

American Numismatic Society
Author Guidelines: Books
June 8, 2017

Submission of Book Proposals

The American Numismatic Society (ANS) is willing to consider book proposals on the topics of coins, medals, and related objects of all periods and cultures. Please do not send complete manuscripts unless you have been asked to do so by the Director of Publications. While proposals are welcome, unsolicited manuscripts will be destroyed unread.

A book proposal, no longer than five pages, should be submitted whether or not the manuscript has already been written. Please include the following:

- Title of the work
- Abstract
- Annotated Table of Contents
- Brief description of the intended readership
- Proposed (or actual) word-count
- Proposed (or actual) number of illustrations, tables, and maps
- Proposed (or actual) date of completion
- Any digital/online components
- Brief author biography and credentials (include this for all authors in a collaborative manuscript)
- Possible subvention sources

The Director of Publications will inform you if your project fits with the ANS's current publishing plans in a given subject. If it does, you will be asked to submit either a complete manuscript or sample chapters. All works submitted to the ANS for publication are subject to peer review. The review process varies in length depending on the nature of the project and the number of reviews considered necessary to reach a decision on whether or not to publish. A typical review process takes approximately six months. Reviewers include the Director of Publications or an appointed editor, a member of the editorial board, and one or two external reviewers expert in the subject of your manuscript.

A manuscript submitted to the ANS for publication must not be under consideration by any other publisher at the same time, and must not have been previously published, although it is fine if sections or chapters have appeared already in journals. Upon acceptance, authors must sign a letter of copyright transfer and an author agreement attesting to the work's originality (i.e., the content has not been plagiarized).

Preparation of Manuscripts (books and *American Journal of Numismatics*)

These guidelines are designed to assist authors of *AJN* manuscripts and/or whose book proposals have been accepted, and who plan on submitting completed manuscripts for consideration as ANS monographs. The ANS largely follows *The Chicago Manual of Style*, 16th ed. (*CMS*), and enforces American English spelling. All publishers encourage the practice of following a consistent style, and authors in numismatic studies should find it helpful to follow these guidelines from the beginning of the writing process, even if their manuscript ultimately is published elsewhere.

When a manuscript is accepted for publication, the author will be asked to provide the final artwork, copies of any necessary permissions, and a revised version of the manuscript that incorporates all changes specified in the acceptance letter and conforms to the guidelines described below. The revised manuscript should be received within six months of acceptance or it may need to be reviewed again. A manuscript will not be scheduled for production until all requested revisions, illustrations, and permissions have been received. Once the revised manuscript has been submitted, no major changes to the text will be allowed unless extraordinary circumstances warrant them.

Preparation of Text

Copies and Format

When submitting a manuscript for the first time to the ANS, send two hard copies and one digital copy to the attention of Andrew Reinhard, Director of Publications, c/o The American Numismatic Society, 75 Varick Street, New York, NY 10013. Digital files should be zipped/compressed and uploaded to a file-sharing service such as Dropbox, or copied to CD/DVD/USB device and posted to the address above.

The printout and the digital files must be identical in all respects. Both text and notes must be double-spaced, single-sided, and in a consistent font type and size (we prefer 12-point Times New Roman for English and KadmosU for Greek, and other Unicode fonts for non-Latin text as needed). Pages must be numbered consecutively (i.e., do not start each chapter with “p. 1”). Margins of 1 in. (2.5 cm) should be applied to all sides of the page. Create a separate digital file for all components of the manuscript: front matter, caption list, chapter 1, chapter 2, references, etc.

Do not embed tables or illustrations in the text or justify (align) the text’s right margin. All notes should be formatted and printed as endnotes, not footnotes (even though footnotes might be used in the finished book). The different levels of subheadings should be clearly distinguished (e.g., all caps centered for A-heads; small caps left-aligned for B-heads, etc.). Use boldface only for catalogue numbers.

Front and Back Matter

Book manuscripts may include some or all of the following: Dedication; Foreword (written by someone other than the author); Table of Contents; Preface (usually indicating acknowledgments including sources of funding); List of Illustrations; List of Tables; Bibliography/References and Abbreviations; Glossary (including technical terms and conventions); Concordances; Indexes (supplied by the author at proof stage).

When the time comes, authors should consult the *CMS* for instructions on how to prepare an index. The ANS's Publications Office can also supply the names of freelance indexers upon request.

