



Advice to Contributors on Style and Format

Here are a few suggestions for harmonising style and presenting copy. They are not meant to be hard and fast; divergences may be required from time to time by your text. But if these suggestions are normally followed, much work is saved at the stages of sub-editing and typesetting, and the concentration of sub-editor and typesetter is freed for points which may matter more.

In general, we follow the principles of style set out in *Hart's Rules for Compositors and Readers at the University Press Oxford*, and the detailed guidance on individual words in *The Oxford Dictionary for Writers and Editors*.

Presentation

Initial material should be sent by the author (or, in the case of multi-author volumes, by the main editor) to the publisher (classicalpressofwales@gmail.com) in Word format or RTF. Usually we have a few changes, if only sub-editorial, to suggest to contributors. Once contributors have dealt with these suggestions, and the material has reached final form, the revised copy should be emailed to the publisher. The publisher will send the revised copy to the typesetters.

*At proofs stage, corrections on the PDF file or on a separate word file are strongly recommended.

* We will need **material for the dust-jacket**: a suitable image, preferably coloured, (with publication permission where necessary), a blurb of 150-200 words, suitable also for publicity purposes, and an 80-100 word biography of the author(s)/editor(s) / contributors.

***British spelling** is preferred

*Page and date ranges take an **en dash**, not a hyphen.

For Windows, it is usually in the Symbols, 'General punctuation': — with no spaces either side for number ranges: page numbers, passage(s), lines/verses, years.

Hyphen:

to write out figures: sixty-eight people;

to separate words and prefixes: vice-president;

with compound modifiers: most-loved;

with compound verbs and with adverb + adjective compounds: baby-sit, well-known.

***Eras** should be given as 371 BC, AD 300.

*Write **fourth century**, not 4th century.

**Ibid.*, *id. ead.*, *et al.*: in italics.

Notes

Endnotes (at the end of each chapter) should be used, not footnotes.

Superscript numbers in the text, referring to endnotes, should normally follow punctuation.

Acknowledgements, if any, should be made under a separate heading, after the text and before the endnotes.

o Do not use *op. cit.*, or *loc. cit.*

Quotations

Inverted commas should be single, except for quotations-within-quotations.

Quotations more than 2 lines in length should be indented.

Quotations from foreign languages (except for the most familiar foreign words) should be translated immediately, and in the main text, not in a note.

When **quoting Latin please use 'v' rather than 'u'**: 'solvit' not 'soluit'.

Greek characters may be used extensively, in the main text as well as notes, and are preferred to transliteration especially in the case of phrases (which must be translated).

Single Greek words, especially those used repetitively, should be italicised and transliterated indicating the long vowels, e.g. *archē*. The latter doesn't apply to proper names and toponyms.

In general, CPW style is to prefer hellenised forms of Greek names (with the exception of names such as Philip, Alexander, Ptolemy, Thucydides, Herodotus etc). However, latinised forms can be used provided that their use is consistent, either in monographs or multi-author volumes.

Bibliography

We ask that each contributor to a multi-author volume appends a bibliography, even if brief, to their paper. This should include all works referred to in the text and notes.

Typical entries:

Brown, A.B. [Initials only]

2005 *Title of Book*, Place of publication. [Do not include name of publisher.]

Williams, G.H.

2005 'Title of paper', *Journal* 12, 34–56.

Jones, C.D.

2005 'Title of chapter', in E.F. Smith (ed.) *Title of Volume*, Place of publication, page numbers.

o No full stop after the publication year.

o No full stop after a book or article title; use a comma instead.

o For articles in English: capital letter only for the first word, then we follow the grammar.

o Chapter in a collective volume: comma after the closing quote, then lowercase 'in'.

o Editor names come BEFORE the title of the collective volume.

o **Editor tag** is '(ed.)' or '(eds)'; no comma before the title.

o No Oxford comma (no comma before the final 'and' in a list).

o After the journal number, write a comma before the page numbers.

o **In the case of references to more than one article/chapter in a multi-author volume:**
there must be a separate reference to this volume while individual chapters should abbreviate:

Bowie, E.

