

## **SUBMISSION OF ARTICLES IN ELECTRONIC FORM**

Submission of the text of articles in electronic form is expected: this can be on disk or as an e-mail attachment.

The electronic version should be provided only with the final version of the paper and therefore not with the initial submission. A clean print-out should also be provided for editorial use (printed on A4 paper, on one side only, in double space, with generous margins; all sheets to be numbered in sequence). The electronic and hard copy should be identical with no corrections to be made.

Disks should be new and should be clearly marked with the word-processing system used; all file names should be listed. IBM compatible disks are preferred. Mac-users in particular are encouraged to supply files as E-mail attachments.

Editing is done using Word. Word files are therefore preferred. However, disks using other systems may also be submitted. The Society can arrange for the translation of other packages into Word but there is always the possibility of loss of formatting, italic, special fonts, endnotes etc. If at all possible, therefore, it is recommended that authors output in Word; most systems offer a choice of languages.

JRS style should be followed (see sheet) but complex page layout should not be attempted. Justify left-hand margin only. The start of each paragraph should be indented using the tab key not the space-bar. One space only to be used after full-stops, commas etc.

Although notes will be printed as footnotes, the notes should be presented as endnotes -- preferably in a separate file. Use of foot/endnote packages in systems other than Word may mean that they are lost during translation necessitating rekeying; this inevitably results in errors. Notes should be in normal font size and double-spaced as the rest of the text.

Tables nearly always need to be rekeyed; they should be provided in a separate file and a clear print-out supplied on separate sheets. Fig. and plate captions should also be in a separate file. Fig. and table positions should be noted in the margin of the typescript.

NB illustrations may also be submitted electronically but must be provided on CD not as E-mail attachments; the CD must always be accompanied by a print-out for identification.

## JOURNAL OF ROMAN STUDIES

### NOTES FOR CONTRIBUTORS

Authors are reminded that much money can be saved for the Society if typescripts are clean and carefully prepared. Since first proofs are paged, alterations or corrections (other than of printer's errors) at proof stage are very expensive (in excess of £2.00 a line, sometimes much more if the alteration affects the layout of several following pages) and may be disallowed or charged to authors at the Editor's discretion. It is expensive to insert cross-references to pages at proof-stage, they should therefore be used sparingly. If possible, please give cross-references in the form 'See above, Section II'.

(1) TITLES should be set out thus:

#### THE GAZE IN POLYBIUS' *HISTORIES*

By JAMES DAVIDSON

If the article is accompanied by plates, put 'Plates 0-00' below the author's name. In Review Articles the titles of books discussed are placed after the reviewer's name in the form:

PAUL VEYNE, *BREAD AND CIRCUSES: HISTORICAL SOCIOLOGY AND POLITICAL PLURALISM*. London: Allen Lane, The Penguin Press, 1990. Pp.492. ISBN 0-7193-9003-1. Price £ 00.

The author's address is placed full left in italic at the end of the article.

(2) SECTIONS of articles are indicated by roman numerals, centred, without full point; if there is an accompanying title, it is set out thus:

#### V. ELECTION TO PUBLIC OFFICE

Sub-sections are indicated in upper and lower case italic, full left.

All these headings to be separated from the text by line spaces above and below.

(3) ITALICS AND QUOTATION MARKS. Technical terms and foreign words go into italic, except where they have become naturalized into English. Consul, praetor, imperium, etc. to be in roman. In doubtful cases use roman; so Lex Julia rather than *lex Julia*, Legion XV Apollinaris rather than *legio XV Apollinaris*.

Passages quoted go in roman within single quotation marks, not in italic; double marks for a quotation within a quotation. Longer passages are inset and separated above and below by line spaces; they go in roman, but without quotation marks. Any interpolations by an author should be enclosed in [ ]. Greek does not need quotation marks. Where manuscripts are quoted, their readings are in italic.

(4) FOREIGN ALPHABETS. Greek may be hand-written but each individual letter, breathing, and accent must be fully legible. In general, keep Greek to a minimum because of the expense of setting. Isolated words may be transliterated in italic, as well as words commonly so treated, e.g. *polis*, *archon*.

Oriental scripts should be avoided unless some point of reading or meaning makes them

essential.

#### (5) GENERAL POINTS

Current British spelling (OED) should be used ('z' spelling for words such as 'organize').

Where parentheses are required within parentheses, use ( ), not [ ].

Spell out figures under 100 except in statistics.

A.D. before figures B.C. after, with full points.

'The second century' ( not 'the 2nd century' or 'c.2') as noun, but 'the second-century famine'.

Dates in the form '1 January 1985'.

Figures in the form 16-17, 282-6, 282-96, 300-1, 316-17.

Insert commas with four or more figures, e.g. 3,963, but not in dates, col. nos., line nos. in poetry or in MS nos.

Spell out 'per cent' in text.

Do not use the ampersand.

(6) FOOTNOTES. Place footnote nos. above the line and outside the punctuation or quotation mark ( but inside the parenthesis when referring to material inside the parentheses); where possible they should be at the end of a clause or sentence. A footnote marked \* may be used before the numbered sequence of notes for acknowledgements, etc.; the \* is attached to the title.

The Journal does not have a set of required abbreviations. Aim at economy and consistency combined with clarity. *OLD* and *LSJ* can be used as guides.

(i) References to ancient sources should be in the following form: Dio 13.4.17, Tac., *Ann.* 1.1.1.

(ii) References to modern works in the form: F. Millar, *The Emperor in the Roman World* (1977), 181-3.

(iii) References to articles in the form: J. N. Adams, 'The language of the Vindolanda writing tablets: An interim report', *JRS* 85 (1995), 86-134. Specific page references should always be given, do not use f. and ff.

(iv) General points.

When using op. cit. put the number of the note where the work was first cited: op. cit. (n. 2).

The abbreviated Latin phrases are never italicized: cf., e.g., op. cit., ibid., etc. But *infra*, *passim*, *sic*.

cf., e.g., i.e., op. cit., ibid. to be in lower case when starting a footnote, but to start with a capital at beginning of new sentence.