



## *Journal of Hellenic Studies: Style Guide*

### **General**

Submissions must be written in English. Works written by authors whose first language is not English must be proof read and corrected by a native English speaker prior to submission.

Submissions should be produced in a PC-compatible format using a generic font, such as Arial or Times New Roman, with ample margins. Automatic text formatting, such as paragraph indenting, bullet points or numbering, should be avoided, but pagination is helpful to readers. It is also helpful to give the file a descriptive name such as a short version of the title (not 'JHS article!').

The British rather than the American system of spelling should be used (for example, 'colour' rather than 'color' and 'artefact' rather than 'artifact').

### **Miscellaneous points of style**

Titles should use colons, rather than full point (e.g. 'Οὐκ ἔστι Σαπφοῦς τοῦτο τὸ ᾄσμα: variants of Sappho's songs in Athenaeus' Deipnosophistae' rather than 'Οὐκ ἔστι Σαπφοῦς τοῦτο τὸ ᾄσμα. Variants of Sappho's songs in Athenaeus' Deipnosophistae').

Abbreviations should be avoided wherever possible, except for 'Dr', 'ed.', 'eds', 'fig.', 'figs', 'pl.', 'pls'. NB that abbreviations that end with the last letter of the word do not have a full point (e.g. Dr, eds, figs, pls).

Capital letters should be avoided except for proper names and titles.

*cf.* should be italicized unless immediately followed by an italicized word; thus '*cf.* Dover (1970) 11', but '*cf. fr.* 64'.

Use parentheses, not square brackets, within parentheses.

Number footnotes in Arabic numerals, and put acknowledgements in a separate note (with an asterisk) before the first note.

### **Dates**

'AD' to precede, no dots; 'BC' to follow, no dots.

30 October 1953; 1830s; *ca.* 450.

Runs of years: 250-245 BC; AD 150-300; 1997-1998.

Adjectival use of dates: 'the fifth century', but 'of fifth-century date'.

Cultural periods should be capitalised (for example, 'Hellenistic', 'Classical').

### **Numerals**

Numbers one to ten should be spelt out except when preceding a unit (for example, '2mm').

First to tenth should be spelt out.

Numbers above ten should be written as numerals, except at the beginning of a sentence.

Runs of numbers: 148-49, 48-49, 1148-49

### **Measurements**

No imperial measurements should be used.

Abbreviations for distance, volume, etc. as follows:

'm' for metre                      'cm' for centimetre                      'mm' for millimetre    'km' for kilometre  
'ha' for Hectare                      'l' for litre

There should be no dot after an abbreviation and no space between the number and the unit (i.e.,

‘10m’; ‘5cm’).

### Cardinal points

There should be no initial capital letter and abbreviations should be avoided (i.e., do not use ‘N’, ‘SE’, etc.); hyphens should also be avoided (for example, ‘southwest’ *not* ‘Southwest’ or ‘south-west’).

### Transliteration

In transliterating *names*, authors may follow their preference provided that the system employed is, as far as possible, *consistent*: thus Boeotia and Dicaearchus *or* Boiotia and Dikaiarkhos. Complete consistency is probably neither practical nor desirable; in particular, very familiar names should remain in their familiar form: thus, Plato, *not* Platon; Aeschylus, *not* Aiskhylos; Oedipus, *not* Oidipous, etc.

In transliterating *words*, the ‘Greek’ pattern should be followed as closely as possible: thus, *stratêgos*, *sôphrosunê*, etc. Eta and omega should be represented by ê and ô (circumflex, not macron). Y, υ are represented by U and u. Inflected words and phrases should not normally be transliterated. Key terms, in dictionary form, may be given in Greek, if the argument requires, or in transliteration, as consistently as possible throughout the article. Articles should not switch arbitrarily between these formats.

### Quotations

Short quotations from modern languages are enclosed in single inverted commas and not italicized. Use “ inside quotes where necessary. For quotes of more than four lines of typescript insert paragraph breaks and omit inverted commas.

Material inserted in quotations is enclosed in square brackets, e.g. ‘She [Pandora] reveals...’. There is no need to use square brackets when introducing an ellipse: ‘Pandora reveals ...’, not ‘Pandora reveals [...]’.

Quotations of Greek are not italicized. In Greek, either iota adscript or iota subscript may be used (consistently); lunate sigma is not used (except where necessary in papyrological discussions).

Brief Latin quotations in the body of the text are italicized; longer quotations may be set as separate paragraphs and are not italicized. In Latin use *u* and *V*, not *v* and *U*, except where quoting ‘non-ancient’ Latin (for example, commentators writing in Latin).

Where quotations are run into a sentence, they should be properly integrated with the English syntax.

