



KLEOS | Author Guide

AMSTERDAM BULLETIN OF ANCIENT STUDIES AND ARCHAEOLOGY

Version 1.6, 7th of June 2016

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SUBMISSION PROCESS

Kleos is always willing to publish original research on relevant research topics by students and scholars. Authors are asked to read and follow the [Editorial policy](#) and the [Author guide](#).

OVERVIEW

Contributors are asked to submit their work for consideration by emailing the [editorial team](#). Contributors should try to meet the set submission deadlines, which can be found in the Call for papers. After the contribution has been received, it will be first assessed on suitability by at least two members of the Editorial team. These will assess whether the article fits the defined scope of Kleos and if it is relevant to the theme of the upcoming issue. Next, suitable papers are peer-reviewed by at least two experts, who have affinity with the discussed subject. The Kleos Editorial Advisory Board members will be asked to suggest reviewers from their professional network, thus papers will be screened by anonymous external experts. The reviewers are asked to assess the manuscripts on their academic quality, such as the extent to which the article addresses current academic discourse on the topic. Submissions are assessed on their (innovative) approach and content. Based on their reviews, the team of editors will then decide whether to accept or reject the submitted paper for publication. Authors should expect a decision within two months after submission

The submission process takes time. Papers need to be carefully prepared and revisions and corrections may be necessary. With two issues each year the Kleos editorial team needs to manage the timeframe of each step of that process. The response times mentioned in the next chapters needs to be respected to be able to launch each issue in time. Figure 1 shows an example of the timeline for the September issue to illustrate the strict planning of each phase of the submission process.

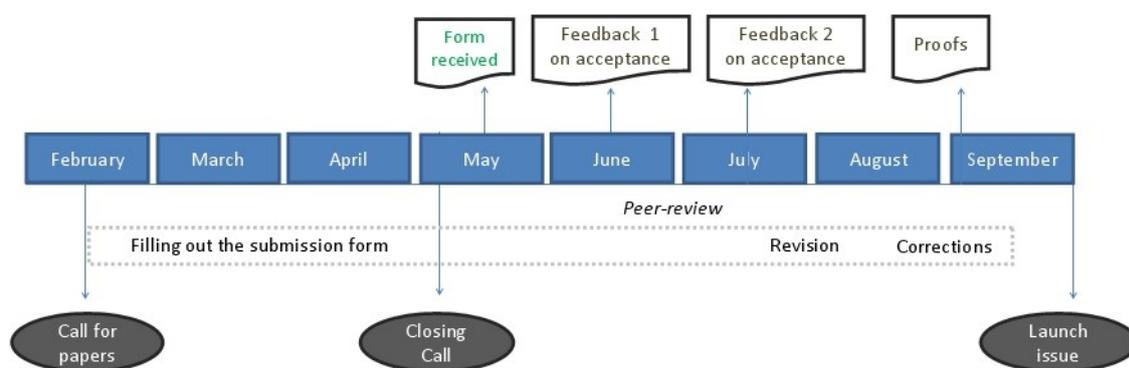


Figure 1 Timeline showing the submission process of the September issue of Kleos

EDITORIAL POLICY

Kleos, the Amsterdam Bulletin of Ancient Studies and Archaeology is a peer-reviewed, open access English-language bulletin that publishes current research, and reviews in the fields of (ancient) history, classics and archaeology. Kleos is run by an editorial team of postgraduates of the [Amsterdam Centre for Ancient Studies and Archaeology](#) and coached by members of ACASA's academic staff.

The topics discussed in Kleos address archaeological method, theory and valorisation, with regard to the history and archaeology from Prehistoric to Early Modern times. Kleos encourages debate and presents research done by postgraduates, PhD candidates, as well as independent researchers in the fields of northwest European, Mediterranean and Near Eastern archaeology and ancient history. The first issue has been launched in December 2015. The Bulletin will continue to appear online once a year in February or September. In addition to the papers in the bulletin, the Kleos website offers an online podium for field reports, reviews of books, museum exhibitions and conferences. Furthermore, this podium aims to promote the broad spectrum of events and activities of post-graduates of ancient studies and archaeology.

