

GUIDE FOR CONTRIBUTORS

General

1. *Acta Classica* publishes contributions on any topic pertaining to the ancient Mediterranean area from the earliest times up to and including the Byzantine period. The journal has the special aim of promoting African scholarship and prioritizes studies of specific aspects of the broad relationship between ancient Mediterranean and African cultures.
2. The editorial committee assumes that the submitted contributions are the original work of the contributors.
3. *Acta Classica* is accredited by Thomson-Reuters (ISI) and the South African Department of Higher Education and Training. Current volumes are available on the Project Muse and SABINET portals. Past issues of the journal are archived on JSTOR.
4. Articles usually contain about 7 000 to 10 000 words.
5. *Acta Classica* also publishes miscellanea on very specific topics or problems. Miscellanea usually do not exceed 3 500 to 4 000 words.
6. In each volume, the journal publishes about eight to twelve reviews of books deemed relevant to the research interests of scholars in Africa.
7. Contributors will receive a PDF version of their contributions. Contributors are requested not to upload electronic versions of their articles onto their institutional websites, ResearchGate, or Academia.edu until at least a year has elapsed after publication.

Submission of manuscripts

1. *Acta Classica* evaluates submissions by means of a double-blind peer review process. Contributors must make every effort to ensure that the identity of the contributor cannot in any way be deduced by referees appointed by the editorial committee. Acknowledgements must be omitted from the initial submission, but may be added in a final footnote once the submission has been accepted for publication.
2. Articles should initially be submitted to the editor as email attachments in PDF format. For various reasons, contributors should include in this email a very brief sketch of the author's background, but the article itself should be entirely anonymous and should not reveal the author's identity directly or indirectly in order to ensure the integrity of the

double-blind peer review process. For example, citation of doctoral theses should be avoided but work published in monographs and journals can be referred to. Please use a short form of the title of the article as the filename.

3. For full articles, an abstract of about 100 words must appear on the first page after the title. Miscellanea do not have abstracts.
4. *Acta Classica* does not publish survey articles or bibliographies.
5. Once an article has been accepted for publication, the reports of the anonymous referees will be forwarded by email to the contributor(s) for revision. The revised article must then be returned to the editor by email attachment in an editable format (such as a recent version of Word). Contributors should indicate to the editor exactly how they have responded to the suggestions made by the referees in a separate document. The revised document should be double-spaced using a standard Unicode font, such as Times New Roman, that has a full range of Greek and Latin characters, diacritical marks, and accents. All margins should be at least three centimetres wide. All pages should be clearly numbered at the bottom of the page. A font size of eleven points should be used in the body of the article.
6. Footnotes should be numbered consecutively in the text. A font size of ten points should be used with double line-spacing.
7. Tense lines should be relaxed by including a discretionary hyphen in long words in the following line. *The New Oxford Spelling Dictionary* should be consulted as the guide on matters of spelling and hyphenation. Authors are free to use spellings of words with which they are familiar (for example, US or UK spellings), but these should be applied consistently throughout the article.
8. In setting up the article for publication the editor will communicate by email with the contributor on all corrections or problems. A print-ready copy of the article will be sent to the contributor for final proofreading.
9. All final corrections are subject to the jurisdiction of the editorial committee.

Editorial conventions

In order to save time and expense, contributors are requested to adhere as closely as possible to the following editorial conventions.

1. Formatting of articles should be kept to a minimum. The use of paragraph styles in Word is encouraged but these should be restricted to styles for the abstract, headings, body text, quotations, footnotes, and the list of

references. A Word template containing the most important paragraph styles is available from the editor. For contributors who make use of Endnote a style template is available on the journal's website.

