

## Guidelines for Authors

### General information

**The deadline** for submitting texts for INC Warsaw 2022 Proceedings is **March 30th 2023**. Articles submitted after the date and **inconsistent** with the guidelines **will not be accepted**.

Contributions should be submitted to e-mail: **proceedings@inc2022.pl**. Your contribution will be sent to the appropriate sub-editor.

**Texts** will be published in the congress INC languages (English — using either UK or US spellings —, German, French, Italian, Spanish). Each contribution should be submitted in the language in which it is to be published. The publisher does not provide the translation, so please take care of the language yourself. Please be aware to keep the consistency of choose spelling.

The text should be submitted in Ms Word format (.doc or .docx).

**The contributions** should not exceed **10 typed pages** – one standardized page equals 1800 characters with spaces or 400-500 words; use **Times New Roman font, size 12**, line spacing - **1.5**, plus no more than **3 pages of bibliography** and no more than **2 plates**.

All text should be prepared according to the **Brepols style** (see below).

Apart from exceptional situations discussed with the editors, photographs of coins, charts and maps should be **black and white**. All photos of coins, charts and maps should be provided as Tiff or Jpg formats **in separate files** (see the more detailed image guidelines below). All images should be submitted in minimum 300dpi resolution. The color images should be prepared according to the CMYK color model.

All submitted files should be **marked** as follows: **surname and name of the author(s), section or round table** number according to INC scientific program (e.g. Bodzek Jaroslaw S22 text; Bodzek Jaroslaw S22 Fig 1)

### Essential Information

#### *Contributions*

Each article should include a short biography of 15–30 words listing the author's and co-authors's professional affiliation and email address. This should be provided on the first page underneath the title/before the start of the contribution.

An **English-language** abstract (60-130 words) and 5–10 English keywords for article is needed. This should be provided on the **first page** underneath the title and before the start of the essay.

## Detailed information

This document provides guidelines for preparing your typescript for publication in INC Warsaw 2022 Proceedings using the author-date system for referencing.

This includes:

1. **Presentation of Typescript** — guidance on delivery format and fonts.
2. **Style Guide** — the Brepols style guide largely follows the MHRA style guide, but has some important deviations. The structure of the style guide comprises details on citations, language, spelling, etc. All authors are requested to prepare their typescript as closely as possible to this style guide.
3. **References and Bibliographies** — a detailed reference system and formatting of bibliographies.
4. **Image Guidelines**

### 1. Presentation of Typescript

Please submit your text in a single, definitive file. Files should be in MS Word format (.doc or .docx). Please do not embed images in the text file but supply them as individual files (see below). Use Times **New Roman font**, with minimal formatting. Use the formatting features of your word- processing program, such as italics, superscripts, small capitals, etc., but do not attempt to simulate the final layout, which will be produced by the publisher. Use the tab key and not the space bar for indentations, especially at the opening of paragraphs.

Do not include any track changes or comments in the file, as this will cause confusion. All files should be in their final state.

In addition, please provide a full list of illustrations, tables, graphs, etc. described with your name and title of your contribution (see the instructions and caption models below for further details).

A hard copy is not required. A pdf is required in the case where we might need to check the fonts, if the text contains non-roman script or special characters, or where you have particular layout requirements, which is not recommended.

### *Fonts*

Passages in **non-roman alphabets** (like Greek, Arabic, Hebrew, etc.), special characters, and characters with diacritics should be written in Times New Roman. If this is not possible, another Unicode font needs to be used. Do not use the Symbol font to insert characters, as it is not Unicode compliant.

If you have any doubts regarding the font that you are using or when no Unicode font exists for the character set you need, contact your sub-editor in advance.

Texts that include special characters or letters from non-Latin or extended Latin alphabets should be submitted with an accompanying pdf of the text.

## Style Guide

### 1. Dates

[1.1] The anno Domini system may be rendered with the abbreviations BC/AD.

[1.2] **Centuries** should always be spelled out in full in the main prose:  
e.g. in the twelfth century; a thirteenth-century manuscript.