1. Kleos welcomes contributions of students and scholars from within and outside the Netherlands. Papers may not be submitted anonymously.
2. Before finally accepting a paper for publication, Kleos uses a system of anonymous peer review. The review may result in the refusal of a paper, or in a request for changes and/or additions. By submitting a paper, you accept the review and debate about the review's outcome is not possible.
3. Submission of a paper is taken to imply that it has not been published previously, and that it has not been submitted for publication elsewhere. The author stays the owner of the copyright on his own work.
4. Kleos will not accept any paper that serves as the primary publication of any object or archaeological material in a private or public collection after 30 December 1973 unless its existence is documented before that date or it was legally exported from the country of origin.
5. As author you are responsible for obtaining written permission and meeting any related costs for the use of all materials under copyright (such as illustrations and texts), for use in electronic media, and for the correct acknowledgements for use. If your submission is accepted for publication, you will be asked to provide a copy of the relevant permission(s). You can download a standard permission request template here: [Permission request template](#)
6. A publication embargo applies until the relevant issue is launched.

AUTHOR GUIDE

The Kleos author guide consists of four parts describing the initial submission process, the revised submission process, the publishing process, and the guidelines for authors describing the general matters of style, notes and bibliographical references.

Figure 2 is a schematic presentation of the Kleos submission process. It consists of four phases: the initial submission process, the peer-review process, the revised submission process and the publication process. In the next paragraphs these processes will be discussed in more detail.

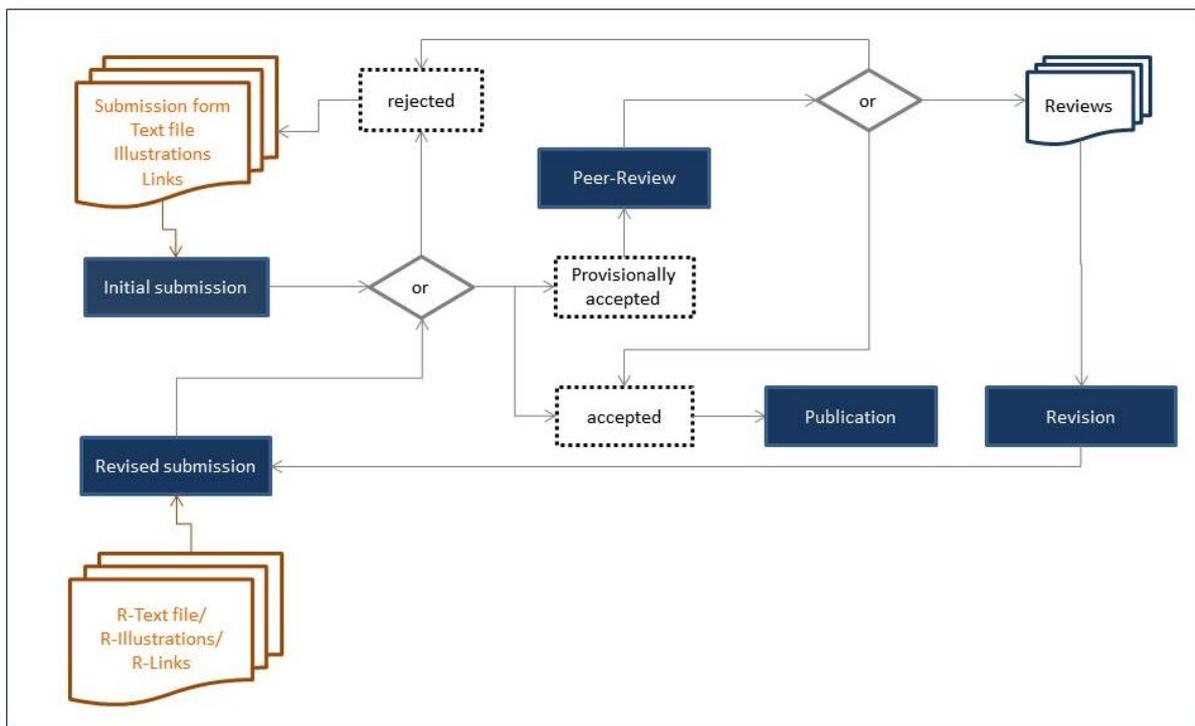


Figure 2 Schematic presentation of the Kleos submission process

INITIAL SUBMISSION

To submit a paper or review authors should submit/email their article proposition to kleosbulletin2.o@gmail.com. After the editorial team expresses its interest, authors need to upload the paper or review as a text file (a Microsoft Word file) and need to add the illustrations and data presentations in a separate compressed folder. To submit a paper, follow the instructions described in this author guide and mail the text file and supplementary files with an abstract of ca. 200 words. If the upload of these files to the

