

DELTION OF THE CHRISTIAN ARCHAEOLOGICAL SOCIETY

The *Deltion of the Christian Archaeological Society* (DChAE / Deltion ChAE / Deltion) is the academic journal of the Christian Archaeological Society, founded 1884, which aims to study Byzantine and post-Byzantine archeology and art (300 AD – 1830 AD).

The *Deltion of the Christian Archaeological Society* is published annually (ISSN 1105-5758) and is also published electronically (e-ISSN 2241-2190):

<http://ejournals.epublishing.ekt.gr/index.php/deltion>

The journal follows the system of double-blind evaluation (peer review) and is international field indexed: Clarivate Analytics, ERIH PLUS.

Author Guidelines

The *Deltion of the Christian Archaeological Society* invites the submission of studies in Greek (polytonic or monotonic system), English, French, German and Italian.

The submitted studies must be unpublished, original and their subject matter is must be relevant to Byzantine and Post-Byzantine Archaeology and Art (300 AD – 1830 AD).

The length of submitted studies is recommended not to exceed 18,000 words (text with footnotes), while the text-illustration ratio (photos / drawings / maps) corresponds to one image per 600 words.

Especially for honorary volumes, the length of the text with footnotes is set at 5,000 words and the illustration at 8 figures (photos / drawings / maps).

Exceeding the above instructions is done only if this is deemed necessary by the Editorial Committee.

The full name of the author, title, institution in which he/she works and e-mail address will be published in both the print and online versions of the journal.

Authors are asked to follow the guidelines as described below in the following sections:

- I.** Guidelines for authors for registering for the online platform.
- II.** Guidelines for authors for initial submission of their articles (in Pdf and Word format).
- III.** Review of articles submitted for publication.
- IV.** Corrections and submission of the revised version of articles to be published.
- V.** Guidelines for final submission of articles to be published / Proofreading.
- VI.** Publication of articles accepted for publication – Offprints.

I. Guidelines for authors for registering for the online platform.

Due to the implementation of the online version of the *Deltion of the Christian Archaeological Society*, articles will be submitted **only** electronically via the journal's webpage, to which they will be submitted in Pdf and Word file format:

<https://ejournals.epublishing.ekt.gr/index.php/deltion/about/submissions#onlineSubmissions>

We note that your registration as an **Author** is required for submission of your article.

For new users of the online platform, instructions for registration are **here**.

For those already registered on the online platform, instructions for adding the role of Author are **here**.

ORCID ID account.

Authors are requested to create their own ORCID ID account. This is a unique ID for each author, which provides the opportunity to link to his/her publications and hence, the best electronic indexing of their work published in the *Deltion*. The ORCID ID for authors who successfully complete the identifier process on the platform will appear on the *Deltion* website in the form of an active link beside their name. By clicking on this link, all an author's published articles will be available for viewing.

Please note: each author will be able to log on to the *Deltion* using the code they will be given upon receiving an ORCID ID.

There is a recorded presentation at <http://helios-eie.ekt.gr/EIE/handle/10442/15487> on the features and benefits of ORCID ID for authors and publishers, as well as the registration/login process for the eJournals platform via ORCID ID.

To create an ORCID ID, click on the corresponding icon (above left in the registration field). <http://ejournals.epublishing.ekt.gr/index.php/deltion/user/register>. Then follow the instructions above to register for the journal. For users already registered, you can add your ORCID ID to your profile from >Edit my profile.

II. Guidelines for authors for initial submission of articles (in Pdf and Word format).

The following guidelines are valid for all five languages: Greek (monotonic or polytonic system), English, French, German and Italian.

The studies must be submitted electronically with a single file (Pdf and Word file format) via the journal's webpage:

<https://ejournals.epublishing.ekt.gr/index.php/deltion/about/submissions#onlineSubmissions>

To secure anonymity of submissions, the author's name should not appear in the initial submission file (Pdf and Word); references to earlier articles by the author should be in the third person and avoid any acknowledgments.

The **single file (Pdf and Word)** must include the following in this order:

- The title of the study in Greek and English. In case the submitted paper is written in a language other than English, then the title must be translated into English.
- An Abstract of 80 words in Greek and English,
- At least four keywords, indicating the *chronological period*, the *general subject*, the *specific subject* and finally the *site* and the *monument*, encompassed by the paper
- Text and footnotes,
- A Summary of 1,000 words in Greek and another language (English, French, German, or Italian –preferably in English),
- The list of the Figures with subtitles and their provenance/copyrights,
- At the end of the file, the illustrations in law resolution must be included (one figure in each page).

