

INSTRUCTIONS FOR CONTRIBUTORS TO THE PROCEEDINGS OF THE COLLOQUIUM BALTICUM

These instructions are written primarily for articles in English, but are to be used *mutatis mutandis* for German ones too.

Abstract and presentation of the author

An abstract of 150 to 200 words in English and a presentation (50 to 80 words) of the author, also in English, are to be submitted with the article. This applies to articles in German too.

If acknowledgements, special abbreviations, etc., are required, they can be referenced by an asterisk at the end of the abstract.

The presentation can be worded like this: X is a lecturer/Ph.D. student in/professor of Classics/Latin at Y University. Her/His main research interests are ... and (s)he has published on .../ Her/His publications include /He/She is currently working on a book on ...

Illustrations

Photographs, drawings, maps, charts and diagrams, should be submitted in digital form. Digital images must be scanned in at least 350 dpi (grayscale or colour) or 600 dpi (bitmap). It is the author's responsibility to obtain permission to reproduce any material protected by copyright.

Paragraphs

Indicate new paragraphs with a tab, not with an extra blank line. The first paragraph after chapter title, quotation, blank line or (sub)heading is not indented.

References in the body of the text

In the body of the text, titles of books, journals, plays, poems that have been published separately are referred to in italics; titles of articles and of short stories and short poems, not published separately are referred to in roman letters within single quotation marks (double for German articles).

Quotations

Complete sentences and parts of sentences are placed within "double quotation marks". This applies to Latin quotations too.

A quotation within a quoted passage has 'inverted commas'.

Short passages of Latin and other self-contained phrases (such as *coup de grâce* or *fait accompli*) should be italicized.

When the quotations run over more than one line, the passage is to be indented on the left so that the quotation becomes a separate text block.

Additions and clarifications by the present author are placed within square brackets [...]. Omissions in quotations, too, are marked within square brackets [...].

Footnote references

Full bibliographical information is given the first time a work is referred to; the next time the book or article is referred to, this is done in abbreviated form (see below). The superscript numbers in the main text are to be placed after the punctuation mark in the phrase or clause to which the note refers. There will not be a bibliography at the end of the article. [If time allows the editors will compile an integrated bibliography encompassing all articles.]

– Books

A. Saxonhouse, *Fear of Diversity. The Birth of Political Science in Ancient Greek Thought*, Chicago 1992, p. 125. [or: pp. 125–128 if more than one page is referred to, not 125ff or 125–7]. In German articles for p. and pp.: S.

If the book is part of a series, the name of the series is given within brackets, not italics. See below.

– Chapters in collections of articles, Festschriften, conference proceedings or the like

H.-G. Nesselrath, ‘Did it burn or not? Caesar and the Great Library of Alexandria: a new look at the sources’, in I. Volt and J. Päll (eds.), *Quattuor Lustra. Papers celebrating the 20th anniversary of the re-establishment of classical studies at the University of Tartu* (Morgensterni Seltsi toimetised, IV–V; Acta Societatis Morgensternianae, IV–V), Tartu 2012, pp. 56–74, esp. 60. [pp. 56–74: the first and last page numbers of the article is indicated; if only one or a few pages are relevant, this can be brought out by “esp.”]

Articles in encyclopedias and handbooks can be treated in the same way:

C. C. Rowland, ‘Acts of the Apostles’, in S. Hornblower and A. Spawforth (eds.), *The Oxford Classical Dictionary*, third edition, Oxford & New York 1996, pp. 10–11.

– Articles in journals

M. Harari, ‘Etruscologia e fascismo’, *Athenaeum* 100 (2012), pp. 405–418.

Note: In German articles, “.....”, is used instead of ‘....’

– *MSS and Archives*

MS Oxford, Bodleian Library, Laud Misc. 45;
London, Public Record Office, Home Office, HO
42/196,

followed by title in single quotation marks or details of document, e.g. letter of A to B, 10
May 1900; draft report, 6 April 1907, fols lr-4v.

Use the abbreviations fol. and fols for folio numbers; use superscript r and v (recto, verso) in
folio references. Folio numbers should be given in full, e.g.: fols 78r–79v.

*Abbreviated forms to be used when an article or a book is referred to for the second, third,
etc. time*

The last name of the author(s)/editor(s) is given, with a reference to the note where the full
citation can be found.

E.g. Harari (note 5 above), p. 410.

In German: Harari (o. Anm. 5), S. 410.

Ibid., op. cit. and loc cit. are to be avoided. Better to repeat ‘Harari’.

Ancient texts

References to ancient texts can be given in the main body of the text or in footnotes.

For abbreviations of ancient authors and works (and for forms of names) see *The Oxford
Classical Dictionary* or *Der Neue Pauly*.

The list of abbreviated literature: S. Hornblower and A. Spawforth (eds.), *The Oxford
Classical Dictionary*, third edition, Oxford & New York 1996, pp. xxix–liv,

Examples from *OCD*:

Arist. *Metaph.* 1000a18–26.

Hom. *Od.* 2.314–317.

Thuc. 6.71.2; 7.14.3–4.

Themistius *Orat.* 3.4 (p. 31.15 ed. W. Dindorf, Leipzig 1832).

*IG II*², 15, line 87.1.

Abbreviations should, when not self-explanatory, be avoided for the convenience of readers.

Instead of e.g. Aesch. *PV*, write Aeschylus, *Prometheus Vincetus*

And similarly for scholarly works:

Not *ANRW*, but *Aufstieg und Niedergang der römischen Welt*

Not *CQ*, but *Classical Quarterly*

Conventional abbreviations

A stop is used only if the last letter is not the end of the word: e.g. Dr, St, vols, nos, but Co., p., pp., vol. no.

No stops in names of institutions, countries, books, journals, academic degrees etc., USA, USSR, UN, BBC, BL, PhD. Book title abbreviations are in italics: *OED*, *DNB*.

MS for 'manuscript' in manuscript references and footnotes (but spelled out in continuous text).

'Cf. ... ' only for 'Compare'. Otherwise: See

Deadlines

Submission of abstracts Not later than February 4th

Submission of papers Not later than August 15th

Release party in Marburg November 7th

Please note that the schedule is tight, and early submissions both of abstracts and papers are most welcome.

NB! The linguistic revision by a native speaker has to be done before the submission of papers.