

## **Guidelines for Contributors to *NECJ*** (rev. 8/8/07)

### **Part I. Submission to "Articles & Notes" (Reviewers please see Part II at end of this document.)**

Our preferred method of submission is via e-mail attachment to the following address: [ncoppolino@earthlink.net](mailto:ncoppolino@earthlink.net). Manuscripts may also be submitted by regular mail. However, please be prepared early in the editorial process to provide a word-processed version of your article or note. Send submissions by regular mail to:

Nina Coppolino,  
*NECJ* Editor  
66 Elmhurst Ave.  
Providence, RI 02908

Articles must be in English and should be no longer than 10,000 words (counting notes), though in special cases more extensive MSS can be accommodated by arrangement with the Editor. Short scholarly notes are also very welcome, but they should appeal to a wider audience of classicists. References within the text may be presented as footnotes or endnotes; they should be single-spaced and of the same font and size as those used for the text.

Since all submissions are refereed double-blind, be careful to leave your name off of your MS and to avoid any statement that would, either directly or by clear implication, identify you as the author. Full details of identification should be restricted to your cover letter or to the message accompanying your e-mail attachment. In the printed version of the article an introductory footnote may be added before publication for the purpose of acknowledgement.

### **Format**

Any generally accepted method of citation can be used (e.g. MLA, APA etc.); however, whatever the citation style chosen, formatting must be internally consistent within the article. The following guidelines are confined mostly to matters of style and are intended to ensure that all articles are consistent with the uniform style of the published journal. Please adhere as closely as possible to them as you format your text:

#### **1. Text**

- a) Word Processing Program and Fonts: The preferred word-processing program is MS Word. If you do not use or have access to MS Word, please contact the Editor to check on the possible conversion of your file. *NECJ* uses Palatino as its Roman font. Any common fonts easily converted to this font are acceptable for the original submission. Occasional Greek words and

phrases may appear in transliteration, but any longer quotations must appear in APA Greek keys.

b) Spacing: there should be only one space between words and sentences in every circumstance.

c) Spelling: either American or British styles of spelling are acceptable, but these must be consistently applied. Please run a standard spell-check on your document and proofread carefully.

d) Punctuation:

i) Series: if there are three or more items in a series, include a comma before the last of them.

Example: French was no longer considered useful to commercial, political, or religious life.

ii) With quotation marks: quotation marks are to be placed outside all other punctuation marks except colons and semicolons, with question marks and exclamation points outside the quotes as well if they are not part of the quote.

Examples: Smith (74) observes that the captive barbarian became "a leitmotif of imperial ideology." Incredibly, Smith (74) asserts that the captive barbarian became "a leitmotif of imperial ideology"!

e) Abbreviations: Common abbreviations such as n., fig., and the like should be used in footnotes and parenthetical references within the text, but otherwise written out in full.

Examples: Kearns attributes the change, in note 20 on that page, to "growing bilingualism." Kearns attributes the change to "growing bilingualism" (9 n. 20).<sup>1</sup> Kearns 9 n. 20.

(Abbreviations of classical authors and works are explained at 4d.)

f) Numbers: in ordinary text (not dates or citations of page or line numbers), whole numbers from one through one hundred are to be spelled out, as are whole numbers followed by "hundred," "thousand," "million," etc., and ordinal numbers of those same values. Situations in which numbers are clustered closely together and would be clumsy to spell out are an exception to this rule. Other numbers should be recorded as numerals.

g) Possession with singular nouns ending in "s": indicate possession using

only an apostrophe following the "s," not "'s." □

Example: Xerxes', rather than Xerxes's.

□ h) □ Italics: Use italics in place of underlined text in all circumstances. □

i) □ Use of foreign words and expressions: foreign words in the midst of the English text (not quoted) should be set in italics, with only those that are unquestionably integrated into English idiom set in Roman type.

### 3. Layout

a) The final layout of the article or note will be at the discretion of the Editor, who will send a .pdf file for you to proofread. The Editor eagerly welcomes any suggestions that will improve the appearance of the published article.

b) □ Acknowledgments: in the completed article or note these should be placed immediately before the first footnote and referenced by an asterisk at the end of the title. But please do not include acknowledgments until your paper has been accepted for publication.

□ c) □ Paragraphs: paragraphs should be indented with a tab (preferably a "shorttab" of .25"), NOT with a change in the margin of your text. The new paragraph should begin on the line following the previous paragraph. Do not add extra space between paragraphs.

