

# **American Numismatic Society**

## **Author Guidelines: Books**

### **February 29, 2024**

#### **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 ANS Publications Committee. While book proposals are welcome, unsolicited manuscripts will be destroyed/deleted, unread.

A book proposal, no longer than five pages, should be submitted to the ANS Publications Department ([publications@numismatics.org](mailto:publications@numismatics.org)) whether or not the manuscript has already been completed. 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 ANS Publications Committee will decide whether your project fits with the ANS's current publishing plans and budget. 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 one or two members of the ANS staff 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 in a way that would impair ANS rights to the publication. If portions were previously published (e.g., as articles), the author must disclose what was previously published, where and when it was published, and whether the author has transferred copyright to the portions that were published. Upon acceptance, authors must sign a contract transferring copyright to the ANS and attesting to the work's originality (i.e., the content has not been plagiarized and does not violate existing copyrights). In an effort to identify plagiarism, one or more plagiarism-detection software tools will be used to evaluate initial manuscript submissions.

## **Preparation of Book Manuscripts**

These guidelines are designed to assist authors 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*, 17th 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.

If 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**

### ***General***

When submitting a manuscript for the first time to the ANS, email it to the attention of the ANS Publications Department (publications@numismatics.org). Digital submissions larger than 10MB must be uploaded to a file-sharing service such as Dropbox (dropbox.com) or Google Drive (drive.google.com). Be aware that the ANS network is not able to receive files or emails from some file-transfer services, such as WeTransfer and WeSendit.

Text must be double-spaced and in a readable serif font at 12-point size for the main text (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. Use footnotes instead of endnotes.

For final submission of the work for publication, do not embed tables, figures, or other illustrations in the text. Instead, note within the manuscript where these graphical elements should be placed. All figures and tables must be called out in the text (e.g., Table 2.1, Fig. 3.26). Submit images and tables as distinct files separate from the text files.

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 most current edition of the *CMS* for instructions on how to prepare an index. The ANS Publications Department can also supply the names of freelance indexers upon request. Producing an index is the sole responsibility of the author.

### ***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 uses Unicode fonts for all non-Latin text (many fonts of which can be found online for free). The ANS requires that all non-Latin text be submitted in a Unicode font; this will significantly reduce the introduction of errors that can occur during the preparation of the files for copyediting. Where this is not possible (such as with special symbols, or a few writing systems not yet included in Unicode), please consult with the ANS Publications Department about the best way to proceed.

It is extremely important that authors check the accuracy of source references, diacritical marks, brackets, and other editorial apparatus.

When quoting published non-Latin passages, please supply a copy of the passage so that we may also proofread the manuscript's text against the source material.

### **Illustrations**

With the revised manuscript, authors should submit digital illustrations of professional quality. The ANS will not generally alter images beyond basic cropping, sizing, and optimization for print. Photographs of objects should include scales whenever possible, which will be used to scale the objects for printing. Scales will often be cropped, with the scale and/or dimensions noted in the figure caption.

When planning images, authors should keep in mind that the page size may be smaller than in their word-processing software. Typical ANS monographs have a working space of  $4\frac{1}{2} \times 7\frac{1}{3}$  inches ( $11.4 \times 18.6$  cm) in the Numismatic Notes and Monographs series,  $6 \times 9\frac{1}{4}$  inches ( $15.2 \times 23.5$ ) in Numismatic Studies, or  $6\frac{2}{3} \times 9$  inches ( $16.9 \times 22.8$ ) in Studies in Medallion Art.

When creating line art, authors should bear in mind that large figures may need to be reduced to fit on the page: thin lines and small numbers can vanish when reduced.

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., 2:1, 1:2, etc.), particularly for catalogued items, if it is not 1:1. In general, the ANS attempts to reproduce each coin, medal, or note at 1:1 unless

otherwise specified. 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).

Most ANS publications are printed with black-and-white images. Charts and graphs should be prepared accordingly. In special circumstances, color illustrations may be acceptable, but *prior arrangements* with the ANS Publications Department must be made regarding the production budget. We usually expect authors to provide subventions for color. If exact color-matching is critical, there may be extra costs for proofing.

### ***Digital Art***

Image files can be in .tiff, .eps, .ai, .pdf, .png, or .jpg format, at the highest quality possible. 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 Department can avoid. Software standards also change, and there may be other formats we can accept beyond those listed:

b/w line drawing (scanned): 1200 ppi

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

b/w photo (scanned or born-digital): Grayscale 300 ppi

b/w combination graphic: Scalable vector art .eps or .ai

color photo (scanned or born-digital): CMYK 300 ppi

color combination graphic: Scalable vector art .eps or .ai

Note: 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 .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 (e.g., at least 750 pixels wide if the image should be 2.5 inches wide on the page). Do not increase their resolution by artificially “sizing up” in Adobe Photoshop or similar image manipulation program. A quick test to see if your digital images are large enough is to check the file size. Files under 100kb are typically too small to print well.

