Journal of Roman Archaeology Style Guide

(last updated December 21, 2024)

This guide covers the most common style requirements of *JRA* articles and reviews. If additional questions arise, please consult the *Chicago Manual of Style*, 17th edition. Authors may also find Cambridge Core's guide useful, "Preparing and submitting your paper." **If the final version of an article or review is submitted without these style requirements, publication may be substantially delayed.** *JRA* does not have an editorial staff that can provide this service. It is therefore essential that authors follow the requirements listed below and make any needed changes or corrections before submitting the final manuscript. **Authors are wholly responsible for the accuracy of names, details, and citations.** Please note that no changes may be made at the proofs stage except for the correction of errors. Once an article is published on FirstView, it is formally published. After that, the only way to correct errors is by means of an errata slip. This guide covers the following:

1. Dates, numbers, measurements, directions
2. Spelling and punctuation
3. Author information, subheadings, supplementary materials
4. Citations and bibliography
5. Images: format, sizing, captions, credits

1. DATES, NUMBERS, MEASUREMENTS, DIRECTIONS

Dates

Use BCE and CE rather than BC and AD. Do not omit CE after dates in the Common Era.

Lifespans are given in parentheses. Reigns should be additionally indicated with "r." unless this is clear from the context: Trajan (53–117 CE) vs. Trajan (r. 98–117 CE)

For centuries, use Arabic numerals and the abbreviation 'c.' (e.g., early 3rd c. BCE; mid-5th c. CE).

If day and month are specified, spell out the month to avoid any possible confusion (July 3, 2020).

Numbers and measurements

Spell out cardinal numbers one through nine; use Arabic numerals for 10 and above (except at the beginning of a sentence). Use Arabic numerals for all measurements (e.g., 8 m) and in a list: "The basket held 23 tablets, 8 seals, and 2 styli."

For number ranges (dates, pages, etc.), use only the last two digits of the second number, unless the first digit is 0 (e.g., 78–82, 178–82, 1078–82, but 107–8, 2005–7). Use an en dash rather than a hyphen to separate the numbers (e.g., 195–238 rather than 195–238).

Unit abbreviations:

m, cm, km, ft, masl [meters above sea level], gm, kg, ft (no period)

Area: m^2, km^2, ha (no period)

Dimensions: h., w., l., d., th., diam. (with period)

Abbreviate "circa" as "ca."

Leave a space between a numeral and the unit of measurement (e.g., 2.3 m, 14.76 ha).

Decimal numbers are written with a period, not a comma (2.3 rather than 2,3).

Thousands are written with a comma: (e.g., 1,307 km)

Directions

Write south, southeast, west-northwest rather than S, SE, WNW. Do not capitalize these terms when they are generic adjectives ("the site is located in northwest France"). Do capitalize when the term is part of a proper name: Western Roman Empire.

2. SPELLING AND PUNCTUATION

Spelling and accents

American spellings should be used (e.g., color, center, analyze, program, catalog, traveled).

Do not use accents on words like "role" or "elite." Do use a cedilla where needed (e.g., façade).

Quotations and references in languages other than English should use the correct accents and lettering for that language. Include the accent on capital letters in French.

Capitalization

Capitalize the names of chronological periods:

Iron Age, Hellenistic, Republican or Imperial period, Late Roman, Late Antiquity

Capitalize proper names: Roman Empire, Tiber River (or River Tiber)

Punctuation

Use a single rather than a double space after an end-of-sentence period.

Use a serial comma (e.g., amphorae, tegulae, and villae).

E.g. and i.e. are followed by a comma ("military equipment, e.g., clavi caligae").

The possessive form of a word ending in *s* is formed with an apostrophe plus *s*:

Tacitus's *Histories*, Antiochus's sister

Enclose direct quotations in double quotation marks.

Quotation marks follow the punctuation mark, except for semicolons and colons:

As Gibson and Lucas write, "it has even greater prominence."

Gibson and Lucas write, "it has even greater prominence"; Smith, in contrast, …

Footnote numbers follow the punctuation mark(s):

Gibson and Lucas give it even greater prominence.[67]

As Gibson and Lucas write, "it has even greater prominence."[67]

Place footnotes at the end of a sentence as much as possible, not within the sentence. When possible, reduce the number of footnotes by grouping the information they contain.

Italics

Italics should be used only where there is risk of confusion (e.g., *limes*) or where the word is not common among Roman archaeologists and historians.

Familiar terms like in situ, tondo, esprit de corps, and chiaroscuro are not italicized; nor are terms Romanists know and use regularly (vicennalia, giallo antico, terminus ante quem). Technical terms may be explained when they first occur and thereafter not italicized.

