

## NOTES FOR CONTRIBUTORS

1. Submissions are invited in every area of Classical Studies. The preferred language is English, but other languages such as French, German, Italian, Spanish and Portuguese are acceptable.
2. (a) Contributors should address two copies of the submission to the Editor, *Scholia*, Department of Classics, University of Otago, P. O. Box 56, University of Otago, Dunedin 9015, New Zealand. Electronic submissions are welcome and should be e-mailed to the Editor as attached files with all Greek fonts embedded. Printed submissions not accepted for publication are normally returned at the journal's expense, but potential contributors should, in any case, retain copies of their manuscripts.  
(b) Submissions are acknowledged forthwith and every effort is made to inform contributors of the Editors' decision concerning publication as promptly as possible.  
(c) All contributions accepted for publication are edited to conform to the *Scholia* style.  
(d) First (and occasionally second) proofs of articles are sent to contributors whose submissions are accepted for publication. Proofreading is then the responsibility of the author.  
(e) While the *Scholia* Editorial Committee undertakes to publish submissions accepted as soon as possible, it reserves the right to hold over any contribution to another volume. The vast majority of articles and reviews are published in the volume of the journal specified in the formal letters of acceptance sent to contributors; however, some articles and reviews may not appear until the publication of a subsequent volume owing to limits of space and printing deadlines.
3. (a) Articles should be submitted in clear type and be double-spaced throughout on A4 (21 cm. x 29.7 cm.) or Letter (8.5 in. x 11 in.) paper.  
(b) Articles should not ordinarily exceed 7000 words in length. The maximum length of review articles is 2500 words, reviews 1500 words, and notices of reprints 500 words.  
(c) A submission need not be accompanied by a copy on a computer diskette in computer-readable form; if a submission is accepted, the contributor should then post a hard copy of the final draft with accompanying copy on a diskette, indicating clearly the word-processing program used in writing the article. (To avoid damage to the diskette during mailing, please post in a diskette mailer.) Final manuscripts not accompanied by a copy on a computer diskette are accepted in some cases.

4. (a) The title of the article or review, author's full name and title, affiliation, position, full address (also e-mail address and fax number, if available), and a 40-70 word summary in English suitable for publication (for critical and pedagogical articles only) should be typed on a separate page; the title and summary alone should appear on the first page of the manuscript.  
(b) References to the author's own work should be made in the third person. Any acknowledgements are to be included only after the submission has been accepted.
5. (a) Paragraphs should be indented five spaces, except the first paragraphs after subheadings, which should not be indented.  
(b) Inverted commas (quotation marks) should be single, not double, unless they are placed within single inverted commas.  
(c) Spelling and punctuation should be consistent. American spelling and punctuation are acceptable from American authors; otherwise, spellings should conform to the most recent edition of *The Concise Oxford English Dictionary*.  
(d) Numbers below 10 000 should not contain any spaces or commas (e.g., 1000); numbers above this figure should contain spaces instead of commas.
6. (a) Greek script should be used for quotations from Classical Greek. Short Greek quotations may be inserted by hand, but special care should be taken with breathings, accents and iotas subscript. Passages longer than a few words should be typed or photocopied.  
(b) Greek names in the text should either be fully transliterated or fully Latinised (e.g., Klutaimestra or Clytemnestra) throughout.
7. (a) Translations, preferably those of the author, should be provided for all Greek and Latin text.  
(b) Greek and Latin text should be provided for all translations.  
(c) Citations of ancient works should appear in brackets (parentheses) in the body of the text wherever possible.  
(d) In the case of an indented passage, the translation should appear unbracketed (without parentheses) immediately below the quotation; the citation of the work in brackets (parentheses) should follow rather than precede the indented quotation.  
(e) In the case of a short citation in the body of the text, the following convention should be followed: *cupido dominandi cunctis affectibus flagrantior est* ('the desire for power burns more fiercely than all the passions', Tac. *Ann.* 15.53).
8. (a) Notes should appear at the foot of pages.  
(b) Citations of modern works should be given in the notes rather than in the body of the text.  
(c) Do *not* use the Harvard (author-date) system of parenthetical documentation or the number system.  
(d) Authors should be cited by initials and surname only.

- (e) Titles of books, periodicals, and Greek and Latin technical terms should be italicised.
  - (f) Titles of articles should be enclosed in single inverted commas.
  - (g) Volume numbers of periodicals should be given in Arabic rather than Roman numerals.
  - (h) Page and line references generally should be given as follows: 'f.' (e.g., '174f.'). ought to be used, but 'ff.' should be avoided wherever possible (e.g., '174-76' is preferable to '174ff.').
  - (i) When citing a book or periodical in the notes for the first time, details should be given as follows:  
 H. Cancik, *Untersuchungen zur lyrischen Kunst des P. Papinius Statius* (Hildesheim 1965) 93-110.  
 K. H. Waters, 'The Character of Domitian', *Phoenix* 18 (1964) 49-77.  
 All subsequent citations should contain the author's name, footnote number of the first citation of the work in square brackets, and relevant page numbers. The following forms should be used:  
 Cancik [4] 38-40; Waters [17] 55f.
  - (j) The author is responsible for ensuring the accuracy and completeness of all references to primary and secondary materials. Incorrect citations of ancient authors and works and citations of modern works that do not include complete details such as the author's initials and date and place of publication may be deleted from the article unless the Editor can easily locate the missing information.
  - (k) Cross-references should be marked clearly in the left-hand margin of the manuscript.
9. (a) Periodicals cited in the notes should use the abbreviations in *L'Année Philologique*; the names of periodicals not listed in the most recent volume should appear in full.
  - (b) Abbreviations of ancient authors and works should be those listed in *The Oxford Classical Dictionary*<sup>3</sup> (1996) or in the *Oxford Latin Dictionary* (1982) and Liddell-Scott-Jones' *A Greek-English Lexicon* (1968).
  - (c) Titles of standard reference works (e.g., *RE*, *FGrH*) should be abbreviated according to *The Oxford Classical Dictionary*<sup>3</sup> (1996); the titles of reference works not listed in *OCD*<sup>3</sup> should appear in full.
  - (d) Titles of periodicals and classical works should be italicised.
  - (e) In citation of classical works and standard reference works, Arabic rather than Roman numerals should be used.
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