STYLE SHEET FOR AUTHORS

The instructions in this section should be followed after an article has been accepted for publication in *HSCP*. Authors are responsible for ensuring their final manuscripts conform with the following *HSCP* style. For guidance on matters not treated below, contributors are urged to contact the Production Editor or consult the *Chicago Manual of Style* (17th edition).

Formatting

- Please use as little formatting as possible in the final version of the manuscript that will be used for production (e.g., do not use hanging indents, forced line breaks, extra space between paragraphs, line justification).
- Double space throughout.
- Use a Unicode font (either a specialist one, e.g., New Athena Unicode, Gentium-Plus, or an up-to-date version of a standard one, e.g., Times New Roman or Palatino). We recommend [Gentium Plus](#).

Article Structure

Title, Subtitle, Author(s), and Affiliation(s)

- Place title and subtitle on separate lines without an intervening colon.
- Place the name(s) of the author(s) below the title (and subtitle, if any).
- Place the affiliation at the end of the article text, but before the bibliography.

Abstracts

- All articles should have an abstract (max 100 words). Place abstracts on the first page, immediately following the name(s) of the author(s). Put a space between the end of the abstract and the beginning of the main text.

Headings

- If your article is divided into sections, use roman numerals to number the headings and capitalize headline-style—e.g., "IV. The Inglorious End." Do not use bold or italics.
- If your sections are further divided into subsections, number all subsections using arabic numerals—e.g., "IV.1. The Glorious Beginning."

Bibliography

- Bibliographies should be preceded by the heading "Works Cited." Do not divide the bibliography into sections (e.g., separate sections for ancient texts and modern scholarship).

HSCP Style

- *HSCP* publishes in American English. Articles in British English should be adapted.

Abbreviations

- ca., e.g., i.e., s.v., cf., ad loc. should **not** be italicized.
- But *ad* and *sic* should be italicized to contrast with surrounding words.
- e.g. and i.e. should always be followed by a comma.
- BC/AD or BCE/CE are set as full-size (not small) caps, without periods or space between the letters. Please use one system consistently.
- In the course of prose, "century" should be written in full; if you abbreviate it, please use "c."
- "Circa" is abbreviated "ca."

Non-English words and phrases

- Isolated non-English words and phrases (i.e., those that are not quotations) should be set in italics without quotation marks. Words that have become fully naturalized in English (e.g., "résumé" or "imprimatur") are treated as English.

Greek Transliteration

- Greek words and very short phrases may be given in transliteration, if they are readily recognizable to readers. Transliterated Greek should be set in italics without quotation marks. Diacritics are not normally used except macrons.
- We do not have a firm policy on anglicizing/transliterating Greek names (e.g., "Cimon" and "Kimon" are acceptable), but articles should be as consistent as possible. Occasional lapses are permitted to follow widespread convention (an article may print, e.g., "Nikias," "Kimon," "Kleon," but also "Thucydides").

Numbers

- In number ranges, please **give all numbers in full**; do not shorten the second number in the range—e.g., 225–229 not 225–9.
- Use an en-dash for number ranges.
- In the flow of text, **the cardinal numbers one through one hundred** should be written as words, as should the corresponding ordinals (e.g., first century, second century).
- In general, all other numbers should be written as numerals (e.g., 101). Do not superscript shortened forms of ordinals (e.g., 101st, not 101st).

Dates

- Follow the **month-day** or **month-day-year** format. In this format, use numerals ("February 1" and "the first of February," but not "the 1st of February").
- Years should be written as numerals.

Possessives

- Possessives of singular names and nouns are formed using an apostrophe and an *s* (e.g., the emperor's edict, Tacitus's book).
- But, possessive of classical names that end with an *eez* sound are formed with only an apostrophe (e.g., Diogenes' jar, Heracles' labors).

