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 AND LEAVE AMPLE MARGINS. For a speedier decision concerning suitability for publication, send two copies of your typescript.

2. On a separate page type your name, university affiliation, and the title of your article. Repeat the title on the first page of the article itself and make every effort to conceal your identity from the Association's referees.

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. All Greek must be typewritten.

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 of 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.* 1252A1–22.

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 ensure ease of comprehension. Capitalize the first letter of titles.

18. Verify all quotations and references against the original source. Record the verifications on a 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