

Open-Ended Call for Papers

KOINON:

THE INTERNATIONAL JOURNAL OF CLASSICAL NUMISMATIC STUDIES

Published by Archaeopress, Oxford

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Papers concerning virtually any topic of ancient coinage are welcome *on a rolling basis*, including papers on non-western coinages. Reviews and short notes are also encouraged, as are translations of important excerpts from antiquarian works. Special preference will be given to papers that are engaging to a fairly wide audience (Art Historians, Classicists, Archaeologists, Historians, etc.) All submissions will be subjected to blind review. Submissions can be in any language, but if in a language other than English, must be accompanied by an abstract in English. The Editor can help prepare the English abstract upon request. When preparing a paper, please refer to the following Style and Submission Guide. All submissions should be sent directly to the General Editor.



KOINON: STYLE AND SUBMISSION GUIDE

ARTICLES

The following guidelines apply to all texts submitted for consideration for publication, regardless of language.

All submitted material must have been thoroughly spell-checked, copy-edited and proof-read; the editors cannot undertake to check and correct text. Submitted texts must be consistent in terms of capitalization, spelling, punctuation, abbreviations, references, headings, etc., as detailed below.

FILE SUBMISSION

- a) **Initial file submission:** articles for consideration should be sent, **with images in-text**, as an anonymous pdf to the General Editor at: rosanagh.mack@gmail.com
- b) **Accepted articles** should be sent in MS Word form to the General Editor. Send all photos separately and indicate in the file name the corresponding placement in the text (e.g., Figure 1; Figure 2; Figure 3). Where two separate images are used for the obverse and reverse of a coin, name the files Figure 1 obv. and Figure 1 rev. etc. Therefore, in the text version, it should say “Insert Figure 1 here”, or “Insert Figure 1 obv. here”, exactly where you want the image placed. Submit the image in the size it is to appear.
- c) **Proofs:** prior to publication, authors will be emailed a .pdf proof of their article. Author comments/corrections can be inserted into the .pdf or listed by page and line number in a separate document. All comments/corrections must be returned to the General Editor within one week (7 days) of receiving the proof. At this stage, significant alterations to the edited text are only permitted at the discretion of the Editors.

FIGURES, TABLES, AND CAPTIONS

Number illustrations/figures/photos and refer to them all as Figures. Tables may have their own sequence. Plates may only refer to a separate and self-contained section of illustrations. Capitalize and do not abbreviate ‘Figure’ or ‘Table’ in the text.

Ensure that there is a numbered reference to each Figure and Table in the text. List all captions at the end of the text after the Bibliography, or in a separate file. The captions should include any necessary copyright information. All images that do not belong to the author must have copyright cleared on them for both print and electronic publication and this is the responsibility of the individual authors.

The publisher will decide which images/figures are to be printed in black and white or colour. Colour images should be submitted in colour and not changed to b/w.

The following file types are acceptable: *TIFF*, *EPS*, *JPEG*. These are the preferred formats for scanned images. Scan photographic prints at 600 dpi, slides at 1200dpi. Scan black and white artwork at 600 dpi. Scan mixed line and tone illustrations at 600 dpi.

STYLE GUIDE

Standard publication size is A4, 2.5cm margins. Justify the text throughout and single space throughout, indenting the first line of each paragraph.

Fonts

All text should be formatted to Times New Roman 12pt font, with the exception of footnotes which should be formatted to Times New Roman 10pt font.

Spelling and abbreviations:

- Insert only one space after full stops, not two.
- UK or US spellings are acceptable (but must be consistent within papers).
- BC and AD (no punctuation) – also for upper case abbreviations/acronyms (UK, USA) e.g., and i.e., cf., (full stops but no italics).
- *et al.* and *c.* (italics and full stops)
- No full stops after abbreviations such as m (=metre), cm (=centimetre), cms (centimetres), and other abbreviations of measurements.
- A space should be placed between a number and its unit of measurement, e.g., 98 cm
- Place a leading zero before measurements and numbers that are less than 1, thus 0.56 rather than .56, and so on.
- Avoid superscripts: 6th not 6th

Numerals

Numbers from one to ten should be spelled out; higher numbers should be given in numerals, e.g., 11, 235 etc. No comma should be used for numbers with fewer than five digits, e.g., 5000, not 5,000; but 10,000.

Dates

Give centuries and millennia as, for example, 5th century BC, 2nd century AD etc. For specific years, the letters BC should follow the date, preceded by a space (e.g., 490 BC); the letters AD should precede the date, also with a space between the two (e.g., AD 490).

If the date is approximate, indicate this with ‘c.’ followed by a space and the date; in this case both BC and AD follow the date (e.g., *c.* 700 BC; *c.* 350 AD).

Use hyphenation only adjectivally (for example, ‘in the sixth century’ but ‘a sixth-century temple’). Please note the following forms:

- Thursday, 12 November 1966
- 1960s (not 1960’s)
- 479-323; 1382-1420

Italics

Italics should be used for foreign words or transliterations. Please note the surrounding punctuation should not be italicized.