Submission form is problematic for some reason, you can email the files to kleosbulletin2.o@gmail.com.

Please refer to the [Submission Checklist](#) when submitting your paper.

An email verifying the completion of the article submission will be send to the author within a week. Please check whether all files have been received correctly.

Note: for student contributors

Student contributors are requested to upload a letter of recommendation or statement from the supervisor or tutor who endorse publication of the contributed paper. Please add this as an additional file to the compressed folder.

Kleos publishes several types of papers:

- Research or theoretical papers within the scope of Kleos or the upcoming issue theme: 3000-4000 words (regular papers) or 2000-2500 (short papers)
- Dialogue papers: 4000-6000 words by at least 2 authors. For example:
 - an opinion piece and one or more critical responses
 - critical review of a research paper and a response from the reviewed author
 - critical review of a research seminar presentation and a response from the reviewed author
- Letters to the Editor/Editorial: 400-800 words (not peer-reviewed)
- Book Reviews: 750-1500 words

Note: the word count includes: (sub)title, abstract, text, headings and captions and footnotes.

SUBMITTING TEXT

- Submit text files as a Microsoft Word file and **not** as PDF.
- Files need to include, in the following order: title, author information (including author's full name), word count, abstract, text including **headings** and **figure captions** (in bold), list of illustrations, and bibliography.
- Submit text with as little 'formatting' as possible. If you want text to be italicised, please do so in the text file. Please make use of footnotes do not use endnotes. Other than that refrain from using layout! Please refrain from adding headers, footers, textboxes, lines or page numbers.
- In addition to the title and subtitle a maximum of three weights of (sub)heading is allowed. Please follow the heading conventions when formatting (sub)headings in the text:
 - 1) heading - CAPITALS, **bold**, 12pts, left-justified (on a separate line and followed by a blank line)
 - 2) subheading – CAPITALS, *italics*, **bold**, 11pts, left-justified (separate line)
 - 3) subsubheading – *italics*, **bold**, 11 pts, left-justified (separate line)Please avoid using more than three weights of subheading.

- Use Calibri 12-11pts for headings, 11pts for tekst, Calibri body 9 pts for footnotes and Calibri body 10pts for captions.
- Use standard margins of 2,5cm on all sides and conform as much as possible to the described Kleos format and general matters of style.

SUBMITTING ILLUSTRATIONS

- Submit tables, diagrams and figures as separate files in a compressed folder (.zip/.rar) using the Submission form). Should any problems arise, please contact the editorial team at kleosbulletin2.o@gmail.com.
- The illustrations have to be numbered consecutively; indicate in the text where exactly you want the tables etc. to be inserted and incorporate in the main text on a separate line: e.g. '**Figure F#**' or '**Table T#**' (in bold) and the desired caption text. The filename should start with your initials followed by a F for Figure or a T for tables and the corresponding number (#) conclude with a version number (e.g V₁). Note, when submitting graphical or schematic data presentation include the table with source data. The filename of that data-file should correspond to the presentation object, but adding 'sub'. With the consensus of the author this data may be used to add an interactive aspect to the presentation object.
- Submit Tables as a Microsoft Excel file.
- For every illustration, please remember to add a full reference to the list of illustrations in the text file.

