Guidelines for Entries on Geographical Terms

The entry consists of the following parts:

- Entry's identity
- Main entry
- Chronological table
- Bibliography (see General Guidelines for the Composition of Entries)
- Glossary (see General Guidelines for the Composition of Entries)
- Visual sources (see General Guidelines for the Composition of Entries)
- Quotations (see General Guidelines for the Composition of Entries)

3.1. Identification of settlement units

The identification of settlement units takes into account the following factors:

3.1.1. Space

A settlement unit is cited at its maximum expansion through time and any slight spatial displacement is included in the entry (as long as the name, demographic composition and sequence are established). In the event of a spatial displacement (even a slight one) accompanied by a change of name (or population), this is dealt with as a different settlement unit and will therefore fall under a different entry.

3.1.2. Time

The life of a settlement unit through time brings about changes in name and demographic composition. This is considered to be the same settlement and therefore that it should retain the same entry provided that the different names refer to the same geographic site.

3.1.3. Demography

The fluctuations of population within a settlement unit may alter the type under which this is classified (a village can turn into a town and then a city or vice versa). Changes can be detected in the composition of population as well, but these are not a criterion for identification or differentiation provided that they are not accompanied by a displacement or change of name.

3.2. Identity of the entry

This is a body of codified information concerning the identification of the geographical term. The following areas of information are included:

3.2.1. Summary

See General Guidelines for the Composition of Entries.

3.2.2. Administrative dependence

The administrative unit(s) to which the settlement belonged.

3.2.3. Historical region

The historical name of the region, in which the settlement is included (e.g. Lydia in Asia Minor).

3.2.4. Geographical position

The region, in which the settlement is included (e.g. west coast of Asia Minor).

3.2.5. Other names

The other names that the settlement may have had through time, given in the relevant languages.

3.3. Main entry

The entry concerning the place and its wider area consists of an independent, continuous text. The various elements that form the entry are recorded under separate categories. The unification of data according to thematic categories and the distinction between these categories will use paragraph form. Such paragraphs should include information of the following types:

3.3.1.   Anthropogeography

3.3.1.1. Geographical location

The area, the site and the boundaries of the place (and of its wider area). The location of the place can be defined in relation to other places, usually natural units of geographical space.

3.3.1.2. Etymology of the geographical term

The etymology of the name selected as the main name.

3.3.1.3. Other names of the settlement

Apart form the main name stated in the title, other names that the settlement may have had through time. These names can be written in any language. The period during which they have been in use should also be mentioned.

3.3.1.4. Date of foundation

The date of foundation of the settlement along with the most important data (events) concerning or related to its foundation. No full account of its foundation is supplied. Such information, along with other historical information, will be supplied in one of the following paragraphs.

3.3.1.5. Demographic data

Concise demographic data concerning the settlement and in particular for the period in which the Greek presence is testified.

3.3.1.6. Ethnological data

Data about the ethnological composition of the settlement through time.

3.3.2.   History

3.3.2.1. Historical and geographical testimonies

Information that characterizes the settlement, using evidence from literature. These references should be as brief as possible: they should describe the "character" of the settlement without disturbing the balance of the text.

3.3.2.2. Historical data

The history of the settlement. The most significant events of its history are singled out to form a simple but concise historical diagram in strict chronological order. Additional, even incomplete, historical data relating to the settlement may be included if the writer considers this to be essential.

3.3.3. Economy

3.3.3.1. Natural resources

Information about the natural resources of the place.

3.3.3.2. Basic categories of economic activity

These categories are examined according to the common model of the primary, secondary and tertiary sector:
Primary and secondary production: agriculture, stock breeding, fishing, manufacturing, industry (raw materials: forestal, mineral, quarrying production).
Trade: internal and external, land and overseas, of basic commodities (grain) and social needs (luxury items).
Services: state-instituted and private (e.g. mercenaries, teachers, administrators, money-changers, ship-owners, entertainment companies, doctors).
Financial institutions: currency issuing and control of monetary circulation, taxation services, treasuring (treasures of sanctuaries, public funds, banking system).

3.3.4. Society – Institutions

3.3.4.1. Relation between the public and the private sectors

Field of action, cross-over and boundaries between the two fields in relation to institutions and human life.

3.3.4.2. Classes and social stratification

Classes according to origin, income or/and public functions.

3.3.4.3. Legislature

Parliaments, council of the elders, absolute monarchs, local chiefs etc.

3.3.4.4. Executive

Notables, mayors, deputies, prefects, satraps, kings, local rulers etc.

3.3.4.5. Judiciary authority and penal system

Judges, courts, structure of the judiciary, prisons, executioners etc.

3.3.4.6. Military organization

Military administration, military training and service, armament and defensive works.

3.3.5. Religion

3.3.5.1. Cults

Religion and faith, local deities, local cults.

3.3.5.2. Organization of religion

Relation between religious and secular authority, religious hierarchy, social basis and function of religion.

3.3.5.3. Sanctuaries, temples, oracles, monasteries

3.3.5.4. Rituals and festivals

3.3.6. Education

3.3.6.1. Educational system

Public, private, compulsory, selective, aims and means etc.

3.3.6.2. Educational institutions

Organized or not (schools during Antiquity, monasteries during the Byzantine period, educational societies and schools in the Modern period), simple reference to exceptional cases that will constitute separate entries, a brief treatment of minor foundations.

3.3.6.3. Teachers

3.3.7. Culture

3.3.7.1. Intellectual and cultural achievements

Philosophy, literature, architecture (only in the form of general trends concerning the settlement), fine arts (works), utilitarian arts, music, dramatic arts.

3.3.7.2. Cultural organizations

Reference to cultural foundations operating in the settlement or around it (charity institutions, unions, artistic organizations etc.) with concise description of how they functioned.

3.3.7.3. Sports

Relation to society, infrastructure, organization, methods of operation.

3.3.8. Urban planning and Architecture

General features of the settlement and its urban development (fortified, with a street layout, adjusted to the relief, without a front facing the sea, with a distinctive financial or administrative centre, scattered etc).

3.3.8.1. Public buildings

<u>Secular</u>: reference to characteristic secular buildings of the settlement (where such a distinction is possible)
<u>Religious</u>: reference to religious buildings and monuments of the settlement, non-Greek and non-Christian included, with concise information on each of them, mainly about their function and dating.

3.3.8.2. Private buildings

Residences, villas, working spaces (mills, inns, workshops, industries, warehouses).

3.4. Chronological table

The history of the geographical term treated in the entry is presented concisely and in chronological order.