

GUIDELINES FOR AUTHORS

This journal is going to be published annually, henceforth. The articles going to be sent must be written according to these guidelines. Thank you for your involvement and attention.

The abbreviations in this journal are based on German Archaeological Institute publication criteria, *Bulletin de l'Association internationale pour l'Etude de la Mosaïque antique*. AIEMA 22.2011, *La Mosaïque Gréco-Romaine IX* and *Der Kleine Pauly*.

The Editor-in-Chief and the Editorial Board are in charge of the scientific content and writing standards relating to the journal. The JMR is intended to be read by archaeologists, classicists, historians, epigraphers, scientists, heritage management specialists, restorers, conservators, modern mosaic artists and others concerned with mosaics found around the world. In addition to analyses of archaeological data from excavations, surveys and laboratory research, the JMR publishes technical and methodological studies of general significance and reviews articles that appeal to a wide professional readership. The JMR also publishes book reviews, brief articles, etc.

Articles should not be sent simultaneously to the JMR and to another publication. JMR does not accept translations of articles that have already been published elsewhere. Contributors should be aware that the JMR retains the copyright for materials appearing within its pages.

All papers will be subject to a refereeing process, and may be discussed at meetings of scientific committee. Detailed comments from referees are normally forwarded to the author, anonymously, by the Editor and if necessary, the authors may be invited to revise their manuscripts.

The text and photos should be sent in a CD or USB stick with a printed copy of the original text.

Abstract and Keywords

The manuscripts can be written in English, German, French or Turkish. The title of the manuscripts must be written in both original language and Turkish. Two short abstracts (in English and Turkish) must identify the aim and the method of the article and summarize the thesis and conclusions of the article. The abstract must be capable of standing alone and so may contain no text or figure references, no bibliographic citations, and no footnotes.

Five key words must be provided under the line of the abstract. Keywords should be given in English and Turkish.

Writing Standards

The title page of the paper should contain the titles, the author(s) name, the keywords, an abstract and the author(s) address(es) and in a footnote. The text must be in a 12-point typeface of the Times font family and 1,5-spaced throughout, from the first line of the title

through to the last line of the figure captions. Margins on both sides and at the top and bottom of each page should measure at least 3 cm.

Footnotes must be at the bottom of the page sequentially. They have to be written single-spaced and 10 points in font family Times.

The digital text should be in a format that can be processed in Microsoft Word. Figures for review purposes should be provided as ".tiff" or ".jpeg" files at a resolution sufficient to retain the information in the illustration: 300 dpi for photographs and 600 dpi for line art is usually suitable. The names for the figure files should begin with the author's last name, e.g., Akurgal_01.tiff, Akurgal_02.tiff, Akurgal_03.tiff, etc.

Dates before Christ (also "before the common era") should be written as "B.C." following the actual year (e.g., 255 B.C.). Historical dates after Christ (in the Common Era) should be written with "A.D." preceding the year (e.g., A.D. 1071); alternatively write "7th century A.D."

References and Citations

The bibliography must contain an entry for each work cited in the text and only works cited in the text are to appear in the bibliography.

A reference within the text takes the form of a parenthetical citation. For example, "(Dunbabin 2002: 181-183)". All quotations must have specific page citations.

The use of "et al." is restricted to text citations of works for which there are more than three authors. Example: "(Akurgal et al. 1984: 80)".

An example of a text reference to a figure or table in another published work is "(Akurgal 1996: fig. 5, table 7)." When referring to figures and tables in the present manuscript, use "Figure" and "Table" in the text and captions; in parentheses use "(Fig. 3)" and "(Table 1)." For figures with separate parts, use lower case letters in the text and upper case letters when the reference is enclosed in parentheses. For example, "(Figure 10a)".

If a manuscript has been accepted for publication, the text citation is "(Jobst in print)." The bibliographic entry should put "in print" where the year would normally appear.

The abbreviation list of "Der Kleine Pauly" should be used for the references of ancient authors. The list is attainable on JMR webpage.

