

**Schweizerische Numismatische Rundschau / Revue Suisse de Numismatique /
Rivista Svizzera di Numismatica / Swiss Numismatic Society**

Authors' Guidelines

These guidelines are intended to facilitate co-operation between the authors, the editors and the printers.

1. The manuscript submitted to the editors must be the final version. There must be a complete uniformity of presentation: bibliographic references, use of capital letters, italics, punctuation, etc.
2. The author is to stick to the timetable agreed upon with the editors.
3. The text of the manuscript should be submitted as an attachment in form of an RTF, DOC, DOCX or ODT file. Additionally, the author should send a hardcopy of the manuscript.
4. The author should keep a copy of her/his manuscript (both as a computer file and a hardcopy). Neither the editors nor the publisher can be held responsible for the loss of a manuscript.
5. Words of the text must not be divided.
6. The manuscript should contain only one text-style (standard paragraph) and at the most three title-styles (no numbering please).
7. Special signs and characters are marked with a \$ as a prefix in the file and by underlining them in a special colour in the hardcopy. Special signs are to be listed in the order of their appearance in a separate file (BMP, EPS, JPG or TIFF).
8. Notes are to be placed at the bottom of the page. The numbering of the notes and their format should be those of the program selected. No special format should be used. The note numbers should be placed before punctuation marks without any blank space: as *for him*¹, or *it proved to be wrong*².
9. For orthography, punctuation, etc. refer to the main standard dictionaries such as *The Oxford English Dictionary*, the *Petit Robert* or the *Grévisse* for French, the *Duden* for German, and, for Italian, the *Dizionario della lingua italiana* by G. Devoto and G. C. Oli.
10. Decimal places are separated by a comma without a space (i.e., 10,50). Measurement abbreviations as g (gramm), mm (milimeter), etc. should be separated from the number by a space (i.e., 10 g, 12,5 mm).
11. When possible, only the usual standard abbreviations should be used. Less common abbreviations should either appear in the abbreviation list or should, the first time it is used, be given in full followed by the abbreviation in parentheses, for example: Service archéologique de l'Etat de Fribourg (SAEF). Any further use can make use of the abbreviation. The use of "ff" to indicate a series of pages or numbers should be avoided. Any abbreviations that appear in the abbreviations list of the Schweizerischen Numismatischen Rundschau (SNR) need not be listed in full.

12. In the footnotes the bibliographic information should be given following the “Author - Year” system, i.e., MÜLLER 2003, p. 12. At the end of the article there should be the usual abbreviation list in alphabetical and chronological order: MAIER 2006 before MÜLLER 1999 before MÜLLER 2003; if more than one reference per author is from the same year they should be indicated by small letters, as MÜLLER 2003a, MÜLLER 2003b, etc. Full bibliographic references should not appear in the footnotes.

13. For bibliographical notes the following principles will be applied:
The name of the author follows, after a blank, the initial(s) of the author’s first name(s), each with a blank following: i.e., F. E. KOENIG, not F.E. KOENIG.

The name of the author is printed in SMALL CAPITALS. If there are several authors (maximum: 3; if there are more, add “*et al.*”), their names are separated by a dash between blanks.

The author’s name is followed by a comma and, for monographs, the title of the publication, the year and place of publication or, for articles the title of the periodical, its vol. number, year, and pages. The titles of monographs or articles are not given in SMALL CAPITALS.

If the reference is to a column and not a page (as in lexic), the abbreviation “col.” is to be used. Articles from lexic or encyclopaedia should be cited in the same way as for monographs, but with the addition of the abbreviation “s.

v.” (= sub verbum) before the entry title. If the author is known, her or his name should be appear in small capitals in parentheses.

Examples:

Monographs:

A. AUTHOR, Title. Subtitle (Series number - if any), place, date, pages.

E. BACH – L. BLONDEL – A. BOVY, La cathédrale de Lausanne. Les monuments d'art et d'histoire du canton de Vaud 2 (Basel, 1949), pp. 48–76, pl. 12.

