



Keyword list on the format and style of manuscripts

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Abteilung of series

→ [Volume number](#)

Article title

titles of contributions to journals and edited collections of papers are written out in full

K. Kilian, Ausgrabungen in Tiryns 1982/83. Bericht zu den Grabungen, AA 1988, 105–151

Auction catalogue

→ [Catalogue](#)

Author

→ [Bibliography](#)

→ [List of references](#)

→ [Short-form citation](#)

→ [Supra reference](#)

authors' first names appear as initials in literature citations

J. Kahl – T. Bagh – E.-M. Engel – S. Petschel, Die Funde aus dem ›Menesgrab‹ in Naqada. Ein Zwischenbericht, MDAIK 57, 2001, 171–185

for citations with *loc. cit.*: author's surname only

Kahl – Bagh – Engel – Petschel *loc. cit.* (n. 49) 178

two or more authors should be linked by a dash with spaces

O. Ziegenaus – G. de Luca, Das Asklepieion. Der südliche Temenosbezirk in hellenistischer und frühromischer Zeit, AvP 11, 1 (Berlin 1968)

the names of authors of publications in non-Latin alphabets are quoted in transliteration

B. A. Kuftin, Археологические раскопки в Триалети (Tiflis 1941)

(→ [Place of Publication](#), → [Titles \(non-Latin\)](#), → [Transliteration](#))

Author-year system

→ [Bibliography](#)

→ [List of references](#)

→ [Short-form citation](#)

Citation system using only short-form citations which are expanded into full bibliographic information in the list of references

▲ A **B** C D E F G H I J K L M N O P Q R S T U V W X Y Z**Beilage**

→ **Citation of Beilagen**
(inserts/plates)

Bibliography

(for citations using the **author-year system**)

→ **List of references**

→ **Short-form citation**

short-form citations are expanded into full bibliographic information here, either with or without the abbreviations for journals, series, corpora and lexica

Salvini 1995
M. Salvini, Geschichte und Kultur der Urartäer (Darmstadt 1995)

for contributions to journals:
the title of the article is quoted, page numbers are given for the full length of the article, and for any plates

Kilian 1988
K. Kilian, Ausgrabungen in Tiryns 1982/83. Bericht zu den Grabungen, AA 1988, 105–151

several publications by one author with the same year of publication should be differentiated by adding small letters after the year (in short-form citation)

Kossack 1987a
G. Kossack, Fremdlinge in Fars, AMI 20, 1987, 107–127
Kossack 1987b
G. Kossack, Fibeln aus Uruk, BaM 18, 1987, 199–211

co-authors of one work should be linked by a dash with spaces

Boehmer – Wrede 1985
R. M. Boehmer – N. Wrede, Astragalspiele in und um Warka, BaM 16, 1985, 399–404

if there are more than two authors in a short-form citation, only the first is named with *et al.* appended; the names of all the authors appear in the bibliography

Lichardus et al. 2000
J. Lichardus – A. Fol – L. Getov – F. Bertemes – R. Echt – R. Katinčarov – I. K. Iliev, Forschungen in der Mikroregion von Drama (Südostbulgarien). Zusammenfassung der Hauptergebnisse der bulgarisch-deutschen Grabungen in den Jahren 1983–1999 (Bonn 2000)

Bold

→ **Catalogue number**

possible only for catalogue numbers

▲ A B **C** D E F G H I J K L M N O P Q R S T U V W X Y Z

Catalogue

for inventory catalogues:
the author's name is followed by *in:* and the citation of the catalogue as a monograph

K. Kohlmeyer in: U. Gehrig (ed.), Tierbilder aus vier Jahrtausenden. Antiken der Sammlung Mildenberg (Mainz 1983) 20 no. 9 bis
K. Parlasca in: Helbig III ⁴(Tübingen 1969) 98 f. no. 2176

for exhibition catalogues:
the title is followed by the specification *exhibition catalogue* and the location; all other information (e.g. exhibition dates) is omitted

H. G. Horn – Ch. B. Rüger (eds.), Die Numider. Reiter und Könige nördlich der Sahara. Exhibition catalogue Bonn (Cologne 1979)

if there are several locations, only the first one is stated

for auction catalogues:
the name of the auction house and the catalogue title, if any, is followed by the specification *auction catalogue* and the place and date

Sotheby's. Antiquities. Auction catalogue London 6. Juli 1995 (London 1995)

Catalogue number

when stating catalogue numbers, the abbreviation *no.* is unnecessary after *cat.*,
the abbreviation *cat.* itself is unnecessary if the catalogue number is typed in bold

as the lamp cat. 234 shows ...

as the lamp **234** shows ...

