

# The Encyclopedia of Ancient History

## Submission Guidelines

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### 1. Description of the Project

This Encyclopedia is a comprehensive print and electronic resource for the study of the history of the ancient world. It covers the entire Mediterranean world, includes the Near East and Egypt, and spans from the late Bronze Age through the seventh century CE.

This will be the first comprehensive reference work concentrating on ancient history and will cover the subject in unprecedented depth and breadth. It will range widely, from social and cultural to political, economic, and intellectual history. The Encyclopedia will emphasize connections across cultures, and the inclusion of the ancient near East and Egypt will allow readers to gain a new understanding of the close relationships among the civilizations of the broad geographical span from western Europe to Iran.

Articles in the print Encyclopedia will be arranged in an A–Z format and will range from 250 to 5,000 words. Articles will be scholarly and based on the most recent work in the field but should be accessible to advanced undergraduate students. Our hope is that—especially in its electronic form—the Encyclopedia will be the first port of call for any student of ancient history.

The text of the Encyclopedia will be accompanied by hundreds of photographs, figures, and maps. The online version of the work will be kept permanently up to date through a process of rolling revision and will be further enhanced by links to a variety of other electronic sources.

In particular, the online Encyclopedia will be linked to electronic editions of Wiley-Blackwell's Companion series, which will number approximately 30 volumes and consist of around 900 articles by the time of publication of the Encyclopedia. The Encyclopedia text will also be linked to original sources in translation (through the Sourcebooks series) and to other secondary works. Taken as a whole, this will be the most comprehensive and wide-ranging historical reference work available on the ancient world.

The Encyclopedia has five general editors and an international editorial board of 25 scholars, each of whom is responsible for an area of ancient history.

Please see <http://www.encyclopediaancienthistory.com/> for more details about the encyclopedia, the editorial board, sample entries and information for contributors.

## **2. Submission Process**

You will be submitting your entry using a content management system, Manuscript Central. The URL for the site is <http://mc.manuscriptcentral.com/eah>.

You will have been sent a user ID via email when you are invited to submit your entry, so there will already be an account registered for you when you first enter the site. In order to retrieve the password for this account, simply use the Password Help box on the main login page. Once you are logged in, the Main Menu will be displayed. Please click on the Authoring Center, and then the “Invited Manuscripts” link. You can click on the “Continue Submission” button to begin manuscript submission.

Please submit:

1. Your entry, in Microsoft Word format, including the following elements:
  - The headword or title (with initial capital on first word and proper nouns only)
  - Your name, affiliation and email address (the email address will not be published)
  - A word count for the entry (main text only, not including the cross-reference list or reference section)
  - The main text
  - A list of cross-references (listed after SEE ALSO:)
  - References and Suggested Readings.  
If your entry contains any special characters, please ensure that the fonts are embedded before uploading the file.
  
2. Any illustrations, photographs, maps, or diagrams that you have agreed to include with the editor. Please see section 5 for guidance on suitable formats for figures.

## **3. Writing and Style Guidelines**

### **Length**

First and foremost, it is very important to keep within the word limit assigned by your editorial board member. Given the scale of the project, entries which are even slightly in excess of their word limit will need to be cut (although we can accept shorter entries). Cross-references, references and further readings are not included in the word limit, but please make every reasonable effort to keep these within the suggested range (see ‘Cross-references’ and ‘References and Further Readings’, below).

### **Style**

Please keep in mind that Encyclopedia entries should be written in a different style from journal articles or academic monographs. Since the Encyclopedia is intended for a diverse audience, from professional scholars looking for information on a particular topic to students new to ancient history, the entries should be lively and engaging. We hope that, especially in the electronic edition of the work, the encyclopedia will be the first port of call for a reader who, having done a Google search on “consul” or “Marcus Aurelius,” wants a scholarly, accessible overview.

Entries should be designed around a pyramid structure in which an overview of the subject is followed by greater detail. Begin the entry with a clear definition of the concept or succinct introduction of the topic. The reader should be able to assess the significance and importance of the entry within the first two sentences.

If you are writing an entry on a person we ask that you include the birth and death years (or approximate dates if the exact years are not known) of this figure. These can be placed in brackets the first time that the person’s name is used. As with entries on concepts or events, the entries on figures should begin with a one or two-sentence description of the significance and importance of the individual.

BCE and CE should be used. BCE should appear after the numeral, CE before it. Dates involving a change of century (CE 637–732) and all BCE dates (231-224 BCE) should be written in full.

Please use US style in your entry for spelling and punctuation.

Do not include footnotes or endnotes.

Do not use the “hidden text” or “annotations/comments” facilities in your word processing program. Provide only the text which you wish to see printed in the final version.

Please translate any quotations used in your piece, but please leave bibliography items in the original language of publication.