Place names are not italicized (Hispania, Africa Proconsularis, Dyrrachium). Use the most common name for any place or region.

Names of Roman roads and laws are not italicized (Via Appia, Lex Cornelia de maiestate).

It is acceptable to use Greek spellings of places in the Greek East (e.g., Pergamon vs. Pergamum), but this should be consistently done throughout the article or review (either Ephesos and Pergamon, or Ephesus and Pergamum, but not Ephesos and Pergamum).

Transliterated Greek words should be written in italics unless they have become standard English. Words written in Greek are not put in italics.

Italics when writing Latin and Greek

Short Latin quotations, or Latin terms that need to be emphasized in some way, should be in italics with no quotation marks. Examples:

the coin slogan *Gloria Exercitus*

"Frothingham (1915) considered the terms *ianus* and *arcus* to be synonymous."

O tempora, o mores!

a phrase extracted from a longer inscription: *ab arcu unde incipit Baetica*

Short English translations are written in plain text within double quotation marks. Place such translations in parentheses after the Latin:

O tempora, o mores! ("What times, what customs!")

Longer passages (more than three lines or ca. 50 words) in Latin or any other language are put into block quotes. These are written in plain text, indented on both sides, with no quotation marks.

Avoid untranslated Latin and Greek.

As a rule, provide only the ancient reference unless the argument requires quoting the text.

In that case, provide only the translation (into the language of the article) unless the argument requires the original as well.

Cite the source of the translation in parentheses immediately after each quotation.

All fonts, including Greek, should be Unicode.

3. AUTHOR INFORMATION, SUBHEADINGS, SUPPLEMENTARY MATERIALS

Authors' names in non-Latin alphabets

The authors' names are listed in Latin letters at the start of the article or review. Authors who also write in languages that use non-Latin alphabets may provide their name in the original as well, in a parenthesis:

Aleksander Bursche and Kirill Myzgin (Кирилл Мызгин)

Mantha Zarmakoupi (Μάνθα Ζαρμακούπη)

Evgeny Aharonovich (יבגני 'אהרונוביץ)

Affiliation

JRA will publish only one affiliation with an author's name. This should be the primary affiliation, listed as concisely as possible.

Acknowledgments

Refer to people being thanked by their first and last names.

In book reviews, acknowledgments should appear at the start, in an unnumbered footnote.

In articles, these are listed at the end, in a separate section labeled "Acknowledgments".

Subheadings

Primary subheadings are in bold; secondary subheadings are in italics and indented.

Subheadings are not numbered unless the numbering is essential for clarity.

Do not use asterisks or blocks of space to separate sections of the text.

Too many headings, or multiple levels of headings, can be confusing and should be avoided.

If tertiary headings are required (articles only), write them in-line and in capitals. Example:

VALENTIA—Although Valentia falls outside our study area, it is of interest.

Supplementary Materials

Space in the journal is very limited, but archaeological publication often requires detailed supporting information. Authors are encouraged to make full use of the Supplementary Materials feature, which allows additional information to be posted online and directly linked to the article. The Supplementary Materials space is appropriate for long tables, appendices, catalogs, or additional images.

Authors are responsible for the quality of supplementary materials including images. The journal cannot typeset or correct supplementary materials, but poor-quality materials may be declined.

4. CITATIONS AND BIBLIOGRAPHY

Ancient sources

Citations of the names of ancient authors and the titles of primary texts may be included within the text of the paper in parentheses or cited in a footnote. Abbreviations should follow those listed in *The Oxford Classical Dictionary*; names and texts not listed there may be abbreviated in comparable fashion. Insert a comma between author and work only when the author's name is given in full. The text does not have to be named if the author is known for only one work. Examples:

Cic. *De or.*
Hom. *Od*. 2.314–17
Varro, *Ling.*
Vitr. 2.3.3.

Translations

All passages in Greek or Latin should be translated into the language of the article.

The source of the translation should be cited, including when by the author. Examples:

Dion. Hal. *Ant. Rom*. 3.47.1 (transl. author)
Dion. Hal. *Ant. Rom*. 3.47.1 (transl. Cary 1978, 183)

The edition or translation may be indicated in parentheses:

Maimonides, *The Code of Maimonides* 5 (ed. and transl. Rabinowitz and Grossman 1965, 43)
Them. *Or*. 18.223b (Downey 1965, n.1)

Full bibliographic details should be provided in the References at the end.