### ***Scanning from Published Works***

While line art scanned from a published source can be reproduced to an acceptable standard, scanned halftones will usually print poorly (this includes maps with shading as well as photographs). Authors should always try to obtain the source image if possible.

We require permission from the copyright owner for all images that are not in the public domain in *both* the United States and the European Union. Note that copyright terms are defined differently in US and EU law, so an image may be in the public domain in one but not the other—in that situation written permission is still needed. Depending on the image, permission may be required from the publisher, the author, and/or the image creator. Be sure to ask for non-exclusive worldwide rights in English for both print and digital editions, hopefully a perpetual license, but a one-time license is also acceptable.

### ***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 when shrunk to fit the printed page.

### ***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](http://www.aaupnet.org/images/stories/documents/aaup_graphic_guidelines.pdf)

### ***Captions***

Figure captions must include source credits (unless full credit is given elsewhere in the manuscript). Any stipulations made on the part of the copyright holder should be observed. Every figure caption must end in a period (full stop).

### ***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 column headings should be capitalized. Notes in the tables must be numbered separately from notes in the text.

### ***Style***

In general, the ANS Publications Department follows the recommendations of the most recent edition of the *Chicago Manual of Style*. Please consult this volume for all issues not addressed below.

### ***Spelling, Usage, and Punctuation***

American spelling and usage are employed, following the most recent edition of *Merriam-Webster's Collegiate Dictionary*. 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 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).<sup>3</sup>  
not: legendary role<sup>3</sup> (Fig. 42).

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

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

Hyphens and dashes are often confused and have different forms and functions. The hyphen (-) is the shortest, the en dash (–) is of intermediate length, and the em dash (—) is longest.

Use a hyphen for compound words and modifiers such as “co-worker” or “long-lasting”. Hyphens may also be used as delimiters in special contexts such as telephone numbers (e.g., 571-4470).

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)

When giving a page range, use only the last two digits of the end page unless more are needed to indicate the difference: (e.g., pp. 80–81, 230–35, 297–304).

Use an em dash (rather than an en dash set off by spaces) for a break in thought, for example:

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

### ***Numerals and Measurements***

As indicated in *CMS*, whole numbers from one through ninety-nine are usually spelled out in continuous text; larger numbers are expressed in numerals, except at the beginning of a sentence. However, always use numerals in connection with units of measure and percentages. In works with extensive technical or scientific content, the alternative *CMS*

rule may be followed of spelling out only single-digit numbers, using numerals for ten or more. Commas should be used in numerals of 1,000 or greater, except for page numbers, addresses, and years. Simple fractions, when not used with units of measurement, are spelled out unless the numerator or denominator is large enough to be hyphenated internally (e.g., “two-thirds” rather than 2/3, but “21/33” rather than twenty-one thirty-thirds).

For figures (images) called out in the text: abbreviate and include a space between period and numeral. For example:

(fig. 3)

(figs. 2–4)

...in van Alfen 2006, fig. 5.

### ***Dates and Chronological Periods***

Authors may opt for either BCE/CE or BC/AD (all capital letters, no punctuation). For indicating the Islamic era, use H rather than AH. AD is placed before the date when citing specific years; BC and H follow the year. When referring to centuries or millennia, all abbreviations follow the word. Ordinal numbers for centuries are spelled out in full. The word “century” is not abbreviated. Decades are expressed in numerals (e.g., the ’80s). In some instances when an exact year is not known (e.g., the Athenian calendar year), use a slash (e.g., 456/5 BC). For specific dates, the month precedes the day (e.g., January 1, 2015), although the British day-month-year format can be used when citing 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).

Dates should not be written as abbreviated month/day/year or day-month-year numerals (e.g., 7/21/86 or 15-07-09). To avoid international ambiguity, the month should be written, either in full or (in citations of archival material or auction catalogues) as an abbreviated word, and the year should be given in full rather than abbreviated.

Named chronological periods are capitalized when based on a proper noun or functioning like a proper adjective—e.g., Chalcolithic, Hellenistic, Victorian—but are left lowercase for generic words used as identifying descriptions—e.g., post-colonial, modern. “Early,” “Middle,” and “Late” are capitalized when part of a period designation unless conventional usage dictates otherwise. Do not capitalize the word “period”. When noting a space of time within a year, decade, or century, “mid” always takes a hyphen, while “early” and “late” do not (e.g., mid-fifth century BC; late sixth century BC).

