

STYLE SHEET  
*Late Antique History and Religion*

Please submit the first version of your book in hard copy or PDF. On the basis of this version, we or the referees may propose changes. Eventually you will be asked to submit a second version in electronic format (MS Word).

Enclose details of your mailing address, telephone number and email for the next 12 months; please keep us informed of any changes. Retain an electronic and a hard copy of your manuscript.

Manuscripts should be in English or French; English is preferred, though. English texts should follow British spelling conventions.

Please proofread your text carefully before submitting it. If you are writing in English, and this is not your native language, have a native English speaker working in your subject area proofread it carefully or rewrite it for you. Contact us if you have any difficulty in arranging this.

Please note that all books in this series are published subject to peer review.

*Layout*

Throughout use Font: Times New Roman. Point size: 10 in titles, subheadings, and main text, 8 in long quotations and in footnotes. All text to be printed justified, apart from titles and subheadings.

*Chapter Title*

Centred, chapter number in small caps, title all caps, 10 points. The whole should appear as follows:

CHAPTER ONE

ALEXANDER AT ACTIUM

*Subtitles* (i.e. secondary phrases in titles, *not* subheadings) should be identical to titles in format.

*Subheadings*

Level 1: italics, centred, caps for first letter of principal words, 10 points.

Before: two blank lines; after: a single blank line. See the heading 'Style' above.

Level 2: italics, flush-left, caps for first letter of principal words, 10 points.

Before: single blank line; after: no blank line. See the heading 'Subheadings' above.

When two types of heading occur together do not print a blank line between them.

### *Main text*

Justified, 10 points. The first line of a paragraphs following another paragraph should be indented. When indenting, use a tab rather than spaces.

*Short quotations* should be set within single quotation marks. *Long quotations* running to several lines (more than three) should not be enclosed within quotation marks, but should be indented, downsized to point size 8 and separated from the preceding and following lines of typescript by a double space.

### *Footnotes*

Justified, 8 points. Footnotes should be embedded in the main text, in ‘superscript’. Please use automatic system-generated footnotes, numbered consecutively throughout your paper. Place note reference numbers after punctuation marks, for example: ‘... published in full in 1930.’<sup>4</sup> Please check that your footnotes are numbered consecutively (i.e., no notes of the type 18a, 18b) and that note reference numbers in the text actually correspond to a footnote.

Footnotes should be brief and limit themselves to what is necessary to document an argument.

### *Italics and Bold Face*

Distinguish italicized text by using italics rather than underlining. Bold face should not be used.

## *Bibliography*

Please give full references in the footnotes (rather than giving a list of full references at the end of the article). Second and subsequent references to the same publication within the same article should be given in an abridged form: name of the author without initials and short title. Do not use Harvard notation.

Please try to comply as much as possible with the following examples (note the use and non-use of capitals, italics, punctuation, quotation marks, etc.).

*Book:* Michael E. Stone, *A History of the Literature of Adam and Eve* (Society of Biblical Literature, Early Judaism and Its Literature 3; Atlanta, 1992), pp. 90-98.

*Short:* Stone, *Literature of Adam and Eve*, pp. 90-98.

### *Article in periodical:*

Sebastian P. Brock, ‘Jewish Traditions in Syriac Sources’, *JJS* 30 (1979), pp. 212-32.

*Short:* Brock, ‘Jewish Traditions’, pp. 212-32.

*Article or chapter in collective volume:*

Robert Murray, 'The Characteristics of the Earliest Syriac Christianity', in Nina G. Garsoïan, Thomas F. Mathews, and Robert W. Thomson (eds.), *East of Byzantium. Syria and Armenia in the Formative Period* (Washington, 1982), pp. 3-16.

*Short:* Murray, 'The Characteristics', pp. 3-16.

*Article in dictionary, encyclopedia etc.:*

Cilliers Breytenbach and Peter L. Day, 'Satan', in Karel van der Toorn, Bob Becking, and Pieter W. van der Horst (eds.), *Dictionary of Deities and Demons in the Bible* (2nd ed.; Leiden etc., 1999), col. 726-32.

*Short:* Breytenbach and Day, 'Satan', col. 1369-80.

If there are more than three authors, print only the first name followed by 'et al.' Also note the following details:

Give first names, unless the author of the publication cited prefers otherwise (that is, usually does not give her or his first name). In case more than one initial is given, do *not* use a space between them.

Never use 'o.c.', 'op. cit.', or similar references; 'idem', 'eadem', and 'ibidem' may be used, but only for publications mentioned earlier in the same footnote.

Volume numbers are given in Arabic rather than Roman numerals. A subdivision is set off with a full point (thus: *Arbeit und Sitte in Palästina* 1.2; or, with a subtitle: ... *From the Beginnings to the Middle Ages* 1. *Antiquity*).

