Instructions for Entering Coins

First of all, thank you for entering your coins and sharing them with the community!

1. Registration

Step 1: To use our tablet function and save your search results or enter your own coins, you need to register. A username, email, and password are required. Afterwards, you will receive a confirmation email.

Step 2 (for entering coins): In our registration form we need your first and last name, country, and email address. The Coin Owner Information might concern your private collection or the institution you work for. We will NOT publish the owner name if it belongs to a private collector unless you click the box "*I would like the owner of the coins to be published on the website".* If you prefer, you can use an abbreviation for your collection. Owner, city, and country are also required. By completing these fields, this owner/institution will automatically appear in the list of owners from which you can choose when entering your coins.

Once you have created an account, you can edit your credentials, use the tablet (see the instructions in section 7.2. for the database), and enter your own coins. After you have already entered coins, you can edit them or simply view an overview of your collection in the portal.

2. How to enter your own coins

You may only enter coins if you have completed step two of the registration form.

Step 1: Basics

Photo: Please attach a file for each side of the coin. Make sure that you don't act against the copyright regulations. All coins are published under CC BY-NC-SA.

Owner

Museum/Collection: Choose a collection from our list. You may find your institution under the name of the owner's city. If you do not see your museum or collection name on this list, please contact us.

Inv. No.: You may also add an inventory number (if applicable).

Provenance: If any information about the previous owner is present, you may add it here.

URL-Link to Coin (from owner's website): In case the coin is already published online in another database, please enter the URL- to the coin here.

Technical Details

Material: Select the metal via the drop-down-menu.

Diameter: We use a dot for the diameter content, e.g. *12.3 mm.* If you only have the average diameter please enter it in both the Max and Min fields.

Weight: We use a dot for the weight content. e. g. *2.55 g*.

Axis: Please, select the metal by the drop-down-menu.

General Internal Notes on Coin: You may add any notes or comments regarding the coin here. These notes WILL NOT be published on the website.

General Public Notes on Coin: You may add any notes or comments regarding the coin here. These notes WILL be published on website.

CN_No.: If this coin is identical to a coin or plaster cast already in the database, please enter the CN_No. of that coin or cast, e.g. CN_815. If you have entered a CN_number, it is not necessary to fill out the rest of the form, since all of the information will already be available.

Step 2: Identification

Type of Coinage: Please choose the type of the issuing authority.

Epoch: One of the four main epochs of antiquity may be selected here.

Mint: After selecting the type of the issuing authority, you may choose the mint here.

Authority: Please choose an authority if a king, dynast, or tribe is the issuing authority

Date

Date Text: The verbal date may contain words or numbers. Please add the verbal date, according to this simple format. Use "-" to separate numbers and "to" for words.

>   You may also use all of the following words: *BC, AD, from, to around, between, and, c. (century), during time of, half, quarter, beginning, middle, end, after, before, early, late, later than, shortly, first, second, third, fourth, last, of, c. (circa).*

From Date To Date: Please mark BC dates with a minus (-), e.g. -500 to -400.

Standard: Select a standard.

Denomination: You may choose any of the denominations.

Step 3: Obverse

Obverse Legend: Please try to find your legend in the list. The easiest way is first to type a keyword (mint, emperor, magistrate, etc.) in Latin. Then you can choose from the sort list or type a part or entire legend in the "sort legend" field in Latin or use the keyboard for Greek. The field "legend" shows the legend as written on the coin.

If you would like to add a new legend, use the field below.

Obverse Legend (if it could not be found on the list): We enter the **legend** as written on the coins and use the following sign system to mark the specifics of the legend:

- = separation through image

/ = new line

-/ = separation through image and new line (if there are more parallel lines in order to mark the separation through image)

// = in exergue

The following symbols mark particularities as:

** = the letters between those markers are a ligature;

{ } = the letters between those markers are mirrored;

<> = the letters between those markers stand upside down.

For the Greek legends, please use our keyboard to facilitate the search. The following additional symbols are also allowed:

V as Ypsilon;

Cyrillic Є = as round Epsilon;

F = Digamma;

the bracket [= for rectangular Sigma;

centered dot = • ;

high dot = · .

Obverse Design: Please check if the description already exists by entering one or more keywords (i.e. Asclepius, Hygieia).

If not, we kindly request to pay attention to our standard:

Generally

- Do not use abbreviations for the descriptions
- Use the usual Latin terms: e. g. **caduceus**, not *kerykeion* or *herolds staff*; **Dionysus** not *Dionysos*; **Asclepius** not *Asklepios*. Exceptions are **Hermes**, **Aphrodite**, **Heracles** et al.
- Use the following expressions
  - ❖ **nude** instead of *naked* (except: **naked to waist**)
  - ❖ **coiled** und **coiling** instead of *twisted* (for serpent). But: altar **entwined** by serpent
  - ❖ **hound** instead of *dog*; **stag** instead of *deer*
  - ❖ **reclining** = for Dionysus on a panther or for a river-god, but if the upper body is erect = **seated**.
  - ❖ Heracles, wearing **lion skin**, not *lion-skin*
  - ❖ **corn wreath**, instead of *corn-wreath*
  - ❖ **ears of corn**, instead of *corn-ears*
  - ❖ British standards for spellings, i.e., **sceptre** instead of *scepter*
  - ❖ Deities **enthroned**, instead of *seated*, except when no throne but rather an omphalos, rock, etc. is depicted.
  - ❖ **Bunch of grapes** on vine instead of *grape bunch* or *cluster* or *vine-branch*, *vine-stock, vine-stalk, or vine-plant*.
  - ❖ **Forepart** instead of *protome*
  - ❖ **Border of dots** instead of dotted border or dotted circle.

