THE JOURNAL OF ROMAN STUDIES

Submission of Papers in Electronic Form

Contributors should submit by e-mail to the Editor TWO versions of their paper. The first version (for the Editor only) should not be anonymised. The author's name, title, institutional affiliation (if any), postal and e-mail address should be placed at the top of the first page ahead of the title of the paper. A word count (of text and footnotes, not bibliography) should also be provided. The second version should be 'redacted'. That is, as far as possible, all indications of authorship should be removed: for example, any acknowledgements should be cut; if appropriate, and depending on context, any previous work may be referenced as 'Author' + date in the footnotes and bibliography; authors may also wish to recast some passages in the third person; any indication of identity or institution should be deleted from 'Properties' in Word. It is the responsibility of the author to ensure that the redacted version is as anonymous as possible.

Submissions which are clearly not suitable for the Journal are declined at the initial review stage on the joint decision of the Editor and one further member of the Editorial Board (who receives the submission in anonymised form). All other submissions are circulated at the Editor's discretion to a minimum of two academic referees, at least one of whom will normally be a member of the Board; where appropriate, submissions may also be assessed by other specialist readers. In order to ensure maximum impartiality, all submissions are circulated to reviewers (including to those on the Board) without indication of authorship.

All submitted papers must include an abstract of no more than 150 words and around six keywords. The abstract should immediately follow the title.

It is possible for long or detailed data-sets and supplementary illustrations to be published as supplementary material, online only. This material must also be included with the initial submission, with a clear indication that it should – or may – be treated as supplementary material.

It is most helpful if papers on initial submission conform as far as possible to the 'Notes for Contributors' below, at least in basic style and layout.

In any case, the following must be observed from the outset.

i) The text should be submitted as a Word file. A Unicode font should be used (Times New Roman is preferred). Greek should also be in a Unicode font, e.g. New Athena Unicode; authors may find the following link helpful: https://classicalstudies.org/publications-and-research/about-greekkeys- 2015

ii) Both main text and footnotes should be in 12-point type, with one-and-a-half line spacing for both main text and footnotes. Footnotes should appear at the foot of each page (and not as endnotes). The bibliography should be placed at the end of the paper (and not submitted as a

separate file). 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. If not included in the text, fig. and table positions should be noted.

iii) Publications are to be cited in the footnotes by the author's name and the year of publication followed by a colon and the specific page or pages (using em dash, not hyphen), e.g.: Millar 1977: 181–3. Or, in the case of a string of references, e.g.: Millar 1977: 181–3; Price 1980: 126–7, 134–5; Beard 2001: 12–13. The full reference to a publication is to be given in an alphabetical bibliography at the end of the paper.

iv) Electronic submission of artwork is preferred, either by e-mail or file transfer. Artwork may be intended for either black-and-white or colour reproduction in the print volume. Line artwork should be submitted as TIFF or EPS files at 1200 dpi (black and white for line drawings; grayscale for line/tone). Black-and-white halftones should be submitted as TIFFs (grayscale) at a minimum 300 dpi. Colour should be in CMYK colour at a minimum 300 dpi. All electronic artwork should be sized to final publication size; reproduction size should be indicated on a list of the illustrations. The type area of a page in *JRS* measures 200 by 136 mm. For further information on artwork submission see instructions for authors at: www.cambridge.org/core/services/authors/journals/journals-artwork-guide

NOTES FOR CONTRIBUTORS

For the final text of papers accepted for publication, submission is by e-mail (as both a Word file and a pdf). Hard copy may occasionally be requested for papers which contain Greek, unusual characters or complex layout.

At final submission, papers should be complete in every particular. Since first proofs are paged, **alterations or corrections** (other than of printer's errors) **at proof stage are very expensive** (especially if the alteration affects the layout of several following pages) and may be disallowed or charged to authors at the Editor's discretion.

Authors of reviews should follow these conventions, save as modified/supplemented in §14 below. (1) TITLES should be set out thus:

Martial and the City of Rome

LUKE ROMAN

The usual (but by no means compulsory) form is first name and/or initials and surname.

(2) The author's institutional affiliation (in italic) (if any) and e-mail are placed full left at the end of the paper.

(3) ABSTRACT. All papers should include an abstract (*c.* 150 words) and *c.* 6 keywords.

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

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Sub-sections are indicated in upper and lower case italic, full left.
All these headings should be separated from the text by line spaces above and below.

(5) CROSS REFERENCES should be in the form 'See above/below, Section II' (or to a previous or subsequent footnote); inserting cross-references to pages at proof-stage is not possible since papers are published online on FirstView before the page numeration for the print volume has been established.

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

Short 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.

(7) FOREIGN ALPHABETS. Greek should be in a Unicode font, e.g. New Athena Unicode; authors may find the following link helpful: https://classicalstudies.org/publications-and-research/about-greekkeys-2015

Isolated words may be transliterated in italic, as well as words commonly so treated, e.g. *polis*, *archon.*
Non Indo-European scripts should be avoided unless some point of reading or meaning makes them essential.