[1.3] Date ranges should always be given in full:  
e.g. AD 1300–1327 and not AD 1300–27.

[1.4] For calendar dates, use the format ‘1 January 793’ rather than ‘January 1, 793’.

### 2. Numbers

[2.1] Spell out numbers up to one hundred except when expressing dimensions, in statistical contexts, or in tables; use Arabic for 101+ except when beginning a sentence; spell out approximate numbers over one hundred:

e.g. Four different sites have now been excavated in this area. One hundred and thirty-seven glass beads were found. The cemetery contained 173 burials. The statue measured 62 × 72 cm at its base.

[2.2] With the exception of the full date ranges rule above, inclusive numbers falling within the same hundred should include the last two figures:  
e.g. 13–15, 44–48, 104–08, 100–22, 2533–39.

[2.3] **Arabic numbers** should be used for chapter numbers, journal numbers and the volume numbers of book series (even when the journal or book series uses roman numbers), figures, plates etc.:

e.g. Chapter 1; Fig. 2.4; *Journal of Ancient History*, 25; Brill’s Series in Jewish Studies, 11.

[2.4] Use **roman numerals**, large capitals, for regnal numbers:  
e.g. Edward IV, Pope Innocent III.

[2.5] Use **Arabic** for percentages and spell out per cent, except in statistical contexts or in tables (i.e. 50 per cent). Note the use of *per cent* and not *percent*.

[2.6] **Modern & contemporary and currency** should be expressed using Arabic numbers together with the relevant monetary symbol.

### 3. Abbreviations

[3.1] Please note the following abbreviations: *c.* (circa), not *ca.*; *b.* (birth/born), *d.* (died), *r.* (ruled), *fl.* (flourished).

[3.2] Use MS and MSS for manuscript shelf-mark citations and references but otherwise write the word ‘manuscript’ in full.

#### 4. Punctuation

[4.1] Please use **single quotation marks**, aka inverted commas (‘...’), for quotations. Only use double quotation marks (“...”) to denote quotations within quotations.

e.g. As Valérie Gonzalez suggests, the description of the glass produces a ‘sort of textual “icon”, which “represents” an architectural feature one can enter, made with an overall glass setting, transparent, bright, white or green, isotropic, with a perceptible linear design’, that conflates the isotropy of pattern with the deceptive nature of vision itself’.

[4.2] Please translate quotation marks from different systems (e.g. «...» or „...“) into the forms listed above.

[4.3] **Punctuation** generally falls outside quotation marks unless the quotation forms a complete sentence and is separated from the preceding passage by a punctuation mark:

e.g. The anonymous author of the *De spiritu et anima* wrote: ‘Those at sea, for instance, may see objects on the land as moving, whereas actually they are still.’

[4.4] Parentheses, aka **round brackets**, should be used for parenthetical statements within parentheses, rather than square brackets:

e.g. Such usage (which is also clear (but by no means ubiquitous) in the poetry of Horace) appears throughout the works under study here.

#### 5 Capitalization

[5.1] In English, places, persons, days, and months are capitalized; nationalities and nouns deriving from people or languages are capitalized:

e.g. Rome, Tiberius, Sunday, October, Libyan.

[5.2] Capitalize references to particular parts:

e.g. Chapter 1, Appendix 2, Figure 8, Map 4. NB.

Please note that if you are citing a figure, table, or plate from a different publication as part of a reference, these should be cited using a lower-case initial:

e.g. see above, Fig. 6.2 *but* Drake 2019, fig. 3; Pruss 2021, pl. 5; Fallgren, ‘Ritual Places’, p. 64, fig. 5.1.

#### 6. Titles, Subtitles, and Subheadings

[6.1] Capitalization in titles should be applied as follows.

- In titles of works in English, the following are capitalized:

- the initial letter of the first word;
- all nouns, pronouns (except the relative ‘that’), adjectives, verbs, adverbs, and subordinating conjunctions;

- the first word after a colon in the title;

and the following are not capitalized:

- articles, possessive determiners (‘my’, etc.), prepositions, and the co-ordinating conjunctions ‘and’, ‘but’, ‘or’, and ‘nor’:

e.g. *Gods, Demons and Symbols of Ancient Mesopotamia: An Illustrated Dictionary*.

