

THE JOURNAL OF ROMAN STUDIES

Notes for Reviewers

All reviews are directly commissioned by the Reviews Editor; the Journal does not accept unsolicited submissions.

Reviewers should send their draft review as a Word file to the Reviews Editor by email. Please do not exceed the word limit specified in the commissioning email (which does not include the heading or reviewer information); JRS publishes a large number of reviews each year, and space is time. The Reviews Editor will ask reviewers to cut over-length submissions. Reviews shorter than the stipulated length are always acceptable.

Please follow the following formatting guidelines:

FONT

A Unicode font should be used (Times New Roman is preferred). Any Greek should also be in a Unicode font.

Text should be in 12-point type, with one-and-a-half line spacing. 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.

HEADING

Please give information on the volume(s) reviewed at the head of the review text in the following form. The necessary information should all be included in the commissioning email you received.

JEFFREY A. BECKER and NICOLA TERRENATO (EDS), **Roman Republican Villas: Architecture, Context, and Ideology** (Papers and Monographs of the American Academy in Rome 32). Ann Arbor: University of Michigan Press, 2012. Pp. xi + 146, illus., maps, plans. ISBN 9780472117703. £52.50/US\$60.00.

AUTHOR NAMES, PAGE SPANS AND CHAPTERS

For single-authored books (as opposed to edited volumes), the name of the author should be given in full at its first instance (so K. Hopkins or, preferred, Keith Hopkins) and thereafter abbreviated to a single letter with point (so H.).

Page spans from the volume in round brackets (16-17), (300-1); do not use p. or pp. Chapter is abbreviated as 'ch.' and chapters as 'chs', with the chapter number(s) in arabic numerals.

REFERENCES TO ANCIENT TEXTS

These 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*. Where the OCD does not provide an abbreviation, author and title should be given in full. Book numbers to be in arabic numerals.

CITATION OF MODERN WORKS

JRS reviews do not have footnotes/endnotes or bibliography. Given the tight word constraints, unless it is absolutely relevant to the point being made, the title of a journal article is usually omitted and reference given in the form of author + journal: S.Keay *et al.*, *PBSR* 68 (2000), 1-93. (Note comma after author and comma after date). Similarly, chapter titles in edited works need not be given: D. Briquel in J.M. Turfa (ed.), *The Etruscan World* (2013), 36-55.

Note that in the citation of books only the title and date of publication are given; the subtitle, the series, the publisher or the place of publication should be included only if absolutely relevant to the point being made.

ITALICS AND QUOTATIONS

Foreign words go into italic, except where they have become naturalised into English. Consul, praetor, imperium etc. to be in roman. Roman laws appear as *lex Iulia* etc.

Greek (and other languages in non-Roman script) should be in a Unicode font. 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 absolutely essential.

Short quotations are embedded within the paragraph. Latin goes in italic without quotation marks; Greek (and other languages in non-Roman script) similarly goes without quotation marks. Short quotations in English and other modern languages go in roman within single quotation marks (with double marks for a quotation within a quotation). The exception to the rule for Latin is post-1500 scholarship in Latin which goes in roman within single quotation marks.

Longer passages are inset, separated above and below by line spaces and go without quotation marks. Latin in inset quotations goes in roman.

Any interpolations by an author should be enclosed in [].

NUMBERS

Numbers up to twenty are spelled out, except in statistics. 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. Ranges in the form 16–17, 282–6, 282–96, 300–1, 316–17, with em dash. Percentages are normally presented in the form ‘15%’

GENERAL POINTS

Current British spelling should be used (‘s’ spelling for words such as ‘organise’, ‘civilisation’).

Abbreviated Latin phrases are never italicised: cf., e.g., etc. The single exception is *c.* (not *ca.*) Cf. *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’.

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.

REVIEWER INFORMATION

At the foot of the review, please add your name (in title case and small caps) – the usual (but by no means compulsory) form is first name and/or initials and surname – the name of your institution (if any) and an e-mail address. These will be printed.

Please add a declaration of competing interests at the bottom of your piece, e.g. “Competing interests: The author(s) declare(s) none”. Authors submitting a manuscript to Cambridge University Press are required to declare any potential competing interests that could interfere with the objectivity or integrity of a publication, and you will be asked in the course of the process to confirm that you have made such a declaration. The text will normally be deleted from the published copy.

Neville Morley

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