

Guidelines for Contributors

Styles of scholarly annotation have evolved over the years and now include forms of parenthetical documentation as well as variations on the traditional footnote. The possibilities, along with rules and rationales for their use, are clearly presented in W. S. Achtert and J. Gibaldi, *The MLA Style Manual* (New York 1985); the definitive guide for conventions of spelling, punctuation, and printing remains *The Chicago Manual of Style*, 14 ed. (Chicago 1993). Additional advice for the annotation of classical subjects will be found in *AJA* 95 (1991) 1-16, which includes a helpful list of abbreviations for journals and standard reference works. Contributors to *TAPA* are strongly encouraged to adopt the combination of parenthetical references, abbreviated footnotes, and bibliography found in the present volume. Note that citation by author's last name alone is standard: include dates of publication only to distinguish multiple works by the same author. Full references are assembled in a list of "Works Cited" at the end. Long bibliographic footnotes, extensive cross-references, and large numbers of notes should in all cases be avoided.

Manuscripts *in triplicate* should be addressed to the incoming editor, Professor Marilyn B. Skinner, Department of Classics ML 371, University of Arizona, Tucson, Arizona 85721. Queries may be sent via electronic mail to miskinner@ccit.arizona.edu or FAX to 602/ 621-3678. All submissions are acknowledged. Contributions must reach the editor by June 1 to insure consideration for the current year's volume.

Note the following requirements and preferences:

1. DOUBLE OR TRIPLE SPACE AND LEAVE AMPLE MARGINS. This includes block quotations and footnotes. Greek must also be typed, with special attention paid to accurate and unambiguous diacritics, accents, etc. The preferred fonts for final copy are Times and Kadmos. MANUSCRIPTS IN SINGLE SPACE WILL BE RETURNED TO THE AUTHOR.

2. Submissions are refereed anonymously: do not include any indications of your identity on the manuscript. Put your name, address or institutional affiliation, and the title of your article on a separate page attached to the first copy only. Give just the title on the first page of the article. If it is accepted for publication, suitable alterations will then be made. ARTICLES NOT CONFORMING TO THIS REQUIREMENT WILL BE RETURNED TO THE AUTHOR.

3. References to ancient works should normally be placed in parentheses in the text. Use the abbreviations for titles and authors found in *The Oxford Latin Dictionary* and Liddell and Scott, *A Greek-English Lexicon*.

4. Use cross-references sparingly.

5. Be consistent in the transliteration of Greek names: if you write *Hekataios*, do not then write *Alcaeus*. In transliterating Greek words, distinguish original *omega* and *eta* by the use of circumflex accents: *Nikê*, *koinônia*, etc.

6. Use Arabic rather than Roman numerals wherever possible. Number inclusively, e.g., 35–40, 100–102, 101–5, 125–35. Avoid the abbreviations *f.* and *ff.* Use *p.* and *pp.* only when required for clarity.

7. Italicize titles of books and periodicals, names of classical works, and Latin quotations of no more than three or four words. If italics are unavailable, underline as appropriate. Longer quotations go in quotation marks without italics. Note that terminal punctuation belongs inside the quotation marks. Block quotations in foreign languages, including Greek and Latin, should be followed by English translations.

8. Use quotation marks, not italics, for the titles of articles in periodicals or encyclopedias and the chapters of books. Use so-called “smart quotes” if available.

9. Do not italicize the abbreviations *ad loc.*, *cf.*, *e.g.*, *etc.*, *i.e.*, *s.v.*, *viz.*, and *vol.* Italicize *ad* before a number, but not a title: *Serv. ad* 1.235; *Serv. ad A.* 1.235. Avoid the potentially confusing abbreviations *l.* and *v.* Reserve the abbreviation *n.* for “note.”

10. Use standard abbreviations for the titles of periodicals, collections, and handbooks, but do not abbreviate titles consisting of a single word.

11. Give place and date of publication for all books except well-known handbooks. Monographs published in a series may use the form: M. Wigodsky, *Vergil and Early Latin Poetry*, Hermes Einzelschriften 24 (Wiesbaden 1972).

12. Cite articles using a minimum of punctuation: M. W. Haslam, “Kleitias, Stesichoros, and the Jar of Dionysos,” *TAPA* 121 (1991) 35-45 [in text] or Haslam, M. W. 1991. “Kleitias, Stesichoros, and the Jar of Dionysos.” *TAPA* 121: 35-45 [in bibliography]. Always provide inclusive pagination. Leave space between a modern author’s initials.

13. Verify all quotations and references against the source. Record the verification on your original manuscript, and hold this copy until the article appears in print. While the referees and editor try to check references, the author is responsible for the accuracy of citations.