Citation of *Beilagen* (inserts/plates)

→ [Citation of figures](#)

→ [Citation of plates](#)

the specific insert/plate numbers are always cited

F. Rumscheid, Untersuchungen zur kleinasiatischen Bauornamentik des Hellenismus, BeitrESkAr 14 (Mainz 1994) Beil. A

on the listing of several inserts, cf. also Citation of plates/figures

C. Landwehr, Die römischen Skulpturen von Caesarea Mauretaniae. Denkmäler aus Stein und Bronze II. Idealplastik, Männliche Figuren (Mainz 2000) pls. 44. 45 Beil. 32–35; 37 d. e

**Citation of figures**→ **Citation of Beilagen** (inserts/plates)→ **Citation of plates**

the specific illustration numbers are always cited (in Arabic numerals)

a full stop separates:

two consecutive and single non-consecutive illustration references

A. M. Mansel, Bericht über Ausgrabungen und Untersuchungen in Pamphylien in den Jahren 1957–1972, AA 1975, 70 figs. 29. 30; 81 figs. 43. 45

a dash without spaces links:

more than two consecutive illustration references

D. de Bernardi Ferrero, Città dalla Troade alla Pamfilia, Teatri classici in Asia Minore 3 = Studi di Architettura Antica 4 (Rome 1970) figs. 172–200

a semicolon separates:

sequences of illustration numbers with additions

H. G. Beyen, Die pompejanische Wanddekoration vom zweiten bis zum vierten Stil II 1 (Haag 1960) figs. 61 a–c; 66; 86 b; 87 a. b
R. Naumann – D. Huff – R. Schnyder, Takht-i Suleiman. Bericht über die Ausgrabungen 1965–1973, AA 1975, figs. 80, 1. 4; 81, 1. 5**Citation of plates**→ **Citation of figures**→ **Citation of Beilagen** (inserts/plates)

the specific plate numbers are always cited (in Arabic numerals)

a full stop separates:

two consecutive and single non-consecutive plates

W. Hoepfner, Zwei Ptolemaierbauten. Das Ptolemaierweihgeschenk in Olympia und ein Bauvorhaben in Alexandria, AM Beih. 1 (Berlin 1971) pls. 10. 11

a dash without spaces links:

more than two consecutive plates

D. Krencker – M. Schede, Der Tempel in Ankara, DAA 3 (Berlin 1936) pls. 22. 23. 25. 27
R. Lullies, Griechische Plastik von den Anfängen bis zum Ausgang des Hellenismus ²(Munich 1960) pls. 11–13. 130–132

a comma indicates:

the specific illustration(s) on a given plate

K. Gex-Morgenthaler, Der Berner Maler, AntK 29, 1986, pls. 20, 1. 2; 21, 1. 3; 23, 2–4

more than two consecutive illustration numbers on a given plate are separated by full stops or linked by dashes

A. Schmidt-Colinet – A. Stauffer – Kh. al-As'ad, Die Textilien aus Palmyra. Neue und alte Funde, DaF 8 (Mainz 2000) pls. 62 b. c; 63 a–c; 65 a

