Classical Quarterly: Guidance for Contributors
(detailed house-style)

1) **Style**

    a) In general, *CQ* follows the conventions and the editing style set out in *New Hart's Rules* (Oxford, 2014), *New Oxford Spelling Dictionary* (Oxford, 2014) and *New Oxford Dictionary for Writers & Editors* (Oxford, 2014).

    b) Those conventions are however modified by the guidance below.

2) **Titles and personal details**

    a) Capitalize the title of your article, italicizing any titles of works within the article title: GRILLIUS ON CICERO'S *DE INVENTIONE*.

    b) Capitalize titles of any sections within the article, italicizing any titles of works within the section title.

    c) Italicize titles of sub-sections within sections.

    d) Article and section titles should be centrally aligned; sub-section titles should be aligned to the left.

    e) No titles should be in bold type.

    f) Any acknowledgements should be made in a first, unnumbered footnote introduced by an asterisk; if you have such a footnote then add a superscript asterisk to the title of your article.

    g) At the end of the article add on the left side of a new line your affiliation (in italics), on the right side of the same line your name (in capital letters) as you wish it to appear in *CQ*, and underneath your name type, if you wish, your email address.

3) **Fonts and formatting**

    a) Use Times New Roman for languages written in the Roman alphabet.

    b) Use New Athena Unicode for Greek.

    c) Use some other Unicode font for languages written in other alphabets.

    d) Use 12 pt font throughout (including footnotes).

    e) Justify margins throughout (including footnotes).

    f) Double-space your article throughout (including footnotes).

    g) Number footnotes consecutively; do not use endnotes.

h) Do not place more than one space after a period.

i) The first paragraph (of the article or a section in the article) should not be indented, but subsequent paragraphs should be indented. There should be no line or other extra spacing between paragraphs.

4) Spelling

a) UK spelling is used throughout.

b) Write –ize rather than –ise where possible (so 'capitalize', 'initializes', 'stylized'; however, 'analyse' always has –s–, never –z–).

c) Write 'focus' with double 's' in the forms 'focussed', 'focusses', 'focussing'.

d) Write 'in so far', not 'insofar'.

e) Write 'indexes', not 'indices'.

f) Write 'interpretative', not 'interpretive'.

g) Write 'judgement' and use 'judgment' only in legal contexts.

h) Write 'none the less', not 'nonetheless'.

i) In Latin script *CQ* has a slight preference for *u* instead of *v* (for example *ueni uidi uici*), but the important issue here is consistency whether one uses *u* or *v*.

5) Punctuation and footnotes

a) *CQ* prefers not to use the 'Oxford' comma (or serial comma), unless it is absolutely necessary for the sense.

b) If parenthetic statements are made with dashes rather than with brackets, use em-dash with no surrounding spaces (not en-dash with surrounding spaces): 'life does not consist mainly—or even largely—of facts and happenings'.

c) To indicate possession, use apostrophe and 's' in personal names ending in an 's', 'x' or 'z' sound (for example Jones's, Marx's) except after classical names ending in an 's', which take an apostrophe only (for example Lysias'); an exception to the exception are monosyllabic ancient names such as Zeus (Zeus's).

d) 'e.g.' and 'i.e.' are not followed by a comma, unless there has to be a comma there for some other reason.

e) 'etc.' is always preceded by a comma.

f) Brackets in the first instance are round (); but brackets within brackets are square [].

g) Initials of personal names have full points but are not separated from each other by spaces: 'K.J. Dover', *not* 'K. J. Dover' or 'K J Dover' or 'KJ Dover'.

h) Ellipses are expressed by one space followed by three dots (without internal spacing) followed by one space: *Oceanum … surgens Aurora reliquit.*

i) Footnote numbers come after any punctuation marks.

j) Do not use paragraphing in footnotes.

k) Put a space after the footnote number that introduces each footnote.

6) Capitalization

a) Names of well-defined periods usually have capitals ('the Hellenistic period', 'the Early / Middle / Late Republic', 'Late Antiquity'), but write: 'late antique' and 'classical antiquity' with lower-case initials.

b) Write MS and MSS (= 'manuscript' and 'manuscripts'), not ms and mss or ms. and mss.

c) Use capital for 'Book' when referring to *Aeneid* Book 4, etc. (but write 'the fourth book of the *Aeneid*').

d) In Greek and Latin scripts use lower case after a full stop, but an initial capital letter should be used for names of places or persons and the like.