REQUEST:

To ensure the integrity of the review process for articles submitted to the journal, every possible effort should be made to avoid the authors' names becoming known to reviewers and vice-versa. This involves authors, editors, and reviewers (who upload files and documentation as part of the review process) in controlling the following steps related to text features and corresponding files:

Authors should have removed their names from the text being submitted, and the fields "Author" and year should be used in references and notes in lieu of the actual names of authors, titles of articles, etc.

In cases where a pdf file is submitted, authors' names should be removed from the File Properties on the file commands menu of Adobe Acrobat.

In the case of Microsoft Office files, the author's name should be removed from the file properties (on the menu of commands for Word files) as follows: Archive > Save As > Tools (Choices on Mac) > Security Options (Security) > Remove personal information from file properties when saving > Save.

TEXT FORMATTING

Please follow the text formatting guidelines below as much as possible in the initial submission and certainly in the final revised submission.

Manuscripts should be submitted in Unicode (Arial Unicode, Palatino Linotype Unicode, Times New Roman etc.). The font size should be 12 for the text and 11 for the footnotes. Line spacing should remain at 1.5 lines throughout the article (including footnotes).

QUOTATIONS

Quotations from ancient and medieval sources appear in italics and follow the polytonic system if in Greek. Quotations from modern authors should be placed in inverted commas, typed in regular fonts and follow the accentual system of the original text quoted.

NUMBERS AND MEASURES

In continuous text whole numbers from one through nine are spelled out. Numbers larger than nine are given in Arabic numerals, unless the number appears at the start of a sentence, in which case it is written out in full.

Metrical units should be written using numerals and not in full (e.g., 2cm).

Use of the relevant metrical system is obligatory for each form of measurement.

FOOTNOTES

Bibliographical references are inserted as **footnotes** and not as endnotes. The first citation of a work should contain full bibliographic data; later mentions are abbreviated with a reference to the number of the footnote providing full publication details: **op.cit.** (**n. 00**).

Regarding the tonal (accentual) system, all Greek titles cited in the footnotes should repeat the original form of their publication, whether polytonic or monotonic.

For studies submitted in all other languages other than Greek, titles remain as they are in their original language, but authors' names and titles in the Cyrillic, Arabic, Georgian, Armenian alphabet etc. should be transliterated into the Latin alphabet based on the transliteration rules of the Library of Congress (Library of Congress Romanization Tables).

In languages that are not easily understood, it is suggested to translate the title into English in parentheses.

In articles submitted in Greek, the names of authors of foreign-language publications in the notes remain as they are, but places of publication are written in Greek when there exists a corresponding accepted Greek term (e.g., Λονδίνο, Παρίσι). If not, they remain in their original version (e.g., Princeton, Amsterdam). In studies submitted in languages other than Greek (English, French, German, Italian), names of authors and places of publication are transcribed in the language in which the articles is written.

References must be made according to the following system:

Monographs

Initial(s) of author's name(s), Surname(s), *Title*, place and date of publication, Number of pages or image(s)/plate(s) (fig. or pl. respectively):

Monograph

R. Ousterhout, *Master Builders of Byzantium*, Princeton 1999, 64, fig. 9.

Monograph in a series

K. Papadopoulos, *Die Wandmalereien des XI. Jahrhunderts in der Kirche Panagia ton Chalkeon in Thessaloniki* (Byzantina Vindobonensia 2), Vienna 1966, 45.

Reissue – Later edition

D. A. Zakyntinos, *Le despotat grec de Morée* (rev. ed. Ch. Maltezou),² London 1975.

Reprints

W. Heyd, *Histoire du commerce du Levant au Moyen Âge*, vols. 1 and 2, Leipzig 1885-1886 (repr. Amsterdam 1967).

Primary sources

Name of the ancient or mediaeval author, *original title of the work*, number of the book/paragraph (if exists), publ. initial and last name of the editor (the name of the series, if exists), place and date of publication, number of pages.

Anna Komnene, *Alexias*, III. 10.4 ed. D.R. Reinsch – A. Kambylis (CFHB 40), Berlin – New York 2000, 113.

Articles

Initial(s) of the author's name(s), Surname(s), "title", *Journal title* and volume number in Arabic numerals (date), number of pages, images and tables (fig. or pl., respectively). Note: For abbreviations of commonly-cited journals and series, use the *Deltion's List of Abbreviations*. In all other cases, the full title of the journal should be cited.

