



Users of Windows personal computers

- Copy should be submitted on 3.5" diskettes (High Density - 1.4 Mb). Do not mix different floppy disk formats. Please include a complete print-out of all files.
- Word processing programs: please use MS Word 7 or higher.
- Formatting: keep this to an absolute minimum. Only use italics in your files to format the text which has to be typeset as italics. Leave everything else to the typesetters. See below. Indent paragraphs with one tab. Again, please be consistent.
- Any special formatting should be indicated on a complete print-out: e.g. mark any text which is a quotation longer than one or two lines - such text will be formatted by the typesetter.
- It is alright to use the computer's formatted notes, which should be footnotes.

Users of Apple Macintosh computers

- Copy should be submitted on 3.5" disks, 1.4 MegaByte (High Density). Please include a complete print-out of all files.
- Word processing programs: Microsoft Word (version 5.1 or higher)
- Font: for your text (excluding special cases - see below) use Times Roman and Times Italics (included with your system software).
- Formatting: keep this to an absolute minimum. Only use italics (the format, or the special Times Italic font) for the text which has to be typeset in italics. Mark every other layout element (e.g. longer quotations; tables) in the print-out. Indent paragraphs with one tab.

Use of special signs and fonts

- For Greek text, Kadmos is recommended; a Unicode based font is required - please indicate the version (Salamis, Colophon etc.). Include on your disk both screen and printer fonts, in case you have a different version. Please let us know if you plan to use any special characters or fonts. Always mark special signs / fonts in your print-out.

How to Submit an Article

- Manuscripts should be typewritten and submitted in the form of a computer file plus print-out. The printed pages should be numbered. The manuscript should be between 25-45 double-space (12 -pt font) typewritten pages.
- Authors are requested to provide a 5-10 line abstract at the beginning of the article, as well as up to 5 or 6 keywords. The abstract summarizes aim, result and conclusion of the research. Do not provide an abstract of a review article/short note, or a book review.
- Text files should be submitted preferably in Microsoft Word (.doc) format.



- References, in-text citations/quotations, and notes: Please provide a separate list of references at the end of your article. Please refer to the Chicago Manual of Style (<http://www.chicagomanualofstyle.org/about.html> and <http://healthlinks.washington.edu/hsl/styleguides/chicago.html>). Use footnotes, not endnotes.
- Illustrations are to be delivered together with the manuscript in final form for printing. Never send xerox copies. Originals can be returned to author upon request. Illustrations have a maximum size of 210 x 290 mm. All illustrations must be numbered clearly. All captions are to be added on a separate sheet, at the end of the article.
- Illustrations are black on white. Full color publications will be charged to author.
- Illustrations may also be delivered in the form of a TIFF or a PDF file, accompanied by a 600 dpi print-out.
- Position of all figures and tables, as desired, must be indicated in pencil in the margin of the main text section of the manuscript.
- Please add home or institutional address, fax number, phone number and email address on a separate sheet.
- Authors will receive page proofs of their article for correction. The corrected page proofs are to be returned to the journal editor within seven days.
- All papers should be submitted to:

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