

TELESTES

Studi e ricerche di archeologia musicale nel Mediterraneo

ISTITUTI EDITORIALI E POLIGRAFICI INTERNAZIONALI

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GUIDELINES FOR CONTRIBUTORS

1. *General*

Only original contributions can be accepted, which have not been published elsewhere or with the same content in a different language.

2. *Form of Contributions and Component Parts of the Manuscript to be Submitted*

2. 1. The Text as Computer File

The text should be submitted in both .pdf and .doc format. Thereby, it should contain the following information or component parts:

- Title of the contribution/article,
- Name(s) of the author(s),
- Text with references (footnotes),
- Bibliography (author-year system of reference),
- List of (ancient) sources (if necessary),
- Captions (tables, figures, track list) incl. illustration credits for the illustrations,
- Author's address and email address.

2. 2. Illustrative Material as Computer Files

Illustrative material should be submitted in the form of digital images (see below for technical details) or in an alternative form (original b/w photographs, colour photographs, drawings [max. DIN A3]); for exceptions, please consult the editorial staff. For further details see chapter 3. 2. **Layout suggestions** are welcome.

3. *Format and Technical Information for Submission of Manuscripts*

For all stylistic and formal issues, we recommend following *The Chicago Manual of Style. 16th Edition*, Chicago-London 2010. If, nevertheless, divergences should appear, we recommend authors to follow the guidelines or to consult the publisher.

3. 1. Text and Notes

The text and notes/footnotes should be written in a common text-processing program, preferably using a set of **Unicode characters** (e.g., in Microsoft Word: Garamond).

If a special **font or kind of character** is used, the editorial staff should be consulted and supplied with the font. Moreover, in order to ensure the correct transcription of special characters when setting the text, a preliminary file with all special characters and diacritical marks together with a .pdf file of the text must be submitted prior to setting. Thereby, the special characters and diacritics should be marked in colour.

Bibliographic references and **verifications** should be recorded in footnotes. **Note reference numbers** should follow any punctuation marks except the dash, which they precede. The numbers should also be placed outside of closing parentheses.

Reference numbers for illustrations, plates and tables should be placed within parentheses (e.g., FIG. 1, FIGS. 2a-b, TAB. 1; TABS. 1-2).

The **hierarchy of headings** should be clearly marked, but no formatting of the text should be made. The hierarchy can follow no more than four levels of subdivision after the title of the article. The subdivision of the text can be noted through numbers (1, 1. 1., 1. 1. 1.) whereby a period does not follow the last numeral.

When **formatting the text**, please observe the following instructions and/or possibilities:

- the edges justified,
- font size uniformly 11 pt,
- space between lines uniformly simple,
- consecutive pagination,
- reference notes as footnotes,
- numbers placed as super- or subscript.

3. 2. Illustrations

Layout suggestions are welcome. Illustrations will not be included in the text but assembled as plates at the end of the contribution.

Illustrations should be submitted in printable digital images and/or in the original form.

Digital images should be in .jpg files. Other formats are possible (e.g., .tiff). **The resolution must at least 300 DPI for images and at least 1000 dpi for line drawings (bitmap).**

The original illustration should be clearly marked (i.e., on the reverse side: numbered consecutively, with the detail to be illustrated and, if necessary, the direction of position indicated).

3. 3. Captions for Figures/Plates incl. Sources

Captions for **figures** must be submitted in a **separate file**. Several images belonging to one figure should be designated with alphabetical letters (a, b, c).

The author is responsible for obtaining and securing **permission** for the use of illustrations and/or reproductions of already published material in the **printed** and the **online** publication. If the concerned authority has granted permission, reproductions should be noted in the captions with the exact (short) citation of the illustration (which will be resolved in the bibliography).

The source of illustrations should be noted as follows: **source** (year, locality or negative number where necessary) and, as far as known, **name of author** (draughtsman or photographer). In case the illustration(s) in the contribution are not those of the author, their source should be noted in parentheses at the end of the caption to the respective illustration.

3. 4. Tables

Tables should be constructed with the table editor of the text processing program (not with the tabulator) and according to the complexity submitted as a separate file in .doc or .tiff/.eps file (please observe the page format: 24.5 cm x 16.0 cm!).

Tables should not be enclosed by a double-lined frame; a **simple line** is sufficient.

Captions for tables must be submitted in a separate file.

