

# ICA Contributors' Guide

## I. Text

1. Use Word.docs for all text. Tables are fine in Word.docs or in Excel.
2. Provide separate chapters.
3. Use parentheses for figure references and abbreviate the reference according to chapter and number in the text. If the figure number is part of the sentence, then spell it out. Examples:

The image of a nymph strangling a satyr (Fig. 3.2) is uncommon.

Figure 3.2 shows the uncommon scene of a nymph strangling a satyr.

4. Do not imbed (place) images in Word. Provide images as separate files with the appropriate figure number.
5. Use footnotes.
6. Be consistent in the use of decimal places (e.g., 2.1 and 3.0—not 2.1 and 3).
7. Check and recheck your math.
8. Use American spelling (*color*, not *colour*; *meter*, not *metre*; *capitalize*, not *capitalise*; *plow*, not *plough*).

## II. Images and Captions

1. All images should be 300 ppi at approximately 4 inches/10 cm by 6 inches/15 cm or 1200 pixels by 1800 pixels. Acceptable formats: Photoshop, TIFF, or high quality JPEG.
2. Provide a separate list of captions in a Word.doc. Captions should be succinct and include a credit for the image in parentheses.
3. No period after the figure number itself, but do put a period at the end of the description. The description uses sentence style. Examples:

**Figure 2.10** Maenad spearing a satyr.

4. Terms such as *top*, *bottom*, *left*, *right*, *above*, *below*, *left to right*, or *clockwise from left* are italicized and precede the object or person in the caption description. A colon is used if a series follows the introductory tag. For example:

**Figure 4** *Above left*, decaying centaur; *right*, wounded Amazon; *bottom*, perky elf.

**Figure 5** *Left to right*: Theseus, Minotaur, unidentified nymph.

5. Use letters to identify parts of a figure if not otherwise explained in the figure's legend. For example:

**Figure 6** Four bone objects: *a*, fishing hook; *b*, bead; *c* and *d*, tokens.

### III. Tables

1. Consistency is the prime directive, of course.
2. Use sentence-style capitalization (first word capitalized) on the title or titles across the top and on the stub (the column at the left).
3. Standard abbreviations are acceptable. (Although count is best, n is far better than num.)
4. Footnotes to a table will be placed under the caption or legend.

### IV. Reference List

1. General order:
  - a. Author **or authors** by last name, then initial or initials
  - b. Year (**with letters *a*, *b*, and so on if the authors have put out more than one work in the year**)
  - c. Article, chapter, or book title
  - d. Translation and editing information
  - e. Book, collection, or series information (note series only if necessary for finding the work)
  - f. Editors of the book (or series, if necessary)
  - g. Pages if a chapter or article in a larger work
  - h. Place of publication: press
2. For books in **English**, italicize the title and capitalize the first, last, and all important words (headline style). Do not italicize volumes, edition, or numbers. For example:

Pau, R., and V.R. Filipas. 1977. *Fur Above All: A Feline Manifesto*. 2<sup>nd</sup> ed. San Francisco: Anapausis Press.
- 2a. For repeated names in a bibliography, use 3-em dashes (*CMOS* 15, 16.84)
3. For work in an edited volume or series, put the title in quotation marks and use "In" followed by the collection or series title and information, then the editor's name by first initial and last name, and then pages. For example:

Phipps, B. 1987. "Diary of a Flea." In *The Other Side of Fur*, Bigfoot Random Studies 2, ed. J. H. Clarke, 247–76. Boston: Cynosure Press.

4. Translation of a foreign title follows the original title in parenthesis and in regular text. If only the translated title is given, the original language should be noted in parentheses. For example:

Phipps, B. 1987. "Diario de una pulga (Diary of a Flea)." In *The Other Side of Fur*, Bigfoot Random Studies 2, ed. J. H. Clarke, 247–76. Boston: Cynosure Press.

Phipps, B. 1987. "Diary of a Flea" (in Spanish). In *The Other Side of Fur*, Bigfoot Random Studies 2, ed. J. H. Clarke, 247–76. Boston: Cynosure Press.