Epigraphic corpora

When citing epigraphic corpora, leave spaces (but no punctuation) between volume, fascicule and inscription numbers. These citations should be placed in a footnote, not in the text. Examples:

IG II^2 15 line 87
CIL XIV 1 4397

Referring to authors and page numbers within book reviews

It is recommended to refer to the author of a book under review by using the first letter of the author's last name in order to avoid excessive repetition or pronouns. For example, in a review of a book by Jane Smith, write: "S. further argues that …"

In a review of an edited volume, authors of individual chapters are identified with their first and last name at the first mention. Any subsequent mentions use the initial of the last name only. Example: "The chapter by J. Humphrey then turns to arenas for chariot-racing. H. argues that…"

In a review commenting more broadly on a scholar's contributions, write the full name at the first mention. Example: "This Festschrift honors Wilhelmina Jashemski…."

References to pages in the work under review should be in parentheses within the main text, not in the footnotes. For example: "The author misses an opportunity to examine evidence for cultural change when discussing the arrival of Roman settlers (129)." It is not necessary to add p. or pp. unless the reference would otherwise be unclear.

References to other publications should be cited in the footnotes and in the final list of references as described below.

Citations in footnotes

JRA does not use in-text references (except for ancient sources, which may be cited in the text; see above). All other references should be put into the footnotes.

Cite works by author's last name and year of publication (e.g., Williams 1984, 45–48; Étienne and Mayet 2002, 124–36).

Works by three or more authors are cited using "et al." with no italics (e.g., Stevens et al. 2005, 22–23).

In the footnotes, list authors in Latin letters only. Example: Myzgin 2016, not Мызгин 2016.

If citing more than one item by an author or group of authors in the same year, use letters to distinguish them (e.g., 1993a, 1993b). Arrange these items in alphabetical order in the list of references.

In repeated citations of the same work or author, repeat the name and date each time (e.g., Torelli 1984, 78–79; Torelli 1990, 357–65.)

Do not use abbreviations such as id., ibid., op.cit., supra.

Cite pages (or columns) without 'p.' and 'pp.' (or 'col.' and 'cols.') unless their omission would cause misunderstanding (e.g., Coarelli 1989, 30–45).

When writing an article or review in English, use English abbreviations (e.g., 'fig.' rather than 'Abb.' and 'pl.' rather than 'Taf.' or 'tav.'). When writing in Italian, French, German, or Spanish, follow the conventions of that language.

References

At the end of the manuscript, a list of references should provide full bibliographic details for all works cited. Do not list works that are not cited in the article.

JRA follows *The Chicago Manual of Style*, 17th edition, for general styling of references.

Author names should take the form "last name, first name," with the full first name given where that is part of the cited work's bibliographic data. Do not provide a first name where this is not given in the original publication.

Alphabetize citations by the first author's last name. Names that begin with an article (der, van, etc.) should in most cases be alphabetized by the article.

For more than one entry by the same author(s), repeat the name(s) each time; do not use dashes or other abbreviations.

For multi-authored works, list all authors' names.

When citing multiple chapters from an edited volume, repeat the full citation information for the volume each time.

Avoid listing works that are "in preparation" but are not yet actually "forthcoming" or "in press". For these purposes, "in press" means accepted, reviewed, and imminent, usually with a known publication date and often also a journal volume number. "Forthcoming" means accepted and reviewed, but final copyediting may still be underway and the publication date may not yet be set. "In preparation" refers to any work that is still in process, i.e., not yet in one of these more advanced states. *JRA* avoids citing work that is still "in preparation" because these citations often change later and are therefore unreliable.

Abbreviations

Use *AJA* abbreviations of periodicals and standard reference works where possible (https://www.ajaonline.org/submissions/abbreviations).

For titles not listed by *AJA*, other abbreviations widely used in the field are acceptable, so long as they are clear and understandable. If in doubt, write out the full title.

Names of museums should be written out in full.

Formatting titles in English and in other languages

Write English titles of articles or chapters in sentence style (i.e., lower case, capitalizing only the first word in the title or subtitle and also capitalizing any proper nouns and proper adjectives). Example article title: "Renewed work at the Roman camps at Renieblas near Numantia."

Write English titles of journals or books in title style, i.e., in italics and capitalizing all important words in the title. Do not capitalize articles (a, an, the), conjunctions (and, but, for), or prepositions (in, at, on). Example journal title: *Art History*.

Volume numbers are written in Arabic numerals (except for certain epigraphic corpora; see above). Example volume number: *JRA* 33.

Titles of series follow the book title and are not italicized. Example series title: *Temples, Religion and Politics in the Roman Republic*. Mnemosyne Suppl. 164.

