 D 10-16.

Recent publications of primary sources
Tertullianus, *De monogamia,* (ed.) G.F. Diercks, in *Tertulliani Opera,* vol. 2, (Corpus Christianorum, Series Latina 2, Turnhout 1954).
Mesavrites, N., *Epitaphios,* ed. A. Heisenberg, *Neue Quellen zur Geschichte des lateinischen Keisertums und der Kirchenunion, I: Der Epitaphios des Nikolaos Mesarites auf seinen Bruder Johannes* (Sitzungsberichte der Bayerischen Akademie der Wissenschaften, Philosophisch-philologische und Historische Klasse, München 1992).

1.3.2. Bibliography

Monographs – Collective volumes
Lanckoronski, K., *Städte Pamphyliens und Pisidiens* (Wien 1892) p. 82-88, pl. I-III.
Stillwell, A. N. - Benson, J. L., *Corinth XV.3: The Potters' Quarter: The Pottery* (Princeton 1984) p. 99.
Shelmerdine, C. W. - Palaima, T. G. (ed.), *Pylos Comes Alive: Industry and Administration in a Mycenaean Palace* (New York 1984).

Books with a standard abbreviation
ARV^2 1012.1.
CVA British Museum 6, pl. 84.2a-c.

Books in a series with a standard abbreviation
Roueché, C., *Performers and Partisans at Aphrodisias in the Roman and Late Roman Periods* (*JRS* Monograph 6, London 1993) p. 179-182.
Johansen, K.F., *Exochi: Ein frührhodisches Gräberfeld* (*ActaArch* 28, Copenhagen 1958) fig. 142-143.

Books in a series without a standard abbreviation
Wiggermann, F.A.M., *Mesopotamian Protective Spirits: The Ritual Texts* (Cuneiform Monographs 1, Groningen 1992) p. 48.
Zanker, P., *The Masks of Socrates: The Image of the Intellectual in Antiquity* (Sather Classical Lectures 59, Berkeley 1995) p. 22-31.

Books as supplements to journals
Klijn, A. F. G., *The Acts of [Judas] Thomas,* Supplement *Novum Testamentum* 5 (Leyden 1962)

Books encountered in several editions
Bhaskar, R., *A Realist Theory of Science*^{2} (Atlantic Highlands 1978).
Schweitzer, B.L., *Greek Geometric Art*, (London 1971) [*Die geometrische Kunst Griechenlands* (Cologne 1969)].
Lawrence, A. W., *Greek Architecture*^{4} (revised by R. A. Tomlinson, New Haven 1983) p. 24.

Multi-volume books
Richter, G. M. A., *The Portraits of the Greeks* 1 (London 1965), p. 102-104.

Multi-volume books with different subtitles
Bar-Yosef, O. - Gopher A. (ed.), *An Early Neolithic Village in the Jordan Valley* 1: *The Archaeology of Netiv Hagdud* (Cambridge, Mass. 1997) p. 114.

Books published in several places
Harvey, A., *Economic expansion in the Byzantine Empire 900-1200* (Cambridge - New York - Port Chester - Melbourne - Sydney 1989).

Reprinted books
Myres, J. L., *The Metropolitan Museum of Art. Handbook of the Cesnola Collection of Antiquities from Cyprus* (New York 1914, reprint 1974) p. 75-76.

Articles in journals with a standard abbreviation
Cherry J. F. et al., "Archaeological Survey in an Artifact-Rich Landscape: A Middle Neolithic Example from Nemea, Greece", *AJA* 92 (1988) p. 159-176.

Articles in periodicals without a standard abbreviation
Winter, I. J., "Royal Rhetoric and the Development of Historical Narrative in Neo-Assyrian Reliefs", *Studies in Visual Communication* 7:2 (1981) p. 2-38.
Sućeska, A., "Bosna Eyaleti'nde Tekâlif-i şakka", *Tarih Enstitüsü Dergisi* 12 (1981), p. 755-762.
Salzmann, A., "An Ancient Régime Revisited: Privatization and Political Economy in the Eighteenth-Century Ottoman Empire", *Politics & Society* 21 (1993), p. 393-423.

Articles in honourary volumes
Young, F. M., "The Gods of the Greeks and the Nature of Religious Language", in Schoedel W. R., - Wilken, R. L. (ed.), *Early Christian Literature and the Classical Intellectual Tradition: In Honorem Robert M. Grant* (Paris 1979) p. 150-152.

Articles in collective volumes

Aravantinos, V. L., "The Use of Sealings in the Administration of Mycenaean Palaces", in C. W. Shelmerdine - T. G. Palaima (ed.), *Pylos Comes Alive: Industry and Administration in a Mycenaean Palace* (New York 1984) p. 41-48.
Kahil, L., "La déesse Artemis: Mythologie et iconographie", in *Acta of the XI International Congress of Classical Archaeology 1978* (London 1979) p. 77-78.

Articles in encyclopedias
PECS, p. 245-246, s.v. Cosa (F. E. Brown).
RE 2 (1894), col. 2429-2431, s.v. Antilochus (R. Wagner).
CAH XII p. 329 (N. H. Baynes).

Unpublished PhDs
Whitcomb, D. S., *Trade and Tradition in Medieval Southern Iran* (Diss. University of Chicago 1979) p. 159-166.