(8) GENERAL POINTS
Current British spelling (OED) should be used ('s' spelling for words such as 'organise', 'civilisation').
Abbreviated Latin phrases are never italicised: cf., e.g., etc. But *infra, passim, sic.*
Where parentheses are required within parentheses, use ( ), not [ ].
A.D. before figures, B.C. after, with full points; C.E. and B.C.E. also with full points.
Date spans should be given in full: A.D. 567–569.
'The second century' (not 'the 2nd century' or 'c.2') as noun, but 'the second-century famine'.
Main periods are capitalised: the Republic (but note, republican), the Principate (but note, imperial) Late Antiquity (but note, late antique); 'early' and 'late' are lower case: the late Republic; the early Empire; the later Empire.

Note also: River Danube (but Danube river); Battle of Cannae.
Dates in the form '1 January 1985'.
Spell out figures under 100 except in statistics.
Figures in the form 16–17, 282–6, 282–96, 300–1, 316–17, with em dash.
Insert commas with four or more figures, e.g. 3,963, but not in dates, column numbers, line numbers in poetry or in MS numbers.

Spell out 'per cent' in text.
The comma before 'and' or 'or' (serial or 'Oxford' comma) in a list should be avoided except in (occasional) cases where ambiguity might arise.
Do not use the ampersand.

(9) FOOTNOTES. Place footnote numbers 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.

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

(10) REFERENCES TO ANCIENT TEXTS should be in the following form: Dio 13.4.17, Tac., *Ann.* 1.1.1. The general model is the *Oxford Classical Dictionary* (4th edn) both for abbreviations and for spelling and capitalisation of titles (in the majority of cases only the initial word): so Augustine, *De civitate dei*; Cicero, *De oratore.*

Book numbers to be in arabic numerals.

(11) REFERENCES TO MODERN WORKS. In the footnotes, publications are to be cited by the author's name and the year of publication followed by a colon and the specific page or pages, e.g.: Millar 1977: 181–3. Or, in the case of a string of references, e.g.: Millar 1977: 181–3; Price 1980: 126–7, 134–5; Beard 2001: 12–13. Page references should only be given in the footnote if the reference is to a specific page or pages. Authors' initials should only appear in the footnotes if the bibliography contains two or more authors with the same surname (e.g. J. Smith 1990: 4). For joint authorship give both names (e.g. Price and Thonemann 2010: 193), for multiple authorship Beard *et al.* is acceptable in the footnotes but all authors should be listed in the bibliography. a, b, c etc. should be used to distinguish several works of the same year (e.g. Smith 1990a). The full reference to a publication is to be given in an alphabetical bibliography at the end of the paper.

Authors may wish to use abbreviations for technical works (particularly those concerned with papyrology, epigraphy or prosopography); these should be listed in alphabetical order at the head of the bibliography in the following form.
PLRE I = A. H. M. Jones, J. R. Martindale and J. Morris (eds), *The Prosopography of the Later Roman Empire*, *vol. I: A.D. 260–395*, Cambridge, 1971.

Epigraphic publications are cited according to the conventions in *SEG* and *AE*. Abbreviations for editions of papyri, ostraca and tablets should follow J. F. Oates *et al*., *Checklist of Editions of Greek, Latin, Demotic and Coptic Papyri, Ostraca and Tablets* (online at http://scriptorium.lib.duke.edu/papyrus/texts/clist.html).

The citation of digital resources covers a wide range of types (websites, online database, online datasets, digital copies of publications, etc.), and flexibility is necessary. Some basic elements should be included (usually in the bibliography): the author and/or creator of the dataset or resource; the date of publication or most recent revision; the title of the dataset or website or webpage, together with the title of the top-level site or collection; the publisher (hosting or curating the resource/dataset); a persistent identifier, ideally a DOI in the form of a URL (i.e. the DOI, e.g. 10.5284/1000389, preceded by http://dx.doi.org/), and if not, some other persistent URL. It is additionally good practice to note the date of access when referencing a webpage. For further examples and guidance, see: https://www.dcc.ac.uk/guidance/how-guides/cite-datasets

(12) TABLES. Tables often need to be rekeyed; they should, even if inserted in the text, also be provided in a separate file; a print-out/pdf may be requested for complex tables.

(13) BIBLIOGRAPHY. Use full title of journals. Full page references of articles etc. should always be given, do not use f. and ff.

Examples of entries:
Millar, F. 1977: *The Emperor in the Roman World*, London.

Campbell, B. 2000: *The Writings of the Roman Land Surveyors*, Journal of Roman Studies Monograph 9, London.

Beard, M., North, J. and Price, S. 1998: *Religions of Rome*, Cambridge.
Adams, J. N. 1995: 'The language of the Vindolanda writing tablets: An interim report', *Journal of Roman Studies* 85, 86–134.

North, J. 2000: 'Prophet and text in the third century B.C.', in E. Bispham and C. Smith (eds), *Religion in Archaic and Republican Rome*, Edinburgh, 92–107.

Cool, H. E. M. and Bell, M. 2011: *Excavations at St Peter's Church, Barton-upon-Humber* [dataset], York, Archaeology Data Service, doi: http://dx.doi.org/10.5284/1000389.

But when there is more than one article quoted from an edited volume:

Cooley, A. E. 2012: 'From document to monument: inscribing Roman official documents in the Greek East', in Davies and Wilkes 2012, 159–82.

Davies, J. K. and Wilkes, J. J. (eds) 2012: *Epigraphy and the Historical Sciences*, Oxford.

(14) INFORMATION FOR AUTHORS OF REVIEWS
Please follow the conventions in the separate document 'Notes for Reviewers', also available on this website.

Peter Thonemann
March 2021