2014 'Becoming wolf, staying sheep', in Madsen and Rees (eds) 2014, 39–78.

Carlsen, J.

2014 'Greek history in a Roman context: Arrian's *Anabasis of Alexander*', in Madsen and Rees (eds) 2014, 210–23.

Madsen, J.M. and Rees, R. (eds)

2014 *Roman Rule in Greek and Latin Writing: Double Vision*, Leiden and Boston.

- o In the case of multiple editors, avoid the *et al* in the bibliography.
- o **You can use either '&' only in the notes.**
- o **PhD theses:** they should be cited in italics.
- o In the case of a re-edition:
Thommen, L.
2017 *Sparta. Verfassungs- und Sozialgeschichte einer griechischen Polis*, 2nd edn, Stuttgart.
- o **Supplements** (or Beihefte for German publications) should be written after the title of the book, in roman and with their number (arabic numeral).
- o **Abbreviations of journals:** please use *L'Année philologique*.

References

- o When citing both in the main text and in the notes, the normal form should be:
'...as is sometimes argued (Brown 2005, 237–40)',
although of course style may require:
'as is argued by Brown (2005, 237–40),
or – in an endnote – '36. Brown 2005, 237–40.'
- o **Page references should have the minimum of digits required**, e.g. '123–4', '100–1';
except for the numbers 11–19 in each hundred ('13–14', not '13–4').
- o Please leave a space before 'f.' or 'ff.' and a space after 'p.' or 'pp.' etc.
- o Use arabic (not roman) numerals when referring to the Books of the Odyssey, the Iliad, or the Aeneid: e.g. 'Aen. 1.2.3', 'Il. 4.5.6'; also for the books of Herodotus, Pausanias, Polybius, Xenophon, Livy.
- o **Regarding the titles of other ancient works, prefer the English translation**, e.g. *On the Crown* (not *De Corona*).

Illustrations

A limited number of black-and-white illustrations (photographs or line drawings) can be reproduced within the text (on average, 8 per contribution).

Where material is in copyright, letters of permission should be supplied with the initial copy of your contribution.

Colour prints of good quality are acceptable, for reproduction as black and white halftones.

Photocopies or scans of illustrations in printed volumes are not normally acceptable, for quality or copyright reasons.

If you have been asked to respect a word-limit for your contribution, the amount of space required by your illustrations should be taken into account.

Photographs should be at 300 ppi, and line drawings at 600 ppi.

General Index

Please use an index from a previous CPW volume as template for such things as spacing, punctuation and layout of sub-categories.

The General Index contains names-and-things together.

Mostly our indices are dominated by proper names, but there should always be some abstract concepts too. Author can help indexer by preparing in advance a list of concepts (e.g. 'naval strategy') that need indexing, also by identifying the few topics in the notes which need ref. in the index.

Don't index names and topics from footnotes, unless there's a very interesting thing which could not be found from an index entry to the main text. The footnotes can also be indexed in the case they record different editions of inscriptions or papyri.

Amalgamate page numbers: instead of 'xxx' 6, 7, 8, 9, lump them all as 6-9.

On the biggest entries, such as 'Augustus', a long list of page numbers is undesirable. Break into sub - categories to help readers navigate.

You may use 'passim' where most of a chapter touches a subject.

Use minimal punctuation: Ptolemy Keraunos 111, 199;

no comma after the headwords, no full stop after the final number.

Index of passages discussed

Appian

Civil Wars 4.2.7: 179

Spanish Wars 7/38: 179

Plutarch, *Lives*:

Aemilius Paullus 1: 128

Agesilaus

1.4–5: 99

2.2: 100

3: 72

*Please read the whole index at the end for alphabetical order, before sending.

