

INSTRUCTIONS FOR THE PREPARATION OF COPY

In general model your copy on recent issues of *TAPA*. The best general treatment of problems of style remains *The MLA Style Sheet*, reprinted from *PMLA* 66.3 (April 1951) 3–27. Excellent rules for articles on classical subjects will be found in *AJA* 74 (1970) 1–8, which also includes a helpful list of abbreviations of journals and standard reference works.

Attention is called to the following points:

1. TYPE IN DOUBLE OR TRIPLE SPACE EVERYWHERE. LEAVE WIDE MARGINS. THIS MATERIALLY REDUCES ERRORS IN TYPESETTING.

2. At the top of the first page of the manuscript, write the address to which proofs should be sent.

3. Where possible, include in the first or last paragraph a brief statement summarizing the main points of the article.

4. Assemble footnotes on separate sheets at the end of the article, typed in double space with triple space between notes.

5. Avoid large numbers of very short footnotes. In citing passages from ancient authors, put the references in the text, within parentheses.

6. For subsequent references to a work already cited, use the formula, "Jones (above, note 6) 49." If many references to the same work have to be made, list the titles of all such works in an early bibliographical note with their respective abbreviations.

7. Use cross references sparingly. When they occur, use the formula "see above, page 000," or "see below, pages 000–000," and supply the editor with an exact key, giving the page and line numbers of your manuscript to which the cross reference refers.

8. Long quotations in any language should be set off in separate paragraphs, indented and typed in double space like all the rest.

9. Use moderation in quoting Greek. Make the Greek forms look like the type used in recent volumes of *Transactions*. Be careful of spacing within and between Greek words. Allow ample space in your typescript for the Greek to be inserted. Verify accents. Be careful to write accents and breathings directly above the letters to which they belong.

10. Transliterate Greek words as follows, at least in all work dealing with literature:

(a) Personal names and place names should be Latinized according to the best Roman practice: *Thucydides*, *Museum*, *Samos*, etc.

(b) Other words, except those whose Latinized forms are familiar in English, should be transliterated directly from the Greek, distinguishing original *omega* and *eta* as *ô* and *ê* respectively: *Nikê*, *koinônia*, *phyteuma*, etc.

11. Use Arabic (not Roman) numerals wherever possible.

12. Italicize (single underline) titles of books and periodicals, names of classical works, and single foreign words, but not quotations in foreign languages.

13. Use quotation marks, not italics, for the titles of articles in periodicals or encyclopedias and of chapters in books.

14. Do not italicize the common abbreviations: cf., e.g., etc., f., i.e., s.v., viz., vol. Do not use l., n., or v. as abbreviations, since confusion may result. Use p. and pp.

only when indispensable. Avoid excessive use of ff. and f. for page and line references.

15. Indicate columns or sections of columns in standard texts by letters in small capitals (two underlines) placed immediately after the page number: Arist. *Pol.* 125A1-22.

16. Give place and date of publication (within parentheses) of all books except very well-known handbooks.

17. Use standard abbreviations for the titles of periodicals, collections, and handbooks; but do not abbreviate titles consisting of a single word. Base abbreviated references to ancient works upon their Latin titles, not English or Greek. For standard titles, see *LSJ*, *TLL*, or *OCD*; but abbreviations for both titles and authors' names must often be expanded, in order to insure ease of comprehension. Capitalize the first letter of titles.

18. Verify all quotations and references against the original source. Record the verifications on a carbon copy of the article, and hold this copy until the article appears in print.

19. Clarity and avoidance of ambiguity are the first desideratum, consistency within the article the second, strict conformity to any external standard a poor third.

TYPE IN DOUBLE OR TRIPLE SPACE EVERYWHERE

PUBLICATIONS

The American Philological Association issues *Transactions* and *Proceedings*, Philological Monographs, and Special Publications. All are published for the Association by the Press of Case Western Reserve University.

