The Journal of Indo-European Studies

Style Sheet

Please follow these directives in final preparation of accepted articles. Initial submissions are not required to adhere to these standards. These guidelines focus on standards particular to JIES as well as common errors.

1. Referencing Sources

All sources, print and electronic, must be cited. Each cited source (in the text, footnotes, figures/tables, captions or annexes) is then fully referenced in a *References* section, with the exception of non-recoverable data (e.g. work not yet accepted for publication and personal communications) and works cited within a direct quotation. Additional resources may be provided in a separate section following the reference list (entitled *Additional Resources* or similarly).

Cite and list sources by author(s) (or editor[s] when no author) and year of publication. When the source is a website or webpage, include a web address in the reference list. If a source website has no specific author or editor, use the title of the website to cite it in-text and in the reference list. Though not required, JIES supports including, when available, a DOI or URL for print sources as well, especially for difficult-to-find material.

Please note the use of capitals, italics, punctuation and the layout in the examples below. Further detail for many of these and other style elements is provided in section 2. - **Style Elements**.

1 a. In-Text Citations

In-text citations should follow these formats:

Parenthetical citation:
  (Hamp 1989a: 171-173, 1989b: 201-202)
  (Gardner 1998: Chapter 2-b4)
  (Bochnak 2010: 64 [Fig 3], 65 [Fig 4]; cf. Eggers 1955)
  (Porzig 1954: 157-161, "*Griechisch und Arisch*")
  (Gamkrelidze & Ivanov 1995: Vol 1, 791-852)
  (Mallory & Adams 2007: 73 [Fig. 5.2], 79)
  (Kulishich, Petrovich & Pantelich 1970)
  (D. Brown 2011, T. Brown 1999)
  (Quinn, p.c., September 28, 2019)
  (Krauss, Schmid, Ciobotaru et al. 2016) /or/ (Krauss et al. 2016)

Narrative citation:
  Hamp (1989a: 171-173, 1989b: 201-202)
  Gardner (1998: Chapter 2-b4)
  Bochnak (2010: 64 [Fig 3], 65 [Fig 4]) and cf. Eggers (1955)
  Porzig (1954: 157-161, "*Griechisch und Arisch*")
  Gamkrelidze and Ivanov (1995: Vol 1, 791-852)
  James Mallory and Douglas Adams (2007: 73 [Fig. 5.2], 79)
  Kulishich, Petrovich and Pantelich (1970)
  D. Brown (2011) and T. Brown (1999)
  R. L. Quinn (p.c., September 28, 2019)
  Krauss, Schmid, Ciobotaru et al. (2016) /or/ Krauss et al. (2016)

Please note:
  a) The placement of parentheses in a parenthetical citation versus a narrative citation
  b) Small case alphabetic designator to distinguish between works published by the same author in the same year
  c) Use of a colon preceding page numbers or other text identifier
  d) Ranges of page numbers written out in their entirety (171-173, not 171-73)
  e) Use of commas between multiple publications by the same author
  f) Use of semi-colons between multiple publications by different authors
  g) Brackets around content details, except around a chapter title or section heading which is instead placed in double quote marks
  h) Commas between page numbers and also between book volume and page numbers
  i) Use of the ampersand (&) before the last co-author or co-editor in parenthetical citations only
  j) Use of first names or initials in narrative citations only, except in the case of multiple authors with the same name
  k) Mention of type of non-recoverable source (such as 'p.c.' - personal communication)
  l) Use of 'et al.' when four or more authors or editors

For further details, refer to Section 2. - **Style Elements**.

1 b. List of References

Source references are expected to follow these formats:

Book
Puhvel, Jaan
    1987 *Comparative Mythology*. Baltimore, London: Johns Hopkins Press.

Book with multiple volumes (volume number is part of title)
Dronke, Ursula
    1997 *The Poetic Edda, Vol. II: Mythological Poems.* Oxford: Oxford
         University Press.