	a semicolon separates: sequences of plate numbers with additions	H.-G. Severin – P. Grossmann, Frühchristliche und byzantinische Bauten im südöstlichen Lykien. Ergebnisse zweier Surveys, IstForsch 46 (Tübingen 2003) pls. 3 a–c; 4 a; 5 c; 6 a. b
Citation sequence	in general, several citations of publications are separated by semicolon	M. Comstock – C. Vermeule, Greek, Etruscan and Roman Bronzes in the Museum of Fine Arts Boston (Boston 1971); EAA 4 (1961) 707–717 s. v. lucerna (H. Menzel).
	where further clarification between citations is desirable, they may be separated by a combination of full stop and dash with spaces	Aus Thasos: A.-M. Bon – A. Bon, Les timbres amphoriques de Thasos, Études Thasiennes 4 (Paris 1957) 181 no. 593. – Aus Koukos und Porte du Silène: Y. Garlan, Koukos. Données nouvelles pour une nouvelle interprétation des timbres amphoriques thasiens, in: Thasiaca, BCH Suppl. 5 (Athens 1979) 235 no. 31; Debidour 1979, 301; Debidour 1986, 333.
	foot- and endnotes generally end with a full stop	
Colloquium → edited collection of papers → Conference → Congress → Symposium	complete citation of the colloquium volume, naming the editor, title of the event, place and date the author and title of a paper should be linked with the colloquium volume reference by , <i>in</i> :	A. Schnapp, Héraclès, Thésée et les chasseurs: les ambiguïtés du héros, in: C. Bérard – C. Bron – A. Pomari (eds.), Images et société en Grèce ancienne. L'iconographie comme méthode d'analyse. Actes du Colloque international Lausanne 8–11 février 1984, Cahiers d'archéologie romande 36 (Lausanne 1987) 121–130



Conference

- [edited collection of papers](#)
- [Colloquium](#)
- [Congress](#)
- [Symposium](#)

complete citation of the conference volume, naming the editor, title of the event, place and date
the author and title of a paper should be linked with the conference volume reference by , *in*:

M. Struck (ed.), Römerzeitliche Gräber als Quellen zu Religion, Bevölkerungsstruktur und Sozialgeschichte. Internationale Fachkonferenz vom 18.–20. Februar 1991 im Institut für Vor- und Frühgeschichte der Johannes Gutenberg-Universität Mainz, Archäologische Schriften des Instituts für Vor- und Frühgeschichte der Johannes Gutenberg-Universität Mainz 3 (Mainz 1993)

Congress

- [edited collection of papers](#)
- [Colloquium](#)
- [Conference](#)
- [Symposium](#)

complete citation of the congress volume, naming the editor, title of the event, place and date
the author and title of a paper are to be linked with the congress volume reference by , *in*:

F. von Juraschek, Die frühesten Kirchen von Österreich, in: H. Fillitz (ed.), Beiträge zur Kunstgeschichte und Archäologie des Frühmittelalters. Akten zum VII. Internationalen Kongreß für Frühmittelalterforschung Wien 21.–28. September 1958 (Graz 1962) 3–20

Corpora

for citations of corpora of inscriptions, coins, etc. the conventions customary for the given field are adopted

CSIR Deutschland II 1 no. 10 pl. 25
IG II/III² 786
SEG 24, 138
SNG München 707–710

CVA: place (name of the museum to be given only if there are several museums at one place), volume number of the museum series in parentheses, where appropriate the abbreviation of the group and plate number

CVA München (8) pl. 390, 1
CVA Orvieto, Mus. Faina (1) III H pl. 1

Cross reference

- [supra reference](#)

▲ A B C **D** E F G H I J K L M N O P Q R S T U V W X Y Z

Dash → citation of figures, pages, plates, volume number, year of publication and hyphen	without spaces for: sequence of numbers (year, volume, page, etc.)	520–480 B.C.
	with spaces for: designation of periods	last quarter of the 1 st cent. B.C. – 1 st half of the 1 st cent. A.D
	with spaces between the names of several authors	E. Kunze-Götte – K. Tancke – K. Vierneisel, Die Nekropole der Mitte des 6. Jhs. bis Ende des 5. Jhs. Die Beigaben, Kerameikos 7, 2 (Munich 1999)
Dates	years are written out in full	A.D. 167–168 480/470 B.C.
	a dash without spaces links: years, centuries	2 nd –1 st cent. B.C. 2300–2000 B.C.
	a dash with spaces links: designation of periods	last quarter of the 1 st cent. B.C. – 1 st half of the 1 st cent. A.D.
	a slash without spaces links: archon's, consul's years, etc. and eras	420/419 B.C.
Dissertation → Ph.D. diss.		
Double volume → Volume number	slash between volume and year numbers	E. Simon, Zum Bruchstück eines Weihreliefs in Eleusis, AM 69/70, 1954/1955, 45–48
	dash between years for volumes that span more than two years	S. Karwiese, Der tote Attis, ÖJh 49, 1968–1971, 50–62