Catalogues

Catalogue entries and their elements may vary according to the type of material presented; consistency across entries must be maintained. For the general organization of catalogues, authors are advised to consult recent ANS publications, as well as catalogues specific to their subject.

Preparing Greek (and other non-Latin) Text

The ANS Publications Office currently uses the following fonts to typeset Greek: KadmosU, New Athena Unicode, and Attika Unicode (all available from the Society for Classical Studies). Authors are not required to use these fonts, but we do insist that all non-Latin text be submitted in a Unicode font; this will significantly reduce the introduction of errors that can occur during the conversion of the files for copy editing. It is extremely important that authors check the accuracy of source references, diacritical marks, brackets, and other editorial apparatus.

For Hebrew, the ANS does not have a favored font, just so long as it is Unicode. For Arabic, the ANS prefers (but does not require the use of) Linotype Koufiya or Linotype Badiya. Other non-Latin scripts for "dead" languages such as Nabataean are handled by the ANS on a case-by-case basis.

When citing published non-Latin passages, please supply a photocopy of the passage so that we may also proofread the text.

Illustrations

With the revised manuscript, authors should submit either print or digital illustrations of professional quality. A combination of print and digital materials is acceptable, but we prefer digital images whenever possible. We will not generally alter images beyond basic cropping and sizing. Photographs of objects should include scales whenever possible. When creating line art, authors should bear in mind the consequences of reduction: thin lines and small numbers can vanish when reduced. Note that the printable area of a page in a typical ANS monograph is 6.5 x 9.0 in. (16.5 x 23 cm).

Illustrations, whether line drawings or photographs, will normally appear as figures in the text and/or as plates at the end of the volume. All illustrations must be numbered consecutively and cited in the text in order of discussion. Authors should specify the desired scale of reproduction (e.g., 1:1, 1:2, etc.), particularly for catalogued items. The ANS attempts to reproduce each coin, medal, or note at 1:1. Suggestions for the cropping and arrangement of figures are also welcome (note that we will not always be able to follow these suggestions, but will use them as a guide).

In special circumstances, color illustrations may be acceptable, but prior arrangements with the Director of Publications must be made. In the case of a color digital photograph, a professionally prepared color proof is essential. We will do our best to match this, especially if your image is color-critical. We usually expect authors to provide subventions for color. Color images will appear in the digital edition of the work without additional charge.

Print Art

Be sure that all original artwork is labeled lightly on the back in pencil with the figure number and author's last name. Include an orientation arrow in any ambiguous cases. Your original artwork will be returned to you upon publication of the work.

Digital Art

Digital files can be in .tiff, .eps, .pdf, or .jpg format, depending on the type of image submitted. While current standards for the print reproduction of digital images are presented below, there are many potential pitfalls that early consultation with the ANS Publications Office can avoid. Software standards also change, and there may be other formats we can accept beyond those listed below:

b/w line drawing (scanned): 1200 dpi .tiff

b/w line drawing (born-digital): Scalable vector art .eps

b/w photo (scanned or born-digital): Grayscale 350 dpi .tiff

b/w combination graphic: Scalable vector art .eps

color photo (scanned or born-digital): CMYK 350 dpi .tiff

color combination graphic: Scalable vector art .eps

Notes: For all .eps files, fonts should be embedded or included with submission. Exports from CAD or GIS programs will only be accepted in .eps or .pdf formats. If you are planning to submit a map or photograph with an overlay of type, please put this type in a separate layer or layers and submit it as an unflattened image.

Unacceptable Formats for Digital Art

Photographs embedded in Microsoft Word documents or PowerPoint presentations, and graphs or charts generated in Excel are not suitable for print reproduction. Files ending in .png, .gif, and .bmp will also not be accepted.

Concerning graphs, charts, and tables, the ANS will consult with you as we re-create these in our design software.

Sizing and Compression of Digital Art

Digital images have physical dimensions in the same way as print art. The dimensions of a digital image should be at least as large as the desired size of final reproduction on the printed page. Do not increase their resolution by artificially “sizing up” in Adobe *Photoshop* or similar image manipulation program. The only acceptable form of file compression is LZW data compression in TIFFs, although maximum-quality JPEGs are also approved for use.

For print publication, pixel-count is what matters. To be a certain size on the page, the image has to be, e.g., 750 pixels wide.