SUBMITTING (AUDIO-)VISUAL MATERIALS

- Only digital images are accepted. Digital images must have the quality of at least 300 dpi (dots per inch).
- Files with the formats TIF, PNG and JPG are suitable; PDF files will not be accepted. The editorial team will determine the quality of the digital images.
- Audio clips or videos can only be integrated into the paper as a link. The editorial team will check the quality and suitability of the material.
- Large digital files cannot be sent by e-mail but must be exchanged using WeTransfer. Our e-mail server allows a maximum of 10 MB per e-mail/attachment. If this leads to problems please contact the editorial team at kleosbulletin2.o@gmail.com.
- All artefact figures and maps should have a scale bar.
- The Kleos editorial team accepts 3D artefact figures or figures of artefacts that are available for 3D scanning.
- Please remember to add a full reference to the list of illustrations in the text file for all supplementary audio/visual materials.
- NB Colour may be used, but keep in mind that PDF prints for most users at home will be black and white. The editors will check for loss of quality and may request the

submission of additional versions of illustrations that use contrasting colours or symbols if possible.

USING LINKS

- To be able to offer our readers the advantages of electronic articles we make use of alternative paths through your article. This implies the possibility of interactive navigation through your article by title, illustrations and appendixes, but also weblinking to video material, websites, literary sources in footnotes and bibliography. However, remember that articles will also be published in "Printing on Demand", they need to be suitable for paper version as well.
- Add proposed links within <x.x.x> next to the word to which a hyperlink needs to be added. For example, word <http://word.nl> with link.
- Files are linked together in various ways. We may also add links to your article once it has been submitted to us.

WORKFLOW

After submission of the paper the Editorial team screens whether the subject of the paper fits the scope of the Kleos bulletin, basic criteria (see author guide), and assesses the quality of the supplementary files. Within a month feedback is given to the author. The feedback can consist of a rejection, a request for better quality illustrations and/or a provisional acceptance of the paper. If the paper is provisionally accepted, it will enter the peer-review sub-process.

The peer-review process consists of anonymising the paper, which will be peer-reviewed by at least two experts, who have affinity with the discussed subject. The Kleos Editorial Advisory Board members will be asked to suggest reviewers from their professional network, thus papers will be screened by anonymous external experts. Submissions are assessed on their innovative approach and content. Based on the reviews by these experts, the team of editors will then decide whether to accept, provisionally accept or reject the submitted paper for publication. Authors should expect a decision within two months after submission of their Submission form and paper.

- If a paper is rejected an author may request a third peer-review. The decision based on that review is final.
- Authors whose papers are provisionally accepted after the peer-review process need to revise their paper and/or supplementary files. This process is described in the chapter *Revised Submission*.
- Authors, whose papers are accepted, should read the publishing process.

REVISED SUBMISSION

Authors whose papers are provisionally accepted after the peer-review process first need to revise their paper and/or supplementary files. Feedback can be found in the text file and in the accompanying email. Feedback may consist of:

- comments on the content of the paper(peer-review and issue coach);
- the format and use of editorial style (editorial team; author guide check);
- the quality of the supplementary files (editorial team; author guide check);
- a request to submit necessary copyright permissions for figure reproduction;
- the English grammar and language (proofread).

When revising their paper authors are asked to read and follow the editorial policy and the author's guide. If you have questions about the feedback, please email the editorial team at kleosbulletin2.o@gmail.com.

WORKFLOW

After revision, a paper should be uploaded to the "revision form" within a month after receiving the feedback on the provisionally accepted paper. This form allows the author to upload the final text file (the paper) and a compressed folder with improved or additional but final supplementary files. If the revised files are not up to standard the author will be asked to resubmit them. Please add additional text files such as, permissions to use copyrighted material, to the compressed folder

All accepted and provisionally accepted papers are scheduled for publication until all necessary files and requested information has been received and approved. Revised papers especially need to be submitted in time, they may need to be reviewed again. Revised papers that are submitted after the deadline may be rescheduled for publication in a future issue of Kleos.

Once the revised files have been submitted and accepted, no major changes to them are allowed. Authors, whose papers are accepted, should read the publishing process.

PUBLISHING PROCESS

PROOFS

After a paper has been accepted for publication, it will be prepared for publication by the editorial team. After this first copyediting phase the author will receive a text proof file (MS Word) by email. This email to the author may include a request for making some final corrections and checking minor changes due to editing, typesetting and proofreading made

by the editorial team. Again, no major revisions by the authors are permitted. Corrected proofs should be returned within a week of receipt.

