

Classics Ireland

Guide to Contributors

This guide sets out the conventions of structure, layout and style used in *Classics Ireland*. Contributors are requested to ensure that the script which they submit adheres to these guidelines, as this will help to minimise costs and to meet publication schedules.

The editor will be happy to answer any queries or suggestions. Articles should be addressed electronically to the editor, Dr. Shane Wallace (swallace@tcd.ie), or in print to Classics Ireland, Department of Classics, Arts Building, Trinity College Dublin, Dublin 2, Ireland.

Articles may be submitted as an MS Word attachment, and should normally be between 5,000 and 8,000 words, although shorter articles will be considered. Contributions should be typed, double-spaced, with notes printed as footnotes on each page. If in doubt, please consult the most recent issue of the journal.

Review articles should normally not exceed 2,500 words, reviews should not normally exceed 1,000 words.

General presentation

Please use Times New Roman with double-spaced lines for all text, extracted quotations and notes or references. Left- and right-hand margins of at least 2.5 cm are preferred. Please do not use different typefaces within the article.

Please begin with the article's title and abstract (not exceeding 150 words), and then on a new page any quotation (centred, with reference), then the text. Remarks and acknowledgements should be placed in the first footnote. Your name, mailing address and institutional affiliation should be included in your email, but not on the manuscript itself because it will be blind peer-reviewed.

The first line of each new paragraph should be indented, except for the opening paragraph of the article and of each new section (after headings or line spaces which define sections). Please do not use Roman numerals or a line of asterisks (etc.) between sections.

The remaining points are listed alphabetically and are intended as a comprehensive yet concise summary of what to note when preparing a script.

Abbreviations

Use a full stop in lower-case abbreviations such as 'Co.', 'e.g.', 'Esq.', 'etc.' and 'i.e.'. However, write 'for example', 'that is', 'and so on' in the text, saving their abbreviations for notes. No full stops should be used in upper-case abbreviations such as plc (or plc), UK, US etc., or with units of measurement (which also do not take plural 's'). If abbreviating US states, the two-letter zip-code form is preferred.

All abbreviations should be in Roman and not italic, including 'et al.', 'ibid.', 'idem' and 'op. cit.'. In page-numbers, please use a space after 'p.' or 'pp.'. Please use 'ed./eds' and 'vol./vols'.

Ancient authors should be abbreviated after the style of *Oxford Classical Dictionary*, 3rd edition.

Journal abbreviations should follow the model of *l'Année Philologique*.

Accents

Choose a typeface which shows accents clearly when printed out.

Bibliography: see 'References'

Dates

Please use the following forms: 1 May 1995; 1980s; twentieth century (but 'twentieth-century writers'); AD before a date but BC after a date (see also 'Numbers and dates'). Approximate dates should be 'c. 1855' (abbreviation: Roman; point; space).

Ellipsis and parentheses

Ellipsis should be indicated by three evenly-spaced dots preceded by a space and followed by a space or punctuation. Ellipsis is not required at the beginning of a quotation, regardless of length or position in the sentence.

Greek/ Latin

All passages of Greek/ Latin should be translated. A small amount of Greek/ Latin is fine if it is essential to the argument.

Footnotes: see 'Notes'

Headings

Any section headings should be ranged left, with initial capitals and bold type. Please do not start headings with numbers and letters, and please try not to exceed two levels (that is, headings and sub-headings, with no sub-sub-headings).

Illustrations

Articles that include illustrative material are welcomed but they must be of publishable quality and not subject to copyright restrictions. It will be helpful if you can supply pictures as jpeg or tiff files once the article is accepted. Please do not embed images in the text. Please provide a reference to each figure in the text ('see Figure 1') and please mark, in the text, where the figure is to appear, with a cue in the form 'FIGURE 1 (LOCKPORT, ERIE CANAL) NEAR HERE' - this will not appear in the final text but will be needed for the copy-editor and typesetter. Please also provide, at the end of your article, a full reference for each illustration, including full caption and any relevant details about the source and permissions acknowledgements.

Initials

For initials of authors and other individuals, always use points but no spaces, for example M.J.H. Liversidge. For hyphenated first names, do not space the initials: for example, P.-J. Poole. For the order of items in any references, see 'References'.

Italics: see 'Typefaces'

Notes

Please keep notes to a minimum. Notes should be indicated in the text by a superscript numeral (not an asterisk or other character), placed after any punctuation.

