

House Rules: A Short Guide for Authors and Editors

VI.1



ISEGORIA

Making it Fair for Scholars Everywhere

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A Note from Isegoria

We list below our house rules for your reference to support the peer-review process by providing a coherent work (style, spelling, referencing). Our team will take care of formatting and ensure consistency, but it may be helpful if you could try abiding by some of the conventions that follow, **especially the referencing system**; citations in footnotes should follow the Author, Date: Page No. format, and a full bibliographical reference should be given in the Bibliography section. We also expect that the format of proposal(s) sent to external reviewers will abide by the same conventions, where applicable.

Section I: Text Format and Layout

File Format	.odt; .docx files.
Font/Font Size	Unicode, 12 points.
Spacing	1.3 lines.
Alignment	Justified.
Margins	2.5 cm (left & right, top & bottom).
Page Numbers	Continuous numbering from the first page of the main text to the last one in the indices. The prelims (i.e. Table of Contents, Lists of Tables/Illustrations etc.) should be numbered in Roman numerals.
Images	.tif or high res .jpg files (300 dpi at print size). Images should be cropped to remove any extraneous detail and should be free of watermarks, colour bars etc.
Diagrams/Maps	600 dpi at print size.
Headings	Chapter headings and sub-headings must be differentiated to indicate their order of importance. Make sure the various categories of headings (chapter headings, sub-subheadings, or other sub-sections) are clearly indicated and consistent.

Section II: Language & Manuscript Structure

Isegoria follows the conventions of UK/British English; please refer to *The Cambridge Guide to English Usage* and the *Oxford English Dictionary*. For other languages, formal language conventions apply accordingly.

A set of prelims should feature at the beginning of your final manuscript set for publication in the following order:

- ☞ Half-title.
- ☞ Title Page.
- ☞ Author Biographies (only for edited volumes/conference proceedings).
- ☞ Dedication (if applicable).
- ☞ Table of Contents.
- ☞ List of Illustrations (if applicable).
- ☞ List of Maps (if applicable).
- ☞ List of Plates (if applicable).
- ☞ Preface (author-written) or Foreword (if authored by a third-party).
- ☞ Acknowledgements.
- ☞ List of Abbreviations.

Section III: Textual Conventions

1. **Paragraphs** should be indented (1 point), except for paragraphs immediately after headings/titles of sections, and paragraphs following illustrations and long, in-text quotations.
2. **References** to primary sources should follow the conventions laid out in OCD⁴ and modern works should be cited in the footnotes following the Author, Date: Page No. format. Citations should be fully referenced in the Bibliography (cf. **Section V** for details).
3. **Short Quotations, texts, and translations** (up to 40 words): Please present them in the main text within single inverted commas if in English rather than double ones or quotation marks. Short ancient texts should be without single inverted commas; if followed by a translation, the translation should be within a parenthesis.
4. **Long Quotations, Texts, and Translations:** Excerpts longer than 40 words should be indented (1 point) left and right and separated from the main text by a line space above and below. The paragraph that follows should not be indented.
5. For formatting purposes, **poetic excerpts**, regardless of length, should be considered as **Long Quotations** and be presented as such (as specified above). Poetic excerpts should follow verse division according to the edition used. For passages referred to in the footnotes, please use | as verse separator.
6. **Inscribed texts** should follow line division on stone and be numbered every five lines. Inscribed texts given in footnotes can be given in continuous order; please use | as line separator and || to indicate the beginning of every fifth line.
7. **Inverted Commas and Punctuation:** If a punctuation mark is part of the quoted sentence, please place it before the closing inverted comma. No punctuation mark should follow.

E.g. ‘Begone, you fool!’ the archon said; ‘Leave me now, I must think’.
8. **Ancient Words, Foreign Words, and Latin Terms** should be italicised (e.g., *polis*, *laissez-faire*, *per se*).
9. **Capitalisation:** Please capitalise the first letter of words in the following cases. **N.B.:** Conjunctions, articles, prepositions, and pronouns are not capitalised.
 - Historical/Archaeological periods (e.g., ‘the Bronze Age’, but ‘the Archaic period’; ‘during Phase I of the tomb’ but ‘the different phases of the excavation’; ‘archaic lyric poetry’);
 - Book titles: *The Importance of Being Earnest*;
 - Compass points when used as proper nouns (e.g., ‘Southwest Asia Minor’, but ‘to the southwest of Athens’);
 - Titles: Capitalise when part of a proper noun (e.g., ‘King Ptolemy II’ but ‘the king waged war’).
10. **Compound Compass Points** should be given as one word (e.g., ‘Southwestern states’, ‘to the northeast of’).