PRINTS

Kleos is an open access publication and papers are available online and as PDF downloads that are edited as printable documents.

GENERAL GUIDELINES FOR AUTHORS

PAPERS

GENERAL MATTERS OF STYLE

Dates and specific periods

Please use 'BC' and 'AD': 'first century AD', 'second quarter of the seventh century BC.' Names of specific periods are capitalised: 'Roman Era', 'Middle Ages', etc. The word 'period' is not capitalised, however: 'Archaic period', 'Late Orientalising period', 'Roman period', 'Medieval period', etc.

Numbers

Discrete numerical values, such as nominal or ordinal numbers, should be written in full from first to ten and then shown in figures from 11 on. Continuous numerical values referring to interval or ratio level variables should always be shown in figures.

Personal names

When explicitly mentioning or discussing publications by modern authors in the text, please give the author's initials the first time he or she is mentioned: 'as G. M. A. Richter perfectly demonstrates, ... Richter further argues that...'. As for the transliteration of ancient Greek names (e.g., Πάτροκλος: 'Patroklos' or 'Patroclus'), the author may use the system of his choosing, provided that he is consistent.

Quotes and Captions

For Quotes, please use single quotation marks (' '). *Each* quote should be accompanied by a direct reference.

Each caption should be accompanied by a direct-reference to the original illustration or state authorship. If you created the image yourself, please give yourself credit. Do not forget, to add a full reference to the Bibliography, for every illustration.

Sample captions

Figure 1: A picture of a byre-house (after Schinkel 1988, fig. 110).

Picture 1: A Late-Roman comb made of bone (photo by author).

Abbreviations

Abbreviations are to be avoided. Exceptions are abbreviations that are common (for instance, 'c.', 'etc.', 'e.g.', 'viz.', 'i.e.', 'BC') or clearly explained: 'the Royal Dutch Institute at Rome (hereafter KNIR)', 'The *Corpus Vasorum Antiquorum* (hereafter CVA).'

NOTES AND BIBLIOGRAPHICAL REFERENCES

The manuscript should not contain in-text references; bibliographical references (including references to Classical literature) as well as additional remarks should be recorded in **footnotes**, which should be marked with Arabic numbers. Authors are requested to keep the number and content of the footnotes as limited as possible.

References to modern publications: general instructions

Kleos uses the widely-used Name & Date Referencing System. In short, references to modern publications should contain the author's last name, directly followed by the year of publication and a comma, subsequently followed, if necessary, by specific page numbers. When referring to specific pages, please avoid abbreviations such as 'p.' / 'pp.', or 'f' / 'ff'. Page numbers, including Roman page numbers, should not be abbreviated. When referring to a work by three or more authors, only the last name of the author mentioned first in the original publication should be cited in the footnote, directly followed by the abbreviation 'et al.' (no italics) and the year of publication. Please note that in the *bibliography*, all authors should be given (for full details see the instructions concerning the bibliography below).

Format

<author's last name> <year of publication>, <page(s)>.

Sample references

¹ Colonna 1974.

² Frederiksen 1998, 12.

³ Dohrn 1962, 37-50.

⁴ Janssen 2011, 41-42, 45-46.

⁵ De Ridder 1908, xvii-xviii.

⁶ Barker/Rasmussen 1998, 122.

⁷ Brijder et al. 1990, 64.

With respect to references in papers – as opposed to references in reviews (see below) – please do not use 'op. cit.' or 'loc. cit.' Abbreviations such as 'ibid.', 'id.', 'ead.', 'cf.', 'et al.' are permitted, however. None of these abbreviations should be in italics. Use 'a', 'b', 'c' etc. where there is more than one reference to different works by the same author (or group of authors) published in the same year.

Samples of referring to different works by a single author

¹ Smith 1974, 46; id. 1976, 132-133.

² Andronikova 1912, 218; ead. 1920, 15.

³Tigchelaar 1991a, 35; id. 1991b, 106.

Sample of one reference to different works by different authors

¹Colonna 1974, 39; Frederiksen 1998, 13.

Samples of referring to the work cited in the preceding footnote

¹Colonna 2006.

²Ibid.

