

NESAT XV Proceedings
Warsaw Studies in Archaeology Series
Style Guide

Typescript

- 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.
- Render notes as footnotes, numbered consecutively.

Spelling

- English-language contributions should follow British English spellings as given in the *Oxford English Dictionary*:
 - e.g. honour, favour, defence, licence, centre, mitre, travelling, modelling.
- The ending -ize is preferred to -ise, except for those words that demand -ise:
 - e.g. standardization, historicize, Anglicize, acclimatize (but: analyse, advertise, exercise).
- The possessive form of names ending in -s, -z, -us, or -es use 's as normal, except for Greek or Hellenized words ending in -es:
 - e.g. Cyclops's, Jesus's, Alvarez's, Tacitus's, Jones's (but: Sophocles', Moses', Xerxes').

Names of Places and People

- English forms of place-names should be used where they exist:
 - e.g. Padua rather than Padova, Seville rather than Sevilla.

In other cases, use the native-language spelling but always in Latin script:

- e.g. Paramythia rather than Παραμυθιά.
- Native-language forms of personal names are to be used except in cases where use of the Anglicized version has become ubiquitous.

Dates

- In most cases, 'CE' (Common Era) and 'BCE' (Before Common Era) should be used in place of 'BC' and 'AD'. 'CE' and 'BCE' follow the year (Example: '30 BCE–25 CE'). Where it is more appropriate to use 'BC' and 'AD', note that 'BC' follows the year, but 'AD' precedes it (Example: 'AD 47').
- For calendar dates, use the format '1 January 173' rather than 'January 1, 173'.
- The plural of 860 is 860s, not 860's or 860ies.
- Date ranges should always be given in full:
 - e.g., 1300–1327 CE.
- Centuries should always be spelt out in full. Example: in the twelfth century; a thirteenth-century manuscript.

Numbers

- Spell out numbers up to ten except when expressing dimensions or in statistical contexts/tables; use Arabic for 10+ 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 cm × 72 cm at its base.
- Use Arabic for percentages and spell out per cent (i.e., 50 per cent). Note the use of per cent and not percent.
- No commas are required for four-digit numbers, but should be used for every three digits thereafter:
 - e.g. 5600, 24,000, 144,000, 1,200,000.

Abbreviations

- Contracted forms of words that end in the same letter as the full form, including plural -s, do not take a full stop; other abbreviations do:
 - e.g. Dr, edn, St, fols, vols, nos, eds, repr., trans., vol., pp., ed.
- Avoid starting sentences or footnotes with abbreviations that normally begin in lower case (e.g., cf., etc.).
- The abbreviation for ‘manuscript’ is MS; the plural is MSS. The plural for ‘St’ is ‘Sts’, not ‘SS’. Note also: c. = circa, d. = death/died, b. = birth/born.
- Do not use full stops for abbreviated standard reference works, journals, or series:
 - e.g. OED, OCD, PL, CSEL, CCSL
- Do not use loc. cit., op. cit., idem, eadem, or ibid.

Spacing

- A space should separate each initial of an author or editor’s surname, e.g. B. C. Cummings and not B.C. Cummings (although use of full names is encouraged, see below).
- Use the Tab key and not the Space bar for indentations, especially at the opening of paragraphs.
- A space should separate book and chapter divisions in references:
 - e.g. *Codex Theodosianus* XI. 7. 5
 - Aldhelm, *Prosa de virginitate*, IV. 13
 - II Corinthians 5. 18

Punctuation

- Use single quotation marks, a.k.a. inverted commas (‘ ’), for quotations. Only use double quotation marks (“ ”) to denote quotations within quotations. Do not use systems for other languages such as « » or „“.
- Punctuation generally falls outside quotation marks, unless the quotation forms a complete sentence and is separated from the preceding passage by a punctuation mark.
- When enumerating three or more items, insert commas after all but the last item:

e.g. ... truth, grace, and beauty.