Punctuation

- **Space**: Please do not use double spaces between sentences. Double returns between paragraphs should only be used to set off blockquotes. Use tabs, not spaces, to align text vertically, if necessary, or use a table.
- **Comma**: *HSCP* uses the "Oxford comma"; i.e, a comma is used after each member of a series except the last, e.g., "Aeschylus, Sophocles, and/or Euripides."
- **Hyphens (-)**: *HSCP* follows the *Chicago Manual of Style*'s rules on hyphenation. Words with prefixes will generally be unhyphenated unless misreading is likely (e.g., postmortem, not post-mortem; reevaluate, not re-evaluate; *but* re-creation not recreation).
- **En-dash (–)**: used for inclusive number ranges such as pages and years.
- **Em-dash (—):** used for sudden breaks in a sentence, often either side of a nearly parenthetical remark or aside. Usually option (or alt)-shift-hyphen. If you cannot type an em-dash, use three unspaced hyphens.
- **Double quotes**: enclose direct quotations that are not set off from the surrounding text.
  - Double quotes are also used around article titles and "scare quotes."
  - Note: commas and periods are placed inside end quotes even if they are not part of the quotation; colons and semicolons are always outside.
- **Single quotes:** used within double quotes for a quotation within a quotation. Single quotes are also used for glosses (e.g., εἶμι 'go', θυμός 'soul') but with any punctuation outside.
- **Square brackets**: used inside parentheses instead of another set of parentheses.
- **Ellipsis**: A space should precede the ellipsis, unless it begins a sentence. A space should follow the ellipsis, unless it ends the sentence or is followed by other punctuation. A 3-dot ellipsis ending a sentence does not need to be followed by an additional period; *HSCP* does not use the "4-dot ellipsis."

Greek and Latin Sources

- When quoting from ancient texts, please indicate which edition you are using. All editions thus cited should have a corresponding entry in your works cited.

Quotations

- Short quotations within the text of the article should be given as follows:
  - Greek: not italicized, without quotation marks. Separate verse lines with a vertical line break (|) with a space on either side.

- ○ Latin: italicized, without quotation marks. Separate verse lines with a forward slash (/) with a space on either side.
- Set quotations of more than three lines of verse or five of prose as blockquotes with space above and below (they will be printed with inset margins as well); shorter quotations may also be set as blockquotes. Blockquotes are always set in roman type without quotation marks.

Citations

- Citations may be written out or abbreviated—e.g., "Cicero *Orator* 168" or "Cic. *Orat.* 168." If abbreviating, please follow the *Oxford Classical Dictionary* (4th edition)
- **Numerical components of references** are separated by periods, with no space between the components (e.g., Horace *Carmina* 1.9.16). Note that *HSCP* does not use a comma after an ancient author's name (do not print, e.g., Horace, *Carmina* 1.9.16).
- **Quotations of ancient texts in parentheses** should be separated from translations and numerical references with commas. Citations should follow quotations/translations:

    … the festival has ended (*Saturnalia transiere tota*, Martial *Epigrams* 5.84.6)

    (ἀμείλικτον δ᾿ ὅπ᾿ ἄκουσε, "but the voice he heard was harsh," Hom. *Il.* 21.98)

- Translations of Greek and Latin texts following run-in quotations should be enclosed in parentheses, with citation immediately following.

    … *nunc demum redit animus* ("now, finally, we are regaining courage," Tac. *Agr.* 3.1)

- Arabic numerals should be used whenever possible (except to avoid ambiguity when referring to pages numbered in Roman numerals).
- Letters that form part of a reference should not be separated by a space from surrounding numerals: e.g., Arist. *Metaph*. 1087a29–b4; Plato *Republic* 527A–528C.
- Letters designating editions should be separated by a single space from numbers of lines or fragments, e.g., Ennius *Annales* 206–207 S; Eur. fr. 1023 N^2.
- Only the first letter of a Latin title is capitalized, including prepositions in the unabbreviated form of works such as *De anima*. English versions of titles may be used if well known.
- Line numbers should not be preceded by "l." and "ll." (or "v." or "vv." for poetry); use plain numbers or write out "line" or "lines." Exx: "there follows a lengthy section in anapests (124–146)"; "in lines 43-46 Pindar develops the image further."