5. Translators and editors of a work are given after the title. For example:  
Phipps, B. 1987. *Beyond the Flea*. Trans. and ed. W. W. Winthrop and G. R. Maus. Boston: Cynosure Press.
6. Titles of individual volumes (such as proceedings) in a series are italicized; the series itself is not, and the series editor follows the name, For example:

Phipps, B. 1980. *The Other Side of Fur*. Publications of the Center for Middle Eastern Studies, no. 13, ed. R. L. Chambers. Chicago: Windy Brothers.

7. For a book in progress, use *forthcoming* (not *in press*). For example:

Phipps, B. Forthcoming. *The Other Side of Fur*. Publications of the Center for Middle Eastern Studies, ed. R. L. Chambers, no. 13. Chicago: Windy Brothers.

8. For unpublished dissertations, follow this model:

Quillan, A.M. 1936. "Dogs and Cats Living Together." PhD diss., Rice University.

9. For articles in periodicals and journals, the article title is in double quotation marks and in roman type; the periodical title is italicized, though not the volume number, and page numbers follow a colon. For example:

Phipps, B. 1988. "New Fur, Old Fleas." *Mutts Today* 24: 124–35.

Connaught, O.O., N.A. Sypher, I.M. Nunn, and R. Lessing. 1933b. "Nihilism in the Parasite Population." *Aphaniptera Review* 9: 33–99.

10. Titles of books and articles in a **foreign language** will follow the conventions of that language. Usually, the titles will be capitalized sentence style—that is, the first word will be capitalized, and then only proper nouns (or in German, all nouns).
11. The names of foreign-language journals should be given either according to the custom of the journal (generally sentence style) or ALL set down capitalized headline style.
12. Capitalize the name of foreign presses according to the practice of the press. The book is the best place to find that information, but an official Web site will do.

13. If a book has an essential subtitle, separate it from the main title with a colon. When, on rare occasion, a book boasts two essential subtitles, use a colon before the first and a semicolon before the second.

## V. Citations and Footnotes

1. When citing works from the reference list in a footnote, use the author-date system.
  - a. Whole work: Phipps 1988
  - b. Pages from a work: Phipps 1988, 129–31
  - c. Two or more works by one author: Phipps 1988, 1990, 1994b
  - d. Pages from two or more works by one author: Phipps 1988, 129–31; 1990, 54; 1994b, 14–23
  - e. Works by two or more authors: Pau and Filipas 1977, 1985; Phipps, 1988, 1990
  - f. Pages from one work apiece by two or more authors: Pau and Filipas 1977, 225–53; Phipps 1988, 334; Stertor et al. 2001, 555
  - g. Pages from more than one work by two or more authors: try to avoid this situation, but if necessary, set off the page numbers from the dates with colons.
2. In the author-date system of documentation, Phipps 1980 refers to the work, and Phipps (1980) to the author. Inside parentheses, the parentheses in Phipps 1980 will become brackets: “(Scholars such as Phipps [1980] . . .),” but “(Works such as Phipps 1980 . . .).”
3. When a book has three or more authors, use *et al.* after the first author when citing the work outside the reference list (e.g., cite a book by Pau, Filipas, and Kruse as Pau et al. 2001). Name all authors in the reference list, at least up to seven names.
4. Personal communications (never put in the reference list) will follow this format: S. Colbert, personal communication, 2009. If the author is in the reference list for published works, the initial or initials can be omitted. If the date of the communication is unavailable, leave it out.
5. When two or more authors share a last name (e.g., S. Tinè and V. Tinè), always use the initial in the in-text and footnote citations.
6. Footnote reference numbers should come, when possible, at the end of a sentence or at least at the end of a clause.
7. Do not end a sentence with two footnotes; either combine the information into one note, or find another appropriate place for one of the notes.
8. Do not place footnote reference numbers on headings or subheadings.

## VI. Grammar and Style

### *Recommended reference works*

- The latest edition of *Webster's Collegiate Dictionary* or *Webster's Third New International Dictionary: Unabridged* will in most cases give guidance on specific words.
- For matters of style and usage, *Garner's Modern American Usage* is invaluable on usage, word choice, style, and grammar. *The Chicago Manual of Style*, 15<sup>th</sup> edition, is also extremely helpful.