7) Numbers and dates

a) Use en-dash [–] between numbers, not hyphen [-]: 76–7

b) Use the fewest numerals possible (42–5, 1961–75) except for
   i) 10–19, which should be given in full (16–19, 1914–18)
   ii) dates involving a change of century and all B.C. (or B.C.E.) dates (A.D. 637–732, 231–224 B.C.)
   iii) Roman numerals, which should not be abbreviated.

c) Do not use 'ff.' or 'f.' in giving references to lines or pages, but give the full run of lines or pages.

d) Write B.C. (or B.C.E.) after the numeral, A.D. (or C.E.) before it.

e) For B.C. (B.C.E.) and A.D. (C.E.), note the small capitals and period after each letter.

f) Write 'nineteenth century' (NB no capital), not '19th Century'. Add a hyphen when the phrase is used adjectivally (so 'in the nineteenth century', but 'nineteenth-century scholarship').

8) Quotations, abbreviations, phrases

a) All inverted commas should be curly (''‚ ""), not straight (", "").

b) Put quotations in single inverted commas.

c) Put quotations within a quotation in double inverted commas.

d) Commas and full points are normally set outside the closing quotation mark. When the quotation ends with a question mark or with an exclamation mark, this should be placed within the closing quotation mark. If the entire sentence is enclosed in quotation marks, the full point comes before the closing quotation mark.

e) Block quotations from any language should not be set in italics.

f) Apart from in block quotations, italicize quotations of ancient (medieval, neo-) Latin.

g) Treat quotations of scholarship in Latin like normal English quotations (within single inverted commas, not in italics).

h) Render verse line divisions by a vertical stroke | (not /) with a space on each side: *quid vota furentem, | quid delubra iuvant?*

i) Plural abbreviations: nn. (= 'notes'), MSS (= 'manuscripts'), frr. (= 'fragments'), figs. (= 'figures'), vols. (= 'volumes'), vv. (= 'lines of poetry').

j) Do not abbreviate 'esp.', but write 'especially' in full.

k) Write 'and', not '&'.

l) Italicize short passages of Latin and other self-contained phrases: *ad hoc*, *contra*, *coup de grâce*, *de facto*, *desideratum/desiderata*, *en masse*, *exemplum/exempla*, *fait accompli*, *index locorum*, *œuvre*, *passim*, *per se*, *prima facie*, *qua*, *tour de force*, *volte-face*.

m) Italicize *c.* (= *circa*) and *sc.* (= *scilicet*).

n) Do not italicize ad loc., et al., loc. cit., cf., ibid., id., ead., s.v., vice versa, viz., vs (= 'versus'), lemmata, scholium / scholia, apparatus criticus, resumé, façade.

o) Do not italicize any ancient Greek; modern Greek, however, should be italicized as required (e.g. in book titles).

p) Use e.g. and i.e. in footnotes, but in the main text write 'for example' and 'that is,'. Initial e.g. in a footnote can be lower case, but initial i.e. and cf. require a capital letter.

q) Latinize Greek names and places as in *OCD*[4]: Socrates, Cyzicus.

r) Use transliterated Greek only for words that are well established in English (for example *polis*).

9) References

a) Responsibility for the accuracy of all references, ancient and modern, lies with authors (not with *CQ* or its Editors); authors should check references carefully before submitting the final version of their piece.

b) Put brief references in the main text.

c) Put lists of references and bibliographical details in the footnotes, *not* as a bibliography at the end of the article.

d) List works repeatedly cited at in a footnote the beginning of the article, with names (with dates or short titles, only if necessary) in the notes.

e) Cited references in full on the first occasion, and then in the form 'Vlastos (n. 9), 245–6'. Note the space after 'n.', and the comma+space after the closing parenthesis.

f) Do not use 'Op. cit.'

g) Abbreviate book titles that will be generally familiar: *OCD*[4], *CHCL*, *FGrHist*, *IG*, *RE* (omitting full points). Diels–Kranz: 'DK', not 'D.–K.'. Comic fragments: 'K.–A.'. LSJ, not *LSJ*. *P.Oxy*. 2617 (i.e. do not mention volume number).

h) Use arabic, not Roman, numerals, except where Roman numerals are the standard: e.g. *IG* I[3] 215.4. (Note the capital I.)

i) For the formatting of full bibliographical references, please note the following:

   i) For <u>book references</u>, use the format: L.D. Reynolds and N.G. Wilson, *Scribes and Scholars: A Guide to the Transmission of Greek and Latin Literature* (Oxford, 1991[3]), 199–202. That is:

      (1) Do not put a space between authors' initials: L.D. Reynolds and N.G. Wilson

      (2) Give book titles in full, and capitalize all major words in English titles: *Scribes and Scholars: A Guide to the Transmission of Greek and Latin Literature*

