

General information. Submission of a manuscript

Eirene. Studia Graeca et Latina is published once a year (usually at the end of December). Please send submissions of articles to managing editor Jakub Cechvala either to cechvala@ics.cas.cz, or to eirene@ics.cas.cz. While the editors accept submissions for possible publication throughout the whole year, the editorial deadline for each issue is usually June 15 for papers and July 31 for reviews. If you submit your paper or review after this deadline, it may be published in the next issue, depending on the decision of editors.

Please note that papers should not normally exceed 40 pages (1,800 characters per page, including footnotes and spaces), and reviews should not exceed 10 pages. If your paper or review is likely to exceed this limit, please contact the editors in advance of submission.

Reviewing process. Submitting the final version

Each article is reviewed by at least two (sometimes three) anonymous referees. The reviewing process usually takes one month, but in some cases, our referees ask for more time to fulfil their task. Once your text is accepted for publication, you will be asked by the editors to submit a final version, taking into account the observations and recommendations of our referees. If you submit a paper in a language other than your mother tongue, please have your paper thoroughly checked by a reliable native speaker before returning it to the editors.

Formatting guide: General principles

Papers accepted for publication must conform to following formal rules. Regardless of the language of the paper (English, German, French or Italian), it must include:

- A) your full professional affiliation (including postal address and e-mail);
- B) a title and a brief summary, both in English;
- C) 3–5 keywords in English.

Your paper should preferably be submitted by e-mail in MS-Word format, using **Times New Roman Font, 12 pt for the main text, 10 pt for the footnotes**.

Footnotes should be inserted automatically by MS-Word at the end of each page, please do not use endnotes. Please write **punctuation marks first and then insert the index for the footnote** (examples: ¶¹² / ¶¹² / ¶¹² etc.).

If you use Greek or any other non-Latin alphabet, please use a Unicode font. If you include plates, please submit them in .tiff or .jpeg format in the highest resolution possible. Please format captions according to the following guidelines: http://apaclassics.org/index.php/world_of_classics/images_for_classicists/using_images_in_teaching_and_publications. If the image files are too big to send by e-mail, please contact the editors about using a secure file transfer site.

Formats of style

Do not use **bold** font except for the main title or titles of sub-sections.

Use *italics* only for the titles of books, full titles of journals, titles of ancient or modern works (see further below), and quotations in Latin.

Quotations from primary Greek sources should be written **in the Greek alphabet**, not transliterated in Latin.

Do not use **double spaces** either within one sentence or between sentences.

Quotation marks: *Eirene* uses US style for “primary” and “secondary” quotation marks for articles written in English; „primary“ and „secondary“ for articles written in German. Articles in Italian and French should be adjusted to the English way of using quotation marks. Do **not** use quotation marks in Greek and Latin citations.

Number ranges: Please write all numbers (range of pages, verses and chronological references) in full, using the “en” dash (–). For the “en” dash on a PC, use left alt + 0150; on a Mac, use Option + hyphen. Example: 45–47, not 45-7.

Chronological references:

- Era should be written in big capitals without spaces and periods. You may choose either BC/AD form or BCE/CE and then follow the chosen form consistently.
- For specification of a century, please do **not** use superscript. Examples: **4th** century BC/BCE, **1st** century AD/CE, etc.

Citations of primary sources

Names of ancient authors (also in abbreviated form) should be written in SMALL CAPITALS (For SMALL CAPITALS on a PC press ctrl + shift + k, and on a Mac Format > Font > Small caps.). Titles of ancient works should be written in *italics*. For references to ancient works which are divided into books, please use Roman numerals for numbers of books and Arabian numerals for chapters. Numbers of books and chapters are separated by a comma without a space.

You may choose either full or abbreviated form of citations of ancient authors and works; you should follow chosen way consistently.

1) Full quotation

XENOPHON, *Hellenica*, II,4,43

ARISTOTELES, *Poetica*, 24, 1460a17–18

ARISTOTELES, *Physica*, VII,2 244b10–11

EURIPIDES, *Alcestis*, 450–452

(You may also chose English versions of ancients works, such as *Poetics*, *Metaphysics*, *Trojan Women*; in that case, follow consistently your choice).

2) Abbreviated quotation

XEN. *Hell.* II,4,3

ARIST. *Poet.* 24, 1460a17–18

ARIST. *Phys.* VII,2 244b10–11

EUR. *Alc.* 450–452

The abbreviated name of the author and of the work are not separated by comma. Abbreviated names are in SMALL CAPITALS and titles in *italics*.