### ***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 naturalized in English and not part of common technical terminology should be italicized.

### ***Transliteration***

Transliteration is useful for borrowing of technical terms and for discussion of philological issues, but for reporting the text found on numismatic items, the primary description should use the original writing system. As mentioned above, this writing must be typed using a Unicode font wherever possible.

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 “Kowloon” rather than “Jiulong” 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](http://lcweb.loc.gov/catdir/cpso/roman.html).

*Greek*: Transliteration of ancient Greek may use either Latinized spelling, a more literal transcription, or some mixture, as long as usage is clear and consistent. Transliteration of modern Greek in contexts such as citations and geographical/historical background, should be based on the following criteria: 1) preferred usage of the author, publisher, etc.; 2) otherwise generally the traditional values of the alphabet; but 3) based on pronunciation rather than spelling when specifically referring to spoken or colloquial usage (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 specifically discussing spoken or colloquial usage. However, if a nonstandard transliteration of a place or personal name is usual (e.g., “Cairo” for القاهرة), it is generally 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 occasionally be considered useful, however, for work pertaining to the 1912–1949 period and for Taiwan after 1949.



### ***Abbreviations***

The following standard abbreviations are used:

H. = height

W. = width

L. = length

Th. = thickness

diam. = diameter

D. = depth

max. = maximum

min. = minimum

ca. = *circa*

dim. = dimension

est. = estimated

m = meter

m<sup>2</sup> = 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 in other publications)

MS = manuscript

n., nn. = note, notes

n.d. = no date

no., nos. = number, numbers

n.p. = no place of publication, no publisher

n.s. = new series

p., pp. = page, pages

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

repr. = reprint

rev. = revised, revised by

trans. = translated by

When specifically relevant to the coins being studied, other units of measurement may be needed (e.g., grains or troy ounces for nineteenth-century U.S. coinage). In these cases, the metric equivalence should be mentioned at first use.

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 may, at the author’s discretion, use either footnote citations, as is traditional in the humanities, or author-date citations, as is more common in the social and natural

sciences. Footnote citations should follow the format in *CMS*, chapter 14; author-date citations should follow the format in *CMS*, chapter 15. Be consistent in the style 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 need only be included in a reference list if the text (or a translation) is being quoted or specific textual issues are being discussed, in which case the edition or translation being used should be cited. 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 latest edition of the *Oxford Classical Dictionary*, 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. Pseudepigraphia are cited in square brackets. References in Greek lexica should be given in Greek type.

### ***General Instructions for Reference Lists and Notes***

*Bibliographies/Reference Lists:* Authors must supply a list of all works cited at the end of the text (*exception:* ancient works that are only cited rather than quoted, newspaper articles, and archival documents do not need to be included in the bibliography/reference list). Citations should be complete, including subtitle, the names of all authors, and (for books and monographs) both place of publication and publisher. It is the author's responsibility to make sure that all citations are correct. 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 foreign languages, follow the norms for capitalization of titles used in those languages.

Publications in foreign languages should be cited with the title in the original language, unless the publication is bilingual (other language plus English). If the title is in a non-Latin writing system (e.g., Greek, Hebrew, or Chinese), it should be written in the original writing system, but a translation may optionally be provided in brackets. Authors' names and publishers should be transliterated.

Volume numbers are generally written in Arabic numerals. 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 two-letter abbreviation.

*Footnotes and in-text citations:* 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*. Page numbers do not need “p.” before them, but other kinds of numbered locations such as columns (“col.”) or folios (“fol.”) should be specified. 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).

Widely known, frequently used references may be cited as abbreviations in the text. For example, a work on Roman coins might use the abbreviation “*RIC*” for the *Roman Imperial Coinage* series. For such cases, the work should be listed in the bibliography under the abbreviation, followed by the full citation.

### ***Example of Footnotes and Bibliography Format***

The first occurrence of a citation should give a concise but complete citation in the footnote. Subsequent occurrences should use an abbreviated citation. The bibliography is arranged alphabetically by author and, where an author has more than one work cited, alphabetically by title.