- Place ellipses within square brackets when they indicate text omitted from a quotation (e.g. [...]); if the beginning of the sentence is omitted following the ellipses, begin with a capital letter; do not use ellipses at the beginning of a quotation or at the end, unless there is a specific reason.
- Parentheses, a.k.a. 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.
- No punctuation, other than question marks, should occur at the end of headings or subheadings.
- Hyphenation is used where the first of two or more words is used adjectively:
e.g. 'a tenth-century manuscript' versus 'in the tenth century'.

However, please note that where one of the words is an adverb ending in -ly, hyphenation should NOT be used:

e.g. a handsomely bound codex.

- If two or more points of the compass are used together, they should be hyphenated:
e.g., The façade of the south-west building is still preserved
The excavation area is located on the north-east of the peninsula

Capitalization

- Capitalize recognized historical or cultural periods, and unique events e.g. Late Antiquity, the Middle Ages, (but the early Middle Ages, the late Middle Ages), the Last Judgement, the Renaissance.
- However, use lower case for adjectival usages of historical periods: late antique, early medieval, late medieval, early modern (not late-medieval, or Late Medieval), e.g. a late medieval manuscript.
- Capitals are not used for seasons or points of the compass (southern Italy, the south of Gaul) except when they indicate an official name or specific concept:
e.g. in spring 349, south-western Italy, northern France
South America, the East Roman Empire, the West

Capitalization in book titles should be applied as follows:

- In titles of works in English are capitalized:
- In titles of ancient and medieval Latin works the first word and proper nouns are capitalized.
e.g. *De civitate Dei*

Italics

- Single words or short phrases in foreign languages, where these have not passed into regular English usage, should be italicized (no quotation marks); direct quotations or more substantial quotations in Roman (within quotation marks). See 'Quotations' below for further detail.
- Use italics for titles of books, journals, but use quotation marks for dissertations or journal / book series.
- Use Italics for *sic* and *c.* Do not italicize *cf.*, e.g., *et al.*, *etc.*, *passim*, *viz.*

Quotations

- Quotations of primary sources should ideally be given in the original language, and should be accompanied by a translation of the source into the language used throughout the volume (usually English).
- The primary source quotation should be presented initially within quotation marks in the original language; a translation should be provided immediately after in parentheses (and without quotation marks).
- For longer quotations of more than forty words of prose, or more than two lines of verse, block quotes should be used both for the original-language quotation and for the translation. Quotation marks are not used for block quotations except where there is a quote within the quote.
- Separate line breaks for verse citations in consecutive text with a | (single space on either side)

References

Footnotes

- The author-date system of referencing will be used. Footnote 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.
- Where possible, give specific page ranges, and avoid use of passim, ff. etc.
- Do not use *ibid.*, *ID.*, *ibidem*, *et al.*, *passim*, *idem*, or other abbreviations.
- 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.

E.g.,

For placing Ephrem in his historical context and providing a historical analysis, Sidney Griffith's article on 'Ephraem, the Deacon of Edessa, and the Church of the Empire' from 1986 remains the seminal contribution to the field.¹

The Venerable Bede frequently deployed Hebrew glosses to elucidate the hidden meanings behind personal names in the Bible (see Fleming 2013, 26–47).²

¹ See also Griffith 1987; 1999a; 1999b. This argument has been further elaborated in Lieu 1989; Palmer 1998; 1999; Shepardson 2008.

² Bede was once thought to have read Hebrew himself, although this theory has now been dismissed; see Sutcliffe 1935.

Bibliographical References

The author-date system requires all bibliographical references to be placed at the end of a book, article, or thesis 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.

As a rule, we ask you please to provide the following information in bibliographical entries:

- Publisher information as well as the place of publication.
- Full references to series and series numbers.

- Editors should be referred to with the abbreviation ‘(ed.)’ or ‘(eds)’.

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.