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d) □ Footnotes

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i) □ Use for extended discussions or comments relevant to the paper or the area of scholarship addressed in the paper. Avoid use of lengthy footnotes whose content might appear more appropriately in the body of the text.

ii) □ Footnotes may be used for citation of multiple sources at a given point in the text, including catalogs of scholarship on a relevant topic.

iii) □ Citation of a single source should, in most cases, be included within the text (see section 4 for details).

□ e) □ Quotations (in text and in footnotes):

i) □ Prose quotations that take up three full lines of text or less should be formatted no differently than the rest of the sentence of which they are apart, other than being surrounded by quotations marks if they are written in a modern language.

ii) □ Quotations of fewer than four lines of poetry or epigraphy should also be incorporated into their sentences. Each line of the quoted text should be followed by a space, a slash (/) if poetry or an upright line (|) if inscription, and another space before the next line.

- iii) Prose quotations that take up more than three full lines of text and quotations of four or more lines of poetry or epigraphy should be set off in indented blocks, with poetry and epigraphy indented further than prose.
- iv) Quotations from ancient sources must include the text in the original language – not transliterated – with an English translation following either in parentheses, in a block (without quotation marks), or, for brief translations, set off by commas.
- v) Greek and Latin text should not be enclosed in quotation marks, but Latin should be italicized to distinguish it from English text if it is incorporated into the main text of the paper. If the Latin is in a block, or if it is the only text in a footnote, though, it should not be italicized.
- f) Headings: Essays involving a complex hierarchy of headings should be internally consistent.

#### 4. Citation (Please note that some of these guidelines may not apply to some standard academic styles of citation.)

- a) Single-source references: simple page or line references to single sources under discussion may be incorporated into the text parenthetically, according to the guidelines below, rather than included in a footnote.
- b) Multiple-source references: if citation of more than one source in support of a single point would be distracting in the text, it should occur in a footnote, indicated by a superscript reference, preferably at the end of a sentence.
- c) Format of numbers in citation: when citing inclusive page or line numbers, consistency is again the goal. We suggest that you include at least the last two digits of the second number (if it has two), but only those two if no greater digits have changed. Avoid the use of “f.” or “ff.”

Example: 1–5, 22–25, 100–05, 115–25; BUT 199–201.

- d) Citation of classical works:
  - i) Parenthetical or footnote citations of classical works should abbreviate the author and work in accordance with the conventions set out in the *Oxford Classical Dictionary*, 3rd ed., xxix–liv, followed by the appropriate book, chapter, paragraph, and/or line numbers, separated by periods and no spaces. If the *OCD* does not provide an abbreviation for the author or work to be cited, use Liddell and Scott’s *Greek-English Lexicon*, 9th ed., xvi–xxxviii (for Greek works), or *The Oxford Latin Dictionary* ix–xx (for Latin works).

Example: (Enn. *Ann.* 175-79).

- ii) However, when used in a complete sentence outside of parentheses, whether in the main text or a footnote, conventionally accepted names of classical authors and texts should be spelled out as they would be spoken. For example, use "Sophocles," not "Soph.," and *Ajax*, not *Aj.*; but initialized references such as *OT* for *Oedipus Tyrannus* are acceptable because they are easily spoken.
- iii) For classical works cited more than once, you may cite the editor of the text you are using in a footnote after the first textual reference, and give full publication information in the works cited.
- e) Citation of non-classical works:

i) When full bibliographical information is available in the list of works cited, limit cited information to the author's surname and appropriate page number(s).

ii) In the main text, try to limit parenthetical citation information to page number(s). Any direct quotations should also provide a page reference. Avoid the use of "scare quotes."

Example: Casson calls the Romans "a lubberly lot in general" (150)

iii) If it would be unwieldy to include the author in the text of the sentence, put that citation information in a footnote.

Example: The Romans have even been called "a lubberly lot in general."<sup>1</sup>  
 Casson 150.

iv) If it would be unwieldy in a footnote to include the author in the text of the sentence, include the author and page number in the same parentheses following the sentence, separated by a single space.

Example: "And the Romans never let memory rest idle" (Long 180).

v) If a list of works cited includes more than one work by a particular author, then refer to the work in the main text or footnotes by citing the author's surname followed by the following in parentheses (if it is being used in the body of the text): year of publication, a comma, and page numbers. If the material is in a footnote, the page number might be either in or out of parentheses, depending on whether it is being used in a substantial complete sentence or merely a brief note: see immediately below.

