

EDITORIAL GUIDELINES – RODOPIS

The following editorial guidelines are intended to facilitate the editorial work. We ask authors to take them into consideration when managing their manuscripts. Manuscripts must be accompanied by a complete index of the volume and any illustrative sections.

General Instructions

Font: Times New Roman, for both Latin and Greek characters.

Size: Body text 12 pt, footnotes 10 pt, line spacing 1.5.

Chapter:

- Author's Name: 12 pt;
- Title of Contribution: Italic, 14 pt;
- Section Title: Italic, 12 pt (one blank line after);
- Subsection Title: Regular, 12 pt (no blank line after);
- First line of paragraph indented (0.5 mm);
- Alignment: Justified.

Text

Use *italic* in the following situations:

- Foreign or ancient terms and expressions, unless the term is now widely accepted in Italian usage. For Greek, transliterated terms should be italicized, while those in the Greek alphabet should remain regular.
- Common terms used in a technical sense.
- Titles of books, films, works of art, and TV, theater, or music productions, whether in Italian or other languages.
- Short quotations (under 5 lines) within the text.
- Long quotations (over 5 lines) should be indented (10 mm on each side), without quotation marks, and in 11 pt font.

Hyphens: Use the en dash (–) for parentheses, not the hyphen (-), which is only for date ranges, compound names, etc. (e.g., 1995–6, Rossi-Cassigoli); when used as a trait d'union, the hyphen should be short and unspaced; always short in the case of compound words with two complete terms.

Apostrophes: Do not confuse the apostrophe with an accent (e.g., unità; not: unita'; È; not: E').

Quotation Marks:

- Double high quotation marks («...») should be used for quoting words or passages within the text;
- Double low quotation marks (“...”) should be used for quotes within a quote and for the titles of periodicals;
- Single high quotation marks (‘...’) should be used to emphasize the meaning of a word or expression.

Bold: Avoid using bold unless absolutely necessary.

Abbreviations:

cap./capp. = chapter/chapters;

cit. in = cited in;

col./coll. = column/columns;

cfr. = compare;

etc. = et cetera; should be preceded by a comma;

ed./edd. = editor/editors;

e.g. = *exempli gratia*;

l./ll. = line/lines;

n./nn. = note/notes;

nr./nrr. = number/numbers;

p./pp. = page/pages;

sgg.: following / subsequent;

s.v. = *sub voce*;

v./vv. = verse/verses;

vol./voll. = volume/volumes;

ms., mss. = manuscript(s);

N.d.A. = author's note;

§§ = paragraph(s);

passim = *passim* (the citation occurs frequently in the cited work);

supra /vd. *infra*;

s.d. = without date;

trad. = translation;

s.l. = without place;

ID., EAD. = IDEM, EADEM.

Use of *ivi*, *ibidem*: Use *Ibidem* only when the citation refers to the same page mentioned immediately above. Use *Ivi* when the citation refers to the same work mentioned immediately above, but not to the same page/passage, which should be specified (*e.g.*, *Ivi*, pp. 32-35).

Dates: Centuries: 20th century. Generic dates: the Eighties, the year 1980, the '80s, the Sixties, the Seventies, the Eighteenth century (not "the 1700s"), February 28, 1971, Monday, May 15, the war of '15-18, etc. The indication of a single year can be given in full (1980) or in abbreviated form preceded by an apostrophe (the year '80). Dates should be written out in full (May 4, 1880) and not in abbreviated form (4/4/1880 or 4-4-1880 or 4/4/80, Hetc.).

Footnotes: Footnotes should be numbered with Arabic numerals and composed in regular font; they always follow punctuation marks, both in the text and in parentheses, and are always outside quotation marks; page numbers should be indicated in full: pp. 113-118, not pp. 113-8.

Bibliographic Citations in Footnotes:

- Modern Authors, Critical Editions, and Commentaries:

CAMPOLONGO — CAVADA — DALLEMULE 2000, pp. 345-256.

- Ancient Authors:

Cite according to the abbreviations of *ThLL* (Latin authors); *Liddell Scott Jones* (pagan Greek authors); Lampe, *A Patristic Greek Lexicon* (Christian Greek authors).

VERG. *Aen.* 6, 37 / ARISTOPH. *Av.* 135 / HDT. 4, 12, 1 / ANAXIMAND. *HIST. FGrHist* 1, 159.

Roman numerals may be used, if appropriate, for references in the exposition (e.g., "as found in book VI of the *Aeneid*...").

Epigraphic and Papyrological Collections, Reference Works, and Dictionaries:

- Epigraphic Repertoires: cite using the abbreviations of *SEG*.

- Papyri and Ostraka: cite using the abbreviations of the *Checklist of Editions of Greek, Latin, Demotic and Coptic Papyri, Ostraca, and Tablets* (http://library.duke.edu/rubenstein/scriptorium/papyrus/texts/clist_papyri.html)(http://library.duke.edu/rubenstein/scriptorium/papyrus/texts/clist_papyri.html).

- Reference Works and Dictionaries: *Thesaurus Linguae Latinae*: *ThLL*; *Thesaurus Linguae Graecae*: *TLG*; *Pauly Wissowa*: *RE*; *Patrologia Latina/Graeca*: *PL/PG*; *Corpus Christianorum Series Latina/Graeca*: *CCSL/CCSG*; *Corpus Scriptorum Ecclesiasticorum Latinorum*: *CSEL*; *Sources Chrétiennes*: *SC*; *Oxford Latin Dictionary*: *OLD*; *Liddell Scott Jones*: *LSJ*.

e.g., IG I3 237; RE 7, 1912, s.v. *Hekataios*, coll. 2727-2734; ThLL, VII.2, s.v. *lego*, coll. 1130, 84; OLD 1982, p. 1583, s.v. *recito*

Final Bibliography: There is no need to include ancient sources in the final bibliography, unless a specific edition is cited (see below for works with an author and an editor). The various elements of each bibliographic citation should be separated by commas.

Monographs: BETTINI 2000 = M. BETTINI, **Le orecchie di Hermes**, Torino, 2000.

Journal Articles: BROCK 1979 = S. BROCK, *Aspects of Translation Technique in Antiquity*, «GRBS» 20 (1979), pp. 69-87; VERA 1983 = D. VERA, *La carriera di Virius Nichomachus Flavianus e la prefettura dell' Illirico orientale nel IV secolo d.C., II: L' Illirico dopo la battaglia di Adrianopoli: tra Oriente e Occidente*, «Athenaeum» 61/2 (1983), pp. 390-426.

Contributions in Edited Volumes, Conference Proceedings, Festschriften, Encyclopedias: G. CAVALLO, Tra «volumen» e «codex». *La lettura nel mondo romano*, in G. CAVALLO – R. CHARTIER (edd.), *Storia della lettura nel mondo occidentale*, Roma-Bari, 1995, pp. 37-69.

When a work has both an author and an editor (translations, commentaries, prefaces, and postscripts), the editor should be placed before the title followed by the term (ed.). The author, if ancient, is considered part of the title and should therefore be in italics:

C. D. N. COSTA (ed.), *Lucretius. De rerum natura V*, Oxford, 1984; WINIARCZYK 1991 = M. WINIARCZYK (ed.), *Euhemerus Messenius. Reliquiae*, Stuttgart-Leipzig, 1991; G. PASCUCI, *Parafrasi e traduzioni da autori greci nel De legibus di Cicerone*, in *Letterature comparate – Problemi e metodo. Studi in onore di Ettore Paratore*, 4 voll., Bologna, 1981, I, pp. 413-427.