INSTRUMENTA COLLECTION
RULES FOR THE SUBMISSION OF ORIGINALS AND STYLE GUIDE

General and contact information
The text must be submitted, in print and on a digital medium, to:
Universitat de Barcelona
Departament d’Història i Arqueologia
CEIPAC (Colección Instrumenta)
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Page box, margins and columns
The margins of the publication must be: top, 25 mm; bottom, 35 mm; inner, 25 mm, and outer, 30 mm. The columns must be 12 mm apart.

It is not essential for authors to fit the text into this box, although they must bear in mind that tables and illustrations have to be framed within these margins (in either vertical or oblong format) and those that stick outside them will not be accepted.

Use of fonts
The default font used is Times New Roman (11-point). Greek texts must be sent in Unicode, to maintain the uniformity of the work. Only in special cases (due to the length of the text, for example), will the use of other fonts be considered. In these cases Graec or SGreek fonts must be used.

The use of other font types is permitted (Iberian, Hebrew, etc.) whenever Unicode cannot be used. In these cases, they must also be sent as an attached file via email.

Internal divisions
Within a chapter internal divisions of a different kind are envisaged, indicated in each case by a different letter style and, if necessary, the corresponding numbering. Example:

1. Chapter
   1.1. Subchapter
   1.1.1. Part
   1.1.1.1. Section
   1.1.1.1.1. Subsection

If these divisions exist, the author must specify their titles for a better organization and understanding of the general table of contents.
Name(s) of the author(s) (collective works only)
First name and surname(s), unabbreviated (except compound names). Then, the centre to which he/she/they is/are attached and/or the research group (where applicable). Example:

J. Remesal Rodríguez
CEIPAC – University of Barcelona

The use of italics, bold and underlining
Italic lettering is reserved for Latin or Greek words and proper names, and for words in a different language to that of the rest of the text.

The use of bold lettering and underlining is not envisaged in the text, except in sections and subsections, according to the criteria previously outlined. For their use, the author must coordinate with the person responsible for page layout that he is assigned.

Rules for the inclusion of images
The images that have to be included in the text must be sent separately from it (CD-ROM or attached files in an email message).

Their definition must be equal to or greater than 300 dpi and in .tiff format. When images are not in colour they must be in greyscale format. Maps and the like must be in black and white.

The text corresponding to the photo caption must be concise and succinct. Photo captions must be sent to the person responsible for page layout in a Word file or equivalent (.doc, .odt, .txt) in list form, to later be incorporated into the text along with the images. Examples:

Figure 1. Carte minière de l’Hispania antique (C. Domergue del. 2008).
Figure 2. Carte minière de la Gaule antique (C. Domergue del. 2008).

Rules for thematic indexes
Thematic indexes will be placed at the end of the work, and they include four categories: Ancient Sources (differentiating between literary, epigraphic and papyrological), Ancient Personages, Topography and Subjects or Keywords, provided that they correspond. If it were necessary to include an additional category, please contact the person responsible for page layout.

The author must send a list of the words that he/she wishes to index for each of these items. For individual works, the main language will be the work’s language of reference.

In the event of a collective work with contributions in different languages, the language indicated by the editor will be chosen as main language. In these cases the indexing will be done based on the following criteria:

a) In the case of place-names and Latin words, to make it easier for readers to use the index in as many languages as possible, Latin will used as the language of reference.

b) In the case of Greek words, they will be transliterated using the Latin alphabet.
c) In the case of words in different languages, the reference to the page number will go in the entry corresponding to the main language, while in the remaining variants, readers will be directed to the entry in the main language. Examples:

- Barcelona vide Barcino
- Barcelone vide Barcino
- Barcino 35
- barco 26
- bateau vide barco
- ship vide barco

**Rules for bibliographical citations**

The bibliography must keep to the works cited throughout the text.

In the monographic studies published by *Instrumenta* the author must include a general bibliography, which will be placed at the end of the text, according to the criteria given below.

In the collective works published by *Instrumenta* the bibliography will go in footnotes. A bibliographical listing at the end of each contribution or at the end of the volume will not initially be considered.

**Citations of books**

Initial of the author’s first name, full stop, author’s surname, comma, title of the work (in italics), comma, place of publication (in the language in which it appears in the said work) and date of publication (not separated by a comma). Where there is more than one author, they will be separated by a semi-colon. Example:


If any particular pages are referred to, followed by the year: comma, indication of the pages (first and last, separated by a hyphen, without abbreviation “pp.” or similar). Although they can also be referred to by indicating the page number and the following abbreviation(s), s. or ss., without spacing). Example:


If the work belongs to a collection, its name will be written after the title, in roman and in brackets (the volume’s number in the collection will follow it without a comma). Example:

Journal articles
Initial of the author’s first name, full stop, author’s surname, comma, title of the article (in roman), comma, name of the journal (in italics, if you wish it can be abbreviated according to the criteria of L’Année Philologique or the Archäologische Bibliographie), number, comma, year of publication, comma and pages (first and last, separated by a hyphen, without abbreviation “pp.” or similar). Example:


Collective works
Initial of the author’s first name, full stop, author’s surname, comma, title of the article, of the contribution or of the chapter (in roman), comma, “in:”, initial of the editor’s first name, full stop, editor’s surname, comma, title of the collective work (italics), comma, place of publication (in the language in which it appears in the said work) and date of publication (not separated by a comma), comma, indication of the pages (first and last, separated by a hyphen, without abbreviation “pp.” or similar). Where there is more than one author or editor, they will be separated by a semi-colon. Example:


Special cases
If it is wished to specify one or more pages in particular, this can be indicated by using the abbreviation “esp.” (especially) and the page/s in question. Example:

J. Rougé, Transports maritimes et fluviaux dans les provinces occidentales, Ktèma 13, 1988, 87-93, esp. 90.

When a work is cited more than once, the author’s