

PBSR SUBMISSION AND STYLE GUIDE FOR AUTHORS

The Papers of the British School at Rome (PBSR) is an annual, peer-reviewed, Open Access publication presenting original research and creative work on Italy, from prehistory to the present. Interdisciplinary in scope, it publishes contributions in art, architecture, archaeology, and the humanities, encompassing both scholarly and practice-led approaches.

Articles

- The total word count for your submission should be 10,000 words or fewer (including abstract, main text, footnotes, and bibliography).
- Please include a 150–200-word abstract with your submission.
- We accept submissions in Italian or English. If the latter, please adopt British spelling conventions throughout, except in direct quotations.
- While all texts will be copyedited prior to publication, submissions should be formatted as closely as possible to these style guidelines

Visual Essays

- A visual essay may include up to 8 images, selected and sequenced by the contributor in accordance with the overall conception of the work.
- Authors should follow the Open Book Publishers (OBP) image guidelines (see OBP guidelines here: <https://www.openbookpublishers.com/section/132/1>), ensuring that all files meet the required resolution (minimum 2500 × 3200 pixels for full-page reproduction).
- Submissions may include embedded multimedia elements (audio and film), where these are integral to the argument. Contributors should ensure that such materials comply with the Open Book Publishers guidelines for audio and video content (see OBP guidelines here: <https://www.openbookpublishers.com/section/133/1>).
- All visual essays must be accompanied by an abstract of up to 250 words that clearly sets out the aims, rationale, and structure of the submission.
- Contributors may also submit an accompanying written text of up to 4,000 words. This text should serve to contextualise and articulate the argument of the visual essay, where appropriate.

Requirements for All Submissions

Before final publication, we will also require:

- The text revised according to OBP (MHRA-based) style guidelines. Please note that we use footnotes, not an author–date system.
- All images and tables submitted in accordance with PBSR/OBP guidelines (see below)
- In-text callouts for all figures (e.g. “see Fig. 1”).
- Permissions for all non–public domain images.
- A completed image log.
- A final list of figures with captions.

- A complete bibliography in MHRA style at the end of the article.

PBSR Guidelines for Images and Tables

(These take precedence over OBP guidelines and are specific to PBSR.)

- **Number of images:** Scholarly essays may include up to 15 images.
- **Image format:** Images should be full-page or half-page, with a callout in the text referencing each one. Preferred file formats are TIFF, JPEG, or PNG. Full-page images should be approximately 3200 × 2500 pixels; half-page images should be at least 2100 × 1700 pixels. All images must be at 300dpi or higher to ensure high quality reproduction in print.
- **Tables:** Please create tables in Word and embed them directly in the manuscript. Keep tables simple (maximum 4–5 columns). Larger or more complex tables should be submitted as supplementary material. Please note that landscape-oriented tables are not supported in the ebook edition.
- **Submission:** Please do not insert digital image files directly into the Word manuscript; instead, provide original files via email or file transfer. Include numbered captions in the manuscript with the figure number, title, creator, date, source, copyright, and size. Please also provide a List of Illustrations at the start of the manuscript.
- **Permissions:** Please obtain copyright permission for all non–public domain materials before submission, using OBP’s Permission Log and the provided request templates. Public domain and Creative Commons materials are acceptable, but please check licensing carefully.

Use of Generative AI

Authors must disclose any use of generative AI tools in the preparation of text or images. While such tools may be used as an aid in the writing process, authors are expected to exercise scholarly judgement and not rely on them excessively. Full responsibility remains with the author for the accuracy, integrity, and quality of all content, including careful review, verification, and revision of any AI-assisted material prior to publication.

Links and Contacts

You may find the following links helpful when formatting your manuscript:

- [MHRA Quick Guide](#) (particularly with regard to referencing)
- [OBP series model text](#) (please note that this closely reflects our formatting style and may serve as a guide, but it is not an exact match. In cases of discrepancy, please defer to the guidelines above).

Please contact Courtney Quaintance (programmes.manager@bsrome.it) and Natalia Fantetti (natalia.fantetti01@gmail.com) with any questions.