

MANUSCRIPT AND TEXT CULTURES: STYLE GUIDE

Articles should not be longer than 8000 words, excluding the bibliography, which should contain only works referred to in the article. Please contact the Editors if you seek extra length, with a justification for this request.

Articles that seriously fail to follow the stylesheet will be returned for correction.

Passages quoted in a language other than English should be accompanied by a translation into English, in the main text not in a footnote.

Lengthy footnotes on tangential matters should be avoided, as should excessive footnoting. Short in-text references are preferred. Footnotes can be used when references are combined with additional comments.

The journal targets a multi-disciplinary audience, so authors are encouraged to explain discipline-specific terms at the first mention. Excessively technical discussion, that may make it difficult for non-specialists to benefit from the article, should be avoided.

General

Unless otherwise advised, articles should be submitted via the MTC website [<https://mtc-journal.org/index.php/mtc/about/submissions>]. Submissions should normally be written in British English. If you propose to use another language, please consult the Editors.

Works written in a language other than the author's native language *must* be proof-read and corrected by a native speaker prior to submission. Articles that need substantial stylistic re-writing or grammatical correction are likely to be returned to the author.

Submissions should be produced in a PC-compatible format, such as Word or OpenOffice, using Times New Roman 12 pt for text and 11 pt for footnotes, with 1-inch/2.5-cm margins and double-spacing. All fonts should be Unicode. All text, notes, and bibliography should be unjustified and should not use hyphenation.

Authors are welcome to include their ORCID iD number.

For characters not found in Unicode standard, please either create or trace the character with suitable software and provide a clear and accurate image; the image should be consistent in general appearance with adjacent characters.

An abstract and up to 6 keywords should follow the title of the submission. Please include the headings 'abstract' and 'keywords.' It should not be possible to learn the identity of the author from the submitted text or the file 'Properties'.

Articles will be considered for publication by the Editors, in consultation with the Editorial Board and/or external referees. After acceptance, the author will be asked to revise the article

in line with the referees' suggestions. The article should be proof-read by the author before the final submission.

Miscellaneous points of style

Titles

Words that are not prepositions or articles should be capitalised. Titles in two parts should use colons. So 'Sophoclean and Euripidean Tragedy: Some Aspects of Style'. For more detailed indications of the conventions to be used see the examples under '*Books*'.

Abbreviations should be avoided wherever possible, except for 'ed.', 'eds', 'fig.', 'figs', 'pl.', 'pls', 'tr.', 'trs'. 'Cf.' (meaning 'compare') should not be italicised. Avoid *loc. cit.*, and do not use 'f.' or 'ff.', but give the full reference. Use 'etc.'.

Headings and sub-headings

Use a consistent and clear indication of these.

Use -ise rather than -ize.

Number *footnotes* sequentially in Arabic numerals. Footnote numbers should come after any punctuation.

Dates '250–245 BC' but 'AD 150–300' (using an en-dash); '30 October 1953'; '1830s'; 'the fifth century AD', but 'of fifth-century date'.

Numerals

Numbers 'one' to 'ninety-nine' should be spelled out (except e.g. 'line 456', '2mm'), as should 'first' to 'hundredth'. Runs of numbers should use the following conventions: '108–9', '115–19' but '148–9', '148–89'. Use en-dashes.

Dashes

When structuring sentences with a dash use the em-dash without spaces—but not too often!

Measurements

Use 'm' for metre; 'cm' for centimetre; 'mm' for millimetre; 'km' for kilometre; 'ha' for hectare; 'l' for litre (no dots). Use '10m'; '5cm' etc.

Cardinal points

Use 'north' etc. not 'N' or 'North'; 'southwest' not 'SW', 'Southwest' or 'south-west'.

Transliteration

In transliterating names, authors may follow their preference, provided that the system employed is, as far as possible, consistent. The pinyin system should be used for Chinese terms, texts and proper names. Very well-known names should remain in their familiar form, as 'Plato', 'Confucius'. In transliterating words, be consistent as far as possible.

Quotations

Short quotations from modern languages should be enclosed in single inverted commas (' ')

not « ») and not italicised. Use “ ” for quotes within quotes. Inverted commas ending quotations should come before any punctuation. For ancient languages, the normal conventions of the subject should be followed: e.g. brief Latin (but not Greek) quotations in the lines of the text are italicised. For quotations of more than four lines of typescript use a new indented paragraph without inverted commas. Unless the convention in your subject is different, enclose material inserted in quotations in square brackets: ‘She [Pandora] reveals ...’. For ellipses use ‘...’. Where quotations are part of a sentence, they should be properly integrated with the syntax of that sentence.

References to quoted works (but not modern scholarly works)

Clarity should be the overriding aim, so any abbreviations should be transparent to non-specialists; ‘X. HG’ will be comprehensible to classicists alone, so e.g. ‘Xenophon, *Historia Graeca*’ or the like will be needed. References should use Arabic not Roman numerals (‘Homer, *Odyssey* 5.1–8’), unless your subject regularly uses a different convention.

