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THIRD CIRCULAR (PUBLISHING GUIDELINES)

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Text should be submitted in the form of a Word document (doc or docx files). The deadline for submitting contributions **only by e-mail**, preferably via We Transfer, is **June 30, 2019**.

The text files should be called: FirstAuthorSurname_Text and must include notes and bibliography.

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TEXT

I. Language

Articles can be written in one of the languages used for the communications and posters, but we encourage the use of English (UK) or French for a better spread of your work. Authors are responsible for the correct spelling and grammar of their text. If you are not a native speaker of the language in which you have written, please

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The publication of communications must not exceed 10 printed pages maximum (approximately 25000 characters with spaces)* including abstract, article body, figure captions, notes (if any), bibliography and illustrations. The same standards should be respected for the publications of posters for which the maximum length is 4 pages (approximately 10000 characters with spaces)* including illustrations, notes and bibliography.

Please use the Times New Roman, 11 pts. with single space.

** The texts exceeding these limits will be returned to the author to be reduced.*

III. Form

- **Title** should be clear and concise and emphasize the specificity of the proposed study; if necessary followed by a sub-title on the next line in lower case.
- **Author/s** The name of the author/s should be placed just under title: first name, SURNAME, institutional affiliation.
- **Abstract** For every article an **abstract** in English (UK) is requested of a maximum of 200 words.
- **References** should be included within the text, placed in brackets: AuthorSurname date: page and/or figure. References should refer to the complete bibliography placed at the end of the text.
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IV. Style

- All authors' names in the References and the Bibliography should be given in roman characters, independently of the language of their book/article/dissertation etc
- Spelling and capitalization should be uniform, e.g. artefact or artifact, élite or elite etc throughout; south, south-east but capitals in established names (Central Greece, South Italy etc).
- All numbers up to and including ten should be spelt out except where attached to a unit of quantity (e.g. 3 kg). Numbers above 10 should be numerals. Decimals should rather be indicated by point (.) than a comma (,): 0.25 not 0,25.
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- Do not italicize Cf., e.g., i.e., et al., etc and established Latin or Greek terms (e.g. triclinium, palaestra).

Examples for the bibliography and the references:

Monographs by more than one authors:

Papanikola-Bakirtzi, D., Mavrikiou, F.N., Bakirtzis, Ch. 1999, *Byzantine Glazed Pottery in the Benaki Museum*, Athens.

Reference within the text should be: (Papanikola-Bakirtzi, Mavrikiou, Bakirtzis 1999: 130)

Monographs by one author:

Hayes, J.W. 1992, *Excavations at Saraçhane in Istanbul*, vol.2. *The Pottery*, Princeton NJ, Washington DC.

Reference within the text should be: (Hayes 1992: 244)

Articles in a periodical:

Megaw, A.H.S. 1968, Zeuxippus Ware, *BSA* 63, 67-88.

Reference within the text should be: (Megaw 1968: 86, Fig. 4)

Articles included in miscellaneous volumes, Congress Acta etc:

Gelichi, S. 2012, Local and Interregional Exchanges in the Lower Po Valley, Eighth-Ninth centuries, in Morisson, C.(ed.), *Trade and Markets in Byzantium*, *Dumbarton Oaks Symposia and Colloquia*, Washington DC, 219-231.

Reference within the text should be: (Gelichi 2012: 222)

Articles also available on the web:

Vallauri, L. 2013, La circulation des céramiques modernes en Corse, in *Mariana et la vallée du Golo. Actes du colloque international de Bastia-Lucciana, 10-16 septembre 2004*, Volume II, 257-270 ; last accessed, January 18, 2019,

<https://halshs.archives-ouvertes.fr/halshs-00974446/document>]

Reference within the text should be: (Vallauri 2013: 260)

Dissertations:

Michailidou, M. 2014, *Byzantine and Medieval Glazed Pottery in Rhodes from the late 10th c. until 1522: the evidence of excavation finds from the town*, PhD Dissertation, National and Kapodistrian University of Athens.

Reference within the text should be: (Michailidou 2014: 120)

PHOTOGRAPHS / ILLUSTRATIONS

- All illustrations should be numbered consecutively as Figures and referred to in the text inserted in brackets as **(Fig.1)**, **(Fig.2)** etc.
- Photographs that will be used in papers should be in Tiff or jpeg format with a resolution of 350 dpi (350 samples of data per inch) and should be 15 cm in height and 15 cm in width.
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- In the case of drawings grouped into plates, only the plate has a figure number, different drawing components will be designated by a lower-case letter or an extra digit. The numbering will be continuous.
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- The illustration files should be called FirstAuthorName_Fig.1, FirstAuthorName_Fig.2 etc and sent together with the text before the deadline indicated above.

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