Modern Sources

- Scholarly literature should be cited in notes (not with in-text citations) using the following format: "Segal 1994:34–35."
- References should integrated into the text of footnotes as follows:

    [1] Segal 1994:34–35 argues that …

    Note the lack of parentheses (i.e., do not write "Segal (1994:34–35) argues that")

- *HSCP* does not allow parenthetical, in-text citations of modern sources.
- References to footnotes should be formatted as in "1998:37n51." References to a volume of a work should take the form "1986: vol. 3, 125."
- In the course of prose, write out "page(s)" or "notes(s)"—e.g., "on pages 250–251". Avoid "p(p)." and "n(n)."
- Always provide full page ranges—"f." and "ff." should be avoided. Separate page numbers using an en-dash (–) and print numbers in full (e.g., 304–315, not 304–15).
- **All scholarly works referred to with an abbreviation** (e.g., LSJ, *P.Oxy*, *IG*) should receive a corresponding entry in Works Cited. The first time an abbreviation is used, reference the corresponding bibliographic entry as follows: "LSJ (= Liddell and Scott 1996) s.v."
    - Articles that use many such abbreviations and use them repeatedly should instead prepare a separate list of abbreviations, given in advance of the bibliography and formatted as follows:

        IG = Inscriptiones Graecae. 1873–. Berlin.

        P.Oxy. I = Bernard P. Grenfell and Arthur S. Hunt. 1898. *The Oxyrhynchus Papyri*. Vol. 1. London.

    - This policy is aimed at making articles accessible to the widest possible audience.

Quotations

- Quotations of modern languages should be set in roman type and enclosed in double quotation marks. Single quotation marks are used for quotations within quotations.

Bibliography Format

Components of a bibliography entry

- The main components of the entry (i.e., author name, year of publication, title, place of publication) are normally separated by full stops, not commas.

Personal names

- Given names should be written in full, rather than reduced to initials. Exceptions are permitted in special circumstances, such as when personal names are impossible to determine.
- Three em-dashes, unspaced, are used in bibliographies for additional works by the same author(s) or editors(s).
- Two or more initials are separated by a space (e.g., Shackleton Bailey, D. R.).
- For works by two or more authors/editors, only the first person's first name is inverted. A comma follows the given name of that person:

Alexiou, Margaret, and Vassilis Laombropoulos, eds.

Titles and subtitles

- Titles and subtitles in English are capitalized headline-style (the first, last, and all other major words are capitalized). This holds even for works in English that were published in Europe, where sentence-style capitalization is common.

  Alcman and the Cosmos of Sparta

  Publicans and Sinners: Private Enterprise in the Service of the Roman Republic

- Titles and subtitles in other languages are capitalized sentence-style (the first word of the title and subtitle are capitalized; otherwise only words that would be capitalized in normal prose, such as proper names, are).

  La biographie de l'empereur Basile Ier

  Un romanzo agiografico del XII secolo: Gli scritti su Atina di Pietro Diacono di Montecassino

- **The title and first subtitle** are separated by a colon. If there is a **second subtitle,** it is preceded by a semi-colon.

  Atina potens: Fonti per la storia di Atina e del suo territorio; Atti della tavola rotonda in onore del prof. Herbert Bloch

- Items that would normally be in double quotes may be part of a title that requires quotation marks of its own. In such cases, the internal set is converted to single quotes.

  "A Note on the 'Alexander Mosaic'"

Numbers

- Inclusive number ranges (pages, years) are separated by en-dashes (see "Punctuation" below). In the bibliography, shortened forms of ordinals are used, e.g., "2nd ed."

Places of publication

- The English version of a place name should be used, if one exists.

  Turin [not Torino] and Munich [not München]

- U.S. state abbreviations should be current postal abbreviations (e.g., "MA" not "Mass."), regardless of what appears in the original publication.
- Do not use state abbreviations for large, familiar city names, unless they are likely to be confused with another city, e.g., "Los Angeles" but "Cambridge, MA."
- If there are **two or more places of publication**, it is only necessary to give the first. If, however, you wish to list them all, please do so in every instance and format as follows "Cambridge, MA, and London." Do not use ampersands, hyphens, or slashes to separate places of publication. Note the comma after the state abbreviation.

Examples

Book

> Jones, Christopher P. 1978. *The Roman World of Dio Chrysostom*. Cambridge, MA.

Edited volume

> Carter, Jane B., and Sarah P. Morris, eds. 1995. *The Ages of Homer: A Tribute to Emily Townsend Vermeule*. Austin.

Contribution to an edited volume

Volume cited elsewhere in bibliography

> Mitten, David Gordon. 1995. "Some Homeric Animals on the Lion Painter's Pitcher at Harvard." In Carter and Morris 1995, 373–387.

Note that it is not necessary to add "eds." after "Carter and Morris" here since the book is understood to be an edited volume; "eds." appears in the full entry.

