

GUIDELINES FOR AUTHORS

1. THE TEXT

The proceedings will be published in the *Hellenic Folklore Research Centre* series in Athens. Papers should be written in English.

The authors should submit their papers at the latest by March 31st, 2010.

Manuscripts are to be sent to:

c/o Mr. Socrates Loupas

Hellenic Folklore Research Centre - Academy of Athens

3 Ipitou str. - 10557 Athens Greece

tel.: +30 2103318042; fax: +30 2103313418

email: isfnr@academyofathens.gr

website: www.kentrolaografias.gr

As regards papers presented by two or more scholars, please let us know with whom we are to correspond.

Each paper must be limited to 15 pages including text and illustrations. A maximum of 3 full pages of illustrations is allowed for each contribution. Each page of text should contain 3000 characters (including footnotes, but excluding spaces between words).

Make sure that your illustrations, if submitted digitally, are of sufficient quality and resolution (min. 300 dpi at printing size). Original drawings and photographs should be carefully labelled on the back (name of the author and caption). Do not forget to add a list of illustrations at the end of your paper.

1.1. Text word-processed on a computer

Authors should always submit with their disk a printed version of the text: this printed text will be used as the only reference in case of any typographic problem at the time of compiling.

1.1.1. Software

The software for word-processing (Latin characters) should preferably be *Word* (in RTF files or .Doc).

1.1.2. Pagination

Automatic paging should be used. Page numbers, in Arabic numerals, are located in the heading.

A running head is not necessary.

Within the text, paragraphs are indented 1.27 cm.

Automatic numbering systems should be used for footnotes (from 1 onwards). In the English-written texts, the footnote quotation should be placed after the punctuation marks, without parenthesis. In the footnotes, the note number is followed by a point dot and space bar.

Tables :

- simple tables : in starting, use preferably tabulations to put the text into columns;
- complex tables : do not put a long text in a single cell; it makes anarchic results.

1.1.3. Characters, fonts

The fonts to be used are: Times New Roman.

1.2. Presentation and abbreviation rules

1.2.1. Authors and Titles

Author's name – title - Institution, Title of presentation, titles and subtitles, **typed in Title-case letters only**, should not be followed by a point. Insert double line space between author/ title/ etc and the body of the text.

1.2.2. Body

The whole text is to be published in normal body (Times New Roman 12 + line spacing single + justified). Indentation first line by 1,27 cm. The footnotes are to be in small body (Times New Roman 9 + single spacing). The quotations text must be in italics.

1.2.3. Typographic conventions

Please use the short dash - (without a space before or after) to note a hyphen. The long dash — is to be used at the beginning of a line to introduce an enumeration or a dialogue and allows a quotation in the text. The medium dash – (with a space before and after) should be preferred for enumerations and quotations in the text.

No space is required before punctuation marks.

Insert an indivisible space between numerals and words logically linked together (for ex.: 3 years, *Fig. 9*, p. 2, n. 6, 2 m) **except no. and nos** and between the initial(s) of the Christian name and the surname of an author.

In English, inverted commas (“ ”) are to be used to introduce locutions, quotations, translations, titles of articles or to emphasize a word. In other languages, « » (with a space before and after) should be preferred in all cases.

The quotations text must be in italics.

The numbers of centuries and millennia are to be in Arabic numerals: 3rd millennium, 8th century B.C., 2. Jh. n. C.

The distances and measures are to be given in kilometres, metres or centimetres, shortened km, m, cm, without a point. The decimals are to be noted with a comma (3,50 m).

1.2.4. Abbreviations

chap. = chapter(s)

c. = century(ies)
col. = column(s)
ed. = editor / edited by
eds. = editors
fig. = figure(s)
n. = note(s)
no. = number
nos. = numbers
p. = page(s)
transl. = translation / translated by
vol. = volume(s)

1.2.5. Latin abbreviations and locutions

Latin locutions and words are to be in italics: *ca* (without dot), *passim*, *ad loc.*, *infra*, *supra*, *s.v.* (to introduce the article of a dictionary or encyclopaedia), *et al.*, *i.e.*, *in*, *e.g.* ; an exception is made for : *a priori*, *cf.*, *etc.* *et sq.* (exceptionally used).

1.3 Bibliographic references

The bibliographic references are preferably to be quoted in an abridged form within the text and listed in a full form at the end of the article.

For references, use preferably the Harvard system (Brown 1996, p. 87). Otherwise, *op. cit.* (for a book), *loc. cit.* (for an article), *ibid.* (for a monograph or an article quoted in the preceding note), *id. et ead.* (for an author quoted in the preceding note).

