**Important Guidelines:**

1. Philologus accepts “Articles” of max. 65,000 characters (incl. bibliography, spaces and footnotes). The maximum length for “Shorter Notes” is 15,600 characters. Please indicate the number of characters in the top right corner of the first page. This limitation also applies to revised manuscripts. Publications languages are: German, English, French and Italian.

2. Please submit your manuscript via the workflow managing system ScholarOne under [https://mc.manuscriptcentral.com/philologus](https://mc.manuscriptcentral.com/philologus).

3. Please submit both a PDF document and a Word document of your manuscript. The PDF document should be uploaded with the designation “Main Document”, the Word document as “Supplementary Material”.

4. Since Philologus practices double-blind refereeing, your submitted paper should contain no indication of your name or identity. Please cite your own work as if you were citing another person’s work. **Points 1.a., 1.d. and 1.g. of the following section only apply to papers that already have been accepted for publication.**
Final Manuskript Preparation

1. Format of the manuscript
   a. Names of all authors, manuscript title, subtitle (if applicable) (all aligned on the left)
   b. Abstract
      i. For “Articles”, provide an abstract of 10 to 15 lines in the paper’s language, placing the abstract between the information mentioned under 1.a. and the text. Abstracts in languages other than English will be translated by a professional translator.
      ii. “Shorter Notes” do not require an abstract.
   c. Please provide 3 to 5 keywords, in the manuscript’s language, for “Articles” below the abstract, for “Shorter Notes” below the title. The list of keywords is not followed by punctuation.
   d. If you wish, you may add a short acknowledgement (Italian “Ringraziamenti”, French “Remerciements”) at the end of your text.
   f. “Shorter Notes” do not have a separate bibliography. All references are given in the footnotes. Please follow the instructions on citation formats.
   g. After the text provide your current office address and email address.

2. Editorial miscellany
   a. General layout:
      i. Use Times New Roman 12-point font throughout. For Greek, use a Unicode font, preferably Times New Roman.
      ii. The whole text, including headings must be left-justified.
      iii. Do not use automatic hyphenation.
   b. Greek and Latin text:
      i. Latin text and titles of works should be set in italics. However, do not italicise Latin abbreviations, such as ad loc., e.g., s.v., vid.
      ii. Greek text in the original should not be italicised, except transliterated Greek words (e.g. homoiosis theou).
iii. Please indent any quotations in the body of the text that are longer than 20 words as a block quotation; give them a deeper indent than the rest of your text (use tab stops). Use a 10-point font and insert an extra space of one line around block quotations. Line numbers of poetical texts are given on the right-hand side.

This is a
block quotation
of a poetical text
in Greek or Latin
set in a
smaller font.

This is a
block quotation
of a poetical text
in Greek or Latin
set in a
smaller font.

5

This is a
block quotation
of a poetical text
in Greek or Latin
set in a
smaller font.

5

c. Quotations and emphasis
i. For papers in English, French and Italian use double quotation marks (“…”). Do not use ‘…”’ or « … ».

ii. For quotations of Greek and Latin poems within the running text indicate the line end with a slash ( / ), with a space added on either side:

τὸν τρεισκαίδεκαν σκοπὸν εἴλομεν ἐγγύθι νηῆν, / τὸν ῥα διοπτήρα στρατοῦ ἐξέμεναι ἠμετέρῳ (II. 10.37–8).

iii. To emphasise single expressions or indicate that a word is used in a non-literal meaning you may use single quotation marks (‘…’).

d. References in the footnotes and the text body
i. Use footnotes (not endnotes), numbered consecutively throughout (Times New Roman, 10-point font, single-spaced).

ii. Footnote numbers should be placed after the punctuation mark.¹

iii. References to ancient texts and modern scholarship should always refer to the precise range of pages, chapters, paragraphs or lines (not ff., sqq.).

iv. References to scholarship should be given only in the footnotes.

1. In “Articles” the literature quoted is referred to in an abbreviated form which is resolved in the list of references at the end of the paper. The short form of citation is Mayer (2010) 25–27 (or within brackets: Mayer 2010, 25–27). Please use a real em dash for the page range ( – ).

¹ This also applies to commas, colons and semicolons.
2. In “Shorter Notes” secondary literature is cited in the footnotes in the full form according to the instructions below. Short forms may then be used for repeated sources: Mayer (n. 3) 25–27.

Please use a real em dash for the page range (—).

v. References to ancient texts, both in the main text and the footnotes, follow the pattern Ov. Tr. 1.10.15–18; 2.1.1.

1. Names of ancient authors and titles of their works are given according to the list of abbreviations in the *Oxford Classical Dictionary*.

2. Books, chapter, verse, etc. are separated by periods, without spaces. Two or more references to the same work are separated by a semicolon.

3. List of references

1. General

a. The list of references is divided into ancient sources (both critical editions and translations) and secondary literature. Commentaries on ancient texts are included in the secondary literature.

b. The lists of ancient sources and secondary literature are separated by an empty line, but not indicated by sub-headings.

c. Ancient sources are given according to their authors’ names, not according to the editors or translators.

d. The following information should be set in italics:

   i. titles of ancient works,

   ii. titles of monographs,

   iii. titles of edited collections, handbooks and dictionaries,

   iv. journal titles.


e. Titles of journal articles and contributions to collections, handbooks and dictionaries are given within quotation marks.

f. The name of the series and the volume or number (in Arabic numerals) may be included in brackets after the title.

The entries should be formatted according to the following examples.
2. Examples


