

## EDITORIAL GUIDELINES – ACTA INSTITUTI ROMANI FINLANDIAE

### TEXT

The text should be in Word format, Times New Roman, font size 12 pt, line spacing 1,5. The notes should be in 10 pt size, line spacing 1.

The title of the article will be written in **bold** (12 pt), titles of sections in *Italics*.

Please indicate the author's title, name, affiliation and email address at the beginning of the text.

Those not writing in their native language should provide for the language revision of their text.

*Italics* must be used in the following parts of the text: Latin citations, and words and citations in languages different from the main text, and titles of volumes (both ancient and modern). It is important that eventual Greek words are clearly legible in the manuscript (please use a Unicode font for Greek). Do not use *italics* for: “cf.”, “ibid.”, “idem”, “e.g.”, “et al.”, “etc.”, “passim”, “viz”. All quotations from modern authors are marked by double “quotation marks”, and similarly all single “uncommon” words that the author wishes to distinguish.

For ancient **Latin authors** we recommend to use the abbreviations of *Thesaurus Linguae Latinae* (Index, 1990); for **Greek authors**, *Oxford Classical Dictionary*<sup>3</sup> (1996), and if they are missing there, Liddell – Scott – Jones, *A Greek-English Lexicon*.

The name of the author will be in normal style, the name of the volume in *Italics* – the name of the volume will start with a capital letter only if it is a proper name. The numbers are to be separated by a comma and a space.

Examples:

Tac. *ann.* 3, 21, 1; Quint. *inst.* 10, 5, 2-3; Cic. *de orat.* 1, 152, 155; Dion. Hal. *ant. Rom.* 1, 90, 1, 4.

In some cases the name of the editor can be added, for example Fest. P. 22 L (= Lindsay); if the abbreviation is not explained in *TLL* / *OCD* it must be added in the bibliography. Please pay attention to the use of cursive, Arabic numbers, upper and lower case letters. Quotations from a primary source should be presented in the original language; any translations in modern languages should be accompanied by the original text in Greek or Latin.

For **inscriptions**, use the following conventions: *CIL* I<sup>2</sup> 2940; *CIL* VI 1234; *SEG* XIV 354; *IG* XII 4, 2, 647.

Spell out numbers one up to one hundred; use Arabic for 101+ except when beginning a sentence.

### NOTES

All notes will be footnotes and they must be included in the same file, and numbered progressively. In the text, the number of the note should be placed either immediately after the single word<sup>1</sup> it refers to, or, in case it refers to a whole passage, in the end of the sentence or paragraph after the comma or dot.

For modern authors, the surname is written in SMALL CAPS (OBS! not in CAPITAL letters; for the name of the author in the Microsoft Word choose: Format>Font>Small caps), followed by the year of the publication, comma and page numbers.

Examples:

ZANKER 1975, 267-315.

MALKIN 2001b, 24-25.

Abbreviations for pages “p.”, “pp.”, “col.” should not be used. To indicate several pages, the first and last page number are given (265-85), not 265ff. Inclusive numbers falling within the same hundred should include the last two figures: 44-48, 104-08, 100-22, 1933-39.

## **REFERENCES TO MANUSCRIPT AND ARCHIVAL SOURCES**

Footnotes should include the name of the library or archive, shelf mark or archival number and the cited pages or folios, when possible.

Examples:

Biblioteca Apostolica Vaticana, Pal. lat. 677, f. 42r.

Oberösterreichisches Landesarchiv, Urkunden Gleink, 1399 VIII 16.

The bibliography should include cited manuscripts and archival documents. The city of the library or archive should be mentioned.

Examples:

Vatican city, Biblioteca Apostolica Vaticana

Pal. lat. 677

Vat. lat. 1022

Barb. lat. 512

## **REFERENCES TO EDITED MEDIEVAL AND EARLY MODERN SOURCES**

Footnotes should include the name of the author (when known) and the short title of the work.

Example:

Thomas Bradwardine, *De causa Dei contra Pelagium*, 53.

The bibliography must include the full bibliographic information of the edited work.

Example:

Thomas Bradwardine, *De causa Dei contra Pelagium et de virtute causarum: Auszüge Lateinisch-Deutsch*. Edited by Anna LUKÁCS (Berliner Editionen 1),

Göttingen: V&R Unipress, 2013.

## **BIBLIOGRAPHICAL REFERENCES**

A bibliography of all cited works should be given as a separate file.

In the bibliography the following norms will be used:

### **Monographies**

CORNELL 1995 = T. CORNELL, *The Beginnings of Rome: Italy and Rome from the Bronze Age to the Punic Wars, c. 1000-264 B.C.*, London – New York: Routledge, 1995.

CRIBIORE 1996 = R. CRIBIORE, *Writing, Teachers and Students in Graeco-Roman Egypt* (American Studies in Papyrology 36), Atlanta: Scholar's Press, 1996.

NICE 1999 = A. NICE, *Divination and Roman Historiography*, Diss. Exeter.

#### **Edited volumes**

CORNELL – LOMAS 1995 = T.J. CORNELL – K. LOMAS (eds.), *Urban Society in Roman Italy*, London: Routledge, 1995.

#### **Articles**

GIARDINA 1987 = A. GIARDINA, 'Palermo in età imperiale romana', *Kokalos* 33: 225-55.

LEVIN 1989 = S. LEVIN, 'The Old Greek Oracles in Decline', *ANRW* II.18: 1599-649.

KAJANTO 1980 = I. KAJANTO, 'Minderheiten und ihre Sprachen in der Hauptstadt Rom', in G. NEUMANN – J. UNTERMANN (eds.), *Die Sprachen im römischen Reich der Kaiserzeit* (BJ Beihefte 40), Köln: Rheinland-Verlag, 1980: 83-101.

#### **Several works of an author published in the same year**

MALKIN 2001a = I. MALKIN (ed.), *Ancient Perceptions of Greek Ethnicity* (Centre for Hellenic Studies Colloquia 5), Washington, D.C. – Cambridge: Harvard University Press, 2001.

MALKIN 2001b = I. MALKIN, 'Introduction', in MALKIN 2001a: 1-28.

Use Arabic numerals for chapter numbers, journal numbers, book numbers, etc.

### **JOURNAL TITLE ABBREVIATIONS**

For abbreviations of journal and series names, please refer to the system followed in *L'Année philologique*: [http://www.annee-philologique.com/files/sigles\\_fr.pdf](http://www.annee-philologique.com/files/sigles_fr.pdf)

### **ILLUSTRATIONS**

The illustrations will be black and white. The illustrations (high resolution, minimum 300 dpi, .jpeg) must be numbered and saved as separate documents; the same numbers should be included in the text (Fig. 1), in the point where the illustration is referred to. The tables should be in Word, 10 character size. A list of illustrations, with explaining texts (including the names of the authors of the photos, and the provenience of the images) should be added in the end of the text. The authors should contact the relative authorities for the permission to publish the photographs.