### Transliteration

Transliteration of Greek names and terms: No wholly consistent system of representing Greek in Roman characters can avoid monstrosities and satisfy most readers, whether it be direct transliteration or the use of Latin and English versions. Authors are asked to observe the following principles:

- Familiar place names and personal names of well-known historical persons should be given in their usual Latin or English forms: Pericles, Athens, Antioch, Cleopatra. But Greek toponyms should be spelled with –os rather than –us endings: Samos, Miletos.
- Modern Greek toponyms, places not part of the classical repertory, and prehistoric sites should have names transliterated directly (but with ch rather than kh for chi): Lefkandi, Knossos, Karanis, Herakleopolis.
- The names of ordinary persons should generally be kept in directly transliterated form: Ptolemy for kings, Ptolemaios for private individuals.

- Consult the headword list if in doubt about any name included there.
- Greek technical terms and titles should normally be transliterated directly (but again with ch for chi): choregos, technites.

For more guidance, please see the sample entries available on the project website.

### Sub-headings

Please avoid using sub-headings in shorter entries. For longer entries, consider including sub-headings to help organize the material, but please do not exceed two levels of headings. Do not use ALL CAPITALS to identify headings as they are difficult to remove globally – see the sample entries for the preferred style.

Indicate level of heading by using [A] or [B], as follows:

[A] Heading Level One

[B] Heading Level Two

### Cross-references

Where entries relate to the content of other headwords, authors should provide cross-references to the related entry using capitals and parentheses, e.g. (*see* JULIUS CAESAR). Multiple cross-references should be separated with semi-colons, e.g. (*see* JULIUS CAESAR; IMPERIALISM). Please see the sample articles for more examples. These references in the text should be kept to a minimum in order not to interrupt the flow too much.

As well as these cross-references within the text, each entry should include a list of cross-references to other *Encyclopedia of Ancient History* entries that will complement your entry. These will be placed at the end of your entry before the “references and suggested readings” heading, under the heading “SEE ALSO:”. Cross-references can be chosen from the list of headwords on the *Encyclopedia’s* portal website (<http://www.encyclopediaancienthistory.com/>). The cross-references will be listed alphabetically in the following way:

SEE ALSO: Athenian imperialism; Athens; Peloponnesian War (431–404 BCE); Pericles; Sparta; Thucydides.

As a general rule:

Entries of 500 words or less should have up to 4 references;

Entries of 1000 words or less should have approximately 5- 8 references;

Entries of 5000 words or less should have approximately 10-12 cross-references.

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### Text Citations

References to ancient and secondary sources should be made within the main text rather than in footnotes.

References to ancient sources should be abbreviated as in the third edition of the *Oxford Classical Dictionary* (1996).

References to secondary sources should be made in accordance with the Harvard style as follows:

In running text the style is Smith (1995: 45–6); Smith and Jones (2000: 67), Black et al. (1987); Brown (1999a, b). At the end of a clause put parentheses around the whole reference, e.g. (Smith 1995: 45–6). List a string of references in chronological order, e.g. (Black 1985, 1989; Smith & Jones 2001: 28; Lincoln 2002).

### References and Suggested Readings

Reference lists should appear at the end of your entry following your list of cross-references under the heading “REFERENCES AND SUGGESTED READINGS.”

Include all references to those books and essays from which you directly quote. That said, we do request that you avoid especially lengthy quotations. Also include the names of books and articles that are not mentioned in your text, but would serve as additional resources on your entry topic.

As a general rule:

Entries of 1000 words or less should have approximately 5-8 references;

Entries of 5000 words or less should have approximately 10-12 references.

### References

Please provide references in the preferred style of the Encyclopedia:

- Use initials rather than first names in full.
- Add space between any middle initials
- Book titles, titles of chapters, journal names, and articles in journals should have capital letters on first letter and proper nouns only.
- Present journal name in italics in full followed by a space.
- Put the volume number in arabic numbering, followed by a colon before the page span.
- Use an en-rule, rather than a hyphen, to indicate a page span.
- Elide numbers in page spans, apart from numbers between 10 and 19, e.g. 1–10, 11–19, 21–9, 100–31.

### Examples of Our Preferred References Style

Ager, S. L. (1991) “Rhodes: the rise and fall of a neutral diplomat.” *Historia* 40: 10–41.

Erskine, A., ed. (2003) *Troy between Greece and Rome: local tradition and imperial power*. Oxford.

Bagnall R. S. (1976) *The administration of the Ptolemaic possessions outside Egypt*. Leiden.

Champion, C. (2000) "Romans as barbaroi: three Polybian speeches and the politics of cultural indeterminacy." *Classical Philology* 95: 425–44.

Raaflaub, K. R. (1996) "Born to be wolves? Origins of Roman imperialism." In R. W. Wallace and E. M. Harris, eds., *Transitions to empire: essays in Greco-Roman history, 360–146 BC in honor of E. Badian*: 273–314. Norman, OK.

Robinson, R. and J. Gallagher. (1953) "The imperialism of free trade." *Economic History Review* 6: 1–15.

Strauss, B. S. (1997) "The art of alliance and the Peloponnesian War." In C. D. Hamilton and P. Krentz, eds., *Polis and polemos: essays on politics, war, and history in Ancient Greece in honor of Donald Kagan*: 127–40. Claremont, CA.

Walsh, J. J. (1996) "Flamininus and the propaganda of liberation." *Historia* 45: 17–31.

