

Harvard Studies in Classical Philology welcomes articles dealing with all aspects of the civilizations of ancient Greece and Rome. Contributors need not have a Harvard affiliation or connection. Only manuscripts in English can be considered for publication.

Contributors are requested to observe the following points of format and style when preparing manuscripts for submission to *HSCP*. Manuscripts not prepared in accordance with these guidelines, if accepted for publication, will be returned to authors for revision. For guidance on matters not treated here contributors are urged to contact the Editorial Assistant <hscp@fas.harvard.edu> or consult the *Chicago Manual of Style* (15th edition).

PREPARATION OF MANUSCRIPTS

ANONYMITY

Manuscripts should be prepared so that they may be refereed anonymously, i.e. without the author's name and with references to the author's own work treated in the same way as references to the work of others. Contributors should include in their cover letter the affiliation that they wish printed at the end of the main text of the article.

FORMAT

PDF is the preferred format for submissions as it avoids most font compatibility problems. Word processor files (Microsoft Word document or RTF format) or hard copy are also acceptable. If accepted an editable electronic version (Word or RTF file) will be required. Authors are expected to keep up-to-date copies of their submissions.

Manuscripts should be double-spaced throughout with margins of at least one inch on all sides. Notes should be consecutively numbered.

FONTS

Please use a Unicode font if possible (e.g. New Athena Unicode, Gentium, Vusillus/Antioch). Contact the Editorial Assistant <hscp@fas.harvard.edu> if you have any questions about fonts.

IMAGES

Line drawings and photographs should be on pages separate from the text. Xerox copies of photographs or artwork (or digital images if submitting electronically), not the originals, should be sent with the initial submission. If an article is accepted, the author will be responsible for supplying high-quality digital images and for obtaining permission to reproduce them. When preparing images that include text, such as maps, please bear in mind that the images may need to be reduced to fit the 4 by 6.5 in. usable space on the *HSCP* page (a space which must also include captions, etc.) and that text within the image will shrink correspondingly. For example, a map prepared to print on 8.5 by 11 in. paper with 12 point type will become illegible when reduced to fit on the *HSCP* page.

CITATIONS

Authors are responsible for the accuracy of all citations, which should be verified before manuscripts are submitted.

CONTACT

Submissions should be addressed to the Editorial Assistant, *Harvard Studies in Classical Philology*, Department of the Classics, 204 Boylston Hall, Harvard University, Cambridge, MA 02138.

STYLE GUIDE

PUNCTUATION

Space: please do not use double spaces between sentences or double returns between paragraphs. Use tabs, rather than spaces, to align text into columns, if necessary, or use a table.

Comma: should be used after each member of a series except the last, e.g. “Aeschylus, Sophocles, and Euripides.”

En-dash —: used for inclusive number ranges such as pages and years. Usually option (or alt)-hyphen on the computer. If you cannot generate an en-dash, please use two unspaced hyphens.

Em-dash —: used for sudden breaks in a sentence, often in pairs to set off a nearly parenthetical remark or aside. Three em-dashes, unspaced, are used in bibliographies for additional works by the same author(s)/editors(s). Usually option (or alt)-shift-hyphen. If you cannot generate an em-dash, please use three unspaced hyphens.

Double quotes: enclose article titles, direct quotes.

Single quotes: used within double quotes for a quotation within a quotation. May also be used for glosses. Note: commas and periods are placed **inside** end quotes; colons and semicolons **outside**.

Square brackets: used inside parentheses instead of another set of parentheses.

Ellipsis: please do not use the ellipsis character in Microsoft Word. Use regular periods with a space between each, a space preceding the first period (unless it begins a sentence), and a space following the final period (unless it ends a sentence or is followed by other punctuation).

ABBREVIATIONS

•Common academic abbreviations are **not** italicized:

e.g. i.e. s.v. cf. ibid. ad loc.

But *ad* and *sic* are normally italicized.

•Periods should be omitted from page and note references. No space should follow “p” or “n”; “p.” and “pp.” should be avoided whenever possible. Exx. “See below, n92”; “1998:37n51”

•“f.” and “ff.” are also to be avoided. Please follow the example “Segal 1994:34–35” **not** “Segal 1994:34f.” Note that all page numbers are written in full: 34–35 **not** 34–5.

•In citing line numbers, avoid “l.” and “ll.” (or “v.” or “vv.” for poetry); use plain numbers or write out “line” or “lines.” Exx: “there follows a lengthy section in anapaests (124–146)”; “in lines 43-46 Pindar develops the image further.”

•BC, AD, BCE, CE are set as full-size caps (not small caps), without periods or space between the letters.

REFERENCES

- For abbreviations, please use those found in the *Oxford Classical Dictionary*, 3rd edition.
- Arabic numbers, rather than Roman, should be used whenever possible (except when referring to works in which pages or plates are numbered in Roman numerals).
- The second number in a range should be written fully, e.g. 136–138 **not** 136–8.
- Numerical components of references should be separated by periods, with no space between the components: e.g. Hor. *Carm.* 1.9.16.
- Letters that form part of a reference should not be separated from surrounding numerals: e.g. Arist. *Metaph.* 1087a29-b4; Pl. *Resp.* 527A-528C. Letters designating editions should be separated by a single space from numbers of lines or fragments: e.g. Enn. *Ann.* 206 f. S; Eur. fr. 1023 N².

Ancient sources

Cic. *Orat.* 168 (without commas)

The first letter of the title of an ancient work is capitalized, including prepositions in the unabbreviated form of works such as *De anima* and *Pro Milone*.

Modern sources

Please use the author-date citation system and include a bibliography following the *HSCP* bibliography sample.

Abbreviated titles consisting of capital letters should be written without intervening periods: e.g. *TAPA* **not** *T.A.P.A.*

QUOTATIONS

- Short quotations should be given as follows:
 - Greek: without quotation marks
 - Latin: in italics, without quotation marks
 - Other languages: in Roman type, with quotation marks. Double quotation marks should be used except within another set of quotation marks, where single quotation marks should be used.
- Quotations of more than three lines of verse or five of prose should be indented (in Roman type, without quotation marks) in the manuscript; such quotations will be printed as separate paragraphs with inset margins.

FOREIGN WORDS AND PHRASES

Set in italics, without quotation marks, except for those which have become fully naturalized in English, e.g., “résumé” or “imprimatur.” Doubtful cases should be treated as foreign.

Greek transliteration

Single Greek words and very short phrases may be given in transliterated form if that form is readily recognizable to readers. Transliterated Greek words should be written in italics and without quotation marks. No diacritics are to be used except a “hat” on a long vowel (if a true macron cannot be produced). Hats will be converted to macrons in production.