Scanning from Published Works

While line art scanned from a published source can be reproduced to an acceptable standard, halftones usually cannot. (This includes maps with shading as well as photographs.) Authors should always try to obtain the source image. Photographing the source image may work as a last resort, but is not recommended. We require printed permission from the publisher for all images scanned from works published after 1923. Depending on the image, you may also be required to obtain additional permissions from the author or image creator. Be sure to ask for non-exclusive worldwide rights in English for print and digital editions, hopefully a perpetual license, but a one-time license is also fine.

Special Considerations for Charts, Graphs, and Maps

No lines or rules should be defined at hairline width. Fills for bar charts, etc., reproduce better with patterns instead of shades of gray. When setting the size of type and elements, anticipate the effect of reducing the image, taking into account whether the lines will disappear or the labeling will become too small.

Further Advice

We recognize that the preparation of digital art is a complex process, even if you have an image manipulation program such as Adobe *Photoshop*. Further information about preparing digital art for publication, including visual examples, can be found in the

Digital Art Requirements for Submission of the Association of American University Presses:

http://www.aaupnet.org/images/stories/documents/aaup_graphic_guidelines.pdf

Captions

Figure captions must include source credits (unless full credit is given elsewhere). Any stipulations made on the part of the copyright holder should be observed. No punctuation is needed after captions consisting only of an incomplete sentence. If additional sentences or phrases follow, each (including the opening phrase) has closing punctuation.

Tables

Materials in tabular form should not be incorporated into the text, but should be presented in separate tables, numbered consecutively, and cited in the text in order of discussion. Although tables are normally typeset by the ANS, particularly complex tables may be treated as “camera-ready” copy; the editor reserves the right to ask for revisions. All major words in table titles should be capitalized (e.g., Table 1. Coins from Stratified Contexts”). Notes in the tables must be numbered separately from notes in the text.

Style

In general, the ANS Publications Office follows the recommendations of the *Chicago Manual of Style*, 16th ed. Please consult this volume for all issues not addressed below.

Spelling, Usage, and Punctuation

American spelling and usage are employed, following *Merriam-Webster’s Collegiate Dictionary*, 11th ed. When the dictionary supplies variations in spelling, the first one listed is the preferred form. The rules of punctuation set down in the *CMS* are followed.

Use one hard return to separate paragraphs. No indents.

Note the formation of possessives in the following examples: Williams’s, Demosthenes’.

Use a hyphen for words such as “long-lasting”.

Use an en dash (without space before/after) for numbers and dates (not a hyphen); for example:

Figs. 10–12 (not Figs. 10-12)
1877–1878 (not 1877-1878)
June–July (not June-July)

Use an em dash (without space before/after) for break in thought, for example:

Technological and social advancements—cheap paper, booming railroad distribution networks, more and better schools—led to a surge...

Use one space only after a period (not two spaces).

Use a comma after each item including the last, for example:

Pakistan, northern India, southern Uzbekistan, and Tajikistan.
not: Pakistan, northern India, southern Uzbekistan and Tajikistan.

Place a period/comma before quotation marks, for example:

“...their creative energies.”

Place note callouts after the period:

legendary role (Fig. 42).³
not: legendary role³ (Fig. 42).

For names, use a space after initials, for example:

E. T. Newell (not *E.T. Newell*)

Numerals and Measurements

In continuous text whole numbers from one through one hundred are spelled out; larger numbers are expressed in numerals, except at the beginning of a sentence. Commas should be used in numerals of 1,000 or greater, except for page numbers, addresses, and years. Ordinal numbers and fractions are spelled out, with the following exceptions: ordinal numbers used for centuries; combinations of whole numbers and fractions. Percentages are never spelled out. Always use numerals when units of measure are abbreviated.

Write out single-digit numbers; use numerals for double-digit numbers; for example:

three coins, 25 coins
third century BC (not 3rd century)
5th of January (not fifth of January)
40-year reign (not forty-year reign)

For figures (images) called out in the text: abbreviate, capitalize, and include a space between period and numeral. Use a lower-case “f” for figures cited in other publications; for example:

(Fig. 3)
(Figs. 2–4)
...in van Alfen 2006, fig. 5.