Book with multiple volumes (total number of volumes/no specific volume cited)
Bomhard, Allan R.
    2008 *Reconstructing Proto-Nostratic: Comparative Phonology,*
         Morphology, and Vocabulary. 2 vols. Leiden, Boston: Brill.

Book with multiple volumes (specific volume cited)
Frisk, Hjalmar
    1962 *Griechisches etymologisches Wörterbuch*, Vol. 2. Heidelberg: Carl
         Winter.

Edited Book
Birnbaum, Henrik and Jaan Puhvel (eds.)
    1966 *Ancient Indo-European Dialects*. Berkeley, Los Angeles:
         University of California.

Book in a multi-volume series
Kroonen, Guss, James P. Mallory and Bernard Comrie (eds.)
    2018 *Talking Neolithics: Proceedings of the Workshop on*
         Indo-European Origins held at the Max Planck Institute
         for Evolutionary Anthropology, Leipzig, December 2-3,
         2013. JIES Monograph 65. Washington D.C.: Institute
         for the Study of Man.

Book - Translation
Pedersen, Holger
    1959 *The Discovery of Language. Linguistic Science in the Nineteenth*
         Century. Trans. by John Webster Spargo. Bloomington:
         Indiana University Press.

Jamison, Stephanie W. and Joel P. Brereton (trans.)
    2014 *The Rigveda. The Earliest Religious Poetry of India.* 3 vols.
         Oxford: University Press.

Article/Chapter in edited book
Watkins, Calvert
    1966 Italo-Celtic revisited. In: Henrik Birnbaum and Jaan
         Puhvel (eds.), *Ancient Indo-European Dialects*, 29-50.
         Berkeley, Los Angeles: University of California.

Nedoma, Robert and Otto Helmut Urban
    2002 Negauer Helme. In: Johannes Hoops, Heinrich Beck,
         Dieter Geuenich and Heiko Steuer (eds.), *Reallexikon*
         der Germanischen Altertumskunde, 2nd edn. [RGA[2]],
         Vol. 21, 52–61. Berlin, New York: Walter de Gruyter.

Article in a periodical
Sarianidi, Viktor
   1999   Near Eastern Aryans in central Asia. *Journal of Indo-European Studies* 27: 295-326.

Adams, Douglas Q.
   1985   The Indo-European word for 'apple' again. *Indogermanische Forschungen* 90: 79-82.

Review
Mayrhofer, Manfred
   1995   Review of Umberto Eco, *La ricerca della lingua perfetta nella cultura europea.* Munich: C. H. Beck. *Kratylos* 40: 49-53.

Edelman, Joy I. and Anton I. Kogan
   2004   Review of H. van Skyhawk. 2003. *Burushaski-Texte aus Hispar*. Wiesbaden: Harrassowitz. *Voprosy Jazykoznanija* 1: 151-155.

Dissertation
Francis, Eric D.
   1970   Greek disyllabic roots: The aorist formations. Ph.D. dissertation: Yale.

Webpage with an author(s)
Cartwright, Mark
   2019   Mycenean civilization. *Ancient History Encyclopedia*. https://www.ancient.eu/Mycenaean_Civilization/ (published Oct 2, 2019).

Webpage with an organization as author
University of Texas at Austin
   n.d.   *PIE etymon and IE reflexes*. Linguistics Research Center. https://lrc.la.utexas.edu/lex/master/0692 (last accessed March 16, 2021).