Numbers and dates

Ranges of dates, page-numbers etc. should be maximally elided, with no spaces: 'pp. 20-9, 1,002-21'; '1994-5'. Exceptions are: no elision of 'tens' (11-12; 210-19); dates in the month (22-28 May); dates BC (109-104 BC). In English-language articles, numbers of four or more figures (but not dates) should have the comma separator (1,000; 98,765 etc.); in French, please use a space. Please

spell out numbers below ten and also spell out round numbers below 100 (e.g. 'sixty'; 'eighty'), but retain figures for ages and percentages. Spell out 'per cent' as two words, but use '%' in tables. Use 1990s (no apostrophe), and never start a sentence with a figure.

Proof-reading

After copy-editing and typesetting, you will be requested to proof-read your own contribution(s) and to answer any queries still outstanding. It is your responsibility to ensure at this stage that the material is correct, as this is the last opportunity for any amendments.

Quotations and marks

In running text, use single quotation marks, with double inside single where needed. Extracted quotations (generally for blocks of forty words or more) do not need opening and closing quotation marks, except for any direct speech. Extracted quotations should be indented as a block, with the first line left-aligned to the indented block.

References

Please use references in the Author-Date format, thus: 'Osterman (1984)', 'Osterman (1984) 369', ensuring that the full reference appears in the bibliography. Here are examples of the two most common types of reference:

'See Newman (1990) 43-74, on what he calls the 'nugatory' aspect of Catullus' genius.'

'One might add that Horace's 3.30 is not exactly a paradigm of arrogance either and that a qualification is needed here. It has been argued (Frank (1928) 231) – rightly, I believe – that Horace's emphatic tone and hyperbolic images ...'

List references (at the end, i.e. after any notes), alphabetically by (first) author's surname, with Mac, Mc and M' all treated as 'Mac', and 'St' or 'Ste' treated as 'Saint' or 'Sainte'. Surnames with a prefix which has a capital initial, whether followed by a space or not (e.g. De Mille; La Rue), should be listed by the first element. For prefixes with a lower-case initial (de, de l', le, ter, van (de/n), von, etc.), place these after the surname and initials, and list by the main element of the surname.

Möller, A., 'Epoch-making Eratosthenes' *GRBS* 34 (2005), 245-60.

Davies, J.K., 'A Wholly non-Aristotelian Universe: The Molossians as Ethnos, State and Monarchy', in Brock, R. and Hodkinson, S. (eds) *Alternatives to Athens: Varieties of Political Organisation and Community in Ancient Greece* (Oxford: Oxford University Press, 2000), 234-58.

Yarrow, L., *Historiography at the end of the Republic: Provincial Perspectives on Roman Rule*, (Oxford: Oxford University Press, 2007).

Reviews

If you are contributing a review, please render its title in accordance with those in recent issues. The following example is intended to be all-inclusive; please note punctuation and order:

K. GEORGE, *Gildas' De Excidio Britonum and the Early British Church* (Woodbridge: Boydell Press, 2009). ISBN 978-1-84383-435-9. STG £50.00 (Hb).

Self-reference and remarks

All references to ‘this chapter/contribution/essay/paper/study’ should be changed to ‘article’. Remarks such as ‘This article was delivered as the Presidential Address . . .’ should be placed directly after the text and before any acknowledgements, notes or references.

Spelling

Spelling variations preferred are generally British, with ‘-ise/-ough/-our’ word-endings, and accents where applicable. We favour: amid, among, Anglo-Canadian, anglophone, anti-, Balkanisation, benefited, biblical, cliché, connection, cooperate, coordinate, élan, élite, encyclopaedia, envisage, façade, fin-de-siècle, the First World War, focused, four fifths, Franco-Canadian, francophone, the Governor General, interwar, judgement, likeable, manoeuvre, multi-ethnic, naive, no-one, (the) north-east, one third, per cent, postmodern, postwar, pre-eminent, premise, prewar, programme, Quebec, Québécois, raison d’être, re-emerge, regime, role, the Second World War, [sic], sizeable, (the) south-west, storytelling, three quarters, two thirds, un-American, vice versa, vis-à-vis, the western world, while.

Tables

If using tables, please try to ensure that none will exceed one typeset page. Each table or illustration should begin with a caption of the form ‘TABLE 1: Studies on the impact of Canada–US free trade’ or ‘FIGURE 1: An 1855 map of Alberta’. After the tabled material and any notes, the final line should give the source, for example: ‘Source: External Affairs Canada (1991).’

Typefaces

All titles of books, journals, newspapers, films and plays should be given in italics. Please be sparing with the use of italics for emphasis, and please only use bold type for subheadings. Use Roman for emphasis in a sentence set in italics, or for the title of a work within another work’s title.

Shane Wallace
11/10/16