A. GENERAL (COLLECTIONS, MONOGRAPHS)

1. GENERAL INSTRUCTIONS FOR PREPARING MANUSCRIPTS
   • Please follow American rather than British spelling conventions (honor for honour, program for programme, theater for theatre).
   • If possible and generally accepted, names of ancient authors should be in their Latinate form (Ptolemy for Ptolemaios, Paulus for Paulos, but Galen instead of Galenus or Galenos).
   • As font, use a common standard like Times (12 pt in the text, 10 pt in the footnotes).
   • For Greek script use a Unicode font.
   • If you are not able to use a Unicode font, send a copy of the font you are using together with your files.
   • The whole text (including all headings and subheads) should run flush left.
   • Do not install hyphenation.
   • For footnotes use the automatic footnotes provided by your word processing program only.
   • To indent text, use tab stops, not spaces.
   • To emphasize words, use italics only, no bold characters, please.
   • Please try to avoid inconsistencies of all sorts.

2. TABLES AND FIGURES
   • Please submit figures for reproduction separately from the text, preferably as data files with the highest possible resolution (minimum 600 dpi).
   • Tables and figures should be counted continuously through the paper (Table 1, Table 2, etc.; Figure 1, Figure 2, etc.). Please do not forget captions; they ought to be added to the
figure as well as to the mark of its position within the text (in order to avoid confusion for the type-setter).

- Specify the figure and number on each data file or photo and mark their position in the text, as well as the captions. Use clear marks such as the following:
  
  ---------------
  insert fig. 1: Euclid, Elem. 1.15, diagram
  ---------------

- Submit each table and figure in a separate file. The files should be named so that they can be easily identified.

- Please quote your sources either within the captions or in a separate list following the bibliography.

3. QUOTES

- Please mark quotes (including modern prose) longer than three lines by using smaller fonts (10pt) and indented paragraphs without quotation marks.

- Please translate all quotations from ancient texts.

- Please cite secondary literature only in footnotes (no Harvard style quotations). You may integrate short references to ancient authors into your main text, of course. We hope also for readers that are not die-hard classicists: thus, please be considerate (and consistent) with abbreviations: do not abbreviate authors’ names, if possible.

4. BIBLIOGRAPHICAL REFERENCES AND BIBLIOGRAPHY

- Abbreviated citations in footnotes refer to a separate bibliography that provides all detail.

- In footnotes, the system of abbreviation is as follows:
  
  author year, pages (e.g.: Lloyd 1992, 221-229).

- Use “f.” (with a preceeding space) when you cite only two pages (e.g.: Loyd 1922, 75 f.) Instead of “ff.,” however, please cite actual page numbers ‘in full’ (e.g.: Lloyd 1922, 221-223).

- If more than one work from the same author and in the same year are quoted, please distinguish by adding “a, b, c, ...” to the year of publication in notes and bibliography.

- Try to either avoid abbreviation of journal titles, series, standard editions, etc., or resort to transparent and ‘searchable’ abbreviations (Class. Rev., not CR; Corp. med. Gr., not CMG; Diels-Kranz, not DK).

- For your bibliography, please follow the suggestions below:
  
  - If there is more than one place of publication, give only the first.
  
  - Do not bother with publishing houses/publishers.
  
  - Omit titles of series.
  
  - List all authors of a publication.
  
  - List only the first two editors of a volume followed by et al. (examples see below).
  
  - If an author/editor has more than one forename, use a non-breaking space to separate these names.
  
  - Further editions, re-prints, etc., should precede place of publication (e.g.: 2nd ed., New York).


Please cite these in the following way:
Sample 1990a, 123-125.
Copy 1991, 23f.
Sample 1990b, 70-75.
Sample *et al.* 1993.

5. SUBMISSION
Please submit your manuscript both as open data files (on CD-Rom or as e-mail attachment) and as pdf-files.

B. MONOGRAPHS

1. INDICES
The volume should contain a subject index (*index rerum*) and an index of passages cited (*index locorum*).

C. COLLECTIONS, PROCEEDINGS, ETC.

1. LIST OF CONTRIBUTORS
The volume should contain a list of contributors (e.g. each bio 50-75 words).

2. INDICES
The volume should contain at least an index rerum.