INSTRUCTIONS FOR THE PREPARATION OF COPY

In general, model your copy on recent issues of *TAPA*. The best general treatment of problems of style is *The MLA Style Sheet*; for technical matters of punctuation, footnote form, and the like, contributors are urged to consult the University of Chicago Press *Manual of Style*. Excellent rules for articles on classical subjects will be found in *AJA* 74 (1970) 1–8, which also contains 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. This includes block quotations and footnotes. Manuscripts typed in single space will be returned to the author.

2. Submit THREE clear copies of your typescript. For safety, please do not send the original.

3. On a separate page type your name, address or institutional affiliation, and the title of your article. Repeat the title alone on the first page of the article itself.

4. The identity of the author must not be revealed in the typescript itself. Do not include acknowledgments or other indications of your identity; if the article is accepted for publication, suitable alterations may be made at that time. ARTICLES NOT CONFORMING TO THIS REQUIREMENT WILL BE RETURNED TO THE AUTHOR.

5. Footnotes, typed in double space with triple space between notes, should be placed at the end of the article, not the foot of the page.

6. Avoid large numbers of very short footnotes. References to ancient texts should normally be placed in parentheses in the text. Also avoid very long footnotes.

7. For subsequent references to a work already cited, use the formula "Jones (above, note 6) 49." Works frequently cited should be listed with suitable abbreviations in an early bibliographical note.

8. 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.

9. ALL GREEK MUST BE TYPEWRITTEN.

10. Be as consistent as possible in the transliteration of Greek names: if you write *Hekataios*, then do not write *Alcaeus*. In using transliterations of Greek words, distinguish original *ômega* and *êta* by the use of a circumflex accent: *Nikê*, *koinônia*, etc.

11. Use Arabic rather than Roman numerals wherever possible.

12. Italicize (single underline) titles of books and periodicals, names of classical works, and Latin quotations of no more than three or four words. Longer quotations should be placed within quotation marks and should not be italicized.

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: ad loc., cf., e.g., etc., f., i.e., s.v., viz., vol. Do not use l., n., or v. as abbreviations, as confusion may result. Use p. and pp. only when indispensable, and avoid the 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. 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. While the referees and editors try to check references, the author is responsible for accuracy of citations.

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