- In works in ancient and medieval Latin, French, and most other Romance languages, only the first word and proper nouns should be capitalized:

e.g. *Dendara V–VI: les cryptes du temple d’Hathor.*

e.g. *De civitate Dei.*

e.g. *Le virus de l’erreur: la controverse carolingienne sur la double prédestination.*

- In **works in German** only the first word and nouns should be capitalized:

e.g. *Antike Spolien in der Architektur des Mittelalters und der Renaissance.*

[6.2] Do not number subheadings, unless you rely on this numbering for cross referencing, such as ‘see Part 4.2 below’.

## ***7. Italics, Roman, and Boldface***

[7.1] **Single words or short phrases** in foreign languages, where these have not passed into regular English usage, should be **italicized** without quotation marks

e.g. ‘The passage between the classical world and the medieval world makes all this *tabula rasa*’; direct quotations or more substantial quotations should be given in roman (i.e. regular/non-italic font) within quotation marks. See ‘Quotations’ below for further details.

[7.2] Use italics for titles of books and journals, but use quotation marks for dissertations, journal articles, and book chapters. See examples under ‘Bibliographical References’ below.

## ***8. Quotations***

[8.1] Set **long quotations** (more than forty words of prose or more than two lines of verse) as block quotations, by indenting or by using a **smaller font size**; do not enclose within quotation marks.

[8.2] **Short quotations** run on with the main text. Enclose short quotations within single quotation marks, aka **inverted commas** (‘...’), and only use double quotation marks (“...”) to denote quotations within quotations.

[8.3] Quotations from a **primary source** provided in the main body of the text should include **both the original language and a translation in modern English**. Both should be in roman typeface, not italics. The translation should directly follow the quotation (within parentheses without quotation marks for shorter quotations, or immediately below in a second block quotation within parentheses without quotation marks, for long quotations). If followed consistently throughout the volume, the translation can also be given in a footnote.

Example:

Lancelot has been given lodgings in her family house, and is introduced to the maid by her brothers as ‘li meldres chevaliers del monde’ (the greatest knight in the world).

## ***9. References***

Citations and Footnotes (author-date system); please put the citations in the footnotes. The only exception for placing them inside the text is as in the example 9.1 below:

[9.1] The author-date system of referencing will be used. Footnotes should be kept to a minimum; reference to a particular page should be in the form (**Donner 1981, 122**), and to the work as a whole, in the form (**Donner 1981**). When quoting or paraphrasing an author whose name appears in the text, the in-text reference should go immediately after the author’s name, and the author’s

name should not be repeated e.g. **Howlett (1999, 73)** has argued that the site must have fallen out of use by this time.

*And not:* Howlett has argued that the site must have fallen out of use by this time (1999, 73).  
Howlett has argued that the site must have fallen out of use by this time (Howlett 1999, 73).

[9.2] Where possible, give specific page ranges, and avoid use of *passim*, *ff.*, etc.

[9.3] Do not use other abbreviations such as *ibid.*, *id.*, *ibidem*, *passim*, *idem*, *eadem*, *loc. cit.*, *op. cit.*

[9.4] References citing **three or more authors** should be abbreviated in the form first author surname followed by *et al.*, but **all authors** should be listed in the **bibliography**.  
e.g. These burials should be considered a funerary tradition maintained by local women that lived in the *vicus*, many of them as partners of Roman soldiers (Duran *et al.* 2015, 304).

[9.5] If footnotes are needed, please place footnotes in the main text at the end of a sentence, after a full stop or other punctuation; they should be marked with a superscript number using the automatic footnote functionality of your word-processing software.

