

**Guidelines for the publication series Byzanz zwischen Orient und Okzident:
 Veröffentlichungen des Leibniz-WissenschaftsCampus Mainz (BOO) (as of 01.04.2019)**

In order to minimize the amount of subsequent alterations, the content and form of the manuscripts submitted should comply with certain guidelines. To ensure optimum processing of your paper, please observe the following.

Text

- Submit text in Word format. Always place tables and figure captions at the end of the text or save in a separate file. Do not insert any figures, tables, etc. in the Word text. A comment should be added in the manuscript indicating where tables, etc. are to be placed in the text.
- Symbols (e.g. Greek letters, etc.) can become lost during data transfer. To prevent any problems with symbols, always use Unicode fonts.
- At the end of the article, state the full author address(es) and include all contact details (e-mail address, telephone and fax numbers).

Style guidelines

Abbreviations

- Measurement and weight units
- %; ‰; €; £; \$; § etc.
- AD (only in the case of possible uncertainties)
- BC (always state)
- c., e. g., cf., etc., i. e.
- max., min.

Dates

- Examples: 18 March 2005; from June to October 1999; during the 2001-2003 excavations
- In the text, write Jahrhundert/century/siècle in full; in notes and brackets, abbreviate century and write (Jh./c./s.)
- the numbers for centuries should be written out in full: third century and eleventh century rather than 3rd century and 11th century
- 20 000 years (reduced space)

Superscript

¹⁴C, 1st, 1^{eme}

Italics

- Latin terms/foreign terminology: e.g. *in situ*, *terminus post quem*. Not italic: villa, oppidum
- Latin quotations or quotations in foreign languages (Syrian, Arabic, etc.) in transliteration.

Numerical data

- 1.2 x 0.4 m
- diameter of 20-22 cm
- in the years 1996-1999
- 60-80 km
- between 20 and 25 m
- objects < 40 cm; objects > 40 cm (but please spell out in the main text)

Time periods

- 540/541 AD
- 1974-1975
- 1930s

Numbers

- The numbers 1-12 are spelled out in the body of the document
- If a number greater than 12 is included in a list, all numbers in the list are written numerically
- In pure catalogue text, write numbers numerically

Referencing

- Footnotes are used for all literature citations. Footnote references are placed before the punctuation mark. In the case where a sentence ends with reference to a figure, the footnote should follow the figure citation but precede the punctuation: (fig. 5)⁸.
- Bibliographical references in the footnotes take the form of a short-form citation, consisting of the author's name, title keyword of the cited work and either page reference or reference to a note, figure, etc. No punctuation should separate the page range followed by a reference to a note figure, etc.
- Avoid the use of *passim*.
- For no., fig. and pl. (plate), the plural forms are nos, figs and pls
- For references to footnotes "n." is to be used.
- Multiple citations of page ranges from the same source or literature are separated by commas: Angold, Byzantine Empire 28f., 87, 133.

Examples:

Poulter, Economy 85 figs 5-6.
Bartel / Lampe, Griffzungenschwert 124-126.
Durand, Innovations 335f. figs 1, 3, 5.
Matschke, Commerce 774.
Cutler, Court 115.
Dark, Pottery 58-63 with n. 5.
Vogt, Spangenhelme 208f. no. 13, pls 7.2; 8; 9.

The abbreviation f. is permitted, while ff. is not. Please note that f. can only be used for page ranges (of one page) and not, for example, sequences of figures, hence **figs** 5-6 (s. below) . Literature can also be cited without a specific page: Cutler, Court.

- Sequences of publication citations are separated by a semicolon: Pahlitzsch, Orient 65; Tsamakda, Kreta 325.
- In case of Cyrillic, Modern Greek, etc. literature citations transcribe the name of the author. If common the title may also be transcribed into the Latin alphabet (e. g. Arabic).
- Places of publication in the bibliography should appear according to the form listed on the title page.

At the end of the article, the short-form citations are expanded into full bibliographic information in the bibliography. The short-form citation is placed before the complete entry. Apart from the exceptions defined in the enclosed Library Code List, the titles of journals, series and corpora are to be written in full. Every entry is concluded with a full stop. Not only the title but journals and series are also to be written in full (for exceptions, see Master List of Abbreviations). With articles, the complete page reference must be given. If more than two places of publication are given, use then et al. If there is more than one editor, then use (eds).

Articles in journals:

Bartel / Lampe, Griffzungenschwert: A. Bartel / W. Lampe, Ein Griffzungenschwert mit Gewebe- und Fellresten aus Puddemin, Kr. Rügen. *Ausgrabungen und Funde* 33, 1988, 120-126.