Please note:
  a) Reversal only of the first name and surname for the first author, editor or translator
  b) Use of title case and italics on the titles of books, periodicals and websites (complete/stand-alone works)
  c) Use of sentence case (and no italics) on the titles of articles, chapters, webpages and dissertations
  d) Respect the original capitalizations of foreign titles
  e) Comma between multiple cities of publication
  f) Colon between the cities of publication and the publisher
  g) Use of lower case 'v' (vols.) and period before and after mention of **total** number of volumes
  h) Placement of the edition number, volume number and series title (and number) after the title of a complete work
  i) Comma between the edition, volume and the page numbers
  j) Parentheses around 'eds.' and 'trans.'
  k) Placement of additional information before the publication city and publisher, e.g. ('Trans. by')
  l) Use of 'In:' before the editors of an edited book (container publication/complete work)
  m) Placement of a commonly known acronym in brackets following the full title
  n) Colon between periodical volume number and the page numbers
  o) Ranges of page numbers written out in their entirety (151-155, not 151-55)
  p) Last date the URL of a dynamic (non-static) source was accessed, in parentheses
  q) Use of 'n.d.' (no date)

  Place a period at the end of each reference entry unless the last element is a web address.

For further details, refer to Section 2 - **Style Elements**.

2. Style elements
Please use any optional methods consistently throughout the article.

Abbreviations/Acronyms
- JIES does not favor the use of abbreviations or acronyms when referencing sources except in these cases:
    - Established acronyms for books, periodicals and conference proceedings may be included in the reference list between brackets following the full title.
        > *Nomina im Indogermanischen Lexikon* [NIL]
        > *Journal of Indo-European Studies* [JIES]
        > *Proceedings of The East Coast Indo-European Conference* [ECIEC]
    - When an article has a large quantity of citations, a source may be cited in-text by its short, commonly known acronym instead of by the author(s)/editor(s), such as –
        > Indo-European Etymological Dictionary [IEED]
        > *Manuel de la langue vénète* [MLV]
        > *Hittite Dictionary of the Oriental Institute of the University of Chicago* [CHD]
        > *Lexikon der indogermanischen Verben*, 2nd edn. [LIV^2]
        > *Indogermanisches etymologisches Wörterbuch* [IEW]

    List all acronyms or other abbreviations with their corresponding author(s) or editor(s) in an *Abbreviations* list preceding the *References* section. Sources are then listed by author(s) or editor(s) in the reference list.
    > <u>In-text citation</u>
    > Old Irish casaid 'twists, bends' (LEIA C-44)

    > <u>List of abbreviated sources</u>
    > LEIA – Vendryes et al. 1959-1978

    > <u>Reference list</u>
    > Vendryes, J. et al. (eds.)
    >   1959–1978   *Lexique étymologique de l'irlandais ancien* [LEIA] (A, B, C, D, M, N, O, P, S, T, U). Dublin: Dublin Institute for Advanced Studies. Paris: Centre National de la Recherche Scientifique.

    In the case of only a few abbreviated sources, instead of creating an abbreviations list, a one-line entry per source may be inserted directly in the reference list. Note use of equals sign.
    > LEIA = Vendryes et al. 1959-1978
- Precede the abbreviations 'e.g.' and 'i.e.' by a comma or parenthesis (use periods/no italics). Use of a comma after these abbreviations is optional.
- Common accepted abbreviations include:
    > Editor/editors = ed./eds; Edition = edn.; Volume/Volumes = Vol./Vols., vols.; No date = n.d.; Circa = c.; Sine loco (no location) = s.l.; As cited in = c.; As quoted in = qtd; Personal communication = p.c.
- Avoid the use of 'ibid', 'op cit', 'loc cit'
- See also *Et al.* and *Web information*

Acknowledgments
JIES welcomes acknowledgments and dedications. These elements are best suited to the end of the article, with or without a heading, (*Acknowledgments)*, or may be presented in a footnote when appropriate. See *Footnotes*

Alphabetization
When alphabetizing, do not take accents into account, i.e. for instance a Č is considered to be the same as a C.
> Campbell, Lyle
> Čevelová, Denise
> Czarnecki, Tomasz

Ampersand (&)
- Use the ampersand before the name of the last co-author or last co-editor in parenthetical in-text citations, but not in narrative citations.
    > (Collins & Martin 1989: 256-278)   Collins and Martin (1989: 256-278)
- The ampersand may be used in the names of publications and publishers when it appears in the established name.
- Do not use the ampersand randomly in place of 'and'.