Dates and Chronological Periods

Use of the traditional BC and AD is preferred, although authors may opt for BCE/CE instead (all capital letters, and no punctuation). For indicating this Islamic era, use AH as opposed to H. AD and AH are placed before the date when citing specific years, and after the date when referring to centuries; BC follows cited years and centuries. Ordinal numbers for centuries are expressed in Arabic numerals. The word “century” is not abbreviated. Decades are expressed in numerals without apostrophes. Dates spanning decades should be expressed fully, e.g., 1740–1759, although date ranges within a single decade may be shortened, e.g., 1750–59. The exception is the Athenian calendar year, for which, e.g., 456/5 BC, is used. For specific dates, the month precedes the day (e.g., January 1, 2015), although the British day-month-year format can be used within the context of auction catalogues (e.g., 1 January 2015).

For inclusive dates, “to” or an en dash is used, as demanded by the syntax: The war lasted from 431 to 404 BC; the Peloponnesian War (431–404 BC).

The uses of slashes and dashes in dates should be consistent within the manuscript.

Specific chronological periods are always capitalized: Archaic, Classical, Hellenistic. “Early,” “Middle,” and “Late” are capitalized when part of a period designation unless conventional usage dictates otherwise. Do not capitalize the word “period”.

When using the abbreviated form of a chronological term, syntax should be determined by the unabbreviated form: a MM grave, not an MM grave.

Statistics

If a conclusion is indicated to be of statistical significance, the basic details of the statistical test must be provided: test used, significance level, and the value of the test statistic and any other values needed to interpret it (e.g., sample size, degrees of freedom, *p* value, etc.).

Foreign Words and Phrases

Foreign words or phrases that are not part of the common technical terminology should be italicized.

Transliteration

It is possible to include small amounts of text in most non-Latin writing systems (e.g., Greek, Arabic, Armenian, etc.); this is particularly suitable for coin legends in primary publications of coin types.

Transliterations do not have to follow a single rigid scheme; the author may choose the best method for the purposes of the article. Clarity may sometimes be more important than absolute consistency (e.g., when one transliteration of a word is less precise but more familiar in English, such as “Canton” rather than “Guangzhou” or “Athens” rather than “Athēnai”). One useful source for transliteration systems may be found at the Library of Congress Web site: lcweb.loc.gov/catdir/cpso/roman.html.

Greek: Transliteration of classical Greek may use either Latinized spelling, a more literal transcription, or some mixture, as long as usage is clear and any given word is transliterated consistently. Transliteration of modern Greek should follow traditional values of the alphabet for published material (such as titles of works cited) but may follow pronunciation when referring to spoken or colloquial usage, at the author’s discretion (e.g., *dhimotiki* vs. *dēmotikē*).

Russian and other languages using Cyrillic script: Various standard transliteration systems exist; a transliteration system that is precise yet does not require extensive use of diacritics or special characters is preferred.

Semitic languages and languages using Arabic script: Various standard transliteration systems exist for the major languages; any reasonably standard system will be acceptable. If it should be necessary to submit a file in a font or character encoding that does not include all of the necessary transliteration characters (such as, for example, the conventions used for representing Arabic in ASCII for email), please provide a key showing which properly typeset letters correspond to the substitute symbols used in the file. For Arabic, the ANS recommends following the rules of transliteration as established by the Library of Congress, which allows for macrons and under-dots. Spelling of the definite article should normally follow written use of “l,” rather than the assimilation to initial apical consonants as pronounced. As with modern Greek, transliteration should generally follow spelling rather than vernacular pronunciation, except where referring to spoken or colloquial usage. However, if a nonstandard transliteration of a place or personal name is usual in the literature, it may be preferable to follow that spelling for clarity.

Chinese: In general, the Pinyin system is preferred, especially for articles pertaining to the People’s Republic of China. Wade-Giles transliteration (or other traditional renditions) may be considered more suitable, however, for articles pertaining to the Republic of China, including the 1912–1949 period.

Abbreviations

The following standard abbreviations are used:

H. = height

W. = width

L. = length

Th. = thickness

Diam. = diameter

D. = depth

max. = maximum

min. = minimum

p. = preserved

dim. = dimension

est. = estimated

m = meter

m² = square meter

cm = centimeter

mm = millimeter

in = inch

g = gram

kg = kilogram

ed. = edited by or edition, depending on context

Fig., Figs. = figure, figures (for references to figures within the manuscript)

fig., figs. = figure, figures (for references to figures in other publications)

MS = manuscript

n., nn. = note, notes

n.d. = no date

no., nos. = number, numbers

n.p. = no place of publication

n.s. = new series

p., pp. = page, pages

Pl., Pls. = Plate, Plates (for references to plates within the manuscript)

pl., pls. = plate, plates (for references to plates in other publications)

repr. = reprint

rev. = revised by, review

trans. = translated by

When specifically relevant to the coins being studied, other units of measurement may be more suitable (e.g., grains or troy ounces for nineteenth-century U.S. coinage).