Full citations, including the names of all of the authors, complete titles, and page numbers for articles or chapters, are to appear in a bibliography at the end of the text, alphabetized by the first author's last name. Include publishers and place of publication for books and monographs. Authors' names should be given as they appear on the work being cited; avoid reducing first names to initials. The bibliography should be typed as in the following examples.

Article

Barringer 1991 Judith M. Barringer, "Europa and the Nereids: Wedding or Funeral?", *AJA* 95: 657-667.

Book

Dunbabin.1999 Katherine M.D Dunbabin, *Mosaics of the Greek and Roman World*, Cambridge, Cambridge University Press.

Unpublished Dissertation or Thesis

De Puma 1969 Richard De Puma, *The Roman Fish Mosaic*, Yayınlanmamış Doktora Tezi, Bryn Mawr College, Pennsylvania

Published Dissertation or Thesis

Reitz 1979 Elizabeth J. Reitz, *Spanish and British Subsistence Strategies at St. Augustine, Florida, and Frederica, Georgia, between 1563--1783*. Doktora tezi, University of Florida, Gainesville. Ann Arbor: University Microfilms.

Monograph in a Series

Jobst 1978 Werner Jobst, *Römische Mosaiken aus Ephesos I, Die Hanghäusern des Embolos*, *Corpus der antiken Mosaiken in der Türkei I*. *Forschungen in Ephesos* 8, 1, Vienna.

Article in an Edited Book

Abadie-Reynal 2006 Catherina Abadie-Reynal, "Roman Domestic Architecture at Zeugma," in R. Ergeç, ed., *International Symposium on Zeugma: From Past to Future*. Gaziantep: Gaziantep University Press, 1-6.

Reprints

Cobo 1964 Bernabe Cobo, *Historia del Nuevo Mundo*. (Orjinal basım yılı 1653.) *Biblioteca de los Autores Españoles*, vols. 91, 92. Madrid: Ediciones Atlas.

Figures and Tables

Figures

1. The word "Figure" is used to refer to all photographs, maps, charts, and graphs that accompany an article. Every illustration is to be given a figure number. Every figure must be referred to in the text, and initial references to them must be in numerical sequence ("1, 2, 3," not "1, 3, 2").
2. If a map is necessary, Figure 1 should be a map locating the site or study area within its wider geographical context. The JMR has an international readership that needs to be kept in mind when designing Figure 1. Field reports should include at least one photograph that depicts the terrain and environment of the site or study area.
3. A simple graphic scale, when necessary, should appear in the image area of the figures; do not give scales such as "3×" or "1:50.000" in the captions. Should a figure showing artifacts lack a scale in the photograph, writing "The pot on the left is 21 cm tall" in the caption is fine.
4. The list of captions should be typed in upper and lower case letters, double-spaced, all lines justified left, and the word "Figure" should be the first word in each caption. For example,

Figure 1. Map of the Weicker site and environs. Inset shows the location of the site in NW Mexico. Map by Patricia Parker.

Each component in such a figure should be referred to in the text but, as with figures, these may be combined, e.g., "(Fig. 6c-f)."

Tables and Special Fonts

Tables and special fonts should be sent as a printed PDF page separately, because of their original form could be easily distorted.

Book Reviews

Review Preparation

Reviews in the JMR should be max. 2500 words and are expected to be critical and analytical in order to place the book under review in context. Book reviews, normally solicited by the Editor, do not require all of the details of manuscript preparation involved for a research report. Any references should follow the system given below. Footnotes and illustrations should not be used. Books being reviewed should be cited in the manner of the examples given below, followed by the reviewer's name and full mailing address.

Mosaics of the Greek and Roman World,

Katherine M.D. Dunbabin, 357 pages, 318 figures, 8 tables, 3 plates, 10 appendices, bibliography, index. Cambridge University Press, 2002. \$40.50 paper. ISBN0-521-00230-3.

Offprint Policy

The JMR provides the article in “.pdf” format. at no charge to each author.