## **10. Bibliographical References (author-date system)**

[10.1.1] The author-date system requires all bibliographical references to be placed at the end of a article in alphabetical order by names of author(s) or editor(s), followed by date of publication. Note, however, that due to the complex nature of this material, exceptions are made for manuscripts and for texts by ancient or medieval authors, where it would be confusing to refer to the publication dates of modern editions. These sections are treated in detail below. If appropriate, the bibliography should also be divided into the following sections:

- Manuscripts and Archival Sources, and other unedited material
- Primary Sources
- Secondary Studies

### [10.1.2] **ATTENTION!**

The titles of publications written in non-Latin alphabets should be left in the original version. Only the place of publication should be given or transliterated into English or other language appropriate for the text.

### Manuscripts, Archival Sources, and Other Unedited Material

[10.2.1] If manuscripts and archival documents are referred to, an abbreviated form of reference should appear in parentheses within the main text and a separate list should appear in the bibliography.

[10.2.2] In footnotes, *recto* and *verso* should be abbreviated as *r* and *v* and given in superscript, e.g. fols 17<sup>v</sup>–19<sup>r</sup>.

<i>Abbreviated Form (References)</i>	<i>Full Form (Bibliography)</i>
Arras, BM, MS 1068	Arras, Bibliothèque municipale, MS 1068
BAV, MS Vat. Barb. 513, fol. 98v	Città della Vaticano, Biblioteca Apostolica Vaticana, MS Vat. Barb. 513
Leiden, Bibl. RU, MS Voss. Lat. F. 18	Leiden, Bibliotheek der Rijksuniversiteit, MS Voss. Lat. F. 18
BL, MS Arundel 155	London, British Library, MS Arundel 155
BL, MS Cotton Caligula D.iii, fol. 15r	London, British Library, MS Cotton Caligula D.iii
Munich, Bayerisches SB, MS Clm. 4452	Munich, Bayerisches Staatsbibliothek, MS Clm. 4452
New York, Morgan Libr., MS 162, fol. 62v	New York, Morgan Library and Museum (formerly Pierpont Morgan Library), MS 162
Oxford, Bodl. Lib., MS Bodley 483, fols 82r–117v	Oxford, Bodleian Library, MS Bodley 483
BnF, MS lat. 6784 Princeton, UL, MS Garrett 114	Paris, Bibliothèque nationale de France, MS fonds latin 6784 Princeton, University Library, MS Garrett 114

## **Primary Sources**

### *Ancient Authors and Texts*

[10.3.1] Biblical and classical texts can normally be cited in footnotes alone, unless there is a specific need to provide the edition/translation used in the bibliography.

[10.3.2] References should be rendered according to standard book/chapter divisions:  
e.g. Euseb., *Hist. eccl.*, I. 3; Tac., *Ann.*, IV. 34; Suet., *Aug.*; Amm. Marc., *Res gestae*, XXV. 7. 11.

[10.3.3] If authors wish to include modern editions of ancient texts in their bibliography, they should include the texts under ‘Primary Sources’. Works should be listed alphabetically by title, rather than by year of publication of a modern edition. (Note that in the bibliography, entries are entered under their abbreviated footnote form, followed by = and then the full bibliographical entry.)

<i>Abbreviated form (references)</i>	<i>Full form (bibliography)</i>
<i>Codex Theodosianus</i> , XI. 7.	<i>Codex Theodosianus = Theodosiani libri XVI cum constitutionibus Sirmondianis et leges novellae ad Theodosianum pertinentes</i> , ed. by Theodor Mommsen and Paul Meyer (Berlin: Weidmann, 1905)
Ephrem the Syrian, <i>Carmina Nisibena</i> , XXI. 21–23	Ephrem the Syrian, <i>Carmina Nisibena = Des heiligen Ephraem des Syrers Carmina Nisibena</i> , ed. and trans. by Edmund Beck, 2 vols (Louvain: Secrétariat du Corpus SCO, 1961)
Theodoret of Cyrrhus, <i>Correspondance (Epistulae 146)</i>	Theodoret of Cyrrhus, <i>Correspondance = Théodoret de Cyr Correspondance</i> , ed. and trans. by Yvan Azéma, (Paris: Éditions du Cerf, 1965)

[10.3.4] If ancient authors are cited in footnotes, citations should be formatted as follows:  
 It was soon rebuilt, probably under the architect Koroibos (Plut., *Per.*, XIII. 4). This is clear from the Homeric Hymn of Demeter (*Cer.*, 260–62), from Pindar (*Pyth. Frag.*, 137), from Aristophanes (*Ran.*, 311–459).