▲ A B C D **E** F G H I J K L M N O P Q R S T U V W X Y Z

Edited collection of papers

- [Catalogue](#)
- [Colloquium](#)
- [Congress](#)
- [Festschrift](#)
- [Symposion](#)

complete citation of the edited collection of papers, naming the editor and title
the author and title of a paper should be linked with the edition reference by , *in*:

J. Whitley, Protoattic Pottery. A Contextual Approach, in: I. Morris (ed.), Classical Greece. Ancient Histories and Modern Archaeologies (Cambridge 1994) 51–70

Edition

the edition is indicated by a superscript numeral typed immediately before the brackets citing the place and year of publication,
all other information (e.g. »revised edition« and editor) is omitted

B. Doe, Südarabien. Antike Reiche am Indischen Ozean ²(Bergisch Gladbach 1975)

Editor

ed. / *eds.* is added in parentheses in the case of one or more editors

N. Nebes (ed.), Arabia Felix. Beiträge zur Sprache und Kultur des vorislamischen Arabien. Festschrift Walter W. Müller (Wiesbaden 1994)

two or more editors should be linked by a dash with spaces

K. Bittel – W. Kimmig – S. Schiek (eds.), Die Kelten in Baden-Württemberg (Stuttgart 1981)

Exhibition catalogue

- [Catalogue](#)

▲ A B C D E **F** G H I J K L M N O P Q R S T U V W X Y Z

Fascicle

fasc. is added only if necessary to avoid confusion

E. Buschor, Zwei Niobiden-Meister, SBMünchen 1938, fasc. 3, 25 f.

**Festschrift**

the main title is cited as a monograph

A. Caquot – M. Delcor (eds.), *Mélanges bibliques et orientaux en l'honneur de M. Henri Cazelles*, AOAT 212 (Kevelaer 1981)

If it is not clear from the main title that the work is a *festschrift*, it should be designated as such with the full name of the dedicatee.
Subtitles or explanatory details such as »on his/her 65th birthday« are omitted.

U. Hausmann, *Akropolisscherben und Eurymedonkämpfe*, in: K. Schauenburg (ed.), *Charites. Studien zur Altertumswissenschaft. Festschrift Ernst Langlotz* (Bonn 1957) 144–151

Folge (series)

the number and/or name of the series is added only if necessary to avoid confusion

H. Thiersch, *Artemis Ephesia. Eine archäologische Untersuchung*, *AbhGöttingen* (Folge 3) 12 (Berlin 1935)

Neue Folge (N. F.), *Neue Serie* (N. S.) and *Serie* are treated analogously

Foreign languages

→ [Author](#)

→ [Titles \(non-Latin\)](#)

→ [Transliteration](#)

Footnote

→ [Citation sequence](#)

foot- and endnotes generally end with a full stop

▲ A B C D E F **G** H I J K L M N O P Q R S T U V W X Y Z

Greek authors (ancient)

abbreviations as listed in:
DNP III (1997) pp. XXXVI–XLIV and
Liddell – Scott – Jones pp. XVI–XLV.
Roman numerals are to be avoided

Soph. Phil. 549
Hdt. 2, 66–67
Hom. Il. 5, 706–717

▲ A B C D E F G **H** I J K L M N O P Q R S T U V W X Y Z

Highlighting

italics for:
special emphasis

... two different moments depicted in *one* image ...

bold possible for:
catalogue numbers

as the lamp **234** shows ...