Examples: Tennant cites Highet (1954, 82).<sup>1</sup> See Claassen (1990) 2-5.

vi) □ If a footnote requires the author and year in the same parentheses, separate them with only a space; if a page citation is to be included as well, separate the year of publication and page number with a comma. □

Example: (Geffcken 1973, 39).

vii) □ If the list of works cited includes more than one work published in the same year by a particular author, add a letter to the date.

Example: Cf. Kröner (1970a, 150; 1970b, 450).

viii) □ If more than one author of the same surname is cited in the paper, include their initials (with a space between the initials, if there is more than one) in citation to distinguish between them.

Example: See A. R. Birley (253) and E. Birley (85).

ix) □ □ In footnotes, a catalog of citations may remain entirely out of parentheses, typically separated by commas if from the same author, semicolons if from different authors.

□ Example: See Kirk 129–31, 303–318; Hainsworth 61–63; Griffin 77. □

f) Citations of entries in reference works should include the name of the source, then a comma, “s.v.” and the name of the entry in quotes. □

Example: OCD3, s.v. “Cosa.” Standard reference works may be abbreviated according to the conventions set forth in the *Oxford Classical Dictionary*, 3rd ed., xxix–liv, following the same guidelines for citations in and out of parentheses as discussed in 4d.

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## 5. Cumulative bibliography

For ease of citation and for the benefit of readers we encourage the inclusion of a list of works cited. This list should include bibliographical information for every work cited in the text and notes of the paper. Works should be alphabetized according to the author’s last name, with multiple works by the author arranged in chronological order, and cited according to the specifications of *The Chicago Manual of Style*, 14th edition (Chicago: University of Chicago Press, 1993), with preferences as follows:

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a) Books:

i) □ □ Modern: Author (surname first, then initials with one space between each). Title. Total number of volumes, if a multi-volume work is being cited as a whole. Volume number of multi-volume work or series, if relevant. Edition, if not the first. Editor(s), compiler(s), and/or translator(s), if relevant. Multi-volume or series editor, if relevant. Place of Publication:

Publisher, Date.

Example: Lord, A. B. *The Singer of Tales*. 2nd ed. Edited by S. Mitchell and G. Nagy. Cambridge, MA: Harvard University Press, 2000.

ii) Ancient: the editor's name should be used in the place of the author's name.

Example: Leaf, W., ed. *The Iliad*. Vol. 2. 2nd ed. London: Macmillan and Co., Ltd., 1902.

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b) □ Articles

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i) □ □ In a journal: Author (surname first, then initials with one space between each). "Title." Journal abbreviation (set forth in *L'Année Philologique*) Volume number (Year): Page numbers.

Example: Galinsky, K. "The Anger of Aeneas." *AJPh* 109 (1988): 321–48.

ii) □ In a collection: Author (surname first, then initials with one space between each). "Title." In Title of book, Editor's name(s), Page numbers. Place of publication: Publisher, Year of publication.

Example: Oberhelman, S., and D. Armstrong. "Satire as Poetry and the Impossibility of Metathesis in Horace's Satires." In *Philodemus and Poetry*, edited by D. Obbink, 233–54. Oxford: Oxford University Press, 1995.

iii) □ □ In a standard reference work (such as the *Oxford Classical Dictionary* or Pauly-Wissowa): Author. "Title." Abbreviation: Page or column (Spalte) number(s).

Example: Catling, R. W. V. "Delos." *OCD*<sup>3</sup>: 442–44.

## Part II. Special Style Check-List for Reviewers

The use of footnotes in reviews should be avoided. Necessary citations should be in parentheses in the text of the review.

Page citations should be supplied for direct quotations. Isolated, scare quotes or irony quotes without page citations should be avoided.

Emphasized words should appear in italics instead of boldface.

Greek should be written in APA Greek keys. Beta Code may be used if necessary. Standard terms (e.g. *arete*, *agora*, *graphe*) may be transliterated and italicized.

Auto text of any type including page numbers should be not be used.

No more than one space should be used after punctuation. Initials should not be used in place of last names. The use of dashes and parenthetical asides should be minimal. Sentences beginning with 'And' or 'But' should be rare. Complete sentences only should be used, and fragments should be avoided. Pronoun references should be specific and unambiguous. Further general information on style is available at the CANE website in "Notes

to *NECJ* Contributors" section at:

<http://www.caneweb.org/pubsnref/necj.asp>