2. Italics must be used for the following, in full or abbreviated form: the titles of books and periodicals; the names of classical works; Latin technical terms; foreign terminology (e.g. *Sturm und Drang*, *tour de force*); shorter quotations in Latin, both in the text and in the footnotes, including common Latin terms such as *inter alia* and *ad hoc* (but not abbreviations such as e.g., i.e., c., cf., op. cit, *ibid.*, et al., etc.). The entire titles of books should be in italics, including titles within titles and short quotes within titles. For example: Tilg, S. 2014. *Apuleius' Metamorphoses: A Study in Roman Fiction*. Oxford and New York; Ramelli, I. 2013. *The Christian Doctrine of Apokatastasis*. Leiden.
3. Abbreviations of ancient authors and works should be those listed in the fourth edition of *The Oxford Classical Dictionary*. If no abbreviation is found in this publication, then the forms given in the *Oxford Latin Dictionary*, Liddell-Scott-Jones' *Greek-English Lexicon* (9th edition), *The Cambridge Greek Lexicon*, or the *Byzantinische Zeitschrift* should be used. Latin titles, not Greek or English, are preferred in abbreviations of ancient texts: for instance, *Vesp.* not *Wasps*; *Carm.* not *Odes*. References to unfamiliar names and titles of ancient authors and texts should be written in full. Names written in full in the text may be abbreviated in the footnotes. In all cases clarity rather than economy of space should be the first consideration.
4. Abbreviations of periodicals should be those used in the latest edition of *L'Année Philologique* or *AJA*. All other journal titles should be given in full. For papyri the *Duke Checklist of Editions of Greek, Latin, Demotic, and Coptic Papyri, Ostraka and Tablets* should be used.
5. In citing ancient texts, Arabic rather than Roman numerals should be used (except in the case of epigraphic and papyrological corpora where Roman numerals are often used), and a full stop must be placed after book, volume and chapter numbers. The first letter of titles should be capitalized. En dashes rather than hyphens should be used in number ranges. For example, Thuc. 6.71.2; 7.14.3–4; Hor. *Serm.* 3.2.275–77; Vitruvius. *De arch.* 2.3.3; Them. *Or.* 3.4. Note that references are separated by semicolons. References to multiple lines or sections within the same book are separated by commas (the book number is not repeated). For example, Hom. *Il.* 1.56, 58, 74; 22.10, 23, 85. Citations of ancient texts should be placed in the body of the article and not in the footnotes.
6. Dates should be indicated in small caps as BC (after the date) and AD (before the date) or as BCE / CE, without stops (whichever form is adopted should be applied consistently throughout the article). Decades should

be given as in '1960s'. When used adjectivally 'century' should be hyphenated ('fifth-century concerns' as opposed to 'in the fifth century'). References to centuries should be spelt out in full ('fifth century'), except in footnotes where numerical abbreviations may be used ('5th century'). Informal abbreviations such as 'can't', 'won't', 'don't' should be avoided in the body of the article.

7. Numbers from one to ten should be spelt out except when preceding a unit of measurement (10km, 5m), or when referring to a chapter in a book (Chapter 2). Higher numbers should be written as numerals. All modern units of measurement should be metric.
8. In the case of lists of three or more items a comma should be used before 'and' and 'or' (the so-called 'serial comma').
9. Every effort should be made to use the most up-to-date and authoritative edition of a text referred to in the article. The name of the editor and the date of the edition should be supplied at the first citation of the text. For example: Them. *Or.* 3.4 (p. 31.15, ed. Dindorf 1831). Especial care should be taken in the case of fragmentary texts.

Quotations

10. All quotations and references should be verified against the original sources. The contributor is responsible for the accuracy of citations and references.
11. Familiar words, phrases and single sentences shorter than two lines in Latin or Greek need not be translated unless their meaning is contested or unclear. In general Greek words and phrases should be used in their original form and not in transliteration. Extra care should be taken with regard to the form and placing of accents, breathings, and subscript iotas. Transliteration should be avoided except in the case of names, for which contributors may follow their own preference, provided that they do so consistently throughout the article.
12. Single quotation marks must be used for quotations other than those in Greek or Latin, and for the title of an article, chapter or contribution in a book. Double quotation marks must be used only for an interior quotation. Quotation marks and apostrophes should be curly (" , """) rather than straight (' , ").
13. In general, contributors should strictly avoid using too many and/or excessively long quotations. Quotations should be pertinent to the preceding or subsequent discussion in the article. If a quotation consisting of more than one sentence or three lines of text is essential to the argument, it should be placed in a separate paragraph in a ten-point font

as a block quotation, indented by 1cm from both margins, without inverted commas. Insertions into the quotation by the author should be enclosed in square brackets as in 'He [Thucydides] states . . .' Double line-spacing should be maintained in quotations.