Durand, Innovations: J. Durand, Innovations gothiques dans l'orfèvrerie byzantine sous les Paléologues. *DOP* 58, 2004, 333-354.

Articles in collected volumes (e.g. conference proceedings):

Matschke, Commerce: K.-D. Matschke, Commerce, Trade, Markets, and Money: Thirteenth-Fifteenth Centuries. In: A. E. Laiou (ed.), *The Economic History of Byzantium. From the Seventh Through the Fifteenth Century*. *DOS* 29, 2 (Washington D.C. 2002) 771-806.

Articles in exhibition catalogues:

Cutler, Court: A. Cutler, At Court. In: *Cat. London 2008-2009*, 111-116. The title is then listed under the short-form title *Cat. London 2008-2009* as follows:

Cat. London 2008-2009: R. Cormack / M. Vassilaki (eds), *Byzantium 330-1453* [exhibition cat.] (London 2008).

References to individual entries in exhibition catalogues (catalogue numbers):

Cat. London 2008-2009 383 Nr. 21 (A. Eastmond). [To be cited in this way in the Notes]

Only the main entry for the catalogue appears as short-form title in the bibliography:

Cat. London 2008-2009: R. Cormack / M. Vassilaki (eds), *Byzantium 330-1453* [exhibition cat.] (London 2008).

Monographs:

Dark, Pottery: K. Dark, *Byzantine Pottery* (Stroud 2001).

Monographs in a series:

Mentzos, Psēphidōta: A. Mentzos, Τα ψηφιδωτά της ανοικοδόμησης του ναού του Αγίου Δημητρίου στον 7ο αιώνα μ.Χ. *Βυζαντινά Κείμενα και Μελέτες* 54 (Thessalonikē 2010).

Vogt, Spangenhelme: M. Vogt, Spangenhelme. Baldenheim und verwandte Typen. *Kataloge vor- und frühgeschichtlicher Altertümer* 39 (Mainz 2006).

The Life of Leontios, Patriarch of Jerusalem. Text, Translation, Commentary. Ed. D. Tsougarakis. *The Medieval Mediterranean* 2 (Leiden, New York et al. 1993).

Article in lexicon and encyclopedia:

Seibt, Monogramm: *RbK VI* (2005) 590-614 s. v. Monogramm (W. Seibt).

Gibb, Abū Firās: *Encyclopaedia of Islam*, second edition I (1960) 119f. s. v. Abū Firās (H. A. R. Gibb).

Website:

Brunnbauer, Balkan: Ulf Brunnbauer, Der Balkan. In: *European History Online (EGO)*, published by the Leibniz Institute of European History (IEG), Mainz 2013-06-10. URL: <http://www.ieg-ego.eu/brunnbaueru-2013-de> URN: urn:nbn:de:0159-2013061001 (05.02.2018).

Unpublished dissertations/theses/excavation reports:

Rick, Grabfunde: S. Rick, Die frühlatenezeitlichen Grabfunde am nördlichen Oberrhein [unpubl. Diss. Univ. Mainz 2004].

Source citations

All cited primary sources must be specified in the footnotes in a uniform manner.

A short-form citation must be formed from the author and the title of the work or edition.

Greek, Arabic, Russian, Syriac etc. authors and titles of works are to be transcribed in the Latin alphabet. Latinized uniform titles can also be used.

Examples for citations written in full and short-form titles derived from the titles of works or editions:

al-Biqā'ī, Izhār 3,81-83.

Iōannēs Kameniatēs, De expugnatione Thessalonicae 12,3.

Epistula synodica patriarcharum orientalium 10,g.

Michaēl Psellos, Egkōmiastikos 303-308.

Nikolaos Mesaritēs, Palastrevolution 14,31f..

Theodosios Goudelēs, Life of Leontios 2,34.

- As the examples above demonstrate, the relevant divisions of the work (books, chapters, titles; if a book, then in Roman numerals) are given after the short-form title,. If the work has no editorial divisions, then only the volume (if applicable) and page number are written after the short-form title followed.

List of Sources

The source editions used must be listed according to their title pages separately in the bibliography with complete bibliographical information.

- For multi-volume works: if only one volume of a multi-volume work is cited in the contribution, then only the bibliographic information (year and place of publication) for that volume need be cited. However, if more than a single volume from a multi-volume work is cited, then the entire work (including the time span in which it was published) is cited.

Citation example in the bibliography (list of sources):

al-Biqā'ī, Izhār: Izhār al-'aṣr li-asrār ahl al-'aṣr. Ed. Muḥammad Sālim b. Šadīd al-'Awfi (Riyad 1993).

Codex Justinianus: Corpus Iuris Civilis 2. Codex Justinianus. Ed. P. Krueger (Berlin 1877).