      (3) For book titles in languages other than English, capitalize only the first word and any proper names

(4) After the book title, give in brackets the place(s) and year(s) of publication, separated by a comma, if necessary with a superscript number to indicate the edition; do not cite a book's series or publisher: (Oxford, 1991^3)

(5) When citing a page span of a book, precede it with a comma: (Oxford, 1991^3), 199–202

(6) Use arabic numerals when citing volumes of a book: E. Fraenkel (ed.), *Aeschylus: Agamemnon* (Oxford, 1950), 3.611–13

(7) If citing a footnote, put a space both before and after the 'n.' in the citation: 63 n. 2

(8) If there are two places of publication, separate them by adding 'and': 'Berlin and Boston', 'Cambridge, Mass. and London'; if there are more than two places of publication, separate them by a forward stroke with a space on each side: 'Leiden / Boston / New York'.

(9) For books published in the USA, Canada, or Australia, give the abbreviation for state or province
  (a) using the postal abbreviation systems, which employ capitals and no punctuation: AL, AZ etc; AB, BC, etc.; NSW, QLD, etc.
  (b) only when the town/city is not immediately familiar (so 'Guerra, TX', 'Duncan, BC'; but just 'Baltimore', not 'Baltimore, MD').

ii) For <u>article</u> references, use the format: R.P. Winnington-Ingram, 'The Danaid trilogy', *JHS* 81 (1961), 141–52, at 143. That is:

(1) Capitalize only the first word and any proper names

(2) Place the comma after the closing inverted comma, not the other way around

(3) Abbreviate journal titles according to the style of Marouzeau's *L'Année philologique*.

(4) Give both year and volume number (in Arabic numerals)

(5) Do not give the fascicle numbers unless a journal's pagination begins afresh with each fascicle (e.g. with the journal *Arion*)

(6) When referring to a particular page, write 'at 143' after the page span, preceded by a comma

iii) For <u>book chapters</u>, use the format: D.M. Balme, 'Teleology and necessity', in A. Gotthelf and J.G. Lennox (edd.), *Philosophical Issues in Aristotle's*

Biology (Cambridge, 1987), 275–85, at 279, or T.C.W. Stinton, '"Si credere dignum est": some expressions of disbelief in Euripides and others', in id., *Collected Papers on Greek Tragedy* (Oxford, 1990), 236–64.

    iv) For <u>dissertations</u>,

        (1) Published dissertations should follow the style for books;

        (2) Unpublished dissertations should follow the style for articles: thus W. Closterman, 'The self-presentation of the family: the function of classical Attic peribolos tombs' (Diss., Johns Hopkins University, 1999).

    v) For <u>ancient authors</u>

        (1) Authors' names and titles should be given in full when they form part of the flow in a sentence but should be abbreviated when they are used parenthetically: 'In *Aeneid* Book 6, Virgil describes … (Verg. *Aen.* 6.14–41)'.

        (2) Where possible, follow the style of *OCD*[4]: Homer, *Od.* 1.1; Arist. *Pol.* 1333b3–23; Cic. *Phil.* 2.20 (not 2.8 or 2.8.20); Lucr. 1.47, Pl. *Chrm.* 167e4–5; Plin. *HN* 9.176 (not 9.83.176 or 9.83); Plut. *De glor. Ath.* 347F–348A; Quint. *Inst.* 10.1.46; Soph. *OC* 225; Amphis, fr. 150.1 K.–A.

        (3) Do not use l. or ll., but, where necessary, line or lines.

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f) The following is provided as a guide. If there is any doubt, please contact the Editors for advice.

    i) For a copyright prose work, it is recommended that permission is obtained for the use of

       (1) extracts longer than 400 words

       (2) a series of extracts totalling more than 800 words, of which any one extract is more than 300 words

       (3) an extract or series of extracts comprising one-quarter of the work or more.

    ii) For poetry:

       (1) an extract of more than 40 lines

       (2) series of extracts totalling more than 40 lines

       (3) an extract comprising one-quarter or more of a complete poem.

11) Data protection

a) The details of authors submitting to *Classical Quarterly* will be securely held by the editorial office as part of the record of the peer-review process.

b) If your manuscript is accepted your personal details (name, contact information, affiliation) will be shared with CUP and any third-party vendors they work with as part of the publication process.

c) Under the GDPR, you have the right to request a copy of the data we hold about you, to ask for corrections to the data or to ask to be forgotten.

d) For more information please see the ICO guidelines or contact classicalquarterly@classicalassociation.org.