14. The original text of quotations from Latin or Classical Greek should be included only if the wording or expressions in the text are discussed in the article. Short quotations in the body of the article are preferred, followed by the textual reference in round brackets and, within them, the name of the editor and the date of publication of the edition used in square brackets, when the edition is first quoted. Quotations longer than three lines should be put into a separate paragraph as a block quotation (see §13 above).
15. A good translation of the passage is often sufficient, rather than quoting the original text. In these cases the passage should be translated into the language in which the article is written. Ideally, contributors should translate passages in quotations themselves, but if the translation is not that of the contributor, the translator's name and the date of publication of the translation should be supplied in parenthesis at the end of the quotation (*Hom. Il.* 1.20–22, tr. Lattimore 1951). Poor quality translations in stilted and old-fashioned language must be avoided. The policy in respect of the translations used in the article should be indicated in a footnote at the first occurrence of a translation. In general, the contributor is responsible for the accuracy of the translation used.
16. In footnotes, long quotations that consist of more than one sentence or three lines of text should be avoided. If it is necessary to discuss in depth a long passage that is not directly relevant to the argument of the article, this should be done in a short appendix to the article.
17. Illustrations such as photographs, maps, and line drawings should be put into an appendix with each illustration on a separate page. Illustrations should be numbered consecutively (Fig. 1 etc.) and a descriptive caption should be included below the illustration.

Citations

18. Citations of modern scholarship should be put into footnotes after the punctuation. Lists of citations in footnotes should be separated by semicolons in chronological order (oldest to most recent). There is no need to include 'and' before the last citation. As a general rule in the case of books cite only the edition used in the article (information about reprints and series titles should be avoided). Full page ranges of journal articles and

book sections should not be given in citations in the footnotes; pagination should be supplied only if specific pages from the full range are referred to. In the interest of readability, footnotes should be consolidated at the end of paragraphs as far as possible.

19. Citations should be given in the format AUTHOR DATE:PAGINATION. For example: Fraser 1972:1.305–35; Fraser 1972:2.462n6. Quotations from a modern work may follow directly after the pagination without additional punctuation: Fraser 1972:1.305 ‘the patronage of the Hellenistic kings was nothing new.’
20. In the case of multi-authored works, cite the first author followed by ‘et al.’ in footnotes, but give all authors in the entry in the list of references.
21. When citing online resources in a footnote, supply the name of the resource followed by a short URL and the date the resource was accessed in parentheses: Suda Online: stoa.org s.v. ‘Procopius’ Pi 2479 Adler (Mar. 2021). Note that the prefix ‘http://www’ should not be used.

References

22. Books, book sections, and journal articles cited in the article must be listed alphabetically by the names of the author(s) and in chronological order in a list of references at the end of the article. Compound surnames of Dutch or German origin should be alphabetized according to the particle not the name (e.g. Van der Blom, H. not Blom, van der H.). However, when the surname follows the initials in the body of the article the particle should be given in lower case (e.g. H. van der Blom). If an author has multiple entries in the list of references, use three em dashes to indicate the name of the author in subsequent entries.
23. Examples of how to format different types of references are given below.

Books (monographs, edited books, and theses):

Fraser, P.M. 1972. *Ptolemaic Alexandria*. 3 vols. Oxford.
Kazantzidis, G. (ed.) 2019. *Medicine and Paradoxography in the Ancient World*. Trends in Classics Supplementary Volume 81. Berlin.

In referring to modern works, page or column numbers must be given in full; the use of f. or ff. should be avoided. En dashes rather than hyphens should be used in number ranges and citations should be separated by semicolons rather than commas. In referring to a later edition of a work, contributors may wish to add the date of the first edition. This should be in the following format:

Rohde, E. 1914³ [1876]. *Der griechische Roman und seine Vorläufer*. Darmstadt.

For multi-volume works the date of the volume consulted should be provided. For example:

Martindale, J.R. 1980. *The Prosopography of the Later Roman Empire*. Vol. 2: A.D. 395–527. Cambridge and New York.