Homepage

→ [Website](#)

Hyphen

→ [Dash](#)

for compound inventory, negative or catalogue numbers

D-DAI-ROM-79.1995

for double names

R. Tölle-Kastenbein, Antike Wasserkultur (Munich 1990)

for double terms

traianic-hadrianic

▲ A B C D E F G H **I** J K L M N O P Q R S T U V W X Y Z

Illustration credits

the source of the illustration is stated with the location,
negative number and the name of the graphic designer or
photographer (if known)

pl. 6, 5: Milet-Grabung, neg. no. 85/579 (W. Schiele)
figs. 1–7: drawings by D. Huff

on references for photos from DAI archives: see example

pl. 15, 2: D-DAI-ATH-99.1167 (H. R. Goette)

for reproductions: the exact citation of the referred-to
publication is given once permission has been granted

fig. 21: after W. Müller-Wiener, Arbeiten in der Großen
Kirche, IstMitt 40, 1990, 73 fig. 1

for all illustrations: authors are themselves responsible for
obtaining the permission for publication and reproductions
from copyright holders



Infra reference

→ **supra reference**

Insert

→ **Citation of Beilagen** (inserts/plates)

Internet

→ **Website**

Italics

→ **Highlighting**

▲ A B C D E F G H I **J** K L M N O P Q R S T U V W X Y Z

Journal

the full citation of the title of the article is generally necessary, separated by a comma from the journal's title or abbreviation

P. Larsen, Zu den Techniken der Herstellung vorderasiatischer Rollsiegel, BaM 30, 1999, 21–101

▲ A B C D E F G H I J **K** L M N O P Q R S T U V W X Y Z

Keywords

For indexing the contents of journal articles: 5 keywords maximum; the selection of keywords follows the classification of the main online catalogue of the DAI (ZENON), see <http://opac.dainst.org/ALEPH> → DAI Bibliographies → Classical Archaeology.

Please choose the keyword of the lowest hierarchy in a chain of keywords. A topographical and chronological component may be useful.

▲ A B C D E F G H I J K **L** M N O P Q R S T U V W X Y Z

Latin authors

abbreviations as listed in DNP III (1997) pp. XXXVI–XLIV and the Thesaurus Linguae Latinae Index (1900), Roman numerals are to be avoided

Cic. de orat. 2, 262
Plin. nat. 33, 95–98
Liv. 27, 22, 1–13

Lexicon

→ [Reference work](#)

lexica are cited with volume number, year of publication in parentheses, page/column number, headword after s. v., and the author's name in parentheses

LÄ III (1980) 93–103 s. v. Hyksos (M. Bietak)
LIMC VI (1992) 866 nos. 168–172 pls. 576. 577 s. v. Nike (A. Goulaki-Voutira)

it is also possible to use a [Short-form citation](#) according to the [author-year system](#), expanded to full bibliographic information in the [Bibliography](#)

List of references

(for citations using the full-citation system)

→ [Bibliography](#) (for citations using the [author-year system](#))

→ [Short-form citation](#)

short-form citations used for frequently cited publications are expanded here into full bibliographic information

Schörner 1995
G. Schörner, Römische Rankenfrieze. Untersuchungen zur Baudekoration der späten Republik und der frühen und mittleren Kaiserzeit im Westen des Imperium Romanum, BeitrESkAr 15 (Mainz 1995)

for contributions to journals: page numbers are given for the full length of the article, and for any plates

Kluge 1929
K. Kluge, Die Gestaltung des Erzes in der archaisch-griechischen Kunst, JdI 44, 1929, 1–30

several publications by one author with the same year of publication are differentiated by adding small letters after the year (in a short-form citation)

Kossack 1987a
G. Kossack, Fremdlinge in Fars, AMI 20, 1987, 107–127
Kossack 1987b
G. Kossack, Fibeln aus Uruk, BaM 18, 1987, 199–211

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Boehmer – Wrede 1985
R. M. Boehmer – N. Wrede, Astragalspiele in und um Warka, BaM 16, 1985, 399–404

if there are more than two authors, only the first is named in a short-form citation with *et al.* appended; the names of all the authors appear in the list of references