Where quoted works (poems, MSS, etc.) are discussed in the main text, they should normally be referred to by their name in English for those who do not know the language in question. The first time they are mentioned, the source-language name may be added in brackets after the English name.

References to modern works

All modern works cited (and only those) should be listed in a bibliography at the end of the article. In footnotes and text use the author-date system as far as possible: Claessen and Skalnik (1978); Smith (2013: 115–19); Jones (2014: 215–37); Evans et al. (1985: 55–8); Bloggs (2004a, 2004b). Names of journals etc. should be given in a form that will help a non-specialist to find them.

Acknowledgements

Acknowledgements should be added as a separate section titled ‘Acknowledgements’ at the end of the article (before Bibliography). They should not be presented as a footnote at the beginning of the article.

Bibliography

Authors may use the conventions of their subjects, but it would help if the following basic patterns were used. Please give the titles of series, and the DOI number if available. The place of publication is not necessary, just the publisher. Do not use ‘and’ between author names.

For authors using an automated referencing system: please remove an automated code before submitting your paper.

Examples of how books and articles should be set out (add DOIs where available)

Books

Black, J. A., Cunningham, G., Robson, E., Zólyomi, G. (translators) 2006: *The Literature of Ancient Sumer*. Oxford University Press.

Butler, J. 1993: *Bodies That Matter: on the Discursive Limits of ‘Sex’*. Routledge.

- Cancik-Kirschbaum, E., Kahl, J. 2018: *Erste Philologien. Archäologie einer Disziplin vom Tigris bis zum Nil*. Mohr Siebeck.
- Kern, M. (ed.) 2005: *Text and Ritual in Early China*. University of Washington Press.
- Schaper, J. 2019: *Media and Monotheism: Presence, Representation, and Abstraction in Ancient Judah*. Orientalische Religionen in der Antike 33. Mohr Siebeck.
- West, M. L. 2011a: *Hellenica: Selected Papers on Greek Literature and Thought*, vol. 1 *Epic*. Oxford University Press.
- 2011b: *The Making of the Iliad: Disquisition and Analytical Commentary*. Oxford University Press.

Articles and book chapters

- Bloch, M. 1974: 'Symbols, Song, Dance and Features of Articulation: Is Religion an Extreme Form of Traditional Authority?' *European Journal of Sociology* 15: 55–81.
- Buxton, R. 2004: 'Similes and Other Likenesses'. In R. Fowler (ed.), *The Cambridge Companion to Homer*. Cambridge University Press, 139–55.
- Bachvarova, M. R. 2016: 'The Destroyed City in Ancient "World History"'. In M.R. Bachvarova, D. Dutsch, A. Suter (eds), *The Fall of Cities in the Mediterranean*. Cambridge University Press, 36–78.
- Bal, M. 2001: 'Introduction: Travelling Concepts and Cultural Analysis'. In J. Goggin (ed.), *Travelling Concepts*, vol. 1: *Text, Subjectivity, Hybridity*. ASCA, 7–25.
- Mumm, P. A. 2004: 'Zur Funktion des homerischen Augments'. In T. Krisch (ed.), *Analecta homini universali dicata: Festschrift für Oskar Panagl zum 65. Geburtstag*, vol. 1. Heinz, 148–58.
- Anderson, J. T. 2003: 'To Whom it May Concern: the Dynamics of Address in Ancient Roman, Greek and Chinese poetry'. Doctoral dissertation, University of California, Berkeley.
- Jansson S. 1962: *The Runes of Sweden*, trans. P. Foote. Norstedt & Söners.
- Conner, P. 2008: 'The Ruthwell Monument Runic Poem in a Tenth-century text', *Review of English Studies* 59, no. 238, 25–51.

Online publications

- Chen Minzhen 陳民鎮 et al. 2011: 'Qinghua jian "Jin teng" jishi' 清華簡金縢集釋 http://www.gwz.fudan.edu.cn/SrcShow.asp?Src_ID=1658. (Posted 20 September 2011, accessed July 2019.)

Illustrations

These should be presented in a continuous sequence (that is, not divided into 'figures' and 'plates') with reference in the text to each illustration. Each illustration must have a caption which should include the source and, where applicable, acknowledgement that permission to reproduce the image has been granted by the copyright-holder. All illustrations must be submitted electronically and be clearly identified by the author's surname and the figure number. Use capitalised 'Fig. 1', not e.g. 'Ill. 1', only when referring to a figure in your article, otherwise 'fig'.

Photographs

Photographs should be image files (.jpg, .tif) at a minimum of 300dpi. Final print quality will

depend on the use of the correct format and resolution. Authors may consider providing separate higher resolution images for the online version.

Line-drawings

Line-drawings should be 1-bit (black and white) or 8-bit (greyscale) image files (.jpg, .tif) at 600 or 1200dpi. Where possible, similar items should be drawn to appear at the same scale (e.g. 1/3 life-size for pots), and a scale should be given.

Maps and plans

These must include a north-arrow and a scale. Avoid excessive lettering. Final print quality will depend on the use of the correct format and resolution: we suggest 600dpi. Maps may be submitted in .tif, .jpg or a drawing format such as .eps or .ai.

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