When citing more than one volume of the same work, refer to the date, volume number and page number(s). For example:

Mitchell, S. 1993. *Anatolia: Land, Men, and Gods in Asia Minor*. 2 vols. Oxford. (Cited in footnotes as Mitchell 1993:1.94).

Note that ‘Vol.’, ‘vols.’, ‘Volume’, ‘Tome’, ‘Band’, and the numbers and punctuation associated with them are not italicized as they are not part of the title.

The titles of theses should be given in inverted commas as in:

Bauman, R.A. 1963. ‘A study of the *crimen maiestatis imminutae* in the Roman Republic and Augustan Principate’. PhD thesis, University of the Witwatersrand.

Book sections:

Balme, D. 1987. ‘The place of biology in Aristotle’s philosophy’. In A. Gotthelf and J.G. Lennox (edd.), *Philosophical Issues in Aristotle’s Biology*, 9–20. Cambridge.

When listing more than one section of an edited book, reference should be made to the editor(s) and pagination of the edition only. For example:

Balme, D. 1987. ‘The place of biology in Aristotle’s philosophy’. In Gotthelf and Lennox (edd.), 9–20.

This should be followed by a separate reference to:

Gotthelf, A. and Lennox, J.G. (edd.) 1987. *Philosophical Issues in Aristotle’s Biology*. Cambridge.

Note that there is no comma before 'and' in the case of works by two authors.

Journal articles and articles in series:

Lloyd, G.E.R. 1968. 'Plato as a natural scientist'. *JHS* 88:78–92.

Saddington, D.B. 1975. 'Race relations in the Early Roman Empire'. *ANRW* 2.3:112–37.

Editions of ancient works:

Zimmerman, M. (ed.) 2012. *Apuleius: Metamorphoseon Libri XI*. Oxford Classical Texts. Oxford.

Rattenbury, R.M., Lumb, T.W., and Maillon, J. (edd.) 1935–1943. *Héliodore: Les Éthiopiennes (Théagène et Chariclée)*. Tomes I-III. Paris.

Translations of ancient works:

Lattimore, R. (tr.) 1951. *Homer: The Iliad*. Chicago, IL.

Pope, M.W.M. and Hewitt, W.H. (trr.) 1960. *Menander: The Angry Old Man*. Cape Town.

Translations of modern works:

Maurach, G. (tr. D. Nardo) 1990. *Enchiridion poeticum: Introduzione alla lingua poetica latina*. Brescia.

Online works:

For books and articles consulted online a short URL should be supplied together with an indication of the date they were consulted in parenthesis:

Kiparsky, P. 2005. 'The Vedic injunctive: historical and synchronic implications.' At www.stanford.edu/~kiparsky/Papers (Dec. 2019).

24. Readily recognisable works can be cited in brief form: e.g. *CIL* 15.3579; *IG* 2215, line 87; *ILS* 212, col. 2; *BMC Imp* 3.303 no. 507; *TLL* 5.1.448, line 41 (use 'line' or 'lines' rather than l. or ll., which may be confused with numerals); Jacoby *FGrH* 115 F 153; *LIMC*; *LSJ*; *OCD*; *OLD*. These do not need to be included in the list of references.

For guidance in other matters of style, please consult more comprehensive guides such as:

Butcher, J., Drake, C., and Leach, M. 2006⁴. *Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors, and Proofreaders*. Cambridge.
Waddingham, A. (ed.) 2014². *New Hart's Rules: The Oxford Style Guide*. Oxford.

Direct correspondence and manuscripts to:

The Editor, *Acta Classica* (aclass.editor@casa-kvsa.org.za).

Address orders and payments to:

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The Treasurer, *Acta Classica*,
Department of Classics and
World Languages,
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P.O. Box 392, Pretoria, 0001,
South Africa.

Die Tesourier, *Acta Classica*,
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Wêreldtale,
Theo van Wijk-gebou 5–31,
Universiteit van Suid-Afrika,
Posbus 392, Pretoria, 0001,
Suid-Afrika.

Email/Epos: aclass.treasurer@casa-kvsa.org.za

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