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: Narrative citation:
(Bochnak 2010: 64 [Fig 3], 65 [Fig 4]; cf. Eggers 1955) Bochnak (2010: 64 [Fig 3], 65 [Fig 4]) and cf. Eggers (1955)
(Mallory & Adams 2007: 73 [Fig. 5.2], 79) James Mallory and Douglas Adams (2007: 73 [Fig. 5.2], 79)

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

**Book with multiple volumes (volume number is part of title)**
Dronke, Ursula

**Book with multiple volumes (total number of volumes/no specific volume cited)**
Bomhard, Allan R.

**Book with multiple volumes (specific volume cited)**
Frisk, Hjalmar

**Edited Book**
Birnbaum, Henrik and Jaan Puhvel (eds.)

**Book in a multi-volume series**
Kroonen, Guss, James P. Mallory and Bernard Comrie (eds.)

**Book - Translation**
Pedersen, Holger

Jamison, Stephanie W. and Joel P. Brereton (trans.)

**Article/Chapter in edited book**
Watkins, Calvert

Nedoma, Robert and Otto Helmut Urban
Article in a periodical
Sarianidi, Viktor

Adams, Douglas Q.

Review
Mayrhofer, Manfred

Edelman, Joy I. and Anton I. Kogan

Dissertation
Francis, Eric D.

Webpage with an author(s)
Cartwright, Mark

Webpage with an organization as author
University of Texas at Austin

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

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. [LIV²]
    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.

In-text citation
Old Irish casaid ‘twists, bends’ (LEIA C-44)

List of abbreviated sources
LEIA – Vendryes et al. 1959-1978

Reference list
Vendryes, J. et al. (eds.)

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)
- 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 “Banuvuam), 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.
- 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)
  (Reprinted 1965, 1999: Brill)
  Note that JIES favors including a clarifier, such as ‘First published’, ‘Created’, ‘Original’ or ‘Reprinted’.

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
**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.)

**In-Text**

- 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)

**Reference list**

- 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.

**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.’

**In-Text**
- Mention of the volume(s) comes after the publication year, separated by a colon. Place a comma between the volume number and 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.

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


**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.

**In-Text**
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.

**Reference list**
- 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.