Formal Guidelines for all submitted texts:

- Articles and reviews may be written in English, German, French, Italian or Spanish and should be submitted in Microsoft Word (doc.x or rtf)
- Set the type size to 12 pt Times New Roman and the line spacing to 1.5 throughout, with a ragged right edge
- Avoid dividing words and in general, use as little formatting as possible
- use a Unicode font (like Palatino Linotype or Gentium) for all Greek or other non-Latin words or passages
- Italics are used (a) for transliterated Latin, except names of persons or places (*princeps senatus, caput viae*; but M. Tullius Cicero, Prusias ad Hypium); (b) for names of ships and military units (*trireme Phryx, legio IX Hispana*), (c) for texts, books and journals when quoted by their exact title in the running text (*Codex Justinianus, Itinerarium Antonini*; but Code of Justinian, Antonine Itinerary). Italics may also be used, but sparingly, for emphasis. Latin abbreviations such as e.g., et al., ed., are not italicized. **Bold** is not used
- Arabic numerals are used in preference to Roman, except for the names of rulers (Constantius I, Claudius II) and military units. This also refers to the citing of ancient texts, e.g. Hdt. 4.117.1 instead of Hdt. IV.117.1. Pairs of numerals are contracted to the minimum number of places in the running text: e.g. 230–47, 115–7 (exception: years BC must not be contracted)
- Please use a dash between page numbers, e.g. pages 1–9
- Please use the abbreviations of *Der Neue Pauly* or *Thesaurus Linguae Latinae* or *The Oxford Classical Dictionary*
- References to ancient authors and modern works are given in footnotes (e.g. not in brackets in the main text); modern works are cited with full bibliographic information (author, title, series, place of publication, year) either the first time a work is mentioned or in a bibliography at the end of the text
- Send the manuscript file as an e-mail attachment (see addresses below). You do not need to send a hard copy. Retain a copy of your file in a safe place or on a backup drive
- Please do not use hyperlinks
- Please use ed. or eds. consistently throughout the text (no Hrsg., Hg., Hgg., a cura di, etc.)
- Place punctuation marks before footnotes, e.g. as told by Herodotus, during…
- Please divide several authors / editors by a slash, e.g. ULF / ROLLINGER, p. 2
- Please divide places by a slash, e.g. London / New York 1969
- Please use small caps for modern authors, e.g. SMITH, MÜLLER
- Works of foreign language (e.g. Greek, Cyrillic) do not have to be latinized
- Please use the abbreviations for ancient works consistently throughout the text: for example always cite Plin. nat. (instead of Plin. Nat., Plin. nh., Plin. NH.)
- Prose quotations of up to forty words and single lines of poetry are identified by quotation marks and included in the running text; prose quotations of more than forty words and multiple lines of poetry should be set out in a separate paragraph, indented and without quotation marks. Words that have been left out of a quotation are indicated by ellipsis: … with a space on either side; words lost (e.g., in a manuscript or inscription) by an ellipsis in square brackets: […]

**Guidelines for articles:**

- All manuscripts are subject to a double blind peer review. The review process can result in acceptance, the recommendation of revisions or rejection of the manuscript. The author is informed of the decision by e-mail. The editor attempts to reach a decision within three months of the submission of the manuscript. During the review process the article may not be submitted for publication elsewhere
- A manuscript submitted to the journal must be the author’s own work and ready for publication (we cannot accept partial or draft versions)
- If the manuscript has illustrations (to be referred to as fig.1, fig. 2, etc.), please supply these in TIFF or JPEG format (at least 600 dpi), each image in its own file. With each image, include written confirmation that you have been granted permission to publish
- All submitted manuscripts must include a 100-word abstract at the beginning and 5 keywords describing your article. Manuscripts must also be fully anonymized
(i.e. you have to refer to yourself only in the third person); please replace a vote of thanks with an asterisk (this will be changed once the manuscript has been accepted)

- Please give your full address including a current email-address at the end of your article

Guidelines for reviewers:

- The recommended length of a full review article is 1,000 to 1,500 words and for a bibliographical note, c. 500 words. Multi-book reviews can run up to 5,000 words