Volume not cited elsewhere in bibliography

> Alexiou, Margaret. 1985. "C. P. Cavafy's 'Dangerous' Drugs: Poetry, Eros and the Dissemination of Images." In *The Text and its Margins: Post-Structuralist Approaches to Twentieth-Century Greek Literature,* ed. Margaret Alexiou and Vassilis Lambropoulos, 157–196. New York.

Note that the names of the editors are preceded by "ed." not "eds." In this position "ed." is short for "edited by" not "editors." The editors' names are not inverted since they are not in an alphabetized list here.

When citing more than one contribution to the same edited volume, please list the volume separately (in the "Edited volume" format, above) and use the "Volume cited elsewhere" format above for the contributions.

Monograph in a series

> Segal, Charles. 1971. *The Theme of the Mutilation of the Corpse in the Iliad*. Mnemosyne Supplement 17. Leiden.

Note that series titles are not italicized.

Work published as multiple volumes

> Bloch, Herbert. 1986. *Monte Cassino in the Middle Ages*. 3 vols. Cambridge, MA.

Note that "vols." is not capitalized since it follows the number.

One volume of a multi-volume work

Watkins, Calvert. 1994. *Selected Writings*. Vol. 1, *Languages and Linguistics*. Ed. Lisi Oliver. Innsbruck.

or

Watkins, Calvert. 1994. *Languages and Linguistics.* Vol. 1 of *Selected Writings.* Ed. Lisi Oliver. Innsbruck.

Volume numbers are normally given in arabic numerals, even when the original publication prints them as roman.

Edition of an ancient work

Shackleton Bailey, D. R. 2003. *Statius. Silvae.* Cambridge, MA.

These are normally listed under the name(s) of the editor(s), but without a following "ed(s)." When the ancient author's name is given before the title of his work, the name is followed by a period. This contrasts with situations where a name is the title of a modern work (e.g., *Caesar: Politician and Statesman*).

If the ancient author's name is integrated into the title of the edition, there is no need to give it separately.

Clausen, Wendell. 1992. *Persi Flacci et D. Iuni Iuvenalis Saturae.* Oxford.

Edition of a modern work

Nock, Arthur Darby. 1972. *Essays on Religion and the Ancient World*. Ed. Zeph Stewart. 2 vols. Oxford.

These are listed under the author's name. An editor (and/or translator [name preceded by "Trans."]) is listed after the title.

Second or later and reprint editions

Badian, Ernst. 1968. *Roman Imperialism in the Late Republic*. 2nd ed. Ithaca, NY.

It is normally only necessary to cite the edition actually used. If citing the original edition, reprint information may be added at the end of the entry in the form "(repr. Norman, OK, 1999)." Or when citing a later edition, the original publication date and place may be added, e.g., "(orig. pub. Cambridge, MA, 1981)." If both years are important, follow the model "Segal, C. P. 1981/1999."

Dissertation

Jones, Christopher P. 1965. *Plutarch and his Relations with Rome*. PhD diss., Harvard University.

Forthcoming work

Shackleton Bailey, D. R. Forthcoming. "Further To Ps.-Quintilian's Longer Declamations." *HSCP*.

Article

Ferrari, Gloria. 2000. "The Ilioupersis in Athens." *Harvard Studies in Classical Philology* 100:119–150.

Clausen, Wendell. 1991. "Three Notes on Lucretius." *Classical Quarterly*, n.s., 41, no. 2:544–546.

- Please write journal names in full.
- Provide issue numbers when available using the format of the second example above.
- Indicate new series in journal volumes using the abbreviation n.s. ("new series"). See the *Classical Quarterly* example, above.

Review

Ševčenko, Ihor. 1960. Review of *The Idea of Apostolicity in Byzantium and the Legend of the Apostle Andrew*, by Francis Dvornik. *American Slavic and East European Review* 19, no. 1:134–137.

Hyperlink

Segal, Charles. 1995. Review of *Reciprocity and Ritual: Homer and Tragedy in the Developing City-State*, by Richard Seaford. *Bryn Mawr Classical Review*. http://bmcr.brynmawr.edu/1995/95.10.20.html.

Note: as a general rule, *HSCP* discourages the use of access dates. We grant exceptions in rare circumstances—for example, citations of sources that are frequently updated.