

Formatting Guide to Authors

I. General instructions

1. Please send two versions of your paper, a .doc(x) and a .pdf version, as an e-mail attachment to the following e-mail address: sapiensuc@gmail.com (if your paper contains any special fonts, please send them attached as a separate file).
2. Please use Microsoft Word for editing your document.
3. Please use footnotes, not endnotes. Use continuous numbering throughout the document; do not restart it on every page or section.
4. For Greek texts, Unicode fonts should be used.
5. Isolated words in a foreign language, such as technical terms, should be set in italics throughout the text – except familiar words and phrases (e.g. terminus ante quem).
6. Please use the English version of Greek and Roman names, if there is one: Vergil, Livy, Pliny, Ovid, etc.
7. If any punctuation mark is used between a word in italics and a word in regular, the mark should be set in regular.
8. Between dates and page numbers, please use en dash instead of hyphen: 1992–1995; 72–75.
9. Figures and tables should be included within the text and not at the end of the document, and should be preceded by titles. Please attach them separately to your e-mail as well.
10. Please proof-read your text carefully before submitting. Non-native English language speakers are required to have their manuscripts read and edited by a native English speaker prior to submission.

II. Quotations

11. Short quotations embedded in the text should be set in single quotation marks ('...'). Use double quotation marks within the quotation. Quotations in Latin or Greek should not be set in quotation marks, and for the Latin, please use italics.
12. Quotations running to several lines should not be embedded in the text, but indented and separated from the preceding and following lines of typescript by extra vertical space, without quotation marks. Please do not use italics for long quotations like that.

III. Citing literary works

13. In the case of ancient works, please abbreviate the author's name and the title. The abbreviation of the author's name should be set in regular type, while the title's abbreviation should be set in italics and capitalized, e.g. Verg. *Aen.* 2, 72; Hor. *Carm.* 1, 14. The title can be omitted in case of authors whose oeuvre does not contain separate titles (e.g. Catullus, Propertius, Persius).
14. Use Arabic numerals only when referring to a section of a given text.
15. Please separate the numbers of books, chapters and lines using a comma with space. Citing different *loci* from a single work, or citing different works in a single footnote, please use semicolons:
Ov. *Met.* 2, 44; 2, 55.
Hor. *epod.* 3, 8; 7, 11; Cat. 75, 11.
16. Citing multiple lines or chapters, please use the abbreviation sq(q). without space. Do not abbreviate the second number:
Verg. *A.* 4, 34sqq.
Verg. *A.* 4, 34–37. (not 34–7)
17. Please abbreviate only ancient Greek and Roman authors and titles.
18. Authors' names and titles should be written in full when appearing in the text and abbreviated when appearing in notes or references within the text.

19. In the main text and the footnotes, the titles of literary works should be set in italics.
20. Please give the citation of ancient works as follows: a) after the quotation, separated by a comma (pl. *permisere sequi*, Luc. 3,32), or b) before the quotation, separated by a colon (pl. Luc. 3,32: *permisere sequi*).

IV. Footnotes and citations

21. Footnote numbers in the text should follow both quotation marks and punctuation marks.
22. In-text citations should be used only for references to primary ancient sources.
23. The footnote always ends with a full stop (or question/exclamation mark).
24. In the footnotes, please use short citations, and give the full bibliographical citation in the bibliography at the end of your paper.
25. Short citation: the author's family name in small caps, followed by the year of publication, and relevant pages in parentheses, separated by a colon (and a space). Citing different pages from a single work, please use semicolons:
WEST (1981: 44–47) and SHORT (1970: 32; 44).
26. Citing more works of the same author from a single year, please distinguish them with a lowercase letter:
SHORT (1974a: 59) and SHORT (1974b: 115–131).
27. The short citation of encyclopaedias, editions and dictionaries should be the common abbreviation, if there is one, e.g. OLD (Oxford Latin Dictionary), LSJ (Liddell–Scott–Jones), RE (Pauly–Wissowa), FPL (Fragmenta Poetarum Latinorum), etc. If the work does not have a common abbreviation, the short citation should be the family name of the editor with “ed.”:
OLD (1997: 1335) and RICHARDSON ed. (2006: 322).
28. Citing a footnote, please give the number of the footnote after the page number as follows:
WEST (1981: 44, n. 5).
29. In the footnotes, please always use small caps giving the name of a ‘modern’ scholar, e.g.:
According to WEST (1981: 45), these lines...

V. Bibliography

30. Manuscripts end with a list of all works cited, in alphabetical order by last name of first author. The complete citations should be preceded by the short forms used in the footnotes, separated by an equals sign with spaces on both sides:
KEANE 2006 = C. KEANE: *Figuring Genre in Roman Satire*. Oxford 2006.
31. Please cite the primary and secondary sources in two separate lists.
32. In the case of works with two or more authors, please use an en dash between the names, with spaces on both sides in the long form, but without spaces in the short form:
MOTTO–CLARK 1965 = A. L. MOTTO – J. R. CLARK: *Per iter tenebricosum: The Mythos of Juvenal 3*. TAPhA 96 (1965) 267–276.
33. Sample references:

Books:

- C. KEANE: *Figuring Genre in Roman Satire*. Oxford 2006.
K. GARBER (Hrsg.): *Europäische Bukolik und Georgik* (Wege der Forschung 955). Darmstadt 1976.

Chapters or other titled parts of a book by single author:

- W. S. ANDERSON: *Studies in Book One of Juvenal*. In: *Essays on Roman Satire*. Princeton 1982, 197–254.

Chapters or other titled parts of a book by multiple authors:

C. CONNORS: *Epic allusions in Roman satire*. In: K. Freudenburg (ed.): *The Cambridge Companion to Roman Satire*. Cambridge 2005, 123–145.

Journal articles:

A. L. MOTTO – J. R. CLARK: *Per iter tenebricosum: The Mythos of Juvenal 3*. TAPhA 96 (1965) 267–276.

Please use the abbreviations of *L'Année philologique*.

Text editions:

L. RICHARDSON (ed.): *Propertius: Elegies I-IV with introduction and commentary*. Oklahoma 2006.

34. In the case of unpublished works (e.g. theses, dissertations, et al.), please give the type of the work after the title (or use the word “unpublished”), as well as the location of the manuscript:
M. C. HOFF: *The Roman Agora at Athens*. Ph.D. diss. Boston University 1988.

35. Citing online documents, please give the author, the title, the year of publication (if available), the URL of document and the date of last download:

A. S. KLINE: *Juvenal: The Satires*. 2011.

<http://www.poetryintranslation.com/PITBR/Latin/Juvenalhome.htm>. 2020. 02. 15.

36. If a cited work has a DOI number, please add it to the end of the citation as a hyperlink (see the example):

A. L. MOTTO – J. R. CLARK, *Per iter tenebricosum: The Mythos of Juvenal 3*, TAPhA, 96 (1965), 267–276. DOI: <https://doi.org/10.2307/283730>

VI. Abstract and keywords

37. The article should be followed by an abstract of 100–150 words, and 4–8 keywords (names, titles, concepts etc.) that are most relevant to your paper.

38. Please also send a short biographical note (approx. 300-500 characters) phrased in third person and a public email address that will appear in the journal.