J. BOUCHARY, Les faux-monnayeurs sous la Révolution française (Paris, 1946).

R. DUNCAN-JONES, Structure and Scale in the Roman Economy (Cambridge 1990).

Articles in periodicals:

A. AUTHOR, Title, title of periodical, vol., year, pages.

H.-W. RITTER, Livias Erhebung zur Augusta, Chiron 2, 1972, pp. 313–318.

Articles in monographs:

A. AUTHOR, Title, in: A. AUTHOR – A. AUTHOR (eds), Title of volume. Title of series (if relevant), place, year, pages.

M. NICK, Zum Ende der keltischen Münzwirtschaft in Südwestdeutschland, in: J. METZLER –

D. WIGG-WOLF (eds), *Die Kelten und Rom: Neue numismatische Forschungen. Studien zu Fundmünzen der Antike 19* (Mainz, 2005), pp. 147–157.

Articles in lexica or encyclopaedia:

A. AUTHOR (Editor = ed.), Title of the Lexicon, Place, Year, pages, s. v. Title of the entry, A. AUTHOR.

T. KROHA (ed.), *Grosses Lexikon der Numismatik* (Gütersloh, 1997, p. 247, s. Luftpumpentaler (G. WELTER).

Articles in collections (i.e., Festschrifts, Congress Proceedings, Seminars, etc.).

A. AUTHOR, Title, in: A. AUTHOR (ed.), Title of the collection, Place and Date (if a congress), Place, Date, pages.

A SPUFFORD, The Mint Buildings of Medieval Europe, in: C. ALFFARO – C. MARCOS – P. OTERO (eds.), *XIII Congreso Internacional*, Madrid, 2003 (Madrid 2005), pp. 1059–1066.

For citations of ancient authors we recommend the system used in the Neuen Pauly (DNP) and elsewhere (OCD): abbreviation of the author's name, abbreviation of the title and the text section: i.e. Eus. pr. ev. 3,12.

14. Together with the manuscript there should be two summaries, one in a language other than that of the article; they should be no longer than 10 lines of 60 characters.

15. Maps, tables, plates, illustrations, photos, etc. will be reproduced photographically. It is therefore essential that these elements be of a very high quality (1200 dpi, or at least 300 dpi for B/W-illustrations) in order to be adapted to the real size of the printed page (12.5 x 16 cm). Photos are to be sent as 1:1 or 2:1 copies or at least with a clearly indicated scale. The placement of the illustrations MUST BE CLEARLY INDICATED IN THE MANUSCRIPT.

16. The illustration captions should contain a short description of the object illustrated, with whatever technical data that is known, especially where it is now, its inventory number and photo source. For example:

Fig. 1 Mould from Carthage. Amsterdam University, Excavation Campaign 2000, Level 7. Carthage, Museum Inv. BM00/7052, 12115; Diam. 8,63 x 8,08 cm (max.) and 2,23-2,74 cm thick.

Fig. 2 Segesta, Didrachm, Period II, ca. 455/450-445/440 BC, 8,61 g, 330°; from MANI HURTER 2008 pl. 9, 96, R 52

Sources from the illustrations must be given; the Author(s) is/are solely responsible for obtaining the reproduction rights.

17. References to the text figures should be *cursive*, for example:

Examples of didrachms from Neapolis (*Pl. 2, 2*) are known from ten different find spots in Sicily (*Figs. 3 and 6-16*).

(NOTE: WHEN CURSIVE REFERENCES ARE GIVEN WITHIN PARENTHESES, THE PARENTHESES THEMSELVES AND WORDS WITHIN THEM SHOULD NOT BE CURSIVE).

18. All figures should be numbered consecutively. A complete list of the figure captions of all illustrations should appear at the end of the manuscript.

19. *Varia*. The standard Latin abbreviations should be in cursive lower case letters followed by a period: *et al.*, *ca.*, *ibid.*, *idem.*, *cf.*, *op. cit.*, *etc.*