¹Frederiksen 1998, 12.

²Ibid.

¹Hencken 1968, 88.

²Ibid., 89.

When referring to figures, the abbreviation 'fig.' or 'figs.' should precede the figure number. When referring to plates, please use 'pl.' / 'pls.' (and not 'tav.', 'Taf.', etc.).

¹Van Essen 1955, fig. 24.

²Minetti 2004, pl. XLVII.3.

References to Classical works

When referring to Classical works, abbreviations and Roman numerals should be avoided.

Sample references

¹Pliny, *Naturalis historia* 35.36.

²Livy 10.23.11-12.

³Cicero, *In Catilinam* 3.19; id., *De divinatione* 1.20, 2.45.

BIBLIOGRAPHY

The manuscript should contain a complete list of publications cited. All works quoted in the text should be included in the bibliography and vice versa. Classical works are not listed in the bibliography, unless the main text contains references to specific text editions (see the sample references below). In the bibliography, all publications should be listed in alphabetical order and not be numbered or bullet pointed. Abbreviations are to be avoided; journal names should be given in full and not be translated. For questions not addressed here, please consult M. Diepeveen-Jansen/J. Kaarsemaker, 2004: *Publicatiewijzer voor de archeologie* (Amsterdam: Amsterdam University Press) or contact the editors.

Generic format book

<Author>, <Year>: <Title>, <Edition>, <Place Published> <(Series Title, Series Volume)>.

Generic format journal article

<Author>, <Year>: <Title>, <Edition>, <Journal Title> <Volume (issue)>, <Pages>.

Sample references

The sample bibliography entry is presented first, followed by a sample footnote entry.

📖 **Book by one author**

Drews, R., 1993: *The end of the Bronze Age. Changes in warfare and the catastrophe ca. 1200 B.C.*, Princeton.

¹Drews 1993, 48.

Wallace-Hadrill, A., 2008: *Rome's cultural revolution*, Cambridge.

²Wallace-Hadrill 2008, 160-162.

Van der Meer, L. B., 1995: *Interpretatio etrusca. Greek myths on Etruscan mirrors*, Amsterdam.

³Van der Meer 1995, 97.

📖 **Book by two or more authors**

Beard, M./J. Henderson, 2001: *Classical art. From Greece to Rome*, Oxford.

¹Beard/Henderson 2001, 14-15.

Brijder, H. A. G./J. Beelen/L. B. van der Meer, 1990: *De Etrusken*, 's-Gravenhage.

²Brijder et al. 1990, 34.

Renfrew, C./P. Bahn, 2012: *Archaeology: Theories, Methods and Practice*, 6th Edition, London.

³Renfrew/Bahn 2012, 127.

📖 **Book in more than one volume**

Dennis, G., 1878: *The cities and cemeteries of Etruria*, 2 vols., London.

¹Dennis 1878, 2: 58.

📖 **Edited book**

Johnston, S. I. (ed.), 2004: *Religions of the ancient world. A guide*, Cambridge MA/London.

¹Johnston 2004.

Louwe Kooijmans, L. P./P. W. van den Broeke/H. Fokkens/A. van Gijn (eds.), 2005: *The prehistory of the Netherlands*, Amsterdam.

²Louwe Kooijmans et al. 2005.

📖 **Article or chapter in an edited book**

Roebroeks, J. W. M., 2005: Neanderthals and their predecessors. Lower and Middle Palaeolithic, in L. P. Louwe Kooijmans/P. W. van den Broeke/H. Fokkens/A. van Gijn (eds.), *The prehistory of the Netherlands*, Amsterdam, 93-113.

¹Roebroeks 2005, 102.

📖 **Conference proceedings**

Huijben, K./S. J. A. G. van de Liefvoort/T. J. S. M. van der Weyden (eds.), 2011: *SOJA-bundel 2010*, Nijmegen (proceedings of the 8th Symposium Onderzoek Jonge Archeologen, Radboud University Nijmegen, 19 March 2010).

¹Huijben et al. 2011.