#### **Text**

By the 1880s, other organizations had come into existence that took archaeology far more seriously than the Society ever did.<sup>20</sup>

One issue that may be relevant to understanding the Society’s inability to sustain significant activity related to archaeology is that the social meaning of American prehistory was not the same as that accorded to Old World civilizations. The study of American prehistory was seen as a form of natural history, whereas the study of classical Greece and Rome was intended to provide uplifting aesthetic values.<sup>21</sup> Although the Society did issue a resolution supporting legislation to protect archaeological remains, it did not otherwise take up the suggestion of giving more attention to American archaeology.<sup>22</sup> Instead, it gave more attention to ancient Cyprus or Egypt, as did the faction that became dominant in the Archaeological Institute of America.<sup>23</sup>

One might have expected Archer Huntington to encourage archaeology, since he had actually conducted his own excavation in Spain and had funded a major archaeological project in New Mexico.<sup>24</sup>

20. S. H. Allen, “The Archaeology of the AIA: An Introduction,” in *Excavating Our Past: Perspectives in the History of the Archaeological Institute of America*, ed. S. H. Allen (Boston: Archaeological Institute of America, 2002), 1–28; T. A. Barnhart, “In Search of the Mound Builders: The State Archaeological Association of Ohio, 1875–1885,” *Ohio History* 105 (1998): 125–70.

21. Allen, “Archaeology of the AIA,” 5–6.

22. Minutes, membership meeting, November 18, 1901, ANS Archives.

23. G. L. Feuardent, *The Cesnola Collection and the De Morgan Collection* (New York: American Numismatic and Archaeological Society, 1878); “Numismatic Society Meeting,” *New York Tribune*, March 21, 1883; Allen, “Archaeology of the AIA,” 9.

24. J. M. González Parilla, “Archer Milton Huntington y la arqueología italicense de fines del siglo XIX,” *Habis* 33 (2002): 487–99, <http://hdl.handle.net/11441/13944>; D. R. Wilcox and D. D. Fowler, “The Beginnings of Anthropological Archaeology in the North American Southwest: From Thomas Jefferson to the Pecos Conference,” *Journal of the Southwest* 44 (2002): 121–234.

## Bibliography

- Allen, Susan Heuck. “The Archaeology of the AIA: An Introduction.” In *Excavating Our Past: Perspectives in the History of the Archaeological Institute of America*, edited by S. H. Allen, 1–28. Boston: Archaeological Institute of America, 2002.
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- Wilcox, David R., and Don D. Fowler. “The Beginnings of Anthropological Archaeology in the North American Southwest: From Thomas Jefferson to the Pecos Conference.” *Journal of the Southwest* 44 (2002): 121–234.

## **Example of Author-Date Format**

The references list is arranged by author and date rather than by author and title. If more than one work by the same author from the same year is cited, they should be distinguished (in both text citations and reference list) with letters a, b, etc. Author names may be spelled out, or they may use initials instead of given names.

### Text

Although mostly Neapolitan coins are found in sites along the Strait (Grierson and Travaini 1998, 427–28; Bruno 2004b), they occasionally show up farther away, as at Brucato on the north coast of western Sicily (Bautier-Bresc 1984). Achaian coins, however, did not circulate in Sicily; no finds are listed for Sicily by Gianazza (2016).

Both the coin from Achaia and the coin from Barcelona are made of a significantly richer billon, around 20–25% silver (Baker et al. 2017; Crusafont 1982, 237), compared to perhaps 2–4% silver (or less) for the coins from Messina and Naples (Grierson and Travaini 1998, 214, 267, 270).

### References list

- Baker, J., V. Kantarelou, A. G. Karydas, R. E. Jones, P. Siozos, D. Anglos, and B. Denham. 2017. “The Height of Denier Tournois Minting in Greece (1289–1313) According to New Archaeometric Data.” *Annual of the British School at Athens* 112: 267–307.
- Bautier-Bresc, G. 1984. “Les monnaies.” In *Brucato: Histoire et archéologie d’un habitat médiéval en Sicile*, edited by J.-M. Pesez, 473–96. Rome: École Française de Rome.

- Bruno, G. 2004b. "I rinvenimenti monetali." In *Archeologia a San Niceto: Aspetti della vita quotidiana nella fortezza tra XII e XV secolo*, vol. 1, edited by A. Coscarella, 233–45. Mantova: SAP Società Archeologica.
- Crusafont i Sabater, M. 1982. *Numismática de la Corona catalano-aragonesa medieval (785–1516)*. Madrid: Editorial Vico.
- Gianazza, L. 2016. "Repertorio dei ritrovamenti monetari, Italia." Version of September 13, 2016.  
[http://www.academia.edu/6677447/Inventory\\_of\\_coin\\_finds\\_Repertorio\\_dei\\_ritrovamenti\\_monetari—Italy\\_Italia\\_Medieval\\_and\\_Modern\\_times\\_](http://www.academia.edu/6677447/Inventory_of_coin_finds_Repertorio_dei_ritrovamenti_monetari—Italy_Italia_Medieval_and_Modern_times_)  
(Accessed March 14, 2017).
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### **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.