A. TRANSACTIONS AND PROCEEDINGS

The Association's *Transactions* and *Proceedings* are published annually; 104 volumes have appeared. The history of the separate publication of *Transactions* and *Proceedings*, which had been abandoned, will be found in *Proceedings* 90 (1959) lix, and on the corresponding page in previous volumes. Single volumes are available at \$15.00 each. *Proceedings* 104, published separately, are available at \$4.00 for both the spring and fall issues. It is no longer possible to supply complete sets. Volumes 87-103, except for volumes 92 and 96, are available from the Press of Case Western Reserve University, Frank Adgate Quail Building, Case Western Reserve University, Cleveland, Ohio 44106, with a 20 per cent discount to members on prepaid orders. Volumes 1-86, and volumes 92 and 96 are available at reproduction prices, and without member's discount, directly from Kraus Reprint Corporation, 16 East 46th Street, New York, N.Y. 10017. The *Index of the Transactions and Proceedings of the American Philological Association, Volumes 1-100* (ISBN 8295-0217-3) is available from the Press of Case Western Reserve University. The price is \$12.00.

B. PHILOLOGICAL MONOGRAPHS

Order all Monographs from The Press of Case Western Reserve University, Frank Adgate Quail Building, Case Western Reserve University, Cleveland, Ohio 44106. A 20 per cent member's discount is available on prepaid orders.

I. The Divinity of the Roman Emperor, by LILY ROSS TAYLOR. 1931. Pp. x + 296. Out of Print.

II. NEOI, A Study of Greek Associations, by CLARENCE ALLEN FORBES. 1933. Pp. ix + 75. Out of Print.

III. Index Apuleianus, by WILLIAM ABBOTT OLDFATHER, HOWARD VERNON CANTER, and BEN EDWIN PERRY. 1934. Pp. liii + 490. Cloth \$12.00. ISBN 8295-0171-1.

IV. The Vatican Plato and Its Relations, by LEVI ARNOLD POST. Pp. ix + 116. Cloth \$5.00. ISBN 8295-0002-2.

V. A Critical Edition of the Germania of Tacitus, by RODNEY POTTER ROBINSON. 1935. Pp. xiv + 388. Out of Print.

VI. Criminal Trials and Criminal Legislation under Tiberius, by ROBERT SAMUEL ROGERS. 1935. Pp. ix + 216. Out of Print.

VII. Studies in the Text History of the Life and Fables of Aesop, by BEN EDWIN PERRY. 1936. Pp. xvi + 240; Plates I-VI. Cloth \$7.00. ISBN 8295-0003-0.

VIII. Scholia Platonica, edited with preface and indices by WILLIAM CHASE GREENE. 1938. Pp. xlii + 569. Out of Print.

IX. Written and Unwritten Marriages in Hellenistic and Post-Classical Roman Law, by HANS JULIUS WOLFF. 1939. Pp. vi + 129. Out of Print.

X. Philodemus: On Methods of Inference; a Study in Ancient Empiricism, by PHILLIP and ESTELLE DE LACY. 1941. Pp. ix + 200. Out of Print.

XI. The Local Historians of Attica, by LIONEL PEARSON. 1942. Pp. xii + 167. Out of Print.

XII. Dunchad: Glossae in Martianum, by CORA E. LUTZ. 1944. P. xxx + 68. Cloth \$3.00. ISBN 8295-0006-5.

XIII. Dichtung und Philosophie des fruhen Griechentums, by HERMANN FRAENKEL. 1951. Pp. xii + 680. Out of Print.

XIV. The Tradition of the Minor Greek Geographers, by AUBREY DILLER, with a new text of the Periplus of the Euxine Sea. 1952. Pp. x + 200. Cloth \$7.00. ISBN 8295-0006-2.

XV. The Magistrates of the Roman Republic, by T. ROBERT S. BROUGHTON, with the collaboration of MARCIA L. PATTERSON. Volume I, 509 B.C.-100 B.C. 1951. Pp. xix + 578. Cloth \$14.00. Volume II, 99 B.C.-31 B.C. 1952, reprinted with Supplement 1960. Pp. x + 674. Cloth \$15.00. Vol. I: ISBN 8295-0012-x; Vol. II: ISBN 8295-0013-8.

XVI. Subjunctive and Optative: Their Origin as Futures, by E. ADELAIDE HAHN. 1953. Pp. xvi + 167. Cloth \$6.00. ISBN 8295-0018-9.

XVII. Exclusus Amator: a Study in Latin Love Poetry, by FRANK O. COPLEY. 1956. Pp. ix + 176. Out of Print.

XVIII. The Bronze Tables of Iguvium, by JAMES W. POULTNEY. 1959. Pp. xiv + 333. Cloth \$9.00. ISBN 8295-0020-0.

XIX. Plutarch's Quotations, by WILLIAM C. HELMBOLD and EDWARD N. O'NEIL. 1960. Pp. xiv + 76. Cloth \$4.00. ISBN 8295-0027-8.

