THE JOURNAL OF ROMAN STUDIES

Submission of Papers in Electronic Form

Contributors should submit by e-mail to the Editor TWO versions of their paper as Word files. (The addition of PDF versions is helpful in the case of submissions with images.)

The first version (for the Editor only) should not be anonymised. The author's name, title, institutional affiliation (if any), postal and e-mail address should be placed at the top of the first page ahead of the title of the paper. A word count (of text and footnotes, excluding bibliography) should also be provided.

The second version should be 'redacted'. That is, as far as possible, all indications of authorship should be removed: for example, any acknowledgements should be cut, and any indication of identity or institution should be deleted from 'Properties' in Word. If appropriate, and depending on context, any previous publications may be referenced as 'Author' + date in the footnotes and bibliography, omitting title and other details; authors may also wish to recast some passages in the third person. It is the responsibility of the author to ensure that the redacted version is as anonymous as possible.

All submitted papers must include an abstract of no more than 150 words, and around six keywords. The abstract should immediately follow the title.

It is possible for long or detailed data-sets and supplementary illustrations to be published as supplementary material, online only. This material must also be included with the initial submission, with a clear indication that it should – or may – be treated as supplementary material.

It is most helpful if papers on initial submission conform as far as possible to the 'Notes for Contributors' below, at least in basic style and layout.

In any case, the following must be observed from the outset:

i) A Unicode font should be used (Times New Roman is preferred). Greek should also be in a Unicode font.

ii) Both main text and footnotes should be in 12-point type, with one-and-a-half line spacing for both main text and footnotes. Footnotes should appear at the foot of each page (and not as endnotes). The bibliography should be placed at the end of the paper (and not submitted as a separate file). Justify left-hand margin only. The start of each paragraph should be indented using the tab key not the space-bar. One space only to be used after full-stops, commas, etc. If not included in the text, fig. and table positions should be noted.

iii) Publications are to be cited in the footnotes by the author's name and the year of publication followed by a colon and the specific page or pages (using en-dash, not hyphen), e.g.: Millar 1977: 181–3. Or, in the case of a string of references, e.g.: Millar 1977: 181–3; Price 1980: 126–7, 134–5; Beard 2001: 12–13. The full reference to a publication is to be given in an alphabetical bibliography at the end of the paper.

iv) Electronic submission of artwork is preferred, either by e-mail or file transfer. Artwork may be intended for either black-and-white or colour reproduction in the print volume. Line artwork should be submitted as TIFF or EPS files at 1200 dpi (black and white for line drawings; grayscale for line/tone). Black-and-white halftones should be submitted as TIFFs (grayscale) at a minimum 300 dpi. Colour should be in CMYK colour at a minimum 300 dpi. All electronic artwork should be sized to final publication size; reproduction size should be indicated on a list of the illustrations. The type area of a page in *JRS* measures 130 by 206

mm. For further information on artwork submission see instructions for authors at: https://www.cambridge.org/core/services/authors/journals-artwork-guide

NOTES FOR CONTRIBUTORS

For the final text of papers accepted for publication, submission is through ScholarOne. At final submission, papers should be complete in every particular. Since first proofs are paged, **alterations or corrections** (other than of printer's errors) **at proof stage are very expensive** (especially if the alteration affects the layout of several following pages) and may be disallowed or charged to authors at the Editor's discretion.

(1) TITLE AND AUTHOR DETAILS

The paper should begin with the following, all left justified:

Title. In bold and in sentence case.

Author name, in sentence case. The usual (but by no means compulsory) form is first name and surname.

Institution (where relevant), or 'Independent scholar'.

Email address.

Please also add a declaration of competing interests at the bottom of your piece, e.g. "Competing interests: The author(s) declare(s) none". Authors submitting a manuscript to Cambridge University Press are required to declare any potential competing interests that could interfere with the objectivity or integrity of a publication, and you will be asked in the course of the submission process to confirm that you have made such a declaration. The text will normally be deleted from the published copy.

(2) ABSTRACT AND KEYWORDS

All papers should include an abstract (no more than 150 words) and *c.* 6 keywords.