### *Punctuation and spacing*

- No double space after periods. Use one space after semicolons, dashes, colons, periods, and other punctuation.
- Add commas after expressions such as *that is*, *namely*, *i.e.*, *e.g.* If the explanation is more than a short list, then use parentheses, em dashes, or a semicolon. For example:
  - The committee was given several options, namely, eat in, eat out, or starve.
  - The committee—that is, several of the more important members—voted to eat lunch out.
  - One committee member changed the subject; that is, he introduced the topic of dinner.
  - Votes for several restaurants (e.g., Italian, Greek, Russian) were cast.
- Place a space before, between, and after the dots of an ellipsis.
  - We went . . . and no further questions were asked.
- Include a space between an abbreviation and its numerical value, but use no space and no period between the footnote abbreviation and number.
  - *Fig. 56* (not: *Fig.56*)
  - n.45 (not n. 45)
- Equal signs generally require a space on each side: e.g., *ILS 435 = CIL 4356*, but: R. Ling, *Roman painting* (Cambridge 1991) [= Ling, *Painting*].

### *Dashes*

- Use an en dash (–) (option + hyphen on a Mac; ctrl + hyphen, or number pad minus on Win) to indicate a range.
  - 56–79; April–March
- Use em dashes (—) (option + command + hyphen on a Mac; alt + ctrl + hyphen, or number pad minus on Win) to open and close a parenthetical statement. For example:
  - The poor fellow—no relationship to the author, as you probably noticed—exhibited ghastly style.
- An em dash can also be used to summarize a thought. For example:
  - Earthquakes, cannibals, poor coffee—nothing stopped the archaeologist.

### *Hyphens*

- Use a hyphen between multiple places of publication (London-Boston) or compound directions (NE-SW).

- The suffix *-like* is hyphenated if 1) the root word is three or more syllables (incantation-like), 2) a succession of three L's occurs with the addition of *like* (shell-like), or 3) the root word is a proper noun (a Gandhi-like politician).
- Use a hyphen after the following prefixes in most words: *all-*, *ex-*, *self-*.
- Check the preferred dictionaries for hyphens in words with the prefix *re-*, though you'll usually be safe without hyphens. Distinguish in particular between *recreation* and *re-creation*, *relay* and *re-lay*, and the like.
- In general, do not use a hyphen in words with the following prefixes:

ante anti bi co contra  
 counter de extra hemi hyper  
 hypo infra inter intra macro  
 micro mini maxi mid non  
 over para peri pre post pro  
 semi sub super supra  
 trans tri ultra un under

### ***Colons and semicolons***

- Colons may be used to amplify or illustrate a previous clause. For example:
  - The committee ended up starving: this may explain the poor legislation.
- Colons can be used to introduce lists, but not if the list is the object of the introductory clause. For example:
  - The survey focused on three areas: Capo Luigi, Capo Nello, and Fuglio.
  - Chris had tried to (1) put the fire out, (2) evacuate the building, (3) make fajitas.
- Semicolons mark a more important break in sentence flow than a comma; accordingly, they can be used between two parts of a compound sentence.
- When a sentence contains items in a series with internal punctuation, separate the items with semicolons. For example:
  - The lunch menu was determined by three people: Colonel Mustard, who preferred sandwiches; Miss Scarlet, who enjoyed salads; and Professor Plum, who took to fruit.
- The following words should be preceded by a semicolon when used as transitions between clauses of a compound sentence: *then*, *however*, *thus*, *hence*, *indeed*, *accordingly*, *besides*, *therefore*.
  - Mildred plans to go to Metaponto; however, she has not decided when.

### ***Lists***

- A list not set apart from the text has parentheses around the numbers or letters of each element and commas between them. "She loved (a) Bach, (b) the Beatles, and (c) me"; "He divided his life into three phases: (1) wine, (2) women, and (3) song."
- Use semicolons on longer lists with longer clauses that need internal commas. "Garner lectured on the following topics: (1) noun plague, or piling up nouns to modify other nouns; (2) officialese, with its "bureaucratic turgidity and insubstantial fustian"; (3) overstatement, which will often weaken what it means to strengthen; and (4) portmanteau words, which combine the

sounds and meanings of two words to create a new one.”

- Introduce lists with a complete sentence followed by a colon; do not separate a verb or preposition from its objects with a colon.

