

Tekmeria

Author guidelines

The journal *Tekmeria* publishes scholarly articles pertaining to the study of the ancient world, with particular emphasis on Ancient Greek history, epigraphy, numismatics, topography and historical geography, and especially on the publication, republication or exploitation of epigraphic and numismatic materials. All submitted articles that are relevant to the thematic areas covered by the journal are considered by the editorial board, provided they are original and have only been sent to *Tekmeria* for publication.

Tekmeria is published online and in print. The journal accepts submissions in Greek, English, French, German and Italian.

Submission and peer review process

Articles are submitted either electronically via the journal's webpage (<http://ejournals.epublishing.ekt.gr/index.php/tekmeria>), or per e-mail to the Journal Manager (Christina Kokkinia, tekmeria@eie.gr). At this stage papers are sent in pdf format in one file comprising text, references, illustrations and tables. Manuscripts should not exceed **20,000 words** (notes included). Longer articles will be accepted only in exceptional circumstances. Submissions should be accompanied by an abstract of no more than **300 words** in English.

The identity of the author should not be revealed in the submitted file.

The submitted articles are accepted for publication on the basis of their relevance to the scope of *Tekmeria* as described above, and especially their scholarly merit as substantiated by a blind peer review process. The editorial board reserves the right to reject a manuscript before the review process begins. In such case, the authors are informed via e-mail. Once accepted for the review process, manuscripts are sent to two external reviewers, who are requested to submit their evaluation within **45 days**, barring extraordinary circumstances.

After the review process is completed, authors are informed of the editorial board's decision to accept, reject or request changes to the article, and also of the content of the referees' reports. In case of conflicting reviews, the manuscript is sent to a third reviewer.

Upon notification that an article is accepted for publication, the author is asked to submit the final version of the text within **45 days** (see List of files for the final submission of manuscripts below). The revised article should take into consideration the modifications suggested by referees; disregard of corrections proposed by the reviewers should be sufficiently justified and the editorial board notified. In addition, the revised manuscript should follow the Harvard citation system (see Notes and bibliographical references below).

The authors receive proofs and are given the opportunity to check the copyedited version of their articles and provide the editorial board with their comments within **three working days**. In the absence of response, the article is published.

Articles are published in pdf format on the journal's webpage as soon as the editing process is finished, and in printed form with the same layout as soon as the entire volume is completed.

List of files for the final submission of manuscripts

Once the scientific and editorial revision is completed, the following should be submitted to *Tekmeria* as separate electronic files:

1. **Revised article** in Microsoft Word and in pdf format, including an **abstract** of the paper in English. A second abstract in another language may be added as an option.
2. **Illustrations**, each as a separate tiff file. The identification number of each image should appear in the title of the file. Please number illustrations consecutively in Arabic numerals in the order they are mentioned in the text (*example*: PapadopoulosFigure1.tiff or PapadopoulosDrawing1.tiff).
3. **List of captions** in Microsoft Word.
4. **Appendices or catalogues** (if applicable) in Microsoft Word and in pdf format (*example*: PapadopoulosAppendix1.doc and PapadopoulosAppendix1.pdf).
5. **Tables** (if applicable) in Microsoft Word and in pdf format (*example*: PapadopoulosTable1.doc and PapadopoulosTable1.pdf).

Style of the text

The polytonic system may be used for articles written in Greek. Both British and US English are accepted for articles in English as long as consistency is maintained.

Fonts

Please use Unicode fonts throughout the article and for all languages. Unicode fonts are available for most languages free of charge at various sites on the Internet.

Transliterations into Latin characters

Authors may follow their preferred system of transliteration for ancient anthroponyms and toponyms on condition that it is used consistently throughout the article.

In references to modern Greek publications only the name of the author is transliterated in Latin characters, whereas the title of the work is typed in Greek. As regards citations of publications in an alphabet other than Greek or Latin (e.g., Cyrillic

or Arabic), the entire bibliographical entry should be transliterated. In the latter case, the author may additionally type the reference in the original alphabet.