(3) SECTIONS

These are indicated by roman numerals without full point, left-justified, and bold; if there is an accompanying title, it is in sentence case:

I Introduction

Sub-sections are indicated in lower case italic, full left.

All these headings should be separated from the text by line spaces above and below.

(4) CROSS REFERENCES

These should be in the form 'See above/below, Section II' or 'See above/below at n. x'; inserting cross-references to pages at proof stage is not possible since papers are published online on FirstView before the page numeration for the print volume has been established.

(5) ITALICS, QUOTATIONS AND QUOTATION MARKS

Foreign words go into italic, except where they have become naturalised into English. Consul, praetor, imperium etc. to be in roman. Roman laws appear as *lex Iulia* etc.

Short quotations are embedded within the paragraph. Latin goes in italic without quotation marks; Greek (and other languages in non-Roman script) similarly goes without quotation marks. Short quotations in English and other modern languages go in roman within single quotation marks (with double marks for a quotation within a quotation). The exception to the

rule for Latin is post-1500 scholarship in Latin which goes in roman within single quotation marks.

Longer passages are inset, separated above and below by line spaces and go without quotation marks. Latin in inset quotations goes in roman.

(6) FOREIGN ALPHABETS

Greek (and other languages in non-Roman script) should be in a Unicode font. Isolated words may be transliterated in italic, as well as words commonly so treated, e.g. *polis*, *archon.*

Non Indo-European scripts should be avoided unless some point of reading or meaning makes them essential.

(7) NUMBERS

Numbers up to twenty are spelled out, except in statistics.
Insert commas into numbers with four or more figures, e.g. 3,963, but not in dates, column numbers, line numbers in poetry or in MS numbers.
Ranges in the form 16–17, 282–6, 282–96, 300–1, 316–17, with en-dash not hyphen.
Percentages are normally presented in the form '15%' rather than 'fifteen per cent'.

(8) GENERAL POINTS

Current UK English spelling should be used ('s' spelling for words such as 'organise', 'civilisation').
Abbreviated Latin phrases are never italicised: cf., e.g., etc. The single exception is *c.* (not *ca*.) Cf. *infra, passim, sic.*
Where parentheses are required within parentheses, use ( ), not [ ].
A.D. before date figures, B.C. after, with full points; C.E. and B.C.E. both after, also with full points. All are rendered in small caps.
Date spans should be given in full: A.D. 567–569.
'The second century' (not 'the 2nd century' or 'c.2') as noun, but 'the second-century famine'.
Main periods are capitalised: the Republic (but note, republican), the Principate (but note, imperial), Late Antiquity (but note, late antique); 'early' and 'late' are lower case: the late Republic; the early Empire; the later Empire.
Note also: River Danube (but Danube river); Battle of Cannae.
Dates in the form '1 January 1985'.

The comma before 'and' or 'or' (serial or 'Oxford' comma) in a list should be avoided except in (occasional) cases where ambiguity might arise.
Do not use the ampersand.

(9) FOOTNOTES

Place footnote numbers above the line and outside the punctuation or quotation mark (but inside the parenthesis when referring to material inside the parentheses); where possible they should be at the end of a clause or sentence. An unmarked note may be used before the numbered sequence of notes for acknowledgements, etc. Please indicate this using a footnote marked *, with the * attached to the title.

Cf., e.g., i.e. are capitalised when they start a footnote or begin a new sentence.

(10) REFERENCES TO ANCIENT TEXTS

These should be in the following form: Dio 13.4.17, Tac., *Ann.* 1.1.1. The general model is the *Oxford Classical Dictionary* (4th edn) both for abbreviations and for spelling and

capitalisation of titles (in the majority of cases only the initial word): so, Augustine, *De civitate dei* (= August., *De civ. D.*); Cicero, *De oratore* (= Cic., *Or.*). Book and chapter numbers to be in arabic numerals. You can find the list of abbreviations at https://doi.org/10.1093/workid-USAC0056713.002.0002. Where the *OCD* does not give an abbreviation, either give author and title in full or include a list of abbreviations before the bibliography under the heading 'Abbreviation'.