Author affiliation & Contact information
Mention of a contributing author's university or other affiliation is to be listed under the author's name. An email may also be listed under the author's name. Any further contact information is best suited to a footnote.

Brackets (angle) < >
Use angle brackets to enclose web addresses in the text. They are not needed in the reference list.
> < https://www.jies.org/DOCS/monoseries.html>

Brackets (square parentheses) [ ]
Place square brackets
- Around content details within parenthetical in-text citations, except for a chapter title or section heading, See *Quotations*
  (Renfrew 1998, 206 [map])
  (Parzinger 2014: 396 [quotation], 397 and 725)
  (Anthony 2013 [four maps])
  (Demoule 2014: 431-475 [on the steppe hypothesis], 514-517 [on Renfrew]; 455 [on Anthony])
- Around acronyms, See *Abbreviations/Acronyms*
- To avoid nested parentheses (parentheses within parentheses), see *Parentheses*
  "Other than in toponyms (e. g. possibly in Banvou [Orne] if from a *Banuavum), the word was not maintained in France."
- To indicate text or an explanation added to a quotation, including around the mention [sic]

Colon
- In both title and sentence case, the first word after a colon is capitalized, except if it introduces a list.
- In the text, place a colon between the year and the page number(s), or volume number, or other text identifier.
- In the reference list, place a colon
  - After the mention 'In', preceding the editor(s) of a book
  - Between the city(s) of publication and the publisher
  - Between the volume number, or issue number(s), and the page numbers of a periodical

Dates
- Use U.S. date order. Month, Day, Year.
- Write out the ranges of years in their entirety. Do not abbreviate.
  1987-1995 (Not 1987-95)
- Reference by the publication year of the cited recoverable source.
- Include a small case alphabetic designator to distinguish between publications with the same year for the same author or editor.
  (Hamp 1989a: 171-173, 1989b: 201-202)
- Use either B.C. and A.D. or B.C.E. and C.E consistently throughout the article.
- Use the mention 'In press' for a work that is accepted for publication. Update with the publication date if the work is published during the proofing process.
- Do not give a publication date for a work that is in preparation and do not list it in the reference list.
- Use 'n.d.' (no date) when a source does not have a date of publication.
- Include any additional date information, such as the original publication date of an historic work, in parentheses at the end of the reference list entry. Include the publisher if available.
  > Brugmann, Karl
  >> 2010   *Grundriss der Vergleichenden Grammatik der Indogermanischen Sprachen* [Comparative Grammar of the Indo-European Languages]. s.l.: Cambridge University Press. (First published 1893, Trübner)
  Note that JIES favors including a clarifier, such as 'First published', 'Created', 'Original' or 'Reprinted'.
  > (Reprinted 1965, 1999: Brill)
- In the reference list, when referencing a dynamic electronic source (i.e. a source likely to be updated), include the date the source was last accessed. Place this date in parentheses following the URL.

Edition
- Use 'edition' or 'edn.', not 'ed.' [to avoid confusion with editor – (ed.)].
- Place a comma before the edition mention, and after if more details follow.
- Superscript the edition number in an acronym
  > *Reallexikon der Germanischen Altertumskunde*, 2nd edn. [RGA²], Vol. 21, 52–61.

English
- Either British or U.S English spelling and/or punctuation is accepted but must be used consistently throughout the article. This includes placing punctuation inside or outside closing quotation marks; use of single or double quotation marks around direct quotations and around a direct quotation within a direct quotation; placing a comma after 'e.g.' and 'i.e.'; as well as use of the serial/Oxford comma (placing a comma before 'and' at the end of a list).
- Dates are presented in U.S. style. See *Dates*

Et al.
- The terms 'et al.' and '*et alii*'* are both accepted but the chosen term should be used consistently throughout the article.
- Note: No italics and the period for 'et al.' / Italics and no period for '*et alii*'.
- In the text, use of the term to replace a third author (or editor) is optional, but required when four or more.
    > (Krauss, Schmid, Ciobotaru et al. 2016) or (Krauss et al. 2016)
- In the reference list, listing all or only a portion of the authors/editors, using 'et al.' or '*et alii*' is optional. See *Names*

*Et alii is only for masculine or masculine & feminine; *et aliae* is only for feminine; *alia* is neuter.