Epistula synodica patriarcharum orientalium: The Letter of the Three Patriarchs to Emperor Theophilos and Related Texts. Eds J. A. Munitiz / J. Chrysostomides / E. Harvalia-Crook / Ch. Dendrinou (Camberley 1997).

Iōannēs Kameniatēs, De expugnatione Thessalonicae: Ioannis Caminiatae De expugnatione Thessalonicae. Ed. G. Böhlig. CFHB 4 (Berlin 1973).

Johannes Lydos: Jean le Lydien des magistratures de l'état romain. Eds M. Dubuisson / J. Schamp. Collection des universités de France, Série grecques 450, 452 (Paris 2006).

Michaēl Psellos, Egkōmiastikos: Ἐγκωμιαστικὸς εἰς τὸν μακαριώτατον πατριάρχην κύρ Μιχαήλ τὸν Κηρουλλάριον. In: K. N. Sathas (ed.), Μεσαιωνικὴ Βιβλιοθήκη 4 (Paris 1874) 303-387.

Nikolaos Mesaritēs, Palastrevolution: Nikolaos Mesarites, Die Palastrevolution des Johannes Komnenos. Ed. August Heisenberg (Würzburg 1907).

Theodoret, Historia ecclesiastica: Theodoret, Kirchengeschichte. Eds G. Ch. Hansen / L. Parmentier. Die griechischen christlichen Schriftsteller der ersten Jahrhunderte N.F. 5 (Berlin³1998).

Theodosios Goudelēs, Life of Leontios: The Life of Leontios, Patriarch of Jerusalem. Text, Translation, Commentary. Ed. D. Tsougarakis. The Medieval Mediterranean 2 (Leiden, New York et al. 1993).

Prokopios, De aedificiis: Procopii Caesariensis Opera Omnia 4. Peri ktismaton libri VI sive de aedificiis cum duobus indicibus praefatione excerptisque Photii adiectis. Ed. J. Haury (Leipzig 1964).

Illustrations

- preferably use small letters in captions

- Photographs and other half tone pictures:

width of image min. 17 cm

Resolution of min. 300 dpi

Preferably tif-format

- There are three standard widths: 8,5 cm, 13,2 cm and 17,2 cm; it is not allowed to undercut a width of 8,5 cm. Illustrations should be annotated with the standard width, which is to use. Exceptions are scale drawings and pictures.

- please scan graphic charts and drawings as 1800-dpi-Bitmap

Illustrations/Plate Captions

- as a list according to classification (a, b, c, ...; 1, 2, 3, ...)
- segregate reference and scale through “. – “ and put them at the end
- century abbreviated (c.) only in brackets
- photographic references (copyright) are given in brackets at the end of caption or in a separate list at the end of the paper

Examples

Fig. 1 Rosheim, Mittleres Haussigfeld. Funde aus Grube 52: **a** Statuettenfragment aus Schicht 3. – **b-f** Keramik aus Schicht 1. – **g** knubbenverziertes Gefäß aus Schicht 3. – **a** scale 1:1; **b-g** scale ca. 1:2.

Fig. 3 Sieben gegossene Riemenbeschläge mit karolingischem Pflanzendekor aus Andalusien/E im RGZM: **1-4. 6-7** aus der Nähe von Sevilla (5. Jh.). – **5** aus “Südspanien” 6 (4. Jh.). – not to scale.

Fig. 5 Ravenna, Mausoleum of Theoderic

Fig. 6 Psalter of Basileios II. Venice, Marc. gr. 17, fol. IIIr.

Fig. 7 Mikulcice/CZ. Male tomb 100 at church no. VI: Sketch of tomb and grave goods. Second third of 9th century.

Fig. 8 Thessaloniki, Acheiropoietos-Basilica: Isometric reconstruction of the chancel screen.

Illustrations/Plate References

(fig. 1, 3, 10, 15) subnumbers 3, 10 and 15 to fig. 1

(figs 1, 3, 10, 15) four different illustrations

(figs 1a; 2b) illustration subnumbers as far as possible in low case letters

(figs 1-2) two illustrations following one another

(figs 1a-b; 2c, g, k) or (fig. 3; tab. 3b; pl. 5)

Illustration credits

The name of the photographer, graphic artist or source of reproduction must be listed separately.

Examples

Fig. 1 Müller, Rosheim 56 fig. 5.

Fig. 3 Photographs V. Iserhardt, RGZM.

Fig. 5 Photo E. Künzl.

Fig. 6 Brubaker, Vision and Meaning fig. 84.

Fig. 7 Profantová / Kavanová, Gräberfeld 88 fig. 3.

Fig. 8 Xyngopoulos, Anaskaphai fig. 4.