Garner lectured on four miscellaneous topics:

1. Noun plague, or piling up nouns to modify other nouns
  2. Officialese, with its "bureaucratic turgidity and insubstantial fustian"
  3. Overstatement, which will often weaken what it means to strengthen
  4. Portmanteau words, which combine the sounds and meanings of two words to create a new one
- Use periods only when the list contains complete sentences.

To cope with annoying satyrs, nymphs did the following:

1. They stabbed them with pointed sticks.
  2. They turned themselves into trees.
  3. They ignored them.
- When the items in a list are long and fairly complex, making up more than one sentence or else a very long one, you may set up the list in a series of numbered paragraphs that behave like normal text.

### ***Parts of a book***

Spell out words referring to significant individual parts of a book in the running text of the book (such as *Chapter* [*Ch.*], *Plate* [*Pl.*], *Figure* [*Fig.*], *Table*, *Appendix*). These words should be capitalized in the text and capitalized and abbreviated in parenthetical citations in the text and in the footnotes. Words for minor parts such as page [*p.*] and note [*n.*] should be lowercase, however. In the reference list, lowercase the abbreviations. Examples:

- That information is found on page 153 in Chapter 4, and in note 4 of Appendix 3.
- (p. 156 n.2 and Fig. 5)

Use Arabic numerals when referring to parts of a text: Chapter 2, Table 4, etc.

### ***Quotation marks***

- Use the American style regarding quotes: the punctuation goes inside (e.g., "Four score and seven years ago,"). Double quotation marks are used except for quotes inside quotes, when single quotation marks take over ("I do not," he said, hold with such tripe as 'Do unto others as you would have others do unto you.'). With quotes inside quotes inside quotes, and so on, keep alternating double and single quotation marks.
- Use "smart quotes," not "dumb" ones.

- Avoid unnecessary quotes. Example:
  - There are too many “scare quotes” running loose these days.

## **Dates**

- Use small caps for AD and BC (and BP) and no periods.
- BC comes after specific date (44 BC).
- AD comes before exact date (AD 237).
- AD comes after century dates (2<sup>nd</sup> century AD).
- Decades should be identified by century and expressed in numerals, no apostrophe: 140s BC.
- Use “1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> century BC or AD” or “mid-5<sup>th</sup> century BC” (not “first century BC”); however, if used as an adjective, spell out and hyphenate (“early-fourth-century basilica”).
- For modern dates, follow this model: January 15, 1996.
- Use Word’s superscript function (format > font menu) for <sup>st</sup>, <sup>nd</sup>, <sup>rd</sup>, <sup>th</sup>.

## **Numbers**

- Numbers between one and nine in the text are spelled out when not scientific in nature; numbers 10 and above are given as numerals. But when in scientific or technical contexts, always give numerals. For example:
  - Two years later, nine students—a third of the group—returned to the site.
  - In all, 7 sherds—roughly 33% of the total—were painted.
- Numbers at the beginning of sentences are spelled out.
- Avoid Roman numerals except to cite volumes of modern works such as excavation report volumes or collections (*CIL*, *IG*, *CAH*).
- For page ranges, follow the system endorsed by Chicago (*Chicago Manual of Style* 18.13):

<b>First number</b>	<b>Second number</b>	<b>Examples</b>
1–99 100 or multiples of 100	Use all digits Use all digits	3–10, 71–72, 96–117 100–104, 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8, 1103–4
110 through 199, 210 through 299, etc.	Use two or more digits as needed	321–28, 498–532, 1087–89, 11564–615, 12991–13001
	But if three digits change in a four-digit number, use all four	1496–1504, 2787–2816

### ***Measurement and direction***

- Abbreviate units of measurement without periods. For example:
  - 10 cm (centimeters)
  - 12 m (meters)
  - 678 km (kilometers)
  - 29 ft (feet)
  - 8 in (inches)
  - 12 miles (no abbreviation)
  - 14 masl (meters above sea-level)
- Dimensions: 0.00 x 0.00 m
- Dimension abbreviations:
  - h. 3.5 m (height)
  - w. 25 cm (width)
  - l. 0.005 m (length)
  - d. 9.6 m (depth)
  - th. 4.4 cm (thickness)
  - diam. 34 cm (diameter)
  - 46 ha (hectares)
  - 456.56 m<sup>2</sup> or km<sup>2</sup> not sq. km. or sq. m. Use Word's superscript function (format > font menu) for <sup>2</sup>.
- Compass points are combined when there are two; if three are combined, then hyphenate or use *by*. For example:
  - northeast (NE)
  - north-northeast (N-NE)
  - north by northeast (N-NE)

