

## Guidelines for Preparation of Final Copy for *The Classical Journal*

Please submit *both* a hard copy and a corresponding digital version as an e-mail attachment of your contribution to *CJ*. The preferred format is MS Word for the Macintosh. If you anticipate submitting a version in a different format, please contact the editor in advance. *The Classical Journal* is printed from PDFs that originate with the file you submit. Close attention to matters of detail, such as footnote style, correct citation of Latin or Greek, fonts and font sizes, etc. is extremely important.

*Note:* This is your *final opportunity* to do anything other than correct minor typographical or reference errors in your manuscript. Stylistic edits *may not be made* at the proof stage. If you need or wish to make substantial changes in your manuscript, *do so now*.

### *Formatting*

In preparing the final version of your contribution (including abstract of 50–100 words), please follow these guidelines closely.

#### *General:*

1. Use **Palatino** font for all Roman characters. The abstract should be in **9 point font**, the body of the article should be in **10 point font**.
2. Use single spacing throughout.
3. Indent paragraphs at 0.25 in. **Please use the formatting bar rather than tabs** for indents throughout the paper. Any superfluous formatting, including manipulating tabs, can significantly increase the editorial time that needs to be devoted to your submission. Files that are not properly formatted when submitted are likely to be returned for correction before they join the production queue.
4. Do not embed page-numbers, section divisions, unconventional characters, automatic numbering systems for lists, or the like.
5. Use a simple hard return/enter; do not use line breaks (i.e. shift + enter). Do not use page breaks.
6. Punctuation (including periods) should be followed by a *single space*.
7. Do not use an "Oxford comma" after the penultimate item in a list, unless this is necessary for clarity's sake. Thus "Aristophanes, Eupolis and Cratinus" rather than "Aristophanes, Eupolis, and Cratinus".
8. No bold type.
9. Finish the article with your name, right-justified in small caps, and on the next line your affiliation, left justified and italicized.

#### *Citation:*

1. Languages using accented characters should be rendered in Palatino (not Times New Roman). Greek is preferred in Unicode fonts. The New Athena Unicode font is available to download at <http://socrates.berkeley.edu/~pinax/greekkeys/NAUdownload.html>. If you use a different Greek character set, please indicate this in your cover letter and include copies of the fonts in Macintosh format with your file. *Greek not submitted in Unicode may require complete resetting, which will significantly delay publication of your article.* If your article includes other character sets, please supply the relevant font in Macintosh format together with your final copy.
2. Use double "smart-quotes" (as here; note "smart-quote" rather than "quote" or 'smart-quote').
3. Shorter bits of Latin prose embedded in the text should be italicized.
4. Indent verse quotations of two verses or more at **0.75 in.** (again, using the formatting bar rather than tabs). Set quotations off from the rest of the text with a single line before and after

the quotation. If you offer a translation of the passage, place it second, and set it off from the text in the original language by a single line. The quotation, translation and spacing should be in **9 point font**.

5. Extensive prose quotations should not be indented, but should otherwise be treated as verse quotation (#4).
6. Use “n-dashes” (– vs. -, as in the reference examples below) for all page- and verse-number references.
7. Line- and page-number references should be full (not, e.g., 7ff.), but as economical as possible, i.e. “23–4, 237–43” rather than “23–24, 237–243”. But please include the initial 1 in all numbers between 10 and 19, i.e. “12–13” rather than “12–3”. References to verses within a single play, to lines within a book, or the like should be separated with commas, whereas books and complete works should be separated with semicola. Thus “H. *Od.* 5.116, 118; 6.120; *Hdt.* 3.1.2, 4; 4.1.7; *Ar. V.* 17–18, 236–7; *Pax* 1–2”.
8. Abbreviations such as e.g., cf. and i.e. are preferable in notes.
9. Footnotes should be automatically numbered with Arabic numerals; the first line of the footnote (with the footnote indicator) should be indented 0.25 in. Footnotes should be in **8 point font**. Do not use endnotes.
10. In footnotes, references to secondary sources should be separated by semicola (rather than commas). Do not use *ibid.* Secondary sources should be listed in **chronological** order, the most recent last.
11. The bibliography (under the centered, all-caps WORKS CITED) should be in **9 point font** and use a hanging indent of 0.25”.

### References

Standard reference works and journals should be abbreviated following the conventions of *L'Année Philologique*. References to ancient texts should follow Liddell-Scott-Jones and the Oxford Latin Dictionary; if you are uncertain of the proper abbreviation of an author or work, please consult these works in advance. Footnote references should be made by author, year and page-numbers, e.g. “Nappa (2005) 206–7”, with the complete reference supplied in the bibliography. These parentheses should be retained *even within other sets of parentheses*. Works should generally be cited in chronological order rather than alphabetically by author. In preparing your bibliography, please adhere as closely as possible to the following styles.

- Allen, Thomas W. and David B. Monro, eds. 1920. *Homeri Opera*.<sup>3</sup> Vols. 1–2. Oxford.
- Barchiesi, A. 2001. *Speaking Volumes: Narrative and intertext in Ovid and other Latin poets*. Edited and translated by M. Fox and S. Marchesi. London.
- Bouvier, David. 1986. “La tempête de la guerre. Remarques sur l’heure et le lieu du combat dans l’*Iliade*.” *Metis* 1: 237–57.
- Fenik, Bernard. 1968. *Typical Battle Scenes in the Iliad*. Wiesbaden.
- Moulton, Carroll. 1977. *Similes in the Homeric Poems*. *Hypomnemata* 49. Göttingen.
- Sens, Alexander. 2000. Review of D. Kidd, *Aratus Phaenomena*, in *CJ* 96: 93–6.
- White, P. 2002. “Ovid and the Augustan Milieu.” In *Brill’s Companion to Ovid*, edited by B.W. Boyd, pp. 1–26. Leiden.

### Proofs

You will receive a single set of proofs about two months before the publication date of the number of the journal in which your article will appear. Corrected hard-copy proofs should be returned as quickly as possible, generally *within two weeks* of the date they are sent out. You should verify all primary and secondary references in your text and check for typographical errors of all sorts. Further changes to the text should not be made at this point except in extreme circumstances. No proofs are provided for book reviews.