Footnotes
- Footnotes are for additional comment to the text, but may also be used for acknowledgments and further author contact information. See *Acknowledgments* and *Author affiliation & Contact information.*
- Do not use footnotes for referencing sources.
- Do not place a footnote indicator (number) on the title of the article.

Foreign language (non-English) text
- Italicize individual words and phrases of up to four words, except for commonly understood terms that are found in an English dictionary (such as: et al., per se, vice-versa, concerto, ad lib, de facto, per capita, e.g.).
- If used frequently in the article, a term may be italicized only the first time it appears.
- Put an entire sentence or longer passage inside quotation marks.
- Like for English, present foreign language direct quotations of more than approximately four lines of text in a blockquote. See *Quotations*
- Respect the original capitalization of foreign titles.
- See also *Alphabetization*

Italics
- The title of a complete work such as a book, periodical (journal, newspaper, magazine), website, play, report, and other stand-alone source is italicized both in the text and reference list, including the original title of a reviewed book. Do not italicize series title.
- Italicize individual non-English language words and phrases of up to four words, except for commonly understood terms that are found in an English dictionary. If used frequently, a term may be italicized only the first time it appears.
- See also *Foreign language text*

Names
- In-text, use the first name or initials of authors (or editors) in narrative citations only, except when multiple authors/editors have the same name, then include the initial(s) in the parenthetical citation as well. Cite only up to three authors/editors, using 'et al.' for the remaining names. See *Et al.*
- In the reference list, reverse the first name/initial and surname of the first author (or editor). Listing all or only a portion of the authors/editors is optional. Use a conventional method to represent any unlisted names ('et al.' or use of an ellipsis). See *Et al.*

Page numbers
- Do not include the mention 'p.' or 'pp.'
- Write out all the digits of a range of numbers. Do not abbreviate. Page numbers: 285-299 (Not 285-99 or 285ff.)
<u>In-Text</u>
- When specific page numbers of a complete work are cited, if applicable provide the volume number in-text as well.
- Place a colon before the page numbers (or specific volume number).
    > (Gamkrelidze & Ivanov 1995: Vol 1, 791-852)
<u>Reference list</u>
- Article in a periodical: List page numbers after the volume number, following the title of the periodical: Note use of colon.
    > *Journal of Indo-European Studies* 49: 1-28.

- Article/chapter in an edited book: Page numbers are listed after the book title (if applicable, following the edition number; volume number; series title and number) and before the publisher details. Note use of comma.

> *Talking Neolithics: Proceedings of the Workshop on Indo-European Origins held at the Max Planck Institute for Evolutionary Anthropology, Leipzig, December 2-3, 2013.* JIES Monograph 65, 79-101. Washington D.C.: Institute for the Study of Man.

Parentheses

Use parentheses around
  - Editor mention: (ed.) / (eds.)
  - Periodical issue number(s)
    > *The Journal of Indo-European Studies* 29(1/2): 69–172
  - Mention of additional years for sources with clarifier, See *Dates*
  - Last date of access to a dynamic website, See *Web addresses*
  - Avoid nested parentheses (parentheses within parentheses). Use square brackets, commas or em dashes instead, See *Brackets*

Quotations/Quotation marks

- Present direct quotations of more than approximately four lines of text in a blockquote. The blockquote appears in an indented new paragraph, without quotation marks. This also applies to direct quotations in a foreign/non-English language.
- In the text, use double quotation marks around the title of part of a complete work (i.e. around for example an article, chapter, section, episode, scene, song, short poem). Do not use quotation marks around these titles in the reference list. See *Titles (sources)*
- Follow either British or U.S. conventional styles for all other uses of quotation marks. See *English*