1.3.1. References in text and footnotes

The name of the author (**in Title-case letters**) is to be followed only by the date and pages. Works published by the same author in the same year are to be distinguished by adding a small letter a, b, c... to the date.

Smith 1980, p. 88-92.

James 1974a, p. 1-12.

In the footnotes, the references not quoted in an abridged form should appear as follows:

M.-C. Hellmann, *Choix d'inscriptions architecturales grecques, traduites et commentées*, TMO 30, Lyon 1999.

1.3.2. General bibliography

Use preferably Harvard system:

Book with one author

Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books.

Book with two authors

McCarthy, P. and Hatcher, C. (1996) *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin.

Book with three or more authors

Fisher, R., Ury, W. and Patton, B. (1991) *Getting to yes: Negotiating an agreement without giving in*, 2nd edition, London: Century Business.

Book – second or later edition

Barnes, R. (1995) *Successful study for degrees*, 2nd edition, London: Routledge.

Book by same author in the same year

Napier, A. (1993a) *Fatal storm*, Sydney: Allen and Unwin.

Napier, A. (1993b) *Survival at sea*, Sydney: Allen and Unwin.

Book with an editor

Danaher, P. (ed.) (1998) *Beyond the ferris wheel*, Rockhampton: CQU Press.

If you have used a chapter in a book written by someone other than the editor

Byrne, J. (1995) 'Disabilities in tertiary education', in Rowan, L. and McNamee, J. (ed.) *Voices of a Margin*, Rockhampton: CQU Press, pp. 27-53.

Books with an anonymous or unknown author

The University Encyclopedia (1985) London: Roydon.

Conference papers

Hart, G., Albrecht, M., Bull, R. and Marshall, L. (1992) 'Peer consultation: A professional development opportunity for nurses employed in rural settings', *Infront Outback – Conference Proceedings*, Australian Rural Health Conference, Toowoomba, pp. 143 – 148.

Newspaper articles

Cumming, F. (1999) 'Tax-free savings push', *Sunday Mail*, 4 April, p. 1.

OR, IF THE AUTHOR IS UNKNOWN

'Tax-free savings push', *Sunday Mail* (4 April 1999), p. 3

Journal article

Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol. 3, August, pp. 103-107.

World Wide Web page

Young, C. (2001) *English Heritage position statement on the Valletta Convention*, [Online], Available: <http://www.archaeol.freeuk.com/EHPositionStatement.htm> [24 Aug 2001].

1.3.3. Ancient author and edition of an ancient author

The author's name, not shortened, is to be separated by a comma from the title of his work or from the chapter's number and/or from the piece quoted. The title of the work may appear in an abridged form according to custom.

Sophocles, *Electra* 4-6.

Pausanias, II, 20, 3-5.

Isodorus Hispalensis, *Etymologia or Origines* XIV, 6, 12 (ed. W.M. Lindsay).

2. ILLUSTRATIONS

2.1. Nature of the documents

Illustrations are to be provided together with the text of the article. The original documents may be mailed back to the author, upon request, after publication.

2.1.1. Traditional documents: photographs and drawings

Photographs may be either black and white, colour or slides. The illustrations will be published in black and white only.

Scales must be provided. For maps and plans, a graphic scale is preferable to a numerical scale.

2.1.2. Data filed documents

The author may also submit documents in TIFF files on a disk; they must be accompanied by a printed document to allow verification.

Documents may be sent to the Editors by e-mail, as attached files (below 4 Mb). **Please do not use Netscape**, since it compresses documents which can no longer be used.

2.2. Indications from the author

The reverse of the photographs or tracing papers must bear the following indications, preferably written with a blue pencil: name of the author, no. of the plate and/or the figure.

2.3. Setting

The illustrations are to be edited in figures within the text or in plates.

The author is to provide a layout of his article illustrations. The size of reproduction, the numbering and the grouping of the figures and any special wish of the author must be clearly indicated on the layout. The conception of the general setting of the work may be left to the care of the Editors.

Illustrations are to be referred to in italics within the text, as follows: *fig. 00* or *pl. 00, tabl.*

3. PROOFS

The author is to receive one single set of proofs in which the general setting of the work has been made.

S/He is requested to:

- correct the proofs as precisely as possible (preferably in red) using common signs of typographic corrections;
- complete the internal quotations with the no. of pages according to provisional pagination;
- send back the proofs to the Editors as soon as possible within a period of *four weeks maximum*.

No modifications to the text will be permitted, except for bibliographic complements which take into account material published after manuscript submission; short addenda may be submitted only after previous agreement with the Editors;

No change will be permitted to the lay out of the illustrations.