XX. The Lost Histories of Alexander, by LIONEL PEARSON. 1960. Pp. xvi + 276. Cloth \$8.00. ISBN 8295-0026-x.

XXI. A Critical Concordance of the Tibullan Corpus, by EDWARD N. O'NEIL. 1963. Pp. vi + 361. Cloth \$10.00. ISBN 8295-0033-2.

XXII. Secundus the Silent Philosopher, by BEN EDWIN PERRY. 1964. Pp. xiv + 348 + 7 plates. Cloth \$9.00. ISBN 8295-0038-3.

XXIII. Form and Thought in Herodotus, by HENRY R. IMMERWAHR. 1966. Pp. xv + 374. Out of Print.

XXIV. Menander's Dyscolus, edited by WARREN E. BLAKE. 1966. Pp. vi + 228 + 21 plates. Out of print.

XXV. Democritus and the Sources of Greek Anthropology, by THOMAS COLE. 1967. Pp. xii + 225. Cloth \$7.00. ISBN 8295-0051-0.

XXVI. Roman Military Records on Papyrus, by ROBERT O. FINK. 1970. Pp. xviii + 566. Cloth \$24.00. ISBN 8295-0174-6.

XXVII. Naming-Constructions in Some Indo-European Languages, by E. ADELAIDE HAHN. 1970. Pp. xxviii + 222. Cloth \$8.00. ISBN 8295-0162-2.

XXVIII. A Bibliography of Pindar, 1513-1966, by DOUGLAS E. GERBER. 1969. Pp. xv + 160. Cloth \$7.00. ISBN 8295-0161-4.

XXIX. Papyri from Karanis, Third Series, by ELINOR M. HUSSELMAN. 1971. Pp. xv + 152 + 11 plates. Cloth \$12.00. ISBN 8295-0208-4.

XXX. Claudian's *In Rufinum*: An Exegetical Commentary, by HARRY L. LEVY. 1971. Pp. xxxiv + 340. Cloth \$12.95. ISBN 8295-0209-2.

XXXI. The Greek Prothetic Vowel, by WILLIAM F. WYATT, Jr. 1972. Pp. xviii + 126. Cloth \$10.00. ISBN 8295-0218-1.

SPECIAL PUBLICATIONS

Order all Special Publications from The Press of Case Western Reserve University, Frank Adgate Quail Building, Case Western Reserve University, Cleveland, Ohio 44106. A 20 per cent member's discount is available with prepaid orders.

I. Serviani in *Aeneidem Commentarii: Editio Harvardiana*, by E. K. RAND, A. F. STOCKER, A. H. TRAVIS and others. Volume II (on *Aeneid* I-II). 1946. Pp. xxi + 509. Cloth \$13.00 (ISBN 0-8295-008-1). Volume III (on *Aeneid* III-V). Pp. xiv + 590. Cloth \$14.00 (ISBN 0-8295-0009-x).

II. *Ilias Atheniensium: The Athenian Iliad of the Sixth Century B.C.*, edited by GEORGE M. BOLLING. 1950. Pp. x + 514. Out of Print.

IMPORTANT

1. For publications still in print, send orders directly to The Press of Case Western Reserve University, Frank Adgate Quail Building, Case Western Reserve University, Cleveland, Ohio 44106. Make checks payable to The Press of Case Western Reserve University. Canadian and foreign purchasers will please make payment by International Money Order or by dollar draft on U.S. Banks.

2. Membership discount (20 per cent) can be accorded only to prepaid orders forwarded directly to The Press of Case Western Reserve University, with the notation, "Member's discount applies."

3. For out-of-print volumes of *TAPA* (1-86), send orders and payment directly to Kraus Reprint Corporation, 16 East 46th Street, New York, N.Y. 10017.

4. Out-of-print Monographs and Special Publications, except for XIII, are available in microfilm or Xerox editions. Send orders directly to University Microfilms, Ann Arbor, Michigan 48107. Philological Monograph XIII may be obtained from C. H. Becksche Verlagsbuchhandlung, Munich, West Germany.