M. Chatzidakis, «Βυζαντινές τοιχογραφίες στὸν Ὀρωπό», *DChAE* 1 (1959), 87-107.

D. Mouriki, "Stylistic Trends in monumental Painting of Greece during the Eleventh and Twelfth Centuries", *DOP* 34-35 (1980-1981), 77-124, pls 1-96.

Reprinted articles

M. Vassilaki, "A Cretan Icon in the Ashmolean: the Embrace of Peter and Paul", *JÖB* 40 (1990), 406-422 (= M. Vassilaki, *The Painter Angelos and Icon-Painting in Venetian Crete*, Farnham 2009 [article/chapter no. 6], 111-135).

Conference proceedings

A. Mitsani, "Observations on the Origins of Marbles Used in the Katapoliani Church of Paros", *Παρία Λίθος. Λατομεία, μάρμαρο και εργαστήρια γλυπτικής της Πάρου. Πρακτικά Α' Διεθνούς Συνεδρίου Αρχαιολογίας Πάρου και Κυκλάδων (Paros, 2-5 October 1997)*, eds D. Schilardi – D. Katsonopoulou, Athens 2000, 279-280.

Book Reviews

D. I. Constantelos, Review of "A. Sharf, *Byzantine Jewry: From Justinian to the Fourth Crusade*, New York 1971", *AHR* 77 (1972), 499-500.

Entries in encyclopaedias or dictionaries

ODB, vol.2, "Germanos I, Patriarch of Constantinople" (A. Kazhdan).

Entries in exhibition catalogues

Καθημερινή ζωή στο Βυζάντιο. Ὁρες Βυζαντίου – Έργα και ημέρες στο Βυζάντιο (Exhibition catalogue: Thessaloniki, White Tower, October 2001-January 2002), Athens 2002, ed. D. Papanikola-Bakirtzi, cat. no. and fig. 211 on p. 189-190 (A. Tsakalos).

References to Online Publications

References to online publications should also include a link to the publication's URL and the date when the publication's page was last accessed.

ILLUSTRATION (photographs, drawings/plans, maps, Tables)

All photographs, drawings/plans, maps, tables should be accompanied by captions.

The illustrations, regardless of whether they are photographs, plans, maps, or tables should carry continuous numbering in Arabic numerals in the order in which they appear in the text. In-text, references to figures are noted in parenthesis, e.g. (Fig. 2) or (Figs 2, 3) or (Figs 2-4).

The texts of the studies must include the captions of the Figures, mentioning the name of the author, if known.

If another party holds the copyright, credit should be given in compliance with the specifications provided by the copyright holder.

If the figures are from another publication, the caption should include a reference to this publication, including page and/or figure from which the images have been copied.

Captions

Captions of figures must be written by first mentioning the place, then the subject and finally the date, e.g.

Fig. 1. Athens, Byzantine and Christian Museum. Icon. Saint George, first half of the fourteenth century.

Fig. 2. Saint George (detail of the Fig. 1).

When the illustration is not published in its entirety but a part of it, then the captions should be written as follows:

Fig. 3. Athens, Byzantine and Christian Museum. Icon. Saint Andrew, first half of the fourteenth century, detail.

III. Review of articles submitted for publication.

In cases where an article is submitted for publication in the *Deltion*, it may not be sent to another journal until it has been approved or rejected.

The Administrative Board of the Christian Archaeological Society and especially the Editorial Committee of each volume reviews submissions to ensure the relevance of articles' subject matter to Early Christian, Byzantine and Post-Byzantine Archaeology and Art (300 A.D. – 1830 A.D.), and their compliance with the journal's publication guidelines.

The Board considers for publication original articles articulated in scientific language. If a submitted article does not fulfil the above criteria, the Board reserves the right to reject it immediately.

Studies which pass the decision stage are forwarded anonymously to two reviewers whose names are not disclosed. In case of divergent assessments, the submitted

manuscript is forwarded to a third reviewer. The reviewers evaluate the submitted manuscript based on the following criteria:

- Originality
- Scientific contribution
- Syntax and composition of text

Upon completion of the review process, the Editorial Committee informs the author about whether his manuscript has been accepted for publication as it stands or following changes, or if it has been rejected. In addition, it informs authors of the content of assessments.

The Editorial Committee announces to authors whether their submitted manuscripts have been accepted or not in a reasonable period from submission.