### ***General abbreviations***

- Scholarly Latin expressions that are not abbreviated are italicized. For example:
  - *vide, supra, infra, nota bene, scilicet, secundum, pace, vide, circa*
- Scholarly abbreviations are plain text and best confined to notes. For example:
  - etc., e.g., i.e., passim, ibid., cf., inf., sup., s.v., ibid., cf, s.v., ca., et al.,
  - et seq., ex., fl., Gk., L., It., id., loc. cit., op. cit., N.B., sc., sec., v
- Other common abbreviations and plurals:
  - Editor, edition or edited by: ed. (plural: eds.)
  - Line: l. (plural: ll) use for citing ancient inscriptions
  - Number: no. (plural: nos.)
  - Figure: fig. (plural: figs.)
  - Plate: pl. (plural: pls.)
  - Especially: esp.
  - Translator: transl.
  - Chapter: chapt.
  - Estimated: est.

- About, approximately: ca.

### ***Words as words***

When treating words or phrases employed only as terms in themselves, and not as full concepts (e.g., “The word *floccinaucinihilipification* can be found in the OED”), you may use either italics, as is traditional, or quotation marks, as long as you do so with reasonable consistency. The Chicago Manual of Style offers three examples in which quotation marks make sense even when italics are generally used:

- The Spanish verbs *ser* and *estar* are both rendered by “to be.”
- Common foreign terms such as “amour-propre” or “coup d’état” are not italicized; nor are the abbreviations “e.g.” and “i.e.”
- Young children use “her and me” more freely than “she and I” as subject pronouns.

When at all possible, avoid scare quotes, quotation marks used to call a term into question—they often appear snide and saucy. More acceptable: “what Pau calls tokenism”; “the optimistically named MX Peacekeeper.”

### ***Foreign words and italics***

- Italicize foreign words and phrases only when they are not commonly used or when they might be confused with English: e.g., the Latin word *limes*. Otherwise terms should be in Roman type—for example, *in situ*, *terminus post quem*, *raison d’être*. If the words are in the preferred dictionaries, they are commonly used and should be treated as the dictionary treats them. Nevertheless, if a common foreign word or phrase is used along with an uncommon foreign word or phrase, italicize both.
- Foreign structures and streets are not italicized.
- Formal titles in Italian (*dottor*, *signora*) are lowercased and not italicized.
- Papers in French, German, Italian, or Spanish may keep local systems for abbreviations of their sources, as long as they are internally consistent.

### ***Capitalization***

- General time range expressions—late, early, period, age, era, world, empire, antiquity, age, ancient, classical—are not capitalized:
  - late antiquity
  - ancient Greece
  - classical world
  - archaic Greek art
- If, however, the time range is used as a **technical definition**—for example, pottery types, archaeological periods, artistic or literary periods—then terms are capitalized. For example:
  - Late Roman literature
  - Archaic statuette
  - Bronze Age

- Late Neolithic
- Late Antique
- Augustan Age
- Capitalize titles (noble, civil, professional, religious, or military) if they precede proper names or are used in front matter (foreword, acknowledgment, preface, presentation). For example, Premier Vlalonoff, King Herod. Do not capitalize if the title has a qualifier or comes after the name (e.g., Soviet premier Sergei Vlalonoff; Herod, king of the Jews).
- The full names of institutions and companies and of their departments, and sometimes their short forms, are capitalized. If the formal name of a department is the Department of History, that form will be capitalized, but the same department may also be called the history department (lowercase).
- A *the* preceding a name (even when part of the official title) will be lowercased. One exception: **The** University of Texas.

### ***Ancient texts***

- For ancient texts, use standard abbreviations, italicized, as listed in the *Oxford Classical Dictionary*. The author and title should be written out completely in the text and abbreviated in notes or parenthetical references. Only the first word, proper nouns, and proper adjectives should be capitalized.
  - As noted by Vitruvius (*De arch.* 2.3.3)
  - Vitruvius notes in *De architectura* (2.3.3)
  - <sup>1</sup> Vitr. *De arch* 2.3.3