Lichardus et. al. 2000
J. Lichardus – A. Fol – L. Getov – F. Bertemes – R. Echt – R. Katinčarov – I. K. Iliev, Forschungen in der Mikroregion von Drama (Südostbulgarien). Zusammenfassung der Hauptergebnisse der bulgarisch-deutschen Grabungen in den Jahren 1983–1999 (Bonn 2000)

▲ A B C D E F G H I J K L **M** N O P Q R S T U V W X Y Z

Monograph

the title is to be quoted in full, the subtitle and main title are separated by a full stop, place and year of publication are added in parentheses

S. Loeschcke, Lampen aus Vindonissa. Ein Beitrag zur Geschichte von Vindonissa und des antiken Beleuchtungswesens (Zurich 1919)

▲ A B C D E F G H I J K L M **N** O P Q R S T U V W X Y Z

Neue Folge / Neue Serie (New Series)

→ Folge

Number

the specific numbers of pages, figures, plates etc. are always stated

a full stop separates:
two consecutive and single non-consecutive numbers

E. Zwierlein-Diehl, Die antiken Gemmen des Kunsthistorischen Museums in Wien II (Munich 1979) 165 nos. 1258. 1259 pls. 112. 113

a dash without spaces links:
more than two consecutive numbers

LIMC VII (1994) 259–261. 269 nos. 109–155 pls. 182–209 s. v. Peleus (R. Vollkommer)



a semicolon separates:
sequences of numbers with additions

S. Bezzola, Lucerne fittili dagli scavi di Palaepaphos (Cipro), *Ausgrabungen in Alt-Paphos auf Cypern* 5 (Mainz 2004) 38 nos. 180; 187 A; 190; 190 A

▲ A B C D E F G H I J K L M N O **P** Q R S T U V W X Y Z

Page citation

for two consecutive pages: give the page number and *f.*

N. Himmelmann, *Klassische Archäologie – Kritische Anmerkungen zur Methode*, *JdI* 115, 2000, 255 f.

for Latin page numbers add *p./pp.* beforehand

I. H. Grinnell, *Greek Temples* (New York 1943) pp. XV–XVII. 20 f.

for more than two consecutive pages: give the first and last pages, linked by a dash without spaces (*pp.* not accepted)

W. Orthmann, *Der Alte Orient, Propyläen-Kunstgeschichte* 14 (Berlin 1975) 150. 154. 168–182. 185–188

for single non-consecutive pages: separate by a full stop

J. Boardman, *Greek Gems and Finger Rings. Early Bronze Age to Late Classical* (London 1970) 8. 11. 45. 73

Parentheses

brackets placed within parentheses should be square

(LIMC V [1990] 108 no. 2767 s. v. Herakles [J. Boardmann – G. Kokkorou-Alewrás])

Ph.D. diss.

in parentheses, *Ph.D. diss.* written before the name of the university and the place and year of submission

J. M. Barringer, *The Form and Meaning of Nereids in Archaic and Classical Art* (Ph.D. diss. Yale University, New Haven 1990)

Place of publication

necessary except for journals, lexicæ and reference works, added in parentheses with the year of publication

G. Ulbert, *Die römischen Donau-Kastelle Aislingen und Burghöfe, Limesforschungen* 1 (Berlin 1959)

if there are several places of publication, only the first one is stated

B. F. Weber, *Die römischen Heroa von Milet, Milet* 1, 10 (Berlin 2004)

the place of publication is given in the language of the work in which the citation appears (→ **Author**, → **Titles (non-Latin)**, → **Transliteration**)

S. Anastase, *Apollon dans Pindare* (Athens 1975)

▲ A B C D E F G H I J K L M N O P **Q** R S T U V W X Y Z

Quotation marks

quotations are given in double quotation marks and where necessary the source is identified in a footnote

The information »It is not the duty of the editing department to check the notes and to add citations.«¹ is still true.