Never use 212ff.; give the full page range.

Places of publication must be quoted in English: Florence rather than Firenze, Milan rather than Milano. If a publishing house boasts offices in several cities, give only the first or most important place name. In case of two publishing houses in different places, use an *en* dash, as in: (Assen–Amsterdam, 1977).

### *Capitalization*

In titles of English books and articles, capitalize the first letter of major words: *Recent Research in Late Antique Archaeology*. Do not capitalize 'proper adjectives' in French, Italian, Spanish etc.: *L'empire romain*. Follow local capitalization systems in other languages, which means minimal capitalization in book titles in Romance languages: *Nuove ricerche sui castelli altomedievale in Italia settentrionale*, and of course capitalization of German nouns.

In the main text, use 'Roman empire' and 'Byzantine empire', but 'Late Antiquity, Early Byzantine, Hellenistic'. Geography: 'the East' but 'the eastern Mediterranean'. Directions should be given as north-west; abbreviate them where there are many as NE, SE etc., but 'North Africa', not 'N. Africa'.

### *Abbreviations*

In general, it is best to avoid using abbreviations in the main text. For e.g., use 'for example', for i.e. 'that is' (commas before and after). Use standard abbreviations for

periodicals and reference works from the list in the *Cambridge Ancient History* 14. Use *Ant. Tard.* for *Antiquité Tardive*.

### *Ancient Sources*

It will usually not be necessary to abbreviate names and titles of Classical authors: this hardly saves space. Titles of Latin and Greek patristic works: please use the full titles given in the *Clavis Patrum Latinorum* and *Clavis Patrum Graecorum*, and add a reference to the standard edition.

### *Punctuation*

Single marks ('...') are to be used for a first quotation; double for a quotation within a quotation. 'single' quotes should be used. Even English translations of ancient sources (if not long enough [that is, 4 lines] to be indented and downsized, in which case there are no quotes at all) receive single quotation marks. Use 'smart quotes', not straight quotes.

Commas should be used between references within the same work, and semicolons between different works.

Include a space between an abbreviation and its numerical value, for example, fig. 56, not: fig.56; n. 45, not n.45.

In enumerations, print a comma before 'and': 'jam, honey, and marmalade'.

Punctuation not derived from the source of a quotation is put *outside* the marks.

In French and German publications, follow the appropriate rules for these languages. If in doubt, consult, for example, the 'Rules for Setting Foreign Languages' in *Hart's Rules for Compositors and Readers at the University Press Oxford* (39th ed.; Oxford–New York, 1983).

### *Illustrations*

You must obtain permission for using photographs or illustrations. Please submit all illustrations in the condition that you wish them to be printed; we are unable to redraw illustrations for you.

### *Ancient Languages*

*Greek* should be left in the original and will be printed in Greek characters. If possible try to use a Unicode font for Greek. Please check all Greek text quotations with your original sources, before submission and on receiving your proofs.

*Syriac*: use the right-to-left system present in newer versions of Word and the Unicode *Estrangela Edessa* font (under Windows XP).

For *other non-Roman alphabets* please contact the editors for instructions.

*Latin and other foreign languages* not requiring transcription should be italicized in the typescript.

An *English translation* should be provided for all passages in ancient languages running to more than a few words.

### *Dates*

Examples: 100 BCE, 425 CE. Use a slash (586/87) when the exact year is not sure, a hyphen (600-603) when a length of time is being referred to. Use the number separation system detailed below.

### *Figures and Numerals*

*Words or figures:* in descriptive matter, numbers under 100 should usually be printed in words rather than figures.

*Number ranges:* write both figures between 1-99, thereafter only the last two digits for the second number, for example, 345-67 or 1583-89, except those within the first ten of a hundred, e.g., 104-105, 1003-1008. This applies to both modern and ancient works, as well as chronological dates.

### *Dashes and Ellipsis*

Use hyphens to divide words (re-integrate) and to indicate number ranges (56-79); use an *en* dash for multiple places of publication (London–Boston), and compound directions (NE–SW). Use *em* dashes without spaces to separate phrases (... requires—if this is possible—more secure chronological criteria ...). Place one space before and after each ellipsis ... as exemplified here. In case of brackets, follow the example just given.

### *Final Points*

We recommend *Hart's Rules* as a useful guide for matters not covered in this document.

Most common errors concern: incorrect number separation (wrong: 234-256 and 1134-7); places of publication in non-English spellings; spaces between initials (wrong: J. H. W. G. Liebeschuetz; correct—though contrary to *Hart's Rules*—: J.H.W.G. Liebeschuetz); not following the capitalization rules; using -ise and -isation instead of -ize and -ization (cf. *Hart's Rules*, pp. 84-86).