

MUSEUM HELVETICUM

The editorial board is responsible for the selection of articles. Further specialists may also be asked to review the manuscripts. Contributions should not exceed 60,000 characters (including spaces).

Guidelines for authors

We ask you to prepare manuscripts for submission based on the following rules. They are intended to make typesetting easier, minimising the need for subsequent corrections, and to ensure maximum visual unity of text and quotation system for the benefit of readers.

As articles are in different languages (German, French, Italian, English, Latin) complete standardisation without regard to differences in usage would make no sense. For this reason, we have adopted the following principles:

- Each individual article should be uniform in its presentation.
- Where different sets of rules may apply, the general rules given below are to be followed throughout.
- The rules listed below apply to all articles written in English as well as to articles in Latin written by English-speaking authors.

* * *

1. All articles should be submitted as **e-mail attachments** in **Word file** and **PDF form**. The font should be **Times New Roman**, and Greek quotations should be a **Unicode** font (preferably KadmosU).
2. Authors are advised to clear up any uncertainties by looking at an article that has recently appeared in *Museum Helveticum*.
3. Each article should be preceded by a brief **abstract** (about 800 characters) written in a different language than the article. The abstract should appear below the title and subtitle and the author's name. List five to ten **keywords** in the language of the abstract directly following your abstract.
4. The author's **postal address** should appear at the end of the article (home or work address, including e-mail address). After submitting the article, the author should be regularly available at this address to be contacted by the editorial staff and editors until the publication of the article.
5. **Normal font:** Quoted **Greek text** should be typed in normal font. Quoted **modern text** should be typed in normal font in double quotation marks. The names of classical and modern authors should also be typed in normal font. The titles of articles in journals and anthologies should be quoted in normal font in double quotation marks. The titles of series should be typed in normal font.

Examples: SBWien, Phil.-hist. 198,4 (1921); Vestigia 18 (1974); Zetemata 23 (1960).

6. **Italics:** Italics are used (in the body text and in the notes) for quotations from **classical Latin texts**. Italics should also be used for: the titles of all classical works, the titles of modern single works, the titles of journals and anthologies from which essays are quoted.
7. **Upper and lower case:** The first word of the title of classical works should be capitalised, with the following kept completely in lowercase unless they are proper nouns.

Example: Plut., *De fort. Rom.*

Titles of works and essays by modern authors are quoted with the first letter capitalised. In addition, in English-language titles only, all title words should be capitalised. When in doubt, American Philological Association rules should be followed; these are compiled annually by the *TAPhA*.

Examples: A. E. Harvey, "The Classification of Greek Lyric Poetry", *Classical Philology* 49 (1955) 157–175; W. K. C. Guthrie, *A History of Greek Philosophy* VI (Cambridge 1981) 178–193; A. W. Pickard-Cambridge, *The Dramatic Festivals of Athens* (2nd ed, rev. by J. Gould/D. M. Lewis, with suppl. and corr., Oxford 1991); J. N. Bremmer/N. M. Horsfall, *Roman Myth and Mythography*, BICS Supplement 52 (London 1987).

8. **Notes** (footnotes) should be numbered continuously. They should appear at the bottom of each page of the body text. Any special notes on the article (for instance, that the article is the text of a paper given on a certain occasion) should be presented in a note with a * ahead of the numbered notes (without a number or * in the body text or after the heading). Every annotation (footnote) begins with a capital letter and ends with a full stop.

Example: Cf. Herrmann, *loc. cit.* (n. 23) 114.

9. **Abbreviations and quotations:** abbreviations should not be overdone – for instance, in case of doubt, they should not consist solely of single letters.
10. Quoted **classical authors and works** should be abbreviated to the customary Latin form. The index of the *Thesaurus Linguae Latinae* (1990) should be used as the standard for **Latin texts**. **Greek authors and works** should not be abbreviated according to Liddell-Scott-Jones. Instead, as with Latin authors and works, they should be abbreviated according to the *Oxford Classical Dictionary* or the *Der Neue Pauly*, further Greek Christian authors according to Lampe, *A Patristic Greek Lexicon*.
11. **Journals, series and standard works:** single-word journal titles should be written out in full (e.g. *Hermes*). Other well-known journals should be abbreviated based on the **Gnomon** list – not so shortened as in the *Année philologique*. The titles of lesser-known journals should be written out in full (e.g. *The Classical Outlook*, not *CO*). The titles of series should be treated in the same way (giving the volume number and year of publication in brackets). Standard works should be quoted with the usual special abbreviations (see the list in the *Der Neue Pauly*).

Examples: *IG* I³ 1,257; *CIL* VI 1,1118; *FGrHist* I A, 4 F 28; *TrGF* II, F 327f.

12. For **academic works by modern authors**, the following should be given: name of the author with first name (generally shortened), title of work (in italics), edition if necessary, place and date of publication (in brackets), page numbers (without p.).

Example: Fr. Leo, *Plautinische Forschungen* (Berlin 1912) 75–77.

13. **For articles in journals and anthologies**, the same applies: for **articles in journals** name of the author with first name (shortened), title of essay (in quotation marks), title of journal (in italics) with year resp. volume, year of publication (in brackets), page number (without p.; if whole essay, page numbers for beginning and end); for **articles in anthologies** name of the author with first name (shortened), title of essay (in quotation marks), in with first name (shortened) and name of the editor (ed.), title of anthology (in italics), place and date of publication (in brackets), page numbers (without p.; if whole essay, page numbers for beginning and end).

Examples: U. v. Wilamowitz, "Phaidon von Elis", *Hermes* 14 (1879) 476; A. Henrichs, "Changing Dionysiac Identities", in B. F. Meyer/E. P. Sanders (eds.), *Jewish and Christian Selfdefinition 3: Selfdefinition in the Graeco-Roman World* (Philadelphia 1982) 137–166. 213–229; H.-R. Schwyzer, "Plotinos", *RE* 21,1 (1951) 471–592.

14. **Brackets** within brackets should be avoided.
15. **Cross-references:** In internal references to one's own text, page references should be avoided as far as possible. For references within the work, abbreviations should be used (n.). For references to literature already quoted, *loc. cit.* should be used.

Example: Cf. Henrichs, *loc. cit.* (n. 26) 154.

16. **Quotation marks:** In English-language articles single resp. double quotation marks should be typed as '...' resp. "...".
17. **Dashes:** The so-called **hyphen** (-) is different from the so-called **en-dash** (–). Hyphens are used for: addition dashes (e.g. in- and outlet), and linking dashes (e.g. cost-use-analysis). The en-dash is used as: a dash, a *to* dash (e.g. pp. 3–15; 461–355 BC), to express from ... to or an exchange (e.g. Athens–Marathon; the Caesar–Pompeius dialogue) and for lists (please do not use dots or similar signs).

18. **Numbers and punctuation marks in quotations:**

18.1. Roman numerals (e.g. for books of classical works) should be avoided.

18.2. In quotations from classical works, the book, chapter and paragraph numbers are separated by **points**. A point after the number means that the second number represents a sub-heading of the first – e.g. a particular chapter in a book or a paragraph of a chapter.

Example: see Herod. 1.140.1.

Coordinative numbers should be separated by a **comma**. That is, a comma after a number means that the following number is coordinate with the preceding one. For instance, they might represent chapters of the same book or paragraphs of the same chapter.

Example: see Herod. 1.140.1,4.

If passages from several sections (books, chapters, paragraphs) of the same work are being quoted, then superordinate numbers coming after subordinate numbers should be separated from them by a **semicolon**.

Example: see Herod. 1.140.1,4; 174.5; 2.69.3; 87.3; 4.13.2.