#### *Medieval Authors and Texts*

[10.3.5] Medieval works should be cited by title rather than by year of publication of a modern edition, to avoid any confusion, and should be listed alphabetically by short title. (Note that in the bibliography, entries are entered under their abbreviated footnote form, followed by = and then the full bibliographical entry.)

[10.3.6] In those cases where the author of a work is unknown, a work should be listed by its title alone.

[10.3.7] Where possible, the parts of a work, such as book number and chapter number should be given.

If you wish to add page references from the edition you are citing for clarity, please add them in parentheses using the format (pp. xx–xx).

**For editions and translations of texts written by known, historical authors, use the following examples:**



<i>Abbreviated form (references)</i>	<i>Full form (bibliography)</i>
Isidore of Seville, <i>Chronica</i> , II, 291–93	Isidore of Seville, <i>Chronica</i> = Isidore of Seville, <i>Chronica</i> , ed. by Jose Carlos Martin (Turnhout: Brepols, 2003)
Theodoricus, <i>Historia</i> , ch. 9 (p. 16)	Theodoricus monachus, <i>Historia de antiquitate regum Norwagiensium</i> , in <i>Monumenta Historica Norwegiae. Latinske kildeskrifter til Norges Historie i middelalderen</i> , ed. by Gustav Storm (Kristiania [Oslo]: A. W. Brøgger, 1880), pp. 1–68
Radbod, <i>Libellus</i>	Radbod, <i>Libellus</i> = Radbod of Utrecht, <i>Libellus de miraculo Martini Turonensis</i> , ed. by Oswald Holder-Egger (Hannover: Hahn, 1888)

**For editions and translations of anonymous historical texts, use the following examples:**

<i>Abbreviated form (references)</i>	<i>Full form (bibliography)</i>
<i>Blessed Louis</i> , ch. 1 (p. 47)	<i>Blessed Louis</i> = <i>Blessed Louis, the Most Glorious of Kings: Texts Relating to the Cult of Saint Louis of France</i> , ed. and trans. by M. Cecilia Gaposchkin, with Phyllis Katz (Notre Dame: University of Notre Dame Press, 2012)
<i>Contemplations of the Dread and Love of God</i> , ll. 86–87 (p. 7)	<i>Contemplations of the Dread and Love of God</i> , ed. by Margaret Connolly (Oxford: Oxford University Press, 1993)

## Secondary Works

[10.4.1] Supply forenames for names of people cited.

[10.4.2] Editors should be referred to with the abbreviation ‘(ed.)’ or ‘(eds)’, given with parentheses.

[10.4.3] If two or more works by the same author(s) have the same publication date, they should be arranged in alphabetical order of title and distinguished by adding letters after the date:

e.g. **Wood, Ian.1998a.** ‘The Frontiers of Western Europe: Developments East of the Rhine’, in Richard Hodges and William Bowden (eds), *The Sixth Century: Production, Distribution, and Demand* (Leiden: Brill), pp. 231–53

———. **1998b.** ‘Incest, Law, and the Bible in Sixth-Century Gaul’, *Early Medieval Europe*, 7: 291–303

[10.4.4] Both publisher and place of publication are required. The name of the publishing house should be given without secondary matter (so Blackwell, not Blackwell Publishing) and forenames or initials of publishers (so de Gruyter, not Walter de Gruyter). For books published by the same publisher in more than one place, refer only to the first (so **Leiden: Brill not Leiden-Boston: Brill**).

[10.4.5] The journal number (and part number if applicable) should be included in the reference.

[10.4.6] **References to a footnote** should be given as,  
e.g. Edwards 2002, 23 n. 2 (page and note number not separated by a comma);

references to **figures** and tables quoted from a secondary publication should be given as,  
e.g. Smith 2017, 23 fig. 4; Krag 2019, 59 table 3.1.

