NOTES FOR AUTHORS

All manuscripts (printout and CD), written in English (preferably), French, German, Italian or Spanish, should be **delivered during the 6ICAANE congress** or reach the Redaction at the following address, at the latest by **May 17th 2008,** in order to ensure a prompt publication:
6ICAANE Redaction c/o Prof. Paolo Matthiae, Via Palestro 63, I-00185 Roma, ITALY [6icaane@uniroma1.it, fax +39064940582]

For those whose **paper** has been accepted:
The paper must have a maximum length of 22,000 characters (spaces and bibliography included, but not including footnotes), 10 illustrations and an abstract of max 700 characters (including spaces).

For those whose **poster** has been accepted:
The paper must have a maximum length of 12,000 characters (spaces and bibliography included, but not including footnotes), 5 illustrations and an abstract of max 700 characters (including spaces).

Layout Specifications
Text should be left justified, in 10 point with single line spacing. The overall text area should be **A4** (21 x 29.7cm) not letter size. Margins should be set at: Top – 2.5cm, Bottom – 2cm, Left and Right – 2cm, Header – 2cm, Footer – 1cm. Paragraphs should be separated by a single blank line and not indented. Please do not use Format – Paragraph – Spacing to separate your paragraphs, use the return/enter button! There should only be one space after a full stop (not two as is often found in typed text). Subheadings should be in bold, small caps, italics or bold italics, **never use underlining**. Please be consistent.
The bibliography should be placed after any appendices.
Do not use page numbers, nor headers.
Graphs: graphs should be black and white, and produced at a high resolution, at least 600 DPI. This ensures good quality reproduction, anything lower than this will blur and print badly.
Tables: Tables should be always be portrait, if the author wishes to do a table in landscape it must be reproduced as an image and imported so that the page number remains at the bottom of the page in portrait to match the rest of the book. Do not make pages landscape in your Word document.
Typeface is Times New Roman. It is suggested that tables, catalogues, appendices etc be presented in a smaller print than that of the main text. All underlining should be avoided. If a special font is needed for certain languages, eg. Greek, Hebrew, please inform the editors of the name of the font you have used – it may be necessary for you to send us a copy of the font file if we do not have it on our system – and send a printout of how the final version should look. It may be necessary to make certain language fonts smaller than 10 point as they are larger than Times New Roman.

Do not leave large areas of blank page in chapters when formatting. Always make sure each page is filled with text (unless it is the last page of the chapter).

Proofs
A pdf file will be sent to Authors for correction of faults (no extensive rewriting will be possible).

Terms
Authors will receive a .pdf file of their paper and may purchase copies of the book with a discount which will be fixed by the publisher.

Fonts
The standard font used in our publications is Times New Roman, 10 pt, single line spacing.
Please use Times Semitic for Hebrew and TimesClassGreek for Greek – if TimesClassGreek does not have a large enough selection of accents for the Greek being reproduced please use Minion Pro. If special fonts are needed please discuss this with the Redaction.

Paragraph layout
Text should be justified and each paragraph should be separated with a line space. Use return/enter button to make this line space NOT paragraph formatting.
There should only be one space between a full stop and the next word, not two as is commonly found in formal typed text.

Sub-headings
Please use bold, bold italic and italic for subheadings. Never use underlining.

Bibliography
Book –
Boardman, J.
2001   *The history of Greek Vases: potters, painters and pictures*, London.

Paper in a book –
Henig, M.
2006   The Language of Love in Roman Britain: jewellery and the emotions: in M. Henig (ed.), *Roman Art, Religion and Society* (BAR S1577), Oxford.

Paper in a journal –
Johns, C. *et al.*
1999   A mid-fifth century hoard of Roman and Pseudo-Roman material from Patching, West Sussex: in *Britannia* 30, pp. 301-315.

Where *Ibid.* and *et al.* (do not use *et alii.*) are used they should be italicised.

Common Abbreviations
e.g.
i.e.
etc.

Contractions
Contractions which finish with the same letter as the word do not have take full stop e.g. Dr / Mr / eds
Contractions which do not finish with the same letter as the word do take a full stop e.g. ed. / no. 1
Dates
Years should **NEVER** have an apostrophe, i.e. 1960s, 450s **NOT** 1960's 450's. This is a common mistake.
Use BC and AD and be consistent.
BC goes after the date, AD before, when talking about a specific date, i.e. 440 BC and AD 500
When talking about millennia or centuries, BC and AD follow the date, i.e. 5th century BC, 1st millenium AD
If the date is approximate please use *c.* with a space between the *c.* and the date, i.e. *c.* 500 BC
When using numerals to indicate 5th, 2nd, 3rd etc, the letters must be superscript (5th), please be consistent. Do not write e.g. V century or V^{th} century.
Footnotes/Harvard System
Harvard referencing system must be used in the text; footnotes are acceptable not for giving only bibliographic references but for discussing some specific aspects.
Footnotes should be 8 point, justified, with the number of the footnote in superscript.
When using the Harvard system it is preferable that the reference is inserted at the end of the line where possible, or at least at the end of a clause, so that it does not interrupt the flow of the sentence too much.
Figures
All images should be Black and White (grayscale).
All images must be of high enough resolution to reproduce as a high quality image. All images must be scanned at at least 600 DPI (Line Art: 1000 DPI; Scans from Slides: 1200 DPI) from a decent quality original. The author must provide the Redaction with copies of images as Tiff or Jpeg files.
Figure captions
Captions should be differentiated from text by use of italics. All figure should have a caption which should include any necessary copyright information. **All images that do not belong to the author must have copyright cleared on them and this is the responsibility of the individual authors.**
References to figures in the text should be styled: (Fig. 1). Use a capital letter when referring to a figure in the paper, if referring to a figure from another book/paper use a small f.
Figures and tables will be reproduced at the end of each paper.
Quotations
Quotations which exceed two lines in length should be indented and separated from text before and after with a line space. Indents should be 5 mm to the left and right.
Original spellings should be used. Where necessary use [*sic*]
Quotation marks
Use single quotation marks ' ' throughout and double quotation marks for a quotation within a quote (eg. 'He said "not now" and left').
Please use curly quotation marks ' ' not straight ones ' '
Tables
Tables should be formatted in Word, not in Excel. For specific problems on tables contact the Redaction.