Abbreviations used for special purposes should be explained in the text or notes.

Common abbreviations in Latin are not italicized. Compass directions are written out.

Use “cf.” for comparisons only, not when “see” alone is intended.

Documentation

Citations should use the author-date system (described in *CMS* 15.20–15.55). Citations may be placed within the text rather than in footnotes. The citations in the text are given in parentheses by author, date, and page number. Citations may also be placed in footnotes as per *CMS* 14.45. Be consistent in the placement of documentation throughout the manuscript.

Citation of Ancient Works

Whenever possible, citations of ancient works should be given in the text, in parentheses, rather than in the notes. These works are not normally included in a reference list. The basic form of the citation is author's name; title of the work; book, chapter, or other appropriate designation, in Arabic numerals, separated by periods. Abbreviations for author names and titles of works should follow those listed in the *Oxford Classical Dictionary*, 4th ed., adapting the forms to reflect Greek transliteration where needed. If an author is known primarily for one work, the title of the work may be omitted. Pseudepigrapha are cited in square brackets.

References to corpora should be given as economically as possible, while still retaining clarity. References in Greek lexica should be given in Greek type. Translations of ancient works need not be listed in the bibliography. In notes, credit for translations should be given as follows: *Il.* 2.569–577, trans. A. T. Murray, Cambridge, Mass., 1924.

General Instructions for Reference Lists and Notes

Reference Lists: Authors must supply a list of all works cited, except ancient works, encyclopedias, and corpora. Citations should be complete, including subtitle, series, and the names of all authors. It is the author's responsibility to make sure that all citations are correct. The order of the entries in the reference list is, first, alphabetical, and, second, chronological under each author. If more than one work in the same year by the same author is cited, use "a," "b," etc. Use the author's first initial, not the complete first name; if an author has more than one initial, leave a space between letters.

Titles in English are capitalized following the headline style of capitalization, in which most words, except articles, prepositions, and coordinating conjunctions are capitalized. For titles in most foreign languages, capitalize the first word of the title and subtitle, and all proper nouns.

Greek titles should be written in accented Greek. Authors' names should be transliterated.

Do not use abbreviations for the titles of numismatic or other journals. Volume numbers are generally written in Arabic numerals, except those of excavation series, encyclopedia volumes, and numismatic catalogues. Further subdivisions, such as parts, are written in Arabic numerals after a period. Descriptive words (volume, part, etc.) are generally

omitted. Supplements to series or journals are also written in Arabic numerals. When citing inclusive volume numbers and dates, use an en dash, not a slash.

Refer to works not yet published either as “in prep.” or “forthcoming” (if the latter, include the name of the journal or series). Use English forms of place-names. When a state name is necessary to avoid confusion, use the short form rather than the ZIP code form.

Notes: For reference citations in footnotes (should they not appear in the text), list name, date, and page numbers only; if you refer to an article in its entirety, omit the page numbers. The name of the first author and “et al.” should only be used when citing a work with four or more coauthors. A semicolon separates successive references in a note. For listing multiple works by the same author, use commas. Do not use the following Latin terms: *supra*, *infra*, *loc. cit.*, *op. cit.*, *ibid.*, *idem*.

References should be given in the following order: author, date, page or column, catalogue number figure, plate. All page references should be expressed fully; “f.” and “ff.” should not be used. The en dash should be used for successive lines and pages, but adjacent numbers (figs., pls., inv. nos., etc.) should be separated by a comma. When citing a note or figure, include the relevant page number. Use roman or Arabic numbers for plate references, as they appear in the publication cited. If a plate is subdivided into numbered or lettered illustrations, use a colon to separate the designations (e.g., pl. 19:1). Use English terms to refer to illustrations: e.g., fig. (figure), not Abb. (Abbildung).

Digital Components

It is increasingly common to see data sets, 3D imagery, digital reconstructions, interactive maps, links to Open Access and Open Source databases and authorities, etc., submitted as parts of a scholarly manuscript. The ANS will advise you on how these components can be hosted and displayed in support of your synthetic text, and we encourage you to consider adding digital, online, and linkable resources to your work.