The ChAE maintains a confidential archive of all submitted manuscripts.

IV. Corrections and submission of the revised version of articles to be published.

In cases where an article is accepted on condition that the text be revised on the basis of reviewers' suggestions, the author will have a reasonable period to make these changes, as determined by the Editorial Committee of each volume. The revised form of each article should be written following the suggestions for corrections-improvements requested by the reviewers, or the author should explain why they have not accepted them.

Revised articles should be formatted in accordance with the Guidelines of the *Deltion*.

Illustrations should be submitted together with the final form of the text.

Revised versions of articles will be forwarded for the final stages of publication (i.e., editing, layout) only upon receipt of all necessary documentation and permissions (i.e. photographs, plans, permissions to reproduce images), and on condition that the revised article conforms to the journal's guidelines.

No changes to the text are permitted after final submission.

V. Guidelines for final submission of articles to be published.

The following should be submitted as separate electronic files (the name of each file should consist of the author's last name and characteristic abbreviation for the file's title in accordance with the examples below):

Text in Microsoft Word and in pdf format, a total of two files (example: PalaiologosText.doc and PalaiologosText.pdf). The following should be included in this file in the following order:

- Title,
- Author(s)' name(s),
- Affiliation,
- Full mailing address,
- email,
- Phone (work),

- Abstract of the article in Greek and English,
- Keywords in Greek and English,
- Body of the text with footnotes,
- Summary, including the title, and
- List of Figures continuously numbered using Arab numerals, together with captions and source (copyright).

Addenda or catalogues (if present) in a Microsoft and pdf file, for a total of two files per addendum/catalogue (example: PalaiologosAddendum1.doc και PalaiologosAddendum1.pdf).

Illustration (photographs, drawings, maps, tables): each as a separate TIFF or JPG file. The title of the file includes the author's last name and its number in the text (example: PalaiologosFig.1.tiff).

Photographs

Poor-quality photographs that do not meet the *Deltion*'s standards will be rejected. Digital images should be submitted in separate TIFF or JPEG files in resolution equal to or higher than 350dpi.

Maps and Charts

Drawings, maps, and charts should be submitted as TIFF files or line art or bitmap, in resolution equal to or higher than 1200 dpi. Large files should be compressed using LZW compression format.

Maps, charts, and drawings that accompany the study should not be larger than 70×100 cm or smaller than the actual size they will appear in the publication. They should be on white or transparent background without any tonal graduation or scratches and include a scale indication.

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The Author bears sole responsibility for securing the requisite permission for reproduction of material in **print** and **electronic** form if these rights belong to third parties (whether institutions or private individuals) based on the stipulations set forth in the Author's Warranty and Agreement (in the section "Guidelines for final submissions of articles to be published"). The author is responsible for payment of any fees involved.

All the above will be accompanied by the following two documents:

A signed letter to the ChAE and Editorial Committee of each volume of the journal that should include the following:

- An indication of whether the reviewers' remarks were accepted, or if not, why not.
- An indication if there have been changes to the title and abstract of the article submitted to the journal, and the reasons why these were made.
- A list of all electronic files submitted together with the final version of the paper and their content.

A signed **Author's Warranty and Agreement** form concerning intellectual rights to the original. Among other things, there should be confirmation of the fact that the author has received publication permission for monuments or objects, and for the entirety of documentation material (photos, plans, etc.) included in the article to be published.

The Author's Warranty and Agreement should be sent to: chae.secretary@gmail.com.

Note: By submitting an article for publication to the *Deltion* the author assumes responsibility for adhering to intellectual property rights law, assures that no violation is being caused to the intellectual property rights of third parties, and accepts unreservedly the copyright policies of *the Deltion*.

Proofreading

Authors receive proofs of their articles which they are requested to look over and return within the period set by each volume's Editorial Committee. In cases where authors do not respond, their article is published in the form of the proofs they received.

Typographic corrections of texts by the editor/proofreader will in no case exceed three. Changes or alterations to the text or illustrations of an article carried out on the author's responsibility during the period the *Deltion* is in press will be made at the author's own expense.

VI. Publication of articles accepted for publication – Offprints.

Upon publication of the volume, authors receive an electronic offprint of their article in Pdf at the email they have provided.

The authors may not publish the electronic offprint of their article on the World Wide Web **until twenty-four (24) months from publication.**

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 - e. to communicate with you about our services and businesses; and
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