*Pleiades*. 2002. [online]. [Accessed May 9, 2002]. Available from <http://pleiades.stoa.org>

### [Aph Numbers](#)

Where a reference is available in *L'année philologique* (Aph; accessible via <http://www.annee-philologique.com/aph/>) please copy the seven-digit number from the end of the Aph record after your reference. We will use these to link the online version of the Encyclopedia to Aph.

## [4. Permissions](#)

### [Translations](#)

Please translate Greek and Latin material yourself, wherever possible, rather than using previously published translations.

### [Quotations](#)

Where you quote from third-party copyright texts, please keep the length within the following criteria:

- any extract should be less than 400 words
- a series of extracts from one publication should not total more than 800 words
- an extract, or series of extracts, should not comprise more than one-quarter of a copyrighted work or more
- any quotations from a poem should be less than 40 lines, or a quarter of the poem, whichever is shorter.

### [Illustrations](#)

It is preferred that any illustrations supplied should not be third-party copyrighted. Where it has been decided to include such illustrations, please refer to the following

guidelines. For the purposes of this document we are defining illustrations as any of the following: figures, tables, works of art and photographs.

### Whom to Approach

Always the publisher of the material you wish to use. If they do not own the copyright directly they will usually manage the rights of the author who does. Sometimes they will ask you to contact the author separately in order to obtain their permission.

### Rights Required

All media English language rights should be requested. If a permission grant has been received, we must abide by any conditions or restrictions referred to in the grant. If the grant is explicitly restricted to print, you will need to go back to the rights holder for all-media rights, or replace the figure/table with an alternative for which you can get all-media rights.

### Acknowledging Copyrights

Ensure that the original source is fully detailed in your work. Source lines should include Author name, Chapter/Article Title, Book or Journal Title/Number, Publisher, Year of Publication, Pages Used or Figure/Table Numbers Used, any credit line specified by the copyright holder.

## 5. Illustrations

Provision has been made for a number of figures and photographs to be included in the Encyclopedia. If you feel that illustrative material would significantly enhance your material, please contact your editorial board member.

The quantity of illustration will unavoidably be limited in the print version, but much richer illustration will be possible in the electronic version. The instructions below refer to illustrations that are to appear in print and online. If you would like to supply additional illustrations to appear in the online version only, please discuss this with your editorial board member. Please note that if you are planning to include an online-only illustration, you should not refer to this directly within the text of your entry.

### Tables

All tables should be set as part of the text. Set them as they should appear in the printed version. Do not style headings, but use italics where you want to emphasize. Use, if possible, the tables function in Word or other word-processing programs to align the columns and rows. Tables should be numbered, have a caption, and contain the source.

### Figures

The term “figures” includes line drawings (sketches, graphs, and flowcharts) and half-tones (photographs and screenshots). Please submit your figures to the website as *separate digital files*.

Figures will be reproduced in black and white in the print version, but in color in the online version where possible. Please supply a color copy of any figures where available.

Please also supply printouts of *all* electronic artwork on single-sided paper and at the size they are saved electronically. This acts as a recognition copy so Wiley-Blackwell knows what the electronic file contains. Please send this hard copy to the project’s managing editor, Elizabeth Bulls (eb100@nyu.edu). Note that Wiley-Blackwell prefers to receive figures in digital form as this enables us to transfer material to our suppliers more quickly and reliably. Please keep high-quality copies of the images you submit regardless of whether they are digital files or originals.

If using more than one illustration, number figures consecutively within each entry (Figure 1, Figure 2, Figure 3, etc.). Each figure should be cited within the text, e.g. “(Figure 1)” or “Figure 1 shows.” Provide a caption for each figure. Captions to figures and tables should be listed separately at the end of the entry.

### **Line artwork**

- Ideally the artwork should be drawn using decent illustration software such as CorelDraw, Adobe Illustrator, or Macromedia FreeHand.
- We recommend that the artwork be supplied as EPS files (Encapsulated PostScript).
- Each illustration should be given an identifiable filename.
- A hard copy should be supplied of each of the illustrations with the filename identifier written on it. The hard copy must match what the finished artwork will look like (CorelDraw tints sometimes corrupt when printing out using different software).
- It is essential to embed all fonts.
- Do not use tints below 10 percent or above 80 percent. Tints should be in no less than 10 percent intervals.
- For figures consisting of more than one element (e.g. parts (a), (b), etc.), supply the different parts separately.

### **Half-tones (continuous tones)**

- Again we recommend that a decent software package such as Adobe Photoshop should be used for preparing half-tones.
- Half-tones should be supplied as TIFF files (tagged image file format).
- Scan to 300 dpi resolution at the final printed image size. (Higher resolution does not mean a sharper picture. If the original image is out of focus, scanning it at higher resolution will not make it sharper.)

### *Combination images (i.e. labeled half-tones)*

- Ideally these should be supplied as EPS files with the half-tone as an embedded TIFF file scanned at 300 dpi.
- If the complete image is supplied as a TIFF file you need to scan at 600 dpi.

### *Scanned artwork*

- Line illustrations should be scanned at an original resolution that will permit final output of at least 800 dpi.