

# Publishing with the Norwegian Institute at Athens

## General Information

The dissemination of Norwegian research about the ancient Greek world (classical studies, archaeology, and cultural history) and topics within the broader framework of humanities, social sciences, and the arts from antiquity to recent times has been one of the foundational missions of the Norwegian Institute at Athens (NIA) since its establishment in 1989. The NIA previously held [three independent scholarly series](#), namely *Skrifter* (published in Norwegian) and *Papers* and *Monographs from the Norwegian Institute at Athens*. These earlier series have been discontinued and are now unified into the series **Papers and Monographs from the Norwegian Institute at Athens**, published primarily in digital format (available via the [Norwegian Research Information Repository](#)). The series Papers and Monographs from the Norwegian Institute at Athens is listed in the [Norwegian register for scientific journals, series, and publishers](#).

The NIA publication series publishes the archaeological work of the Institute and the results of other research activities organized or endorsed by the Institute (e.g., conference and workshop proceedings). We also welcome submissions from Norwegian scholars researching the topics mentioned above.

Publication Prioritization Notice: Subject to available funding, the NIA reserves the right to prioritize the publication of its own archaeological projects over other submitted publication proposals.

## Publications Editorial Board

The NIA [scientific advisory board](#) serves as the **Publication/Editorial Board** for the NIA publication series. The Publication/Editorial Board assesses the peer-reviews of the submitted manuscripts and decides upon their publication. The Publication/Editorial Board also provides advice on issues concerning the policy and scope of the NIA publications and promotes the series in their respective academic communities.

Current Members of the NIA Publication/Editorial Board:

Professor **Eivind H. Seland**, AHKR/HF, UiB (Head of the Advisory Board; Chair of the Publication/Editorial Board)

Senior Lecturer **Eirik Welo**, IFIKK/HF, UiO

Professor **Halvard Fosheim**, FoF/HF, UiB

Dr. **Zarko Tankosic**, Project Manager, Administrative Manager AHKR/HF, UiB

Jonas **Joel Joseph**, Student Representative, UiB

The Publication/Editorial Board can be supported by distinguished Norwegian and international scholars serving as external Publication Advisors. NIA may also assign Publication advisors as in-house peer reviewers for the submitted manuscripts.

## Information for Authors

### General Information

The Papers and Monographs from the Norwegian Institute at Athens series accept publication proposals for monographs, edited volumes (e.g., conference proceedings or the results of university research projects), and excavation projects.

For any questions concerning the publication procedure, please [contact the NIA](#) or send your inquires directly to Dr. [Paschalis Zafeiriadis](#), the NIA staff responsible for publication issues.

### Submitting a Publication Proposal to the NIA

To submit a publication proposal, please fill out and return our [publication proposal form](#) by adding all the required information. Any application support material (i.e., sample chapter(s), Table of Contents, abstract(s), CV(s)) should be attached separately to the relevant email. **The deadline for publication proposals is December 31st.** Externally funded (partially or wholly) publication proposals can and will be prioritized.

After submitting the publication proposal form, the NIA Publication/Editorial Board will (in due time) assess the proposal to decide whether the proposed publication conforms with the goals of the NIA and satisfies our broader scientific merit criteria. Then the manuscripts must undergo peer reviewing before the NIA commits to publishing the proposed work.

Following the provisional acceptance of the publication proposal, authors/editors are required to submit a detailed timeline outlining the publication procedure.

### Peer Review Process

According to [the criteria for inclusion in the Norwegian register for scientific journals](#) all works published in this series has to follow the criteria for inclusion, including having established procedures [for external peer review](#).

Following the provisional acceptance of a publication proposal, the authors/editors are expected to submit the full manuscript in accordance with the timeline they have proposed. After submission for peer review, no substantial additions to the text, or to chapters or sections, are permitted unless they are made in response to reviewer feedback and comments accepted by the Editorial Board of the Series.

As part of the initial submission, authors or editors must propose **at least three external referees** who have no conflict of interest with the manuscript or with the contributing

authors or editors. The NIA will assess the suitability, expertise, and relevance of the proposed reviewers in relation to the subject matter and will initiate the peer review process by contacting selected referees.

The NIA reserves the right to determine the selection of referees, a process that is not solely at the discretion of the editors. Accordingly, the NIA may appoint referees other than those suggested by the editors.

Upon completion of the review process, referees are expected to submit their reports directly to the NIA. The NIA will evaluate the external peer review reports and communicate the outcome to the authors/editors accordingly.

### Accepting the Manuscripts for Publication

Manuscripts accepted for publication should be submitted to NIA after the authors/editors proceed with the revisions suggested by the referees. Along with the revised manuscripts reflecting the external peer review comments, the authors/editors are also expected to submit a cover letter to NIA explaining in detail how the peer review feedback and suggested revisions have been incorporated throughout the volume and the individual chapters.

