

## EDITORIAL GUIDELINES

When you send your manuscript, please turn in a definitive text according to the guidelines. The editorship reserves the right to enter any stylistic corrections written by authors on their first proof copies.

### Manuscripts

Authors should turn in definitive texts to the editors as email attachments. Alternatively, authors may turn in their text on CD or through the post together with a print copy.

The text should be in Word (for PC or Mac) and should not contain peculiar formatting features except those indicated here:

- Text in 12 point font, New Times Roman
- Notes inserted automatically in Word (either footnotes or endnotes)
- Callouts for figures, tables and graphics must be inserted into the text.
- Avoid the use of **bold** or underlining in the text.
- Use single quotation marks for words of note (e.g. the so-called 'casa madre').

### Citations

- Citations in Latin are to be entered in *italics* without quotation marks.
- Citations in modern languages are to be entered in normal font and between pointed brackets (« »).
- In the case of longer citations (more than three lines), the use of block quotation is advised: the text should be in reduced font size (11 point) and entered without quotation marks.
- The omission of parts of a text within a citation should be indicated with an ellipsis inside square brackets [...].

### Abbreviations

- Ordinal numbers (in French): 1<sup>er</sup> siècle av. J.-C., XIX<sup>e</sup> siècle (**not** XIXème), 2<sup>e</sup> partie, VII<sup>es</sup> rencontres internationales
- The term "page" is abbreviated p.; figure is abbreviated (fig.); plates/planches are abbreviated (pl.), suivant/s/following are abbreviated (s.); folio/s are abbreviated (fol.), etc.

## Special Alphabets and Characters

- In the case of special characters (Greek), please use a Unicode font or a font available on request from the publisher (redazione@edipuglia.it).

## Illustrations

- Images in digital format in b/n: with a base measurement of 15cm (if they do not need to be full-page inserts), at 200 DPI resolution in the case of b/w and 350 DPI in the case of color. Digital versions should be accompanied by a paper printout.
- Original illustrations, including slides, should bear the name of the author as well as the figure number. Number all figures in order (originals, drawings, digital images) for each author and provide a corresponding key page.

## Reproduction Rights

- Authors must obtain reproduction rights for their figures on their own; the editor only publishes photos cleared of authorial rights and reserve the right to eliminate those illustrations that could become an object of contention.

## Bibliographic References

**Only with the explicit authorization of the director of the series is it possible to use the format Author (year of edition). In the case of multiple works published by a single author in the same year, insert the letter a, b, c, etc following the publication year. In this case a final list of bibliographic abbreviations is required at the end of the study.**

Please abide by the criteria illustrated in the following:

- MONOGRAPIC WORKS

S. Mazzarino, *Aspetti sociali del quarto secolo. Ricerche di storia tardo-romana*, Roma 1951, 217-242.

- ARTICLES IN PERIODICALS

P. Petit, *Les sénateurs de Constantinople dans l'oeuvre de Libanius*, AC, 26 (1957), 347-382.

- ARTICLES IN MULTI-AUTHORED VOLUMES

R. Samson, *Slavery, the Roman Legacy*, in J. Drinkwater-H. Elton (eds.), *Fifth Century Gaul: a Crisis of Identity?*, Cambridge 1992, 218-227.

W. Eck, *Die italischen «legati Augusti pro praetore» unter Hadrian und Antoninus Pius*, in *Historiae Augustae Colloquium Parisinum 1990*, Macerata 1991, 183-195.

J. Gaudemet, *Constantin et le recrutement des Corporations*, in *Atti del Congresso Internazionale di Diritto romano e di Storia del diritto* (Verona 1948), III, Milano 1951, 19-25.

- For the citation of periodicals, the abbreviations of *l'Année Philologique* are to be used (see the *Supplement au tome LI*, Paris 1982). If the an abbreviation is missing, use one that is comprehensible.

Abbreviations which are not easily deciphered from the title (e.g. Rostovtzeff, *SEHRE*, and Jones, *LRE*) must be entered in the general bibliography in parentheses next to the complete citation.

For repeated citations to a bibliographic reference, please use an abbreviated form according to the following system: Mazzarino, *Aspetti sociali*, 18-43; Petit, *Les senateurs*, 348-351.

In the instance of a bibliographic citation repeated from the note immediately preceding but with a different page number, use the abbreviation: lvi (e.g. lvi, 18-19). In the instance of a citation exactly identical to the preceding (title and page), please use: *Ibidem*.

### **Ancient Sources**

Cite in abbreviated form the name of the author (in normal font, lower case), the title of the work (in italics, lower case) and the passage (Arabic numerals) according to customary usage and following the schema exemplified here: Liv. 7, 32, 15. Symm. *Ep.* 4, 28, 1.

For the citation of syllogi, repertoria, collections, etc., please use comprehensible abbreviations following standard usage.