Exceptions to the use of italics are:

- When the word is part of a foreign language quotation
- When the word has already been sufficiently assimilated into the English language

Quotation marks

Use single quotation marks throughout, with double marks for a quotation within a quotation (e.g., ‘text text “text” text text’). Displayed quotations have no quotation marks.

REFERENCES

(1) *In-text:*

Use modified Harvard-style footnotes which should appear in the following author-date format:

Molinari (2016): 2-23. Or, if two from the same author in the same year, differentiate as follows: Molinari (2016a): 2-32; Molinari (2016b): 5-6.

Use in-text citation only for classical texts, e.g., (*Phaedo* 89c), but not all classical texts require parenthetical citation, and one can choose footnotes for those as well.

Footnote reference numbers should be placed after punctuation and not before, i.e., word.¹ and not word¹.

(2) *Ancient sources*

Where an author only produced a single work, e.g., Thucydides and Herodotos, enter in the footnotes as Thuc. and Hdt., followed by the exact reference e.g., Thuc. 4.78.1-2. For authors with more than one work, e.g., Plutarch, cite, for example, as Plut. *Vit. Alex.* 4.5. Please use the abbreviations for ancient authors and their texts listed in the Oxford Classical Dictionary, 4th Edition:

<https://oxfordre.com/classics/fileasset/images/ORECLA/OCD.ABBREVIATIONS.pdf>

(3) *Bibliography entries:*

Please ensure that all entries are complete. Indent the second and subsequent lines of each entry. Use a colon between volume and page numbers.

For all citations and bibliographic references, spell out ‘and’ between multiple authors and editors, do not use ‘&’.

Use full stops after initials in authors’ names, for example M.S.F. Hood, and not MSF Hood.

Note that for an international audience all journal and series titles must be written out in full, e.g., ‘*Numismatic Chronicle*’, not ‘NC’. In multinational volumes even the most familiar numismatic abbreviations may be confusing to other people.

Types of References:

Thesis

Bottema, S. 1974. Late Quaternary Vegetation History of North-Western Greece. Unpublished PhD dissertation, University of Groningen.

NOTE: No italics because the work is unpublished; not thesis but dissertation.

Journal Article

Cruise, G.M. 1990. Pollen stratigraphy of two Holocene peat sites. *Review of Palaeobotany and Palynology* 63: 299-313.

Book

Lamb, H.H. and L. Tessler. 1987. *Weather, Climate and Human Affairs*. London: Routledge.

Edited Book

Bintliff, J.L. (ed.) 2015. Recent Developments in the Archaeology of Greece (*Pharos Supplement*). Leuven: Peeters.

Section in Book

Bintliff, J. L. 2010. The Annales, events and the fate of cities, in D. J. Bolender (ed.) *Eventful Archaeologies: New Approaches to Social Transformation in the Archaeological Record*: 117-131. Albany (NY): SUNY Press.

Section in book with multiple editors

Freyer, D.W. 1997. Ofnet: evidence for a Mesolithic massacre, in D. L. Martin and D. W. Freyer (eds) *Troubled Times: Violence and Warfare in the Past*: 181-119. Amsterdam: Gordon and Breach.

Section in book if editor unknown

Serre-Bachet, F., J. Guiot and L. Tessler. 1992. La dendroclimatologie: pour une histoire du climat, in *Les veines du temps*. Catalogue d'exposition: 93-119. Paris: Musée du Monde.

Section in a numbered monograph

Reynolds, P. 2014. The Homs Survey (Syria): Contrasting Levantine trends in the regional supply of fine wares, amphorae and kitchen wares (Hellenistic to early Arab periods) in B. Fischer-Genz, Y. Gerber and H. Hamel (eds) *Roman Pottery in the Near East. Local Production and Regional Trade* (Roman and Late Antique Mediterranean Pottery 3): 53-66. Oxford: Archaeopress.

Website

Department of Parks and Wildlife, 2001, Department of Parks and Wildlife, Canberra, Ship Inspection, viewed 10 August 2012, <http://dpaw.org>

NOTE: You must include the date accessed due to the ephemeral nature of websites. List author/organisation, site date, short title or descriptive explanation, date accessed, and full URL.

NEW VARIETIES

Layout as follows:

1. Photo: All entries should include a high resolution .jpg photo (ideally 600 dpi), feature obverse and reverse and have a pure white background.
2. Description: Attribution to mint/ruler, the material, denomination, size (in mm), weight (in g, to at least 1/10th of a gram precision), estimated date range, descriptions for obverse and reverse using the appropriate alphabet (e.g., Greek letters, etc. To create your own font for rare scripts, see <https://fontstruct.com/> or similar application). For overstrikes, information on the undertypes must also be included (e.g., Obv. Description/ Undertype: Description).
3. Discussion: The appropriate references consulted (e.g., RIC VII Arles III mintmark variant), and an identification in the narrative of where the variety would fit into common reference works.