Notes and bibliographical references

Bibliographical references are provided in footnotes. The footnote indicator in the text is placed after the punctuation. Please use the **Harvard citation system**: name, date, and page numbers only (without “p.” or “pp.” before page numbers). Note: omit page numbers when referring to an article in its entirety. The name of the first author and “et al.” should be used when citing a work with four or more co-authors. All works cited in the footnotes (except ancient authors, encyclopedias, and *corpora*) must be included in the Bibliography (to be placed at the end of the article). In the Bibliography citations must be complete, including the names of the authors (in the Latin alphabet), title, subtitle, and series. The order of the entries must be in alphabetical and, under each author, chronological. If more than one work in the same year by the same author is cited, please use “a”, “b”, “c”, etc. (Harris 2007b).

Regardless of the language in which the paper is written, all words in the titles of English publications are capitalized, except articles, prepositions and coordinating conjunctions.

For citations of ancient works please follow the abbreviations for author names and titles of works listed in the *Oxford Classical Dictionary* (4th edition).

Abbreviations of journals and standard works can conform to either one of the current lists in *L'Année Philologique*, *Archäologischer Anzeiger* or the *American Journal of Archaeology*. Any title not included in the adopted list should be written in full.

For abbreviations of epigraphical publications please use the list provided the *Bulletin Épigraphique* 2020 (REG 133, 652-676 and <https://aiegl.org/grepiabbr.html>).

For abbreviations of papyri use the *Checklist of Greek, Latin, Demotic and Coptic Papyri, Ostraca and Tablets*.¹

For abbreviations of numismatic publications please follow the list in the *Numismatic Chronicle*.

Examples of citations in Footnotes and Bibliography

1. Article in journal

Ameling 1985, 183. [Footnote]

Ameling, W. 1985. “Tiberius Claudius Atticus als Kaiserpriester”, *ZPE* 59, 182-184. [Bibliography]

2. Article in edited volume or proceedings

Adams 1989, 13.

¹ <http://library.duke.edu/rubenstein/scriptorium/papyrus/texts/clist.html>

Adams, A. 1989. “The Arch of Hadrian at Athens”, in² S. Walker, A. Cameron (eds.),³ *The Greek Renaissance in the Roman Empire* (BICS Suppl. 55). London, 10-15.

Oikonomides 1971, 21.

Oikonomides, A.N. 1971. “An Axon from Chios and a *Horos* from Athens”, in⁴ *Acta of the Fifth International Congress of Greek and Latin Epigraphy*, Cambridge 1967. Oxford, 19-25.

3. Book by one author

Aleshire 1991, 123.

Aleshire, S.B. 1991. *Asklepios at Athens. Epigraphic and Prosopographic Essays on the Athenian Healing Cults*. Amsterdam.

4. Book by three authors

Beard, North, Price 1998, 145.

Beard, M., North, J., Price, S.R.F. 1998. *Religions of Rome*, I-II. Cambridge.

5. Edited volume

Westgate, Fisher, Whitley 2007, 3.

Westgate, R., Fisher, N., Whitley, J. (eds.) 2007. *Building Communities: House, Settlement and Society in the Aegean and Beyond. Proceedings of a Conference Held at Cardiff University, 17-21 April 2001* (British School at Athens Studies 15). London.

6. Book with no stated editor

Use an abbreviation composed by one or more words of the title:

Macedonian Studies, 21.

Macedonian Studies = *Ancient Macedonian Studies in Honor of Charles F. Edson*. Thessaloniki 1981.

7. Web-publication

Bennett, C. “Ptolemy II”, in *Egyptian Royal Genealogy*

(http://www.tyndalehouse.com/Egypt/ptolemies/ptolemy_ii_fr.htm) (accessed 19/2/18).

² In case the paper in print is in English. According to the language in which the paper is written (as opposed to the language of the work cited): “in” and “(ed.)” or “(eds.)” (English), “στο” and “(επιμ.)” (Greek), “in” και “(éd.)” or “(éds.)” (French), “in” and “(Hrsg.)” (German).

³ See note 2.

⁴ See note 2.