3. 5. File Names

For a better overview, the files submitted should be named in the following form:

- Word text files (.doc/.docx):
Author's surname_Text.docx
Author's surname_Abstract.docx
Author's surname_Bibliography.docx
Author's surname_Captions.docx
- Additional .pdf files:
Author's surname_Text.pdf
Author's surname_Abstract.pdf
Author's surname_Bibliography.pdf
Author's surname_Captions.pdf
- Image files (.jpg):
Author's surname_Fig_01.jpg
Author's surname_Fig_02a.jpg
Author's surname_Fig_02b.jpg
Author's surname_Fig_03.jpg

4. Further Instructions (*Spelling, Punctuation, etc.*)

Contributions may be written according to American or British English **orthography**. Thereby the manner of spelling should be **uniform** throughout the entire contribution. This applies in particular to abbreviations, special designations, names etc.

It is author's responsibility to ensure that the article has been proof-read and, if necessary, **improved by an English native speaker**.

Aside from common **abbreviations** (e.g., etc., BC), no abbreviations should be employed within the text. If they are used at the beginning of a sentence, they should be spelled out (For example, That is).

In the following cases the use of a **space** is not requested:

- by references to plates and figures (e.g., pl. 7a; fig. 4b; etc.)

In the following cases the use of a **space** is requested:

- by measurements, between the numeral and the measure unit (1 km, 5 cm, 3 mm, 400 g, 1 km²),
- between abbreviations composed of two or more parts (s. v., *et al.*),
- between the abbreviated first name and the surname (D. B. Doe).

Expressions in a **foreign language**, e.g., *in situ*, are always *in italics*.

Quotations should be set within **double quotation marks** "...".

A word or phrase is set within **single quotation marks** '...' if an expression is implied, in the sense of 'so-called' or if an expression is enclosed within a quotation.

Further **parentheses** (...) should be required within a section of parenthesised text, then brackets [...] should be employed.

Page references within the text should be avoided. However, reference may be made to chapters, footnotes and figures within the text, as these are numbered consecutively.

References to illustrations, plates and tables should be marked in colour. They will be quoted in the text within parentheses (FIG. 2a, PLS. 6b-c, TABS. 1-2).

5. Citations

Authors are requested to use the following citation system:

5. 1. Author-year system

For each cited work a **short-form citation** appears in the footnotes, consisting of the author's name and the year of publication. The short citations are set out in full in a **bibliography** that contains the complete bibliographic information.

It is the author's responsibility to make a thorough check of all citations in her/his contribution for correctness.

All citations (plate, page, figure) must provide a precise **number or a sequence of numbers** (20–22). The use of "f." and "ff." will not be accepted.

Shortened references in citations (*ibid.*, *idem.*, *op. cit.*, and *loc. cit.*) will not be accepted. In the case of several titles by one and the same author, the surname is always repeated:

Hickmann 1998, 12; Hickmann 2008, 30-32.

Yule 1999, 27; Yule 2000, 30-32.

Individual citations within one reference note are separated by a semicolon:

Beazley 1947, pl. 30; Torrence 1986, 49-53.

Nissen 1993, 13-19; Arayama 2008, 67.

In the case of **two or three authors** in one reference note, the names are separated by **"and" or a comma**, respectively:

Botta and Flandin 1849, 73.

Moftah, Robertson, and Roy 1991, 17-38.

In the case of **more than three authors**, only the surname of the first named author is used, followed by *"et al."* for the other authors. However, **all authors' names must be listed in the bibliography**:

Healy *et al.* 2010, 190-200.

References to **pages, figures, tables and plates** follow the date of publication, preceded by a comma:

Tosi 2000, 21, fig. 2; Tosi 2000, 32, fig. 5, pls. 7-8.

Sauron 2001, 220, fig. 1; Sauron 2005, 225-231, fig. 5.

Strong 1935, 105, pls. 27a-28a-c.

References to illustrations in **foreign publications** are cited in the respective language:

Castro and Both 2010, 249, fig. 1a.2.

Höllmann and Kossack 1992, Abb. 14, Taf. 8.

Knapp and Cherry 1994, 63, fig. 3.12.

The **period** separates two succeeding references to illustrations and/or pages as well as single references to illustrations and/or pages that are not in succession. A **dash (-)** without spaces connects several succeeding references to illustrations and/or pages:

Petri 1961, 23; 55, pls. 13-15. Petri 1966, 18, figs. 20-23.