For titles in other languages, follow the conventions of that language. In general, use sentence style for both article and book titles (i.e., lower case, capitalizing the first word as well as any other words normally be capitalized in that language). Capitalize all nouns in German. Examples:
An article title: "Nuove osservazioni sul tempio del santuario extraurbano di Tusculum."
A book title: *Les décors tympanaux des temples de Rome.*
A book title: *Die antiken Sarkophagreliefs.*

Bibliography in in non-Latin alphabets

JRA seeks to print all titles in the original rather than translating or transliterating. However, for the purposes of alphabetization, names of authors should be provided in Latin letters. If there is more than one transliteration of this author's name in use, or for some other reason this could be confusing, also provide the original version of the name in parentheses. Publication dates and other numbers are written in Arabic numerals. The place of publication should be provided in Latin letters and in the standard English form, if there is one (e.g., Moscow, Tunis, Athens, Florence). Examples:

> Magomedov, Boris V. 2001. *Черняховская культура. Проблема этноса*. Lublin: Wydawn. Uniwersytetu Marii Curie-Skłodowskiej.

> Zarmakoupi, Mantha. 2010. "Τα χαρακτηριστικά των ρωμαϊκών επαύλεων της Καμπανίας." *Αρχαιολογία και Τέχνες* 114: 50–58.

> Myzgin, Kirill. B. (Кирилл В. Мызгин) 2016. "Готские войны, римские монеты и черняховская культура." *Stratum plus* 4: 153–71.

Citing bibliography written in Hebrew and Arabic

It is not currently possible to print bibliography written in right-to-left languages in the original. Bibliographic references in Hebrew or Arabic should be translated into English (or into the language of the article or book review) with a parenthesis at the end specifying the language the cited work is written in. Examples:

> Aharonovich, Evgeny. 2013. "The Benjamin Lowlands from the Second Temple Period until the Bar-Kokhba Revolt." *Judea and Samaria Research Studies* 22: 111–124. (Hebrew)

> Beji Ben Mami, Mohamed. 1998. "The Souk of the Medina of Tunis." *Africa (Série Arts et Traditions Populaires)* 12: 43-93. (Arabic)

EXAMPLE REFERENCES

Book:

Bardill, Jonathan. 2004. *Brickstamps of Constantinople.* Oxford: Oxford University Press.

Orlin, Eric M. 1997. *Temples, Religion and Politics in the Roman Republic*. Mnemosyne Suppl. 164. Leiden: Brill.

Shuckburgh, Evelyn S. 1908–9. *The Letters of Cicero*. 4 vols. London: George Bell and Sons.

Erdkamp, Paul, and Claire Holleran, eds. 2019. *The Routledge Handbook of Diet and Nutrition in the Roman World.* London and New York: Routledge.

Brennan, T. Corey. 2022. *The Fasces. A History of Ancient Rome's Most Dangerous Political Symbol*. Oxford: Oxford University Press.

Baird, J. A. 2014. *The Inner Lives of Ancient Houses: An Archaeology of Dura-Europos*. Oxford: Oxford University Press.
(Example of where a first name is not given in the original publication.)

Chapter or article in an edited volume:

Jongman, Willem. 2007. "Gibbon was right: The decline and fall of the Roman economy." In *Crises and the Roman Empire*, ed. Olivier Hekster, Gerda De Kleijn, and Daniëlle Slootjes, 183–99. Leiden and Boston: Brill.

Wheeler, Sandra M., Lana Williams, and Tosha L. Dupras. 2011. "Childhood in Roman Egypt: Bioarchaeology of the Kellis 2 Cemetery, Dakhleh Oasis, Egypt." In *(Re)Thinking the Little Ancestor: New Perspectives on the Archaeology of Infancy and Childhood*, ed. Mike Lally and Alison Moore, 110–21. BAR International Series 2271. Oxford: British Archaeological Reports.

Journal articles:

Andrews, Colin. 2013. "Are Roman seal-boxes evidence for literacy?" *JRA* 26: 423–38.

Pujol, Celesti. 1890. "Un anillo ibérico." *Boletín de la Academia de la Historia* 16: 163–69.

Grace, Virginia. 1934. "Stamped amphora handles found in 1931–1932." *Hesperia* 3, no. 3: 197–310.

Ashley, Kathleen, and Véronique Plesch. 2002. "The cultural processes of 'appropriation.'" *Journal of Medieval and Early Modern Studies* 32: 1–15.

Ortman, Scott G., Andrew H. F. Cabaniss, Jennie O. Sturm, and Luís M. A. Bettencourt. 2014. "The pre-history of urban scaling." *Plos ONE* 9, no. 2: 1–10, e87902.