11. **Date Ranges and Page Ranges** should be given in full with en-dash (small) as a separator (e.g., '431-404 BCE', 'Smith, 2012: 103-117').
12. **Abbreviations vs. Contractions:** Abbreviations should end with a full stop (e.g., 'et al.', 'ibid.'). but contractions should not (e.g., 'Mr', 'Dr', 'Mt', 'St').
13. **Acronyms** should be given in upper-case, without full stops (e.g., 'USA', 'UK').
14. **Names and Transliterations:** Ancient Greek and Latin names should follow formal conventions as per the *Oxford Classical Dictionary*, the *Lexicon of Greek Personal Names*, and *L'Année Philologique*. Greek terms (e.g., 'polis') should be transliterated following their Greek orthography, except if familiar otherwise in scholarship (e.g., 'chōra', 'timē').
15. Please avoid text/words **hyphenation** as it creates problems with typesetting. If using MS Word, please make sure that the relevant option is not selected: *Layout > Page Set Up > Hyphenation: None*.
16. **Cardinal Numbers:** Please spell in full numbers from one to nine, and use digits for higher values. For successive digits comprising values higher and lower than 10, please use numbers, not words (i.e., '17, 4, and 46'). Please use comma (,) to separate thousands, and dot (.) for decimals.
17. **Ordinal Numbers:** Please spell in full first to ninth ordinal, then use digits from 10th onwards.
18. **Dates/Chronologies:** Please spell centuries in full (e.g., 'first century BCE', 'nineteenth-century Europe'). Please use BCE (Before Common Era) and CE (Common Era), which should both always follow the year (e.g., '465 BCE', 'first century CE'). Please give always the full date range (e.g., '431-404 BCE'). You can use a solidus/forward slash (/) to indicate years that span more than one calendar year in Antiquity (e.g. '404/3 BCE' for the end of the Peloponnesian War). For modern dates, please use the XX Month Year format (e.g., '17 November 2021').
19. **Measurements:** Please use the metric system as in [The International System of Units \(SI\), 2019 Edition \(nist.gov\)](#). Please use abbreviations (e.g., '12 km') both in the main text and in footnotes, tables, and/or captions etc. Please use space to separate the numeral from the metric unit/measurement (e.g., 'twelve kilometres', '12 km').

Section IV: Referencing/Citations

1. **Footnotes:** Please use only footnotes (instead of endnotes). For monographs, footnotes should be numbered continuously. For edited volumes/conference proceedings, footnote numbering should restart for each essay/paper, and a full bibliographical list should be given at the end of the volume.
2. **Referencing Style:** Please use the Author, Date: Page Number(s) format for in-text citations (e.g., 'Barnier, 2010: 21'; 'Laso Perreira, 2021: 153-155'). For co-authored publications, please use 'and' instead of '&' (e.g., 'Farrell and Jones, 2017: 3-27'). For three authors, please use (,) to separate the first two and then 'and' for the last one (e.g., 'Farrell, Jones and Roberts, 2021: 335-338'). References to works of four or more authors should be shortened by providing the names of the

first two authors followed by **et al.** (e.g., 'Miller, Liu et al., 2017: 10-54'). All names of co-authors must appear in the bibliography.

3. **Successive References in a Footnote:** Please arrange them by date (earliest to more recent) and use the semi colon as separator (e.g., Cardoso, 2010: 212; da Silva, 2021: 35'). **Successive references to works authored by the same author:** Please provide the name of the author only for the first reference (e.g., 'Johnson, 1996; 1997', 'Johnson, 1996: 43-55; 1997: 12-13', 'Johnson 1999a; 1999b').
4. Please use brackets if you want to **embed references** in the footnote text (e.g., 'Matsumoto (1999a: 44-47) argues that...').
5. Please always provide **page ranges in full** (e.g., 'Okinboye, 2001: 997-1054').

Section V: Bibliography

All cited works in monographs and edited volumes/conference proceedings should be listed in the bibliography at the end of the manuscript. Our house rules are as follows and we will format your work accordingly.

Monographs

Pomeroy, S. B. 2007. *The Murder of Regilla: A Case of Domestic Violence in Antiquity*. Cambridge, MA: Harvard University Press.

Svoronos, I. N. 1904. *Τα νομίσματα του κράτους των Πτολεμαίων [The Coins of the Ptolemaic State]*. Athens: En Athenais Typois P. D. Sakellariou.

Edited Volumes

Anderson, B. A. (ed.) 2020. *From Scrolls to Scrolling: Sacred Texts, Materiality, and Dynamic Media Cultures, Judaism, Christianity, and Islam*, Berlin: De Gruyter.

Archibald, Z. H., Davies, J. K. and Gabrielsen, V. (eds.) 2011. *The Economies of Hellenistic Societies: Third to First Centuries BC*, Oxford: Oxford University Press.

Journal Articles

Aslan, C. C., Kealhofer, L. and Grave, P. 2014. The Early Iron Age at Troy Reconsidered. *Oxford Journal of Archaeology*, 33(3), 275-312.

Mader, G. 2017. Demagogic Style and Historical Method: Locating Cleon's Mytilenean Rhetoric (Thucydides 3.37-40). *Rhetorica*, 35(1), 1-23.

Essays in Edited Volumes

Burgers, G.-J. and Crielaard, J. P. 2016. The Migrant's Identity: 'Greeks' and 'Natives' at L' Amastuola, Southern Italy. In: Donellan, L., Nizzo, B. and Burgers, G.-J. (eds.) *Conceptualising Early Colonisation*, Turnhout: Brepols, 225-238.

Marquaille, C. 2014. The Foreign Policy of Ptolemy II. In: McKechnie, P. & Guillaume, P. (eds.) *Ptolemy II Philadelphus and his World*, Leiden: Brill, 39-64.

Dissertations

James, S. A. 2010. *The Hellenistic Pottery from the Panayia Field, Corinth: Studies in Chronology and Context*. PhD dissertation, University of Texas.

Online Resources

Glowacki, K. T. and Klein, N. L. 2004. *The Ancient City of Athens: The Tribes and Eponymous Heroes of the Ancient Athenians* [Online]. The Stoa: A Consortium for Electronic Publication in the Humanities.

Available: <http://www.stoa.org/athens/essays/tribes.html> [Accessed 10 August 2013].

Film/Television/Songs

Sweeney Todd: The Demon Barber of Fleet Street (2007), Film, directed by Tim Burton, Universal City, CA: Dreamworks Pictures.