Portraits

headpiece/ head or bust of/ person/ direction/ clothing.

- Use **bare** with *head* and **bare-headed** with *bust*, if necessary. Use **lightly bearded** in order to describe a beard.
- **right/left** not *to right/to left*
- If there are too many descriptions at the beginning (e.g. laureate, cuirassed, or veiled) use **wearing** to avoid too many adjectives. e.g. Laureate bust of bearded Caracalla, right, wearing cuirass and paludamentum. Border of dots.
  > Wrong: Laureate, draped and cuirassed bust of bearded Caracalla, right.
  > Wrong: Bust of Caracalla, laureate, draped, cuirassed and bearded, right.
- Double portraits: begin with **confronted**… and then first describe the portrait on the left side and connect it with the description of the right portrait using **and**. E.g.: **Confronted busts of** Gordian III, laureate, draped and cuirassed, and of Tranquillina, diademed and draped.
- Jugate busts: begin with **jugate**… Specify the direction in the end. e.g.: Jugate heads of Zeus, wearing taenia, and of Hera, right.

Figures:

- Persons and personifications are first identified and then described by clothing and stance. If the figure holds any attributes, the object in the right hand is described first, followed by the left hand. Commas follow identification, clothing, and the direction in which the figure is sitting or standing.
- Figure types: *(Nude) / hair style/ figure / verb / orientation/ place/ head orientation/ clothing / attribute right to left / field / (ground line.) / border.*
    - Nude laureate Apollo seated left on omphalos, head right, holding bow in right hand and arrow in left hand. Border of dots.
    - Homonoia standing facing, head left, wearing kalathos and himation, holding patera in right hand over lighted altar and cornucopia in left arm. Ground line. Border of dots.
- Names in brackets in case of **river-gods** and **emperors in scenes**.
    - Bearded river-god (Hebros) reclining left, holding branch in right hand and cornucopia in left arm, resting left arm on water-urn.
- Male deities described as **naked to waist** are wearing a mantle draped around waist with excess fabric hanging over the arm.
- Use **below, above, in front of, behind, in between** for description for the placement of things

Description of a group of figures and scenes

- List the figures first (e.g. Severus Alexander and Egyptian deities); separation with semicolon; then description of the individual figures
- Keep description direction from left to right.
- For groups of three or more figures, if necessary, grading according to importance / meaning of the figures.
    - Example 1: Banquet scene; male figure reclining left on kline, placing his right hand on the left shoulder of a female figure seated to right on the left edge of the kline, which has a three-legged table under it to right and two ornate legs to left, right leg with a twisted band around; in the left background, a tree upon which hangs a cuirass and beneath which man stands facing, head right, in short chiton placing his right hand on amphora to left; in the right background, forepart of a horse advancing left, lifting left hoof; in upper central field, shield.
    - Example 2: Hygieia and Asclepius; to left, Hygieia standing right, feeding serpent held in right arm from patera in outstreched left hand; to right, Asclepius standing facing, head left, resting right hand on serpent-staff in right hand. Border of dots.

Architecture and objects

- Temples: Number of columns and ornamentation of the pediment is important
- Keep the description of the cult-statue as short as possible. Use **Asclepius** instead of *statue of Asclepius*
- Use within before specifying the deity
    - Example 1: City gate with arched half-open door, flanked by two towers; to left, relief of the three Charites (or Nymphs?), to right, relief of Thracian rider;

above, gallery of seven arches with statues inside; surmounted by figure standing right in quadriga; in front of which Nike(or Artemis?) advancing right; behind, a second statue.
- Example 2: Façade of a tetrastyle temple on crepidoma, acroteria and antefixa along roof; shield on pediment; within Asclepius standing facing, head left, holding serpent-staff in right hand.

Obverse Die: If a corpus and a study of the **dies** are available, we arrange the coins after their dies. You may find the dies here. Their names contain the first three letters of the mint, the corpus number, and die number.

Information about die or possible die matches: You may add any additional information about the die here.

Description of Countermark: Please describe the countermark as follows: *legend/ design;/ die shape./ additional information.*

Description of Undertype: If visible, please describe the undertype from the original strike after our design standard.

Step 4: Reverse

Please see Step 3: Obverse

Step 5: Additional Information

Persons: Please add any real life **persons** mentioned in the legend or design from our list and add the relevant **Person Function.**

Find: You may choose the **Findspot** from our list or add the abbreviation of the publication of a **Hoard (e. g. IGCH, CH).**

Centerhole: You may note here if there is a centerhole on the coin.

Step 6: Literature

Title: Please first search for your title in our list by typing the author's name or a keyword (e.g. Byzantion). Click on **This coin**, if it is a direct citation.

Enter New Literature: If not found on the list, you can enter as many titles as you wish referring to this type.

Enter New Citation: If not found on the list, you can enter as many titles as you wish referring to this coin exactly.

Coin Status

Still working means the coin will not yet be published and is only visible to you. It will be published only after a review from our team, after selecting **submit for review.**

Before submitting for review, you can select the preview button in order to have an overview of all the data you inserted.

"Show my Published Coins"

This function allows you to see your collection online.

Thank you for supporting our portal and sharing your coins with the community!!!