INFORMATION ON MANUSCRIPT SUBMISSION

1. MANUSCRIPT PREPARATION

- Please submit your manuscript both as open data files (on CD-Rom or as e-mail attachment) and printout or pdf-files.
- Supply information on the file(s) or in your covering letter concerning the word processor program and software you use.
- Please use a standard word processing program (Microsoft Word for Windows, Word Perfect, Open Office etc.).
- Paginate all pages with consecutive numbers throughout the manuscript (including the first page).
- If you save chapters or contributions in separate files, please assign each file a file name easy to identify (e.g. chap1authorname.doc).
- If you are a contributor to an edited volume, please submit your manuscript to the volume editor(s). Authors of monographs submit directly to the publisher.

2. INDICES

The volume will contain indices. Please provide a list of all the entries to be included in the index rerum and/or in other indices.

3. GENERAL INSTRUCTIONS FOR PREPARING MANUSCRIPTS

For more detailed instructions, consult the Chicago Manual of Style

- Please try to avoid inconsistencies.
- As font, use a common standard like Times (12 pt in the text, 10 pt in the footnotes).
- For Greek script use a Unicode font.
- The whole text (including all headings and subheads) should run flush left.
- Do not install hyphenation.
- For footnotes use the automatic footnotes provided by your word processing program only.
- Please restart footnote numbering in each section in order to avoid three digit numbers.
- To indent text, use tab stops, not spaces.
- To emphasize words, use, if possible, *italics*.
- Do not use typographic characters for quotation marks, hyphens, dashes, and use the standard ASCII characters.
- Footnote numbers should be placed after the punctuation mark. In case they refer exclusively to a specific word, they should be placed immediately after this word. The

text of each footnote should end with a period.

- Please restart the footnotes numbering in each new chapter.

4. QUOTES

- Poetic verses and quotes longer than three lines should be set in smaller fonts and indented paragraphs without quotation marks.
- Sources of secondary literature should be given in the footnotes. References to quotations by ancient authors can be given either in the footnotes or in brackets in the text, e.g. (Hom. *Il.* 9.20–39, transl. Lattimore). Ancient authors' names and titles of works should be quoted in abbreviated form, following the abbreviations of Oxford Classical Dictionary. In references to quotations by ancient authors no space should be put after a full stop: e.g.: Quint. *inst.* 10.1.1.
- Use *italics* for quoted Latin, ancient terminology and titles of works.
- In page references, give exact page spans (not: ff., sqq.).
- Use spaces to separate individual citations etc.: 16; 22; 31 (not: 16;22;31).

5. BIBLIOGRAPHICAL REFERENCES AND BIBLIOGRAPHY

- The literature quoted is referred to in the footnotes (and/or in the text) in an abbreviated form which is resolved in all bibliographical details in a separate bibliography at the end of the book.
- The system of abbreviation in the footnotes is as follows: Author year, pages.
- In the footnotes, the surname of the author is sufficient; only in case of two different authors with same surname the (abbreviated) first name ought to be added.
- If more than one work from the same author and in the same year are quoted, they ought to be distinguished by adding "a, b, c, ..." to the year of publication.
- The same abbreviation precedes the bibliographical entry in the reference list.
- The bibliographic entries which are eventually to be found in one comprehensive bibliography at the end of the volume read as in the following examples:

Sample 2011: Anne Sample, *The Bibliographic Example*, Sampleville.

Copy 2011: John Copy, *How do I cite correctly?*, in: Jane Howtodo (ed.), *The Book of Samples*, Sampleville, 12–35.

Sample 2011a: Anne Sample, *Observations on Quotations*, in: John Copy (ed.), *Conference Proceedings.* Colloquium Samplevillage, 6. and 7. Mai 2010, Sampleville-Samplecity, 66–77.

Sample 2011b: Anne Sample, *The best example*, in: *The Exhibition* (Catalogue of the Exhibition of the Sample museum in Sampleville, 1. January – 7. July 2010), Sampleville, 13–43.

Exhibition 2011: *The Exhibition* (Catalogue of the Exhibition of the Sample museum in Sampleville, 1. January – 7. July 2002), Sampleville.

Sample *et al.* 2012: Anne Sample, John Copy and Jane Howtodo, *The Correct Citation*, in: «Sample Review» 110, 35–48.

Sample/Copy 2012: Anne Sample and John Copy (eds.), *The Bibliographic Reference*, Sampleville.

Meet you 2014: *How good to meet you!,* Proceedings of the Conference held at Sample City. [Only in case there are no editors mentioned; otherwise please quote by editors' names.]

Sample, *The internet quote,* http://www.web-site.com/entry/ 1234 (seen 1.4.2014)

The short forms for these works (or pages from them) cited are:

Sample 2011, 23–25.

Copy 2011.

Sample 2011a.

Sample 2011b, 13–17.

Exhibition 2011.

Sample *et al*. 2011, 40

Sample/Copy 2012.

Meet you 2014.

Sample 2014.

6. LIST OF SIGLA OR ABBREVIATIONS

- If applicable, please provide an alphabetic list of sigla and/or abbreviations used, which is being positioned before the bibliography.

7. TABLES AND FIGURES

- Please submit figures for reproduction separately from the text.
- As for the technical quality of the figures, please refer to the instructions from our technical production department (attached to this document).
- Tables and figures should be counted continuously through the entire book (Table 1, Table 2, etc.; Figure 1, Figure 2, etc.). Please do not forget captions; they ought to be added to the figure or plate as well as to the mark of its position within the text (in order to avoid confusion for the setter).
- Specify the figure and number on each data file or photo and mark their position in the text, as well as the captions. Use clear marks such as the following:

  ----

  insert fig. 1: Socrates, type A. Museo Nazionale, Napoli.

- Submit each table and figure in a separate file. The files should be named so that they can be easily identified (e.g. Chapter1Fig1.tiff).
- The sources are quoted either within the captions or in a separate list following the bibliography.