¹Abkürzungsverzeichnisse und Richtlinien für die Publikationen des Deutschen Archäologischen Instituts, AA 1997, 625.

quotations within a quotation are enclosed in single quotation marks

The following is to be found in the keyword list: » The information »It is not the duty of the editing department to check the notes and to add citations.«¹

¹German Archaeological Institute, Keyword list on the format and style of manuscripts, <<http://www.dainst.org/en/content/format-style>> (20.02.2013).

the word *so-called* can be replaced by single quotation marks

The ›comma-shaped‹ locks of Augustus' hair ...

▲ A B C D E F G H I J K L M N O P Q **R** S T U V W X Y Z

Reference work

→ [Lexicon](#)

reference works are cited with volume number, year of publication in parentheses, page/column number, headword after s. v., and author's name in parentheses

RE I A 2 (1920) 1757 s. v. Saii (J. P. Keune)

DNP III (1997) 218 f. s. v. Crematio (G. Schieman)

it is also possible to use a **Short-form citation** according to the **author-year system**, expanded to full bibliographic information in the **Bibliography**

Reprint

Author, title and, if applicable, subtitle are cited like a normal monograph, followed by place and year of publication of the original, separated with a semicolon the addendum *Repr.* and place and year of publication of the reprint

M. I. Rostovtzeff, Gesellschafts- und Wirtschaftsgeschichte der hellenistischen Welt (Darmstadt 1955; Repr. Darmstadt 1998)

Review

the reviewed publication is to be quoted with full bibliographical information

G. Davies, Rev. of H. von Hesberg, Römische Grabbauten (Darmstadt 1992), JRS 85, 1995, 256–257

▲ A B C D E F G H I J K L M N O P Q R **S** T U V W X Y Z

Scale

the word *scale* precedes the dimension data, separated by a colon with spaces

scale 1 : 100

Serie (series)

→ *Folge*

Series

the title or abbreviation of the series is to be separated from the book title by a comma; the volume number always appears in Arabic numerals

L. Sassmannshausen, Beiträge zur Verwaltung und Gesellschaft Babyloniens in der Kassitenzeit, BaF 21 (Mainz 2001)

E. W. Black, The Roman Villas of South-East England, BAR 171 (Oxford 1987)

any second title of a series should be added after the equals sign (=)

J. Eiwanger, Keramik und Kleinfunde aus der Damokratia-Basilika in Demetrias, Demetrias 4 = Beiträge zur ur- und frühgeschichtlichen Archäologie des Mittelmeer-Kulturraumes 25/26 (Bonn 1981)

Short-form citation

→ **Author**

→ **Author-year system**

→ **Bibliography**

→ **List of references**

short-form citations for cited publications: author's name and year of publication

Salvini 1995, 175 fig. 13

several publications by one author with the same year of publication are differentiated by adding small letters after the year

Kossack 1987a, 110; Kossack 1987b, 203

co-authors of one work are to be linked by a dash with spaces

Ziegenaus – de Luca 1968, 10 f.

	if there are more than two authors, only the first is named with <i>et al.</i> appended	Lichardus et al. 2000, 85–97
Subtitles	optional in footnotes, obligatory in the list of references	A. Leibundgut, Die römischen Lampen in der Schweiz. Eine kultur- und handelsgeschichtliche Studie (Bern 1977)
Supplement	the abbreviated specification <i>Suppl.</i> and the volume number are cited after the abbreviation of the journal and before the place and year of publication	J. Boardman – J. Hayes, Excavations at Tocra 1963–1965. The Archaic Deposits I, BSA Suppl. 4 (London 1966)
Supra reference	<i>loc. cit.</i> is used only in combination with an author's name (without the first name) and the footnote containing the full title	Seyrig – Amy – Will <i>loc. cit.</i> (n. 42) pl. 21, 2
	the supra references <i>id./idem, ead./eadem</i> and <i>ibid./ibidem</i> are not accepted	
	cross/infra references to pages in the author's own manuscript (space markers) should be avoided	
Symposium → edited collection of papers → Colloquium → Conference → Congress	complete citation of the symposium volume, naming the editor, title of the event, place and date the author and title of a paper should be linked with the symposium volume reference by <i>, in:</i>	E. Feucht, Fragen an TT 259, in: J. Assmann – E. Dziobek – H. Guksch – F. Kampp (eds.), Thebanische Beamtennekropolen. Neue Perspektiven archäologischer Forschung. Internationales Symposium Heidelberg 9.–13.6.1993, Studien zur Archäologie und Geschichte Altägyptens 12 (Heidelberg 1995) 55–61

