

Preparation of manuscripts

Manuscripts should be **double spaced throughout, both main text and notes**, and with adequate margins. They should be typed on one side only of A4 or American quarto white paper. Footnotes should be numbered consecutively and appear on each page below the main text.

We would like articles in *CCJ* to be accessible to the widest possible readership, some of whom may have little or no Greek or Latin. We therefore ask contributors to provide translations of any significant stretches of Latin or Greek which they discuss in the main body of the article. Unless they are relevant to the particular point under discussion, contributors should normally supply their own translations.

Electronic formatting

Authors are asked to send an electronic file together with the final version of the manuscript. . If submitting on disk, this should be labeled with an indication of the file name(s), application used and platform (e.g. Mac). Remove from the disk any files or previous versions which you do not wish to submit. If any non-standard font has been used, please also supply a copy of the font with your article.

Please **do**

- use a standard font (e.g. Times New Roman or Arial)
- use a Unicode font for Greek
- use tabs, not spaces
- use the Table tool to create tables
- use the 'Equation editor' for mathematical expressions
- use the Footnote tool to create footnotes

Please **do not**

- inset manual page breaks or extra lines between paragraphs
- use extensive formatting - complex layouts are best indicated on the hardcopy and not attempted in the Word file
- insert graphics - provide them as a separate file

Style

Authors are asked to conform to the 'house style' detailed below. This speeds up proofreading and typesetting. For further guidance on stylistic conventions, consult the most recent volume of *CCJ*.

Dates should be in the form: '56 BC' and 'AD 56' (note no stops) or alternatively '56 BCE' and '56 CE'. Use 'fourth century' rather than '4th century'.

Numbers below 100 in continuous text should be spelled out unless units of measurement are being given: 'a distance of 17 km', 'his rule lasted 43 years'.

Figures

A small number of figures may be used to illustrate an article. Figures may be line drawings or photographs; good quality originals suitable for direct reproduction should be supplied. The press prefers to receive figures in electronic form. TIFF files are best, at 300 dpi resolution. Please note that authors are responsible for securing copyright permissions. Authors should also supply a list of illustrations with labels to be printed with each figure.

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References

For references to ancient texts, where possible use abbreviations for authors and works as found in Liddell and Scott's *Greek-English Lexicon*, the *Oxford Latin Dictionary*, or the *Oxford Classical Dictionary* (3rd edn.).

Use Arabic numerals wherever possible, and use the least number of figures in ranges of numbers (examples: 56-8, 126-9; but 17-19, 100-103, 310-13; also Hom. *Od.* 11.145-8, Thuc. 2.31-2, Cic. *Fin.* 1.34-5, Cic. *De nat. deorum* 1.70, **not** Cic. *de Nat. Deorum* 1.70).

References to modern works in text and footnotes should use the author-date system.

Examples:

(in text) "..., as noted by Smith (1987)."

(as note) "Cf. Smith (1987) 23-4."

All references should be listed in alphabetical order at the end of the text. Use minimum possible capitalisation.

Bibliography

Please check carefully that items mentioned in the notes are included in the bibliography, which should be restricted to items mentioned in the notes.

References to books should include:

- author's full name followed by initials, separated by single space
- date of publication (in brackets), including the original date when a reprint is being cited
- complete title of the book, underlined or in italics and, where appropriate, edition (e.g. (3rd. edn.))
- place of publication.

Examples (showing required punctuation):

Hardie, P. R. (1986) *Virgil's Aeneid: cosmos and imperium*, Oxford.

Cartledge, P. A. C. (2002) *Sparta and Lakonia: a regional history, 1300-362 B.C.* (2nd. edn.), London

References to articles in periodicals should include:

- author's full name followed by initials
- year (in brackets)
- title of article, in single quotes
- title of periodical, underlined or in italics (where possible use abbreviations found in *L'Année Philologique*, anglicising where necessary.
- volume number in Arabic numerals
- number of issue if pagination requires it
- page numbers of article.

Example (showing required punctuation):

Scott, D. (1989) 'Epicurean illusions', *CQ* 39, 360-74.

References to contributions to edited volumes should include

- author's full name followed by initials
- year of publication (in brackets)
- title of article, in single quotes
- names of editor(s) followed by (ed.) or (eds.)
- complete title of book, underlined or in italics
- place of publication
- page numbers of article

Examples (showing required punctuation):

Witt, C. (1994) 'The priority of actuality in Aristotle', in T. Scaltsas, D. Charles, M. L. Gill (eds.) *Unity, identity, and explanation in Aristotle's Metaphysics*, Oxford, 215-28.

Hopkinson, N. (1994) 'Nonnus and Homer' in (id.) (ed.) *Studies in the Dionysiaca of Nonnus*, *Cambridge Philological Society*, suppl. vol. 17, 9-42.

Examples of other publications:

edited volume:

Scaltsas, T., Charles, D., Gill, M. L. (eds.) (1994) *Unity, identity, and explanation in Aristotle's Metaphysics*, Oxford.

thesis:

Procopé, J. F. (1971) 'Democritus the moralist and his contemporaries', PhD thesis, University of Cambridge

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