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*, Transformation of the Roman World, 3 (Leiden: Brill), pp. 231–53

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

Secondary Works

Monographs

Smallwood, E. M. 1976. *The Jews Under Roman Rule: From Pompey to Diocletian*, Studies in Judaism in Late Antiquity, 20 (Leiden: Brill)

Edited Collections

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

Barrett, J. (ed.). 2003. *Contact, Continuity, and Collapse: The Norse Colonization of the North Atlantic*, Studies in the Early Middle Ages, 5 (Turnhout: Brepols)

Articles in Edited Collections

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

Thomas, C. M. 1998. ‘The Sanctuary of Demeter at Pergamon: Cultic Space for Women and its Eclipse’, in H. Koester (ed.) *Pergamon, Citadel of the Gods: Archaeological Record, Literary Description, and Religious Development*, Harvard Theological Studies, 46 (Harrisburg: Trinity), pp. 277–98

Journal Articles

Baker, H. 2009. ‘A Waste of Space? Unbuilt Land in the Babylonian Cities of the First Millennium BC’, *Iraq*, 71: 89–98

Edwards, K. J. 2017. ‘Pollen, Women, War and Other Things: Reflections on the History of Palynology’, *Vegetation History and Archaeobotany*, 26: 1–17

Theses and Dissertations

Davidson, D. L. 1983. *Earl Hákon and his Poets* (unpublished doctoral thesis, University of Oxford)

Manuscripts and Archival Documents

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. Place-names must accompany all MS short forms in the footnotes except for the most well-known

archives, namely the BL (London), BnF (Paris), and BAV (Città del Vaticano); see examples below.

Abbreviated Form (References)

Arras, BM, MS 1068
Cambridge, FM, MS 20
Durham, Cath. Libr., MS B. II. 1
Leiden, Bibl. RU, MS Voss. Lat. F.18

BL, MS Arundel 155
Munich, Bayerisches SB, MS Clm. 4452

New York, Morgan Libr., MS 736

Oxford, Bodl., MS Hatton 23
BnF, MS lat. 6784

Princeton, UL, MS Garrett 114

Full Form (Bibliography)

Arras, Bibliothèque municipale, MS 1068
Cambridge, Fitzwilliam Museum, MS 20
Durham, Cathedral Library, MS B. II. 1
Leiden, Bibliotheek der Rijksuniversiteit, MS Voss. Lat. F. 18

London, British Library, MS Arundel 155
Munich, Bayerisches Staatsbibliothek, MS Clm. 4452

New York, Morgan Library and Museum, MS 736

Oxford, Bodleian Library, MS Hatton 23
Paris, Bibliothèque nationale de France, MS fonds latin 6784

Princeton, University Library, MS Garrett 114

Note that in footnotes, recto and verso should be abbreviated as r and v and given in superscript, e.g. fols 17^v-19^r.

Primary Sources

If required, this can be broken into sub-sections, namely Ancient/Medieval Authors and Texts, and Encyclopaedias/Reference Material

Ancient Authors and Texts

For references to Classical sources, please follow the conventional layout, as provided in the Loeb Classical Library or the Perseus Tufts Digital Library (<http://www.perseus.tufts.edu>).

Biblical and Classical texts can normally be cited in the text (or footnotes) alone, unless there is a specific need to provide the edition / translation used in the bibliography.

References should be rendered according to standard book / chapter divisions

E.g., Euseb., *Hist. eccl.*, I. 3; Tac., *Ann.*, IV. 34; Suer, *Aug*; Amm. Marc., *Res Gestae* XXV. 7. 11

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 a Tab-space, and then the full bibliographical entry).