The next step involves proofreading the manuscripts by a professional proofreader assigned by the NIA. Proofreading costs may be covered by the NIA as per its budget availability and planning. External financial support to cover the proofreading or other publication costs is welcomed and may expedite the publication procedure.

### Editorial Style Guide Information

The NIA does not maintain a binding Style Guide. Authors and editors are expected to select, adopt, and consistently apply an established editorial style guide commonly used in relevant scholarly publications (e.g., *Hesperia*, *American Journal of Archaeology* [AJA], *Chicago Manual of Style* [Notes and Bibliography], APA, or MLA). A concise statement identifying the selected style guide must be included in the initial submission of the publication proposal.

Accepted manuscripts will not proceed to proofreading until they substantially conform to the proposed style guide, ensuring that editorial and production work can proceed effectively. Authors and editors are solely responsible for applying the chosen style consistently.

## **Publication Policy**

### Publication Format

In line with recent policy, the NIA's publication series will primarily be digital, with each publication receiving an ISBN and issued under a Creative Commons 4.0 license. Editors and

authors publishing with the NIA are expected to conform to this digital publication format. Physical publications with extensive print runs within the NIA series are possible only if external funding is secured by the authors or editors.

### Digital Open Access

All NIA publications, whether digital or physical, must be made available in digital format via the Norwegian Research Information Repository after publication. For justified academic reasons, authors or editors may request a temporary delay in open-access availability; however, the obligation to provide open access cannot be waived.

### Publication - Cost Policy

In accordance with the publication series policy, the NIA will cover the printing costs for up to 50 print-on-demand quality copies of any accepted publication proposal. Any additional copies or higher-quality printing must be funded externally by the authors/editors. The cost of any printing preferences beyond the standards outlined in the NIA publication specifications must be covered by funding external to the NIA.

The NIA may only cover proofreading and/or printing costs. Any other expenses relevant to the publication (e.g., image/illustration licensing) are the sole responsibility of the authors/editors.

### Book Copies for Authors/Editors and Contributors

Authors/editors are entitled to 2 copies of the published book and contributors to 1 each. The NIA is not responsible for distributing the copies to all authors/editors and contributors. The authors/editors will choose a single shipping address for the NIA to ship the copies. Then the authors/editors will have to take over the distribution procedure.

### Disclaimer

While every precaution will be taken in the preparation of all books in our series, the publisher assumes no responsibility for errors or omissions, and no liability is accepted for the information contained herein. Responsibility for any errors rests solely with the author(s) and/or editor(s).

At any stage prior to official publication, if a manuscript does not meet the NIA's editorial criteria, publication procedures, or standards, or if concerns regarding research integrity or ethics arise, the NIA reserves the right to investigate. Furthermore, the NIA retains the right to withdraw its support for the proposed publication if such issues are identified, regardless of the manuscript's current stage.

Also, the NIA reserves the right to withdraw its provisional approval of a publication proposal in cases of significant delays in the timelines proposed by the authors/editors, particularly in instances of exceptional delays in manuscript submission at any stage of the publication process.

## Manuscript Specifications

Manuscripts must be submitted as Word files. The font should be Times New Roman, used consistently throughout the text. The main body of text should be 12 pt, and footnotes 10 pt. The main title should be bold, centered, and 16 pt, while subtitles should be italicized. All Word documents should be submitted in their final form before pagination to avoid repagination issues. No modifications to the manuscript are allowed after the submission of the proofread manuscript version.

### Figures, Illustrations, and Tables

#### **File Format**

- All figures and illustrations must be submitted as separate TIFF files.

#### **Placement**

- **Physical publications:**
  - Black and white figures and illustrations may be placed within the main body of the text.
  - Colored figures and illustrations will be placed at the end of the book in a 16-page section.
- **Digital publications:**
  - Figures and illustrations may be placed anywhere in the text, provided a consistent placement pattern is maintained throughout the publication.

### Images and Captions (Digital and Physical Publications)

- When **small images** are grouped (e.g., multiple pottery fragments), they should be submitted as a single figure. Individual components must be labeled within the figure as (a), (b), etc.
- **Line artwork:** Black and white, 1200 dpi resolution.
- **Photographs:** Greyscale preferred, 500 dpi resolution; 300 dpi is the minimum acceptable.

- **Captions** must accompany each figure or illustration, be concise, and include all necessary information.
- Captions must **not** include any scale information.
- Authors are **solely responsible** for obtaining all necessary permissions for any figures or illustrations published.

#### Cover Specifications

For the 50 print-on-demand physical copies provided by the NIA, one color of special corrugated paper will be used, with one additional color for fonts and graphics. Any preferences or specifications beyond these standards, along with their associated costs, must be covered through external funding secured by the editors or authors.