References to a **volume number** (in roman numerals, small caps) should be included when it is not clear from the bibliographical entry alone which volume is being used,  
e.g. Foot, 2000, II, 123.

[10.4.7] **All author names should be listed** in the bibliography. This includes those works written by three or more authors for which the abbreviated form ‘first author surname *et al.*’ is used for in- text references.

The examples below provide template examples for formatting of references.

#### Monographs

Couturaud, Barbara. 2018. *Les incrustations en coquille de Mari: nouvelles données sur les panneaux figuratifs incrustés au Proche-Orient ancien* (Turnhout: Brepols)

#### Edited Collections

Assmann, Jan, and Martin Bommas (eds). 2002. *Ägyptische Mysterien?* (Munich: Fink)

#### Articles in Edited Collections

Bruun, Mette Birkedal, and Emilia Jamroziak. 2013. ‘Introduction’, in *The Cambridge Companion to the Cistercian Order*, ed. by Mette Birkedal Bruun (Cambridge: Cambridge University Press), pp. 1–7

Thomas, Christine M. 1998. ‘The Sanctuary of Demeter at Pergamon: Cultic Space for Women and its Eclipse’, in *Pergamon, Citadel of the Gods: Archaeological Record, Literary Description, and Religious Development*, ed. by Helmut Koester, (Harrisburg: Trinity), pp. 277–98

#### Journal Articles

Albero Santacreu, Daniel. 2017. ‘The Times They Were a-Changing: Cultural Encounters, Social Transformations and Technological Change in Iron Age Hand-Made Pottery from Mallorca (Spain)’, *Journal of Mediterranean Archaeology*, 30.1: 105–31

Genz, Hermann, Riva Daniel, Konstantin Pustovoytov, and Marshall Woodworth. 2011.

‘Excavations at Tell Fadous-Kfarabida: Preliminary Report on the 2011 Season of Excavations’, *Bulletin d’archéologie et d’architecture libanaises*, 15: 151–74

Bekker-Nielsen, Tønnes. 2009. Review of Richard J. A. Talbert and Richard W. Unher, *Cartography in Antiquity and the Middle Ages: Fresh Perspectives, New Methods* (2008), *Bryn Mawr Classical Review*, 2009.06.07 <<https://bmcr.brynmawr.edu/2009/2009.06.07/>>

#### Encyclopaedia/Reference Material

Ackermann, Hans Christoph, and Jean-Robert Gisler (eds). 1981–1999. *Lexicon iconographicum mythologiae classicae*, 16 pts in 8 vols and indexes (Zurich: Artemis)

#### Multi-authored, Multi-volume Works

Cassin, Mattieu, and Sébastien Morlet. 2021. *Histoire de la littérature grecque chrétienne des origines à 451*, IV: *Du IVe siècle au concile de Chalcédoine* (Paris: Les Belles)

Strecker, Ivo, and Jean Lydall. 1979. *The Hamar of Southern Ethiopia*, II: *Baldambe Explains* (Hohenschäftlarn: Klaus Renner)

#### Newspaper or Magazine Articles

Amette, Jacques-Pierre. 1989. ‘Thé et désespoir’, *Le Point*, 8 October: 18

#### Theses, Dissertations, and Other Unpublished Material

Davidson, Daphne L. 1983. ‘Earl Hákon and his Poets’ (unpublished doctoral thesis, University of Oxford)

Eilertsen, Krister Scheie. 2009. ‘Arkeologisk undersøkelse av heller v/Fiskåvatnet, Søre Våge 89/2, Karmøy kommune. Mai — Juni 2008’ (unpublished excavation report, Museum of Archaeology, University of Stavanger)

#### Online Sources

[10.5.1] For online publications, follow style used for printed publications as detailed above as far as possible, according to publication type (note that many online resources still provide pagination or other details, that should be given in the footnote).

[10.5.2] In addition to the standard details, please give a DOI (displayed as a full URL link in the form <<https://doi.org/xx.xxxx/xxxxx>>; no access date) or full URL (in the shortest form possible, so <<https://cantus.uwaterloo.ca>>, *not* <<https://cantus.uwaterloo.ca/home>>), followed by an access date between square brackets. Do not quote URLs from services such as tinyurl or bitly which abbreviate other URLs (for example, to fit into a tweet) but quote the originals.