Epigraphic publications are cited according to the conventions in *SEG* and *AE*. Abbreviations for editions of papyri, ostraca and tablets should follow J. F. Oates *et al*., *Checklist of Editions of Greek, Latin, Demotic and Coptic Papyri, Ostraca and Tablets* (online at https://papyri.info/docs/checklist).

(11) REFERENCES TO MODERN WORKS

In the footnotes, publications are to be cited by the author's name and the year of publication followed by a colon and the specific page or pages, e.g.: Millar 1977: 181–3. In the case of a string of references, they are presented in chronological order e.g.: Millar 1977: 181–3; Price 1980: 126–7, 134–5; Millar 1984; Beard 2001: 12–13 (separated by semi-colons, not commas). Page references should only be given in the footnote if the reference is to a specific page or pages. Authors' initials should only appear in the footnotes if the bibliography contains two or more authors with the same surname (e.g. J. Smith 1990: 4). For joint authorship give both names (e.g. Price and Thonemann 2010: 193), for multiple authorship Beard *et al.* is acceptable in the footnotes but all authors should be listed in the bibliography. a, b, c etc. should be used to distinguish several works of the same year (e.g. Smith 1990a). The full reference to a publication is to be given in an alphabetical bibliography at the end of the paper.

Authors may wish to use abbreviations for technical works (particularly those concerned with papyrology, epigraphy or prosopography); these should be listed in alphabetical order before the bibliography under the heading 'Abbreviations'; for example:
PLRE I = A. H. M. Jones, J. R. Martindale and J. Morris (eds), *The Prosopography of the Later Roman Empire*, *vol. I: A.D. 260–395*, Cambridge, 1971.

The citation of digital resources covers a wide range of types (websites, online database, online datasets, digital copies of publications, etc.), and flexibility is necessary. Some basic elements should be included (usually in the bibliography): the author and/or creator of the dataset or resource; the date of publication or most recent revision; the title of the dataset or website or webpage, together with the title of the top-level site or collection; the publisher (hosting or curating the resource/dataset); a persistent identifier, ideally a DOI in the form of a URL (i.e. the DOI, e.g. 10.5284/1000389, preceded by http://dx.doi.org/), and if not, some other persistent URL. It is additionally good practice to note the date of access when referencing a webpage. For further examples and guidance, see:
https://www.dcc.ac.uk/guidance/how-guides/cite-datasets

(12) TABLES

Tables often need to be rekeyed; they should, even if inserted in the text, also be provided in a separate file; a print-out/pdf may be requested for complex tables.

(13) BIBLIOGRAPHY

Use full title of journals. Full page references of articles etc. should always be given: do not use f. and ff. The abbreviations for editors are 'ed.' (singular) and 'eds' (plural; with no stop).

Examples of entries:

Millar, F. 1977: *The Emperor in the Roman World*, London.

Campbell, B. 2000: *The Writings of the Roman Land Surveyors*, Journal of Roman Studies Monograph 9, London.

Beard, M., North, J. and Price, S. 1998: *Religions of Rome*, Cambridge.

Adams, J. N. 1995: 'The language of the Vindolanda writing tablets: An interim report', *Journal of Roman Studies* 85, 86–134.

North, J. 2000: 'Prophet and text in the third century B.C.', in E. Bispham and C. Smith (eds), *Religion in Archaic and Republican Rome*, Edinburgh, 92–107.

Cool, H. E. M. and Bell, M. 2011: *Excavations at St Peter's Church, Barton-upon-Humber* [dataset], York, Archaeology Data Service. DOI: http://dx.doi.org/10.5284/1000389.

But when there is more than one article quoted from an edited volume:

Cooley, A. E. 2012: 'From document to monument: inscribing Roman official documents in the Greek East', in Davies and Wilkes 2012, 159–82.

Davies, J. K. and Wilkes, J. J. (eds) 2012: *Epigraphy and the Historical Sciences*, Oxford.

Neville Morley, June 2026