E.g.,

Abbreviated form (references)

Codex Theodosianus XI. 7. 5

Ephrem the Syrian, Carmina Nisibena XXI. 21–23

Full form (bibliography)

Codex Theodosianus Theodosiani libri XVI cum constitutionibus Sirmondianis et leges novellae ad Theodosianum pertinentes, ed. Theodor Mommsen and Paul Meyer (Berlin: Weidmann, 1905)

Ephrem the Syrian, Carmina Nisibena Des heiligen Ephraem des Syrens Carmina Nisibena, ed. and

trans. Edmund Beck, *Corpus Scriptorum Christianiorum Orientalium*, 218/9, 2 vols (Louvain: Secrétariat du Corpus SCO, 1961)

Theodoret of Cyrrhus, *Correspondance (Epistulae 146)*

Theodoret of Cyrrhus, Correspondance Théodoret de Cyr Correspondance, ed. and trans. Yvan Azéma, *Sources chrétiennes*, 111 (Paris: Éditions du CERF, 1965)

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

E.g.,

Abbreviated form (references)

Blessed Louis

Full form (bibliography)

Blessed Louis Blessed Louis, the Most Glorious of Kings: Texts relating to the Cult of Saint Louis of France, ed. and trans. by M. Cecilia Gaposchkin, with Phyllis Katz, *Notre Dame Texts in Medieval Culture* (Notre Dame: University of Notre Dame Press, 2012)

‘Egerton sermon’, 145

‘Egerton sermon’ ‘The Egerton sermon’, in *The Works of a Lollard Preacher: The ‘Sermon Omnis plantacio’, the Tract ‘Fundamentum aliud nemo potest ponere’ and the Tract ‘De oblacione iugis sacrificii’*, ed. by Anne Hudson, *Early English Text Society, o.s.*, 317 (Oxford: Oxford University Press, 2001), pp. 2–143

If a work is cited several times in a volume, authors can elect to abbreviate key titles. These can then be included either on a separate list of abbreviations, or else as part of the bibliography. However, the author should also ensure that an abbreviation is explained in full the first time it is used in a text,

E.g. This information can be found in Bede’s *Historica ecclesiastica gentis Anglorum* (hereafter *Hist. eccl.*).

According to the *Annals of Loch Cé* (hereafter *ALC*)...

Abbreviated form (references)

ALC

Full form (bibliography)

ALC The Annals of Loch Cé: A Chronicle of Irish Affairs from AD 1014 to AD 1590, ed. by W. M. Hennessy, *Rolls Series*, 54 (London: Longmans, 1871)

Bede, *Hist. eccl.*, II. 5

Bede, *Hist. eccl. Bede’s Ecclesiastical History of the English People*, ed. by Betram Colgrave and Roger Mynors, *Oxford Medieval Texts* (Oxford: Clarendon, 1969)

St Bertin, 63

St Bertin Annales Bertiniani, ed. by Georg Waitz, *Monumenta Germaniae Historica: Scriptorum rerum Germanicarum in usum scholarum separatim editi*, 5 (Hannover: Hahn, 1883)

Engelmann, Wilhelm (ed.). 1880–83. *Bibliotheca scriptorum classicorum*, 8. Aufl., umfassend die Literatur von 1700 bis 1878 (Leipzig: Engelmann)

Hornblower, Simon, and Anthony Spawforth. 1996. *The Oxford Classical Dictionary*, 3rd edn (Oxford: Oxford University Press)

Pauly, August Friedrich von, and others. 1893–1980, *Paulys Realencyclopädie der classischen Altertumswissenschaft. Neue Bearbeitung*, 68 pts, 15 suppl, and register (Stuttgart: Metzler)

Guidelines for Images

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Ulanowska_Tab1_tif

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(These specifications can be confirmed by checking the ‘properties’ of the image file in Windows Explorer/Finder).

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- 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.
- Place names in maps must be spelt as they appear in the text. Note that the legend/key should be in English.
- 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 to Brepols.
- In exceptional circumstances, Line Art may be accepted in a raster format, please see the specification below for “Scanned Line Art”.

Charts or Graphs created using Excel:

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- Personal or place names must be spelt as they appear in the text.
- Must include a clear legend (as required).