Authors are strongly encouraged to provide English translations for all Greek and Latin, particularly where this will increase the accessibility of the argument. Where an English translation, with occasional Greek or Latin words supplied in parenthesis, will do just as well as the Greek or Latin original, then the translation alone will suffice. No strict rules in this matter are possible, and much will depend on the nature of the article and the argument, but authors should be conscious that *JHS* has a readership with a very wide variety of attainment level in the ancient languages.

### References to ancient works

Clarity and immediate recognition should be the overriding aims. Author abbreviations should, in general, follow *LSJ* (9th edn) and *OLD*, but variations in the interests of intelligibility as per *OCD* are encouraged. Use Aesch., Eur., Soph. rather than A., E., S., Virg. rather than V. etc.

References should be in the following forms:

Ar. <i>Birds</i> 847-9	Arist. <i>Metaph.</i> 4.1016a 1-11
Hom. <i>Od.</i> 5.1-8	Lysias 21.5
Paus. 7.1.5	Pl. <i>Rep.</i> 5.474a 5-6
[Theocr.] 27.43	Call. <i>fr.</i> 251 Pf. (= <i>Hecale</i> 35 Hollis)
Stesich. <i>PMGF</i> 187 [i.e. <i>not</i> 187 Davies]	<i>FGrH</i> 115 F153
<i>IG</i> III.21.5, <i>IG</i> IX.9 65, <i>IG</i> I <sup>3</sup> 107	<i>POxy</i> 3535 <i>fr.</i> 1(a) col. ii 25.

For epigraphic abbreviations follow *OCD*<sup>4</sup> where possible, and for papyri the Duke *Checklist of editions of Greek, Latin, Demotic and Coptic Papyri, Ostraka and Tablets*.

Do not use f. and ff. but give the exact references.

### References to modern works

All modern works cited are listed in notes; these are cited by the author-date system in chronological order, with a bibliography provided at the end of the article.

*Example*: Claessen and Skalnik (1978); Evans et al. (1985) 55-158; Berent (1996); Allen (1999) 55-58.

Standard works of reference (for example, *RE*, *LIMC*) need only be cited by initials: again, follow the conventions of *OCD*<sup>4</sup> where available.

Do not use *ibid.*, *loc.cit.*, and similar abbreviations; do not use f. and ff. but give the exact references.

## **Bibliography**

The bibliography should contain only those works referred to in the text.

Book titles should be fully capitalised; article titles in English should begin with a capital but otherwise include capitals for proper names only. For other languages the conventions normal to each language should be followed. Main and subtitles should be separated by a colon.

Include the names of all authors and editors (i.e., do not use 'et al.' in the bibliography).

Abbreviations of periodicals should in the main follow *L'année philologique*, but may be expanded to avoid obscurity; titles of journals not included in *APh.* should be given in full.

Include *place* of publication, but not the publisher.

### *Examples*

- Allen, D. (1999) *The World of Prometheus: The Politics of Punishing in Democratic Athens* (Princeton)
- Anderson, J.T. (2003) *To Whom it May Concern: The Dynamics of Address in Ancient Roman, Greek and Chinese Poetry* (Ph.D. Diss. Berkeley)
- Berent, M. (1996) 'Hobbes and the "Greek Tongues"', *History of Political Thought* 17, 36-59
- (2000) 'Anthropology and the classics: war, violence and the stateless polis', *CQ* 50, 257-89
- Bourdieu, P. (2000) 'The mystery of ministry: from particular wills to the general will', in L. Wacquant (ed.), *Pierre Bourdieu and Democratic Politics* (Cambridge) 55-63
- Claessen, H.J.M. and Skalnik, P. (1978) 'Limits, beginning and end of the early state', in H.J.M. Claessen and P. Skalnik (eds), *The Early State* (The Hague) 619-35
- Evans, P.B., Rueschemeyer, D. and Skocpol, T. (eds) (1985) *Bringing the State Back In* (Cambridge)

## **Illustrations**

### *General*

Figures are printed as black and white illustrations.

Figures should be presented in a continuous sequence (i.e., not divided into 'figures' and 'plates') with reference made in the text to each illustration.

Each illustration must have a caption which should include the source, and, where applicable, acknowledgement of permission having been granted by the copyright holder to reproduce the image.

All illustrations must be submitted electronically and clearly identified by the author's surname and the figure number.

### *Photographs*

Photographs must be submitted as image files (.jpg, .tif, .bmp) at 300dpi at the width they are to be reproduced.

Final print quality is dependent on original supply of correct format and resolution.

### *Line drawings*

Line drawings must be submitted as 1-bit (black and white) or 8-bit (greyscale) image files (.jpg, .tif, .bmp) at 600dpi at the width they are to be reproduced.

Where possible, similar items should be drawn to appear at the same scale (for example, 1/3 life-size for pots).

Maps and plans must include a north arrow and a scale, and drawings of objects must include a scale.

The spelling used in legends and of other identifying text must be consistent with the text of the article.

Avoid unnecessary lettering on drawings.

Final print quality is dependent on original supply of correct format and resolution.