[10.5.3] Avoid including DOI or URL details in footnotes, but continue to follow the surname and short title rules as mentioned above (and in the examples below).

The examples below provide template examples for formatting of references.

#### Online Publications

Aers, David. 1994. ‘Figuring Forth the Body of Christ: Devotion and Politics’, *Essays in Medieval Studies*, 11: 1–12 <<https://ima.wildapricot.org/EMS/index.html>> [accessed 3 February

2021]

DelCogliano, Mark. 2014. 'Basil of Caesarea versus Eunomius of Cyzicus on the Nature of Time: A Patristic Reception of the Critique of Plato', *Vigiliae Christianae*, 68.5: 498–532 <<https://doi.org/10.1163/15700720-12341201>>

Semmler, Josef. [1977]–1999. 'Institutiones Aquisgranenses', in *Lexikon des Mittelalters*, 10 vols (Stuttgart: Metzler), V, cols 451–52, consulted in *Brepolis Medieval Encyclopaedias — Lexikon des Mittelalters Online*

## Image Guidelines

### Delivery of Images

All images should be supplied electronically, as individual files, in tiff or jpg format. Please do not embed images within a Word document. For single-authored monographs, one batch of images for the whole volume would be preferred. In the case of an edited volume or a journal issue, it may be appropriate and more convenient to supply separate batches for each chapter or article. Please ensure that image files are clearly labelled to match the caption or in-text reference (i.e. the image file for Figure 3.7 should be labelled 'Fig 3.7.tif').

Figures should be divided according to type (for monographs: Figures, Tables, and Plates) or by author (for edited collections) and should be numbered sequentially per chapter or per contribution. For example, the second figure in Chapter 3 or Article 3 would be Fig. 3.2; the fourth table in Chapter 5 or Article 5 would be Table 5.4, etc.

In addition, please supply a comprehensive list of all images in the volume, separated by chapter or contributor, and then by image type:

- *Figures*, including maps/plans, charts, and graphs
- *Tables* (both separate files and tables that have been drawn within the Word document text, i.e. not supplied as a separate file)
- *Plates*

Please add the caption and specific typesetting instructions (preferred size, including **clear notes if an image needs reproducing to a specific size or scale**, black & white/colour, facing images, cropping, etc.) to the list of illustrations or to the image placeholder in the text.

Example:

*In-text reference example:* The main text is emphasized by monumental decorated initials of the geometric type, whose visual impact is enhanced by sumptuous ornamentation and further enriched with glossy, enamel-like colours (Fig. 3.4).

*Note to typesetter example:* Insert Fig. 3.1 here, approx. ½ page portrait, black & white.

*Full caption placeholder example:* Fig. 3.4. Montecassino, Archivio dell'Abbazia, Cod. 759, p. 129 © Montecassino, Archivio dell'Abbazia.

Please note that it is the responsibility of the author to let the publisher know **before typesetting** if a figure needs reproducing to a specific size or scale. If no such information is provided, typesetting and image placement will be carried out at the typesetter's discretion, and later

changes cannot be guaranteed.

### *Technical Requirements*

The quality of your images will only be as good as the copy we receive. Therefore, please make sure you send us images of the highest quality possible, to the following specifications (specifications can be confirmed by checking the ‘properties’ of the image file):

- Figures (photographs, scans, and other digital images)
  - o tiff or jpg format.
  - o 300 dpi *minimum*.
  - o Do not convert colour images to greyscale, as this might have an impact on the quality of the image. This conversion, if needed, is done in typesetting.
  - o Do not crop images. If only a detail of an image needs to be reproduced, send us the high-resolution file and an example of how it should be cropped.