Wiersma, C. W., 2011: Early Helladic III – Late Helladic I house architecture and social relations, in K. Huijben/S. J. A. G. van de Liefvoort/T. J. S. M. van der Weyden (eds.), *SOJA-bundel 2010*, Nijmegen (proceedings of the 8th Symposium Onderzoek Jonge Archeologen, Radboud University Nijmegen, 19 March 2010), 65-72.

²Wiersma 2011, 68.

📖 **Exhibition catalogue**

Buranelli, F./P. Liverani/A. Nesselrath (eds.), 2006: *Laocoonte. Alle origine dei Musei Vaticani*, Roma (exhibition catalogue Vatican Museums).

¹Buranelli et al. 2006.

Liverani, P., 2006: Il Laocoonte in età antica, in F. Buranelli/P. Liverani/A. Nesselrath (eds.), *Laocoonte. Alle origine dei Musei Vaticani*, Roma (exhibition catalogue Vatican Museums), 23-40.

²Liverani 2006, 31.

📖 **Specific edition of a Classical work**

Caesar, *De bello Gallico*, ed. H. J. Edwards, 1970, London/Cambridge MA (Loeb Classical Library 72).

📖 **Journal article**

Langner, M., 2013: Grundlagen der Chronologie spätrotfiguriger Vasen aus Athen, *BABESCH* 88, 127-170.

¹Langner 2013, 140.

Bednarik, R.G., 1996: Only time will tell: a review of the methodology of direct rock art dating, *Archaeometry* 38 (1), 1-13.

²Bednarik 1996, 7.

📖 **Book review**

When the work reviewed is also listed in the bibliography:

Kraft, K., 1964: review of R. Hanchmann/G. Kossack/H. Kuhn 1962, *Germania* 42, 312-320.

¹Kraft 1964, 318.

When the work reviewed is not listed in the bibliography:

Kraft, K., 1964: review of R. Hanchmann/G. Kossack/H. Kuhn. Völker zwischen Germanen und Kelten. Schriftquellen, Bondenfunde und Namengut zur Geschichte des nördlichen Westdeutschlands um Christi Geburt (Neumünster 1962), *Germania* 42, 312-320.

¹Kraft 1964, 318.

📄 **Theses and unpublished material**

Stek, T. D., 2008: *Sanctuary and society in central-southern Italy (3rd-1st centuries BC). A study into cult places and cultural change after the Roman conquest of Italy* (Ph.D. thesis University of Amsterdam).

¹Stek 2008, 23.

Kuiper, E. J., 2013: *Sexuality in ancient Perú. Function and significance of erotic pottery in Moche society, northern Perú, 100-800 AD* (unpublished B.A. thesis Leiden University).

²Kuiper 2013, 18.

Derks, T., In press : Les rites de passage dans l'Empire romain : esquisse d'une approche anthropologique, in P. Payen/E. Scheid-Tissinier (eds), *L'antiquité et l'anthropologie: bilans et perspectives. Actes du colloque Toulouse 18-19 mars 2010*, Turnhout (Collection Antiquité et sciences humaines vol. 1).

³Derks In press, 15.

📄 **Entry in an encyclopaedic work**

Kraus, W., 1972: Sappho, in K. Ziegler/W. Sontheimer (eds.), *Der Kleine Pauly*, vol. 4, München, 1546-1548.

¹Kraus 1972, 1546.

REVIEWS

In addition to articles, *Kleos* publishes reviews of the latest books in the field of ancient studies and archaeology. Submitted reviews of exhibitions and conferences, as well as other opinion pieces will also be considered for publication. These will be published in the Online Supplement which accompanies each issue. While reviews are not peer-reviewed, they will be read by the editors prior to publication. As noted, the editorial team reserves the right to refuse any material for publication.

GENERAL INSTRUCTIONS

- **Readers who are interested in contributing reviews should contact the Editors first before submitting any material, kleosbulletin2.o@gmail.com.**
- Reviews should have a minimum of **750 words** and a maximum of **1,500 words**. This includes footnotes.
- For **general matters of style**, please consult the *Kleos* Guidelines for Authors available on this [website](#).
- The manuscript should be submitted with **as little formatting as possible**.
- **Reviews should not contain a bibliography**. Bibliographical references and other remarks need to be recorded in **footnotes**, which should be marked with Arabic

numbers. Please use the automatic footnote generator in WORD, and keep the number and content of the footnotes as limited as possible.