3) Inscriptions

IG II² 116,39–40

SEG XXVI 72,55–56

Please quote collections of inscriptions in their standard abbreviated form (*IG*, *CIL*, *SEG* etc.). Abbreviated titles should be in CAPITALS **and** in *italics*. Title and Roman numerals indicating the number of volume are separated by a space. The first Arabic numeral indicates the number of the particular inscription, following numbers specify the lines.

Citation of secondary sources

Please follow the “Harvard” way of quotation from secondary sources only, i.e. cite by the surname of the author, the year of publication, and the page number.

1) Footnotes:

HANSEN 1991, 157; see also GOW – PAGE 1965, 95; BLASS 1887; VON WILAMOWITZ-MOELLENDORFF 1969, 321.

Please write surnames of authors in SMALL CAPITALS.

Contrary to the usage in the bibliography (see below), there are neither initials of authors’ first names nor p./pp. indications for pages in footnotes.

Multiple references in one footnote are separated by a semi-colon (;).

2) Bibliography:

Please include a full bibliographical list of all the literature cited at the end of your article.

- Monographs

HANSEN, M. H. 1991, *The Athenian Democracy in the Age of Demosthenes: Structure, Principle and Ideology*, Oxford.

Please write surnames of authors in SMALL CAPITALS. In English titles, all major words are capitalized. It is not necessary to cite the publishing house.

- Monograph in a series

SPORN, K. 2002, *Heiligtümer und Kulte Kretas in klassischer und hellenistischer Zeit*, Heidelberg (Studien zu antiken Heiligtümern, 3).

Please place the title of the series together with the volume number in round bracket after the place of publishing. The volume's number is separated by a comma and is written in Arabic numerals.

- Text and/or commentary of ancient work

ROSS, W. D. 1936, *Aristotle's Physics*, A Revised Text with Introduction and Commentary, Oxford.

Please list the book according to the name of its editor and/or author of a commentary and supply the information (here in green colour) after title of the book before the place of publishing; do **not** use italics.

- Monograph (and/or edition) consisting of several volumes

GOW A. S. F. – PAGE, D. L. 1965, *The Greek Anthology: Hellenistic Epigrams*, I: Introduction, Text, and Indexes of Sources and Epigrammatists, Cambridge.

BLASS, F. 1887², *Die attische Beredsamkeit*, I: Von Gorgias bis zu Lysias, Leipzig.

WILAMOWITZ-MOELLENDORFF, U. VON, 1969, *Kleine Schriften*, III: Griechische Prosa, Berlin.

The number of the volume is in Roman numerals and should **not** be in italics. The number of the volume is separated by a comma and a colon.

- Article in journal

JOYCE, Ch. J. 2006, "The Athenian Amnesty and Scrutiny of 403", *Classical Quarterly*, 58, pp. 507–518.

RAINER, J. M. 1986, "Über die Atimie in den griechischen Inschriften", *Zeitschrift für Papyrologie und Epigraphik*, 64, pp. 163–172.

The titles of journal articles should be in quotation marks, followed by a comma.

Full titles of periodical should be written, do not use abbreviated forms (as *CQ* and *ZPE* in the given examples would be). The title of the periodical and the volume number(s) should be separated by a comma.

- Article in edited volume

HARRIS, E. M. 2013, “The Plaint in Athenian Law and Legal Procedure”, in: M. FARAGUNA (ed.), *Archives and Archival Documents in Ancient Societies*, Trieste, pp. 143–161.

The titles of contributions to collected volumes should be in quotation marks, followed by a comma.

Please note that, when you write the name of the editor, his or her initial precedes his or her surname, which is the opposite of the rule laid down for the authors’ names.

MIRHADY, D. C. 2005, “Response to Adele Scafuro”, in: R. W. WALLACE ■ M. GAGARIN (eds.), *Symposion 2001: Vorträge zur griechischen und hellenistischen Rechtsgeschichte*, Wien, pp. 71–78.

Names of more than one editors should be separated by “en” dash. Do **not** use the “and” conjunction, or a comma.

Final stage of editing; layout

When your paper is finished, please send it directly to the managing editor of *Eirene*, Jakub Cechvala, either to cechvala@ics.cas.cz, or eirene@ics.cas.cz. He will be in touch with you to discuss more detailed questions of citation and formatting.

Once the layout is ready, each author will receive a set of proofs. Please note that the only changes that can be made to the proofs are the corrections of typos and minor flaws or insertions of minor stylistic improvements (word-for-word substitution). It is **not** possible to add or delete sentences, paragraphs or footnotes. The proofs are to be returned to the editors by e-mail **within one week**.

Upon the publication of the journal, each author of an article will receive ten offprints of his/her article and one copy of the issue of *Eirene* in which it appears. Reviewers will receive two offprints of their review. The authors will also receive a PDF file with the final form of their article/review.