

RECOMMENDATIONS TO AUTHORS

Languages used : French, English, German, Italian, Spanish

Texts should be provided in either IBM PC or Macintosh format, using a Word 98 program and its derivatives, and accompanied by a hard copy or a pdf format. Authors should keep a personal copy.

All manuscripts should be sent to Rédaction de la revue *Antiquité Tardive*

Orient et Méditerranée – UMR 8167

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- Provide a half-page **résumé** (or analysis) in the original language or, better still, in English for a text written in a language other than English; a résumé in French for a text written in English.
- At the end of the text, indicate the **name of the University or institution** to which you belong.

MANUSCRIPTS

Word process the text (including titles and subtitles) **without page layout** and in the “standard” or “normal” style of the program, with preliminary indication of the font (preferably **Times New Roman**) and point (12 for the text, 10 for the notes).

Restrict the “embellishment” to italics and exponents. Do not divide the text manually.

Notes are to be numbered in automatic sequence, and may be printed at the bottom of the page. **Footnote references in the text should come before punctuation marks, not after** (except in English).

Compose **tables and charts** in your word-processing program, not in a spreadsheet programme (no indentation at beginning of line, no more than one tabulation per column).

Pages should be numbered.

TYPOGRAPHY

Please take care to use only one space after each punctuation mark.

Use quotation marks following the usual practice in your language, always taking care to distinguish between double quotation marks for a citation, and single quotation marks for a word or expression of special meaning.

Distinguish between a **hyphen** - (between words) and a **dash** - (to indicate a break in a sentence). Make a distinction between **0** (letter) and **0** (zero). Link “e” with “o” or “a” when necessary: **œ, æ**.

Write 1st c. A.D.; 1st part, 2nd; 25 000 (and not 25000, 25,000 or 25.000); 1/50 000 (and not 1:50000 or 1/50000th); 2 ha (and not 2 ha.); 3,90 m (and not 3 m. 90, or 3,90); CNRS (and not C.N.R.S.); CIL (and not C.I.L.);

Process Greek and diacritical marks in **Times New Roman**. For other diacritical marks, specify what font was used, and highlight them on the pdf format. Please, ask the Editors if necessary.

FIGURES

As for references, the figures should be introduced by **fig. 1, 2, ...** (bold) – as for captions by **Fig. 1 –, 2 – (Abb.** in German). Provide a list of captions at the end of the text. In composing captions, distinguish between principal elements, and commentaries; do not forget to mention the source or author(s) of illustration (placed within parentheses).

Each figure should be in a separate file: do never Word process them.

– **Photographs**: provide digitalised documents in black and white, **300 dpi, Tiff format**.

– **Drawings and plans**: provide line drawings in the originate format (.ai, .dwg...).

Please take into account the column format of the text: two columns, 8 cm wide, with an overall format of 17 × 24 cm.

BIBLIOGRAPHIC GUIDELINES

Use the **Harvard style** for bibliographic references in foot notes, in the prescribed form:

author’s last name (with commas between two authors, abbreviated to the **first author et alii** in case of more than two) **year of publication, p.** (+ indivisible space).

Add a complete bibliography at the end of the contribution, in the prescribed form:

– **Authors**: in the following order, **author’s last name** in lower case (for a double last name, do not omit the hyphen in languages where it occurs) **abbreviated first name** (initial + period; put spaces between multiple initials), **year of publication**;

– **Books**: title **in italics**, place of publication, with commas between; possible Series or Collection (in parentheses, using normal characters; followed by a comma and number in the Collection).

For **collective works**, indicate in parentheses after the editor(s) cited (**dir.**).

For **volume numbers**, confine use of Roman numerals to dictionaries and manuals. Use **Arabic numerals** for volumes of documentary corpora (unless Roman numerals are conventional: e.g., for papyrological collections, juridical corpora).

As for conferences, the date and place of the colloquium should be incorporated into the title, and written in italics, and placed within parentheses.

In the case of multiple editions, avoid raised digits and instead use new ed., engl. ed., 3rd ed. rev. and engl., etc.

– **Articles**: title **in normal characters**, placed between quotation marks + comma, **name of journal in italics** followed by a comma and preceded by “in” (“en” in Spanish), number (in Arabic numerals) + comma, pages. Same format for talks given at conferences.

– **Abbreviations**: use only **Journal Editor’s abbreviations** on p. 2; for journals not in this list, write the complete, unabridged title.

– **References to a passage or an element**: for texts in French and German, write **p.** or **S.** for page (even if there are several); also **s.** or **f.** (folgende Seite), **fig.** or **Abb.** (figure), **n.** or **Anm.** (note), even if there are several. For texts in other languages (English, Spanish, Italian), keep the double initials if it is the usual practice.

Always write in full the second page number (**pp. 135-138**, not 135-8).