These publication guidelines apply to articles written in English, Spanish, and Italian. Articles written by non-native speakers should be checked by a native speaker before submission.

Articles should not exceed 27,000 signs (all included), corresponding to approx. 10 pages. They should be submitted in Word (.doc, .docx or .rtf); if you use figures or other special page settings, please join also a .pdf version.

1. Presentation of the text
At the beginning of the article should figure: last name, first name, function (professor, assistant professor, researcher, PhD student, etc.), institution, professional / personnel address, e-mail address.

Title: should not exceed 15 words
Please do not fully capitalise words in English titles, eg.: “Verbal aspect in Latin: A survey of recent studies” (capital letter for the first word of the title and subtitle)

Summary: articles in English: summary in English and please make an effort and produce a résumé in French (5-10 lines each); articles in Spanish and Italian: summary in Spanish/Italian and in English (5-10 lines each). Do not forget to translate also the title of your article.

Text: Times (New Roman), 12 pt, single spacing, justified text. Please use a blank line for each new paragraph and new heading. Do not use indent for new paragraphs.

Headings. Please use the following hierarchy (up to 3 levels):

1. Bold
1. 1. Bold + italics
1. 1. 1. Italics

Footnotes (no endnotes): should be numbered continuously and they should be kept to a minimum. They should not occupy excessive space with respect to the main text. Please do not add a footnote to the title.

Ancient Greek (and other languages with special letter types): please use Unicode supporting polytonic Greek (eg. Times or Times New Roman). Other alphabets (such as Cyrillic) should be transliterated.

Examples:
Long examples and quotation should not be part of the text. They are separated by a blank line above and below. They can be numbered:

(1) Is amabat meretricem. (Plaut. Mil. 100)
‘He was in love with a courtesan.’

References to Latin authors and their works reproduce abbreviations of the Thesaurus Linguae Latinae.
2. **References in the text and footnotes**: Author’s name in lower case. If there are three authors (and more), mention the first one and add *et al.* Please use ; for separating several references. For example: Loraux, 1981, p. 34-36; Dangrénéaux *et al.*, 1992, p. 38-40.

3. **Final bibliography**

References provided in the text should be listed at the end of the article in a section “**References**” (Referencias or Riferimenti, respectively). They are listed first alphabetically, then chronologically (if there are several works of one author, start with the oldest one). The section “References” includes all – and only! – the references that are actually mentioned in the text.

Author’s names should be in small capitals; two authors are separated by “and”. It is not necessary to indicate the publisher.

Examples:

**Monographs:**


Please note that words of English book titles are fully capitalised (except for grammatical words).

**Articles in proceedings and other collective volumes:**


Do not fully capitalise words in English titles of articles (only the first word of the title and the subtitle is in capital letter).

**Articles in journals (abbreviations of the *Année philologique*:)**


**Reviews (simplified references):**


**NB.** The place of publication should be in the name of the language of the article, eg. in an English article, you should use “Munich”, not “München” (if such an English variant is available, of course).

4. **Do’s and don’ts**

- **Punctuation**: please do use punctuation in Latin examples (and their translations).
- **Please note** that in Latin – as well as in English – adjectives derived from proper names are written with capital letters: *Latin language and Greek grammarians, populus Romanus, aqua Marcia*, etc.
- **Please do not use**:
  - any private style-sheets or macros;
  - automated references;
  - automatic numbering of examples and/or titles;
  - indents in the section “References”.
Please use double quotation marks for “in the sense of”: the notion of “valency”; ‘single quotation marks for translations: aqua ‘water’. The use of quotation marks in Spanish and Italian articles should correspond to typographical norms in these languages.

- Please do not use any obscure (i.e. unintelligible) abbreviations. If you need to create one, please do it in the following manner: … extra-clausal constituents (henceforth, ECC).

5. Reviewing procedure

The editor will check whether the received articles conform to the publication guidelines. Articles that will not meet this requirement will be sent back to authors.

Articles submitted for publication will be evaluated by two anonymous reviewers and divided into four categories:

(i) publish as it is;
(ii) publish with minor changes (listed);
(iii) revise and resubmit (suggestions and corrections listed);
(iv) reject.

Authors of the articles falling into the categories (ii) and (iii) will have one month’s time for revisions and improvements.