Secondary sources

When citing details for a secondary source, provide the year of publication for the primary source when possible. Be sure to use a clarifier such as 'as cited in' or 'c.'; 'as quoted in' or 'qtd.'; or 'apud'

> According to Smith (1912, as cited in Thomson 1998), the Celts were ….
> Dawson speculates (c. Rogers 2017) that ….
> (Darmesteter 1883, qtd. Malandra 2021)
> (Brugmann, apud Lehmann 2002: 91)

Sections

- Articles may be divided into sections with or without numbering. Do not number the abstract, nor start the numbering with a '0' (zero).
- Sections may be given headings, to be placed on their own line.

Series

- Place a period between the source title and the series title.
- Do not italicize the title of the series.
- Place a comma between the series title and the page numbers.

Title

- Do not place a footnote indicator (number), asterisk or other typographical symbol on the title of the article. See *Footnotes* and *Acknowledgments*
- The title will appear in the running header of the article. As running headers are kept to one short line of text (approx. 58 characters), titles will be shortened when necessary. We will try to accommodate any request received in regards to this shortened text.

Titles (sources)

- Provide full titles (including any subtitles). Do not use abbreviations. See *Abbreviations/Acronyms* for exceptions.
- The title of all complete works is italicized both in the text and reference list, i.e. books, periodicals (journals, newspapers, magazines), websites, plays, reports and other stand-alone sources. This includes the title of reviewed complete works. However, do not italicize the title of a series. See *Volumes*
- Use title case for the title of all complete/stand-alone works including the original title of a reviewed book or series, except for non-English titles in which case respect the original capitalization method.
- Use sentence case for works that are part of another work, e.g. an article, chapter, webpage, section, episode, scene, song, short poem. Note that in sentence case, the first word after an end punctuation or a colon, is capitalized, unless part of a list.

Volumes (Multi-volumed book)
- Use abbreviations 'Vol.' or 'Vols.' followed by the volume number(s). When providing the total number of volumes, the abbreviation is in lower case - '2 vols.'

<u>In-Text</u>
- Mention of the volume(s) comes after the publication year, separated by a colon. Place a comma between the volume numberand the page number(s).
- When the citation is found in a specific volume, provide the specific volume number either in-text or in the reference list, unless it is included in the title.

<u>Reference list</u>
- If the volume(s) number is part of the title, italicize with the title.
- Place a comma between the source title or edition and the volume number(s).

> *Reallexikon der Germanischen Altertumskunde*, 2nd edn., Vol. 21, 52–61.

- When providing the total number of volumes, place a period before and after the mention.

> *Reconstructing Proto-Nostratic: Comparative Phonology, Morphology, and Vocabulary*. 2 vols.

Volumes (Periodicals)
- Do not include the mention 'Vol.'.
- Do not include volume number in the in-text citation.
- In the reference list, place a colon between the periodical's volume number or issue number(s) and the page number(s).

> *The Journal of Indo-European Studies* 29(1/2): 69–172

Web information
- Use either a DOI (identifier) or a URL (web address).
- DOI: Start the address with the mention 'doi' (Note lowercase).

> doi.org/10.1101/322347

- Do not include the mention 'URL' in a web address.

<u>In-Text</u>
Only include a web address in the text when reference to the website is made in a general manner, with no reference to any particular information found on the site. Use angle brackets around the web address. See also *Brackets (angle)*

> < https://www.jies.org >

Websites that are referenced in this general manner are not listed in the reference list.

<u>Reference list</u>
- DOIs or Web addresses are included in the reference list for electronic primary sources, but also, when available, to provide an electronic source for a printed publication entry, especially for difficult-to-find sources.
- DO not put angle brackets around the web address in the reference list.
- When referencing a dynamic electronic source (i.e. an online source likely to be updated), include the date the source was last accessed. Place this date in parentheses following the URL.

Refer to section 1 – **Referencing Sources**, for further examples of the elements presented in this section.