Thesis or dissertation:

Ble, Eduard. 2015. "Guerra y conflicto en el nordeste de Hispania durante el período romano republicano (218–45 a.C.). La presencia del ejército romano a partir de sus evidencias arqueológicas metálicas." PhD diss., Univ. de Barcelona.

Website
(NB: the date the site was accessed is not required unless no publication date is otherwise provided.)

> "Cultural appropriation: a roundtable," *ArtForum,* Summer 2017. https://www.artforum.com/print/201706/cultural-appropriation-a-roundtable-68677.

5. IMAGES: FORMAT, SIZING, CAPTIONS, CREDITS

In preparing your images for publication, please refer to Cambridge Core's "Guide to submitting artwork for publication."

Maximum number of images
There is no strict maximum number, since the needs of individual articles vary. However, space in *JRA* is very limited. As a rule, authors should aim to submit no more than one image per 1000 words (this word count includes references, appendices, etc.). If an article has many images, the editors may place some of them into Supplementary Materials.

Color vs. black-and-white
Color images are published at no cost to authors in FirstView and in the digital edition. However, there are substantial costs for color in the print edition. Please take note of this, particularly when preparing charts or maps which may rely upon color coding to be properly interpreted.
Photographs may be published in black-and-white in the print edition and in color online at no cost to the author. Authors who wish to follow this option are urged to provide both color and black-and-white images to ensure that both sets of images look the way the author wants them to.

File formats and resolution
Cambridge University Press recommends that all artwork be submitted in TIFF (for line art, greyscale, and color halftones), EPS (for vector graphics), or PDF format.
Photographs should be provided at a resolution of 300 dpi or higher.
Line illustrations (e.g., maps, plans, charts) should be provided at a resolution of 1000 dpi or higher.
Combination illustrations (e.g., a photograph with labeling) will normally need to be provided at a higher resolution in order to print well.

Image sizing
All images must include a scale as needed. Avoid using different formats for different scale bars; however, the units of measurements should in each case be appropriate to the image.
Authors should indicate a recommended size on the printed page for each image: full-page, half-page, or quarter-page. Please note that the editorial team will make the final decisions.
The trim size of the journal is 7 x 10 inches (17.78 x 25.4 cm). A full-page figure is at most c. 5.5 x 9 inches (13.97 x 22.86 cm); a half-page figure is c. 3.5 x 5 inches (8.89 x 12.7cm), and so on.

Consistency of scale
In archaeology, it is often important that certain images be printed at a uniform size or scale, e.g., multiple site plans showing different phases, or drawings of ceramics, or other images of related materials. However, *JRA* does not have a graphic designer who can work with authors, and this kind of precision in manipulating the layout and image sizing is not possible during CUP's typesetting process.

Therefore, if it is important that an article's images be printed at a uniform size or scale, authors must prepare and submit their images already in a uniform size and shape, specifying, e.g., that "figs. 1, 4, 7 and 10 must all be identical in size." Authors of accepted articles should discuss image sizing with their *JRA* editor early in the process of final manuscript preparation.

Image numbering and captions

Number the figures in the order they are discussed in the text (1, 2, 3a, 3b…).

Write out the figure reference when part of a sentence but abbreviate it when in parentheses. Examples:

Figure 3 shows the unusual attachment of the handle.

This type of vessel type has an unusual handle attachment (Fig. 3).

Provide a list of figure captions at the end of the text of the article.

Image credits

Credit and copyright information must be included in every figure caption.

Authors should follow the credit requirements of the image source, if these are specified:

Fig. 3. *Figure caption. (Google, © 2020 CNES/Airbus, Basarsoft.)*

Fig. 3. *Figure caption. (M. Larvey. By permission of J. R. Clarke and the Ministro per i Beni e le Attività Culturali e per il Turismo-Parco Archeologico di Pompei. Reproduction prohibited.)*

If the image source has no particular requirements, write the credit as follows:

Author's own image:

Fig. 3. *Figure caption. (D. Gagoshidze.)*

Someone else's image, with their permission:

Fig. 3. *Figure caption. (Courtesy L. Lancaster.)*

An image from a book, with permission of publisher/author:

Fig. 3. *Figure caption. (Russell 2013, 4 fig. 2; courtesy Oxford University Press.)*

An image from a collection, used with permission:

Fig. 3. *Figure caption. (Courtesy National Museum of Scotland.)*

If additional or specialized labor is involved, this should be indicated:

Fig. 3. *Figure caption. (Map by B. Cannon.)*

Fig. 3. *Figure caption. (Drawings by O. Olesti.)*