Bibliographical references should be given in **full** and formatted according to the samples below the first time the work is cited. Abbreviations of any kind are to be avoided.

However, if further reference to a work cited earlier is necessary,

- it will suffice to use the abbreviation "Ibid." (only when referring to the work cited in the immediately preceding footnote) followed by page numbers.
- Use the abbreviation "op. cit." where a reference is to a work cited earlier, but not in the immediately preceding footnote one. See the samples below.

Samples of references to (parts of) books and articles

¹ P. S. Lulof, 2007: *Architectural terracottas in the Allard Pierson Museum, Amsterdam*, Amsterdam (Collections of the Allard Pierson Museum 2), 30.

² Ibid., 31.

³ M. J. Raven, 2003: The modular design of New Kingdom tombs at Saqqara, *Journal of the Ancient Near Eastern Society "Ex Oriente Lux"* 37, 56.

⁴ Lulof op. cit., 32.

⁵ Raven op. cit., 57.

- A **high resolution colour scan of the cover of the book reviewed** should accompany the submitted manuscript. Reviewers of exhibitions are asked to provide some high-quality colour photographs (with clear source indication) of the exhibition reviewed. Videos and other multimedia are also welcome (for details, see the Author Guide available on this website: <http://kleosbulletin.org/publishing-your-work/guidelines-for-authors/> **All scans, photographs, etc. should be submitted as separate files**, please do not insert figures in the text. All files should be clearly named, containing the reviewer's last name (e.g., "Jansen_01", "Jansen_02", etc.).
- The manuscript and additional material (photographs, scans, etc.) should be submitted as a compressed file to kleosbulletin2.o@gmail.com, **at the latest one month before the agreed upon deadline**.

BOOK REVIEW

The reviewer should assess a book's strengths and weaknesses and locate it within the current field of scholarship. A review should not simply be a listing of contents, though its overall organisation and emphasis are up to the individual reviewer. Reviewers should avoid lists of minor imperfections (misspellings, etc.) but should not hesitate to draw attention to serious editorial problems and errors of fact or interpretation. Also, reviewers should indicate for which audience the book seems appropriate.

A book review should contain the following elements:

- Full title and additional details of the book (author's name – year of publication – full title – place – publisher – name of series and volume no. [if applicable] – ISBN – Prize).

Sample

Gilda Bartoloni (ed.), 2010: *La Lupa Capitolina. Nuove prospettive di studio*, Roma: "L'Erma" di Brettschneider (Supplementi e Monografie della Rivista "Archeologia Classica" 5 – n.s. 2). ISBN 978-88-8265-580-8. € 100,00

- Main text, divided into paragraphs, preferably accompanied by (short) titles. Paragraphs should be separated by a blank line.
- Reviewer's full name.
- High resolution scan of the cover of the book reviewed (this should be submitted as a separate file, see below).

EXHIBITION REVIEW

With respect to exhibition reviews, reviewers are encouraged to discuss the following aspects:

- Subject
- Purpose
- Intended audience
- Number, provenance and arrangement (e.g., thematic, chronological) of the objects displayed
- Design of the exhibition (optional)
- Strong and weak aspects.
- How does the exhibition relate to previous exhibitions on the subject?
- Accompanying publication/catalogue.

The manuscript should contain the following elements:

- Full title and additional details of the exhibition and accompanying catalogue (full title [if necessary followed by an English translation] – museum – place – dates).

Samples

De Krim – Goud en Geheimen van de Zwarte Zee (The Crimea – Gold and Secrets of the Black Sea), Allard Pierson Museum, Amsterdam, 7 February – 18 May 2014.

Catalogue: Neal Ascherson et al., 2014: *De Krim. Goud en geheimen van de Zwarte Zee*, Zwolle: WBOOKS (Allard Pierson Museum Series 4). ISBN 978-94-625-8002-2. € 24,95

- Main text, divided into paragraphs, preferably accompanied by (short) titles. Paragraphs should be separated by a blank line.
- Reviewer's full name.
- Photographs. These need to be submitted as separate files (see above).

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