- *Line art that is author-created (e.g. maps)*

- o All maps must conform to accepted cartographic standards and as a minimum must contain a north arrow and a metric scale appropriate to the size of the area shown (contact your publishing manager for editable versions of these in various file formats).
- o Place names in maps must be spelled as they appear in the text. Note that the legend/key should be in the language of the contribution.
- o In an editable vector format, eps is preferred.
- o If providing line art as a vector file, and the formatting/font of embedded text is required to be retained, please ensure that all text is converted to outlines before submitting the images.
- o Monochrome images should be supplied as monochrome (bitmap), not as greyscale images.

- *Charts or graphs*

- o In editable format, not as an exported image (tiff, jpg, or another image format).
- o Personal or place names must be spelled as they appear in the text.
- o Must include a clear legend (as required).
- o Use greyscales or patterns to make sure the charts/graphs can be understood when printing in black & white.

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## Example

In Area C, a group of beakers with a height between *c.* 7–13 cm forms a small variant (Fig. 1.8). These vessels, which are only rarely fully preserved, form part of the range of mass-produced vessels typical of the region in the early third millennium BC.

[Figure 1.8 goes here, figure to be reproduced at a scale of 1:3, colour]

The placeholder line should appear close to the relevant point in the text, located at the start or end of a paragraph. If you do not provide a placeholder or in-text reference, we will automatically place all images at the end of the contribution.

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- Print run: ask your publishing manager for an estimated print run
- Worldwide distribution; one language (English)
- Print and online publication
- Academic publication

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Please note that captions must follow the templates below strictly in order to keep your images consistent with our style sheet, and a permission or copyright statement is essential. Captions can either be included within the body of the text, located directly after the place holder, or else in a list at the end of each chapter.

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[Label and Number.] [Name of creator/artist (where known),] [Description of object or *Title of object*,] [Location of museum/gallery,] [Name of museum/gallery in its native form.] [Date of creation where known.] [Copyright ownership statement or Reproduced with the permission of X / CC BY-SA licence or available in public domain.]

## Examples

Figure 1.3. Mount from Veggerslev, Denmark, in the shape of a stylized horse, Copenhagen, Nationalmuseet. Seventh or eighth century. Photo courtesy of the Nationalmuseet.

Plate 2.1. Sebastiano del Piombo, *Portrait of Giulia Gonzago*, Florence, Galleria degli Uffizi. 1530s. Courtesy of the Ministero Beni e Att. Culturali.

Figure 11.6. Part of the propylaeum as it appears today (2014). Photo by Michael Gunther, CC BY-SA 3.0, via Wikimedia Commons.

## Maps, Drawings, Photos

[Label and Number.] [Title or description of image.] [Copyright ownership statement.]

## Examples

Figure 5.4. Map showing place names discussed in the text. Map by author.

Figure 8.2. Graph showing interest burden and revenue in Holland, 1574–1794. Figure by author.

Figure 1.5. Hadrian's Wall, Sycamore Gap, 2009. Photo by J. Clay.

## Historical Maps, Manuscript Images, Archival Documents

[Label and Number.] [Description of document or *Title of Document*,] [Location of repository,] [Name of repository in its native form,] [Shelf-mark,] [Folio number or equivalent.] [Date of Document/creation where known,] [Location of creation where known.] [Copyright ownership statement or Reproduced with the permission of X / CC BY-SA licence or available in public domain.]

## Examples

Figure 14.5. *Map of Matthew Paris (copy)*, London, British Library, Cotton Nero D.V, pt 1, fol. IV<sup>r</sup>. Second half of the thirteenth century. Reproduced with the permission of the British Library.

Figure 8.1. The water-dwelling inhabitants off the northern Norwegian coast. Detail from Olaus Magnus, *Carta marina*, Uppsala University Library. 1539. Digital version released into public domain by Uppsala University Library.

Figure 12.6. *Exeter Book Riddle 74*, Exeter, Cathedral Library, MS 3501, fol. 127<sup>r</sup>. Early eleventh century. Reproduced with permission of the Dean and Chapter of Exeter Cathedral.

## Tables

[Label and Number.] [Title or description of table.]

## Examples

Table 3.1. Distribution of buyers of urban bonds over occupational categories (percentages); our sample (1584–1604) and Tracy's sample (1542–1565).