The **semicolon** separates a **succession of numerals of figures or plates with additional designations** as well as a **series of different figures**. When particular details or images are cited in illustrations or plates, their designations are separated by a comma from the figure or plate numeral:

Petri 1961, 27, figs. 13-14; 17-18, pls. 13a-c; 14a-b; 15-16b.

6. Bibliographic References/Bibliography

For a better overview, the following scheme should be used when formatting the bibliographic references:

- surname of author, abbreviated first name (line break),
- year (tab space) title (place of publication).

Each bibliographic entry should conclude with a period.

The **complete range of pages** in the citation should be provided (20-22); “f.” and “ff.” will not be accepted.

6. 1. Monographs

The title of monographs should be cited completely, including the subtitle and without any abbreviations. The subtitle is separated from the title by a period. If the work has appeared within a series, the name of the series should be cited together with the volume number.

The series' title is separated by a comma from the title of the monograph. The year of publication is not repeated.

Grove, D. C. (1987), *Ancient Chalcatzingo*, Austin, University of Texas Press.

Schulz, M. (2004), *Hethitische Kultmusik. Eine Untersuchung der Instrumental- und Vokalmusik anhand hethitischer Ritualtexte und von archäologischen Zeugnissen*, Rahden/Westf., Leidorf («Orient-Archäologie», 14).

6. 2. Journals

The title of an article in a journal is followed by a comma and then the name of the journal together with the number of the volume. This is succeeded by a comma and then the complete page numbers (20-22).

Larsen, P. (1990), *Techniken der Herstellung vorderasiatischer Rollsiegel*, «Baghdader Mitteilungen», 30, 21-102.

Olsen, D. A. (1985), *The Flutes of El Dorado. An Archaeomusicological Investigation of the Tairona Civilization of Colombia*, «Journal of the American Musical Instrument Society», 12, 107-136.

Samir, H. and Maleckar, F. (2000), *A Geographical Study of the Cave Systems of Samhan Plateau, Governorate of Dhofar*, «The Journal of Oman Studies», 11, 83-110.

6. 3. Collective Works/Edited Volumes and Catalogues

In the case of collective works/edited volumes/catalogues (festschrifts, conference proceedings etc.) and catalogues, the complete title of the cited article is given first. After a separating comma and “in” the collective work is named, and its title is also entered in complete form, starting with the editor(s) and (ed.) or (eds.), then the title, the name of an eventual series, place of publication and complete range of pages of the article.

Costa, P. M., Graziosi, G., Yule, P., Kunter, M., Philipps, C., and al Shanfari, A. A. B. (1999), *Archaeological Research in the Area of Muscat*, in P. Yule (ed.), *Studies in the Archaeology of the Sultanate of Oman*, Rahden/Westf., Leidorf («Orient-Archäologie», 2), 1-90.

Seidel, H. (2000), *Musikinstrumente aus Metall in der Levante (Bronzezeit)*, in E. Hickmann, I. Laufs, and R. Eichmann (eds.), *Studien zur Musikarchäologie II*, Rahden/Westf., Leidorf («Orient-Archäologie», 7), 141-143.

6. 4. Lexica

Likewise, complete information regarding articles in lexica, manuals, reference books etc. is requested, preceded by the author's name, date of publication and s. v. (sub voce, “under the voice of”).

Bietak, M. (1977), s. v. *Hyksos*, in *Lexikon der Ägyptologie* 3, 93-103.

Brinkmann, J. A. (1998), s. v. *Nabopolassar*, in *Reallexikon der Assyriologie* 9, 12-16.

Pegg, C. *et al.* (2001), s. v. *Ethnomusicology*, in *New Grove Music* 8, 367-409.

6. 5. Websites

When citing a website, please observe the following: All information about the author or institution, title or journal, year of issue, page numbers (e.g., in a .pdf file) should accord with the guidelines. This data should be augmented by the date of issue or the most recent update. This is followed by the complete and definitive URL-address, which should be enclosed within guillemets <...>. In conclusion is the date of access within parentheses.

Kirichenko, A. (2005), *Hymnus invicto. The Structure of Mithraic Cult Images with Multiple Panels*, GfA 8, 1-15: <<http://www.gfa.d-r.de/dr,gfa,008,2005,a01.pdf>> (January 19, 2024).

7. Corrections by the Author(s)

The author(s) will receive a .pdf copy of the set text including the illustration, whereby she/he will be requested to complete any correction within the time. Later, when proofreading the galley proofs, the authors are requested not to make any change or addition to the text.