▲ A B C D E F G H I J K L M N O P Q R S **T** U V W X Y Z

Table	tables are to be created using the table editor of the Word processing program (not by tab stops)
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**Thesis**→ **Ph.D. diss.****Titles (English)**

initial capital letters for:
nouns, pronouns, adjectives, verbs, adverbs and
subordinating conjunctions (*if, because, as, that* etc.)

K. S. Garnett, Late Roman Corinthian Lamps from the
Fountain of the Lamps, *Hesperia* 44, 1975, 173–206

initial small letters for:
articles, coordinating conjunctions (*and, but, or, for, nor*)
and prepositions

A. Karivieri, The Athenian Lamp Industry in Late Antiquity,
Papers and Monographs of the Finnish Institute at Athens
5 (Helsinki 1996)

Titles (non-Latin)→ **Author**→ **Transliteration**

The title is cited either in the original or in transliteration,
the author's name is always cited in transliteration, the
place of publication is cited in the language of the work in
which the citation appears (→ **Author**, → **Transliteration**)

Ph. M. Petsas, Ὁ τάφος τῶν Λευκαδίων (Athens 1966)
Ph. M. Petsas, Ho taphos tōn Leukadiōn (Athens 1966)

Transliteration

for the transliteration of non-Latin characters, see
for Greek, Hebrew, Arabic and others:
<http://www.loc.gov/catdir/cpsd/roman.html>
for Cyrillic:
<http://www.zoe.phil-fak.uni-koeln.de/2723.html>

▲ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Volume number→ **Double volume**

for monographs with subdivided numbering:
volume number (without the abbreviation vol.) in Roman
numerals, further subdivisions in Arabic

C. Bosch, Die kleinasiatischen Münzen der römischen
Kaiserzeit II 1, 1 (Stuttgart 1935)

for series with simple and subdivided numbering:
the volume number is cited in Arabic numerals (even if at
variance with the title page)

T. Schulz, Die römischen Tempel im Heraion von Samos I.
Die Prostylai, *Samos* 24 (Bonn 2002)
P. Herrmann, Inschriften von Milet. Inschriften n. 407–
1019, *Milet* 6, 2 (Berlin 1998)

for journals:
the volume number is cited in Arabic numerals (even if at variance with the title page)

E. G. Pemberton, Ten Hellenistic Graves in Ancient Corinth, *Hesperia* 54, 1985, 271–307

▲ A B C D E F G H I J K L M N O P Q R S T U V **W** X Y Z

Website

For the citing of author/institution, title, journal (where appropriate), issue and page numbers (e.g. for pdf files), authors should follow DAI guidelines.
The full and exact URL should be given in single guillemets; the date of access of the site (in parenthesis) is added.

J. Seeher, The Discovery and Excavation of Boğazköy/Hattusha, <<http://www.hattuscha.de/English/discovery.htm> > (27.03.2014)
A. Kirichenko, Hymnus invicto: The Structure of Mithraic Cult Images with Multiple Panels, *GfA* 8, 2005, 1–15, <<http://gfa.gbv.de/dr,gfa,008,2005,a,01.pdf> > (27.03.2014)

▲ A B C D E F G H I J K L M N O P Q R S T U V W X **Y** Z

Year of publication

for journals:
the year of publication is given between commas

for all other publications:
the year of publication is given in parentheses

dash between years for volumes that span more than two years

C. Schneider, Herr und Hund auf archaischen Grabstelen, *Jdl* 115, 2000, 1–36

R. Hirschmann, Die Pagenstecher-Lekythoi, *Jdl Ergh.* 29 (Berlin 1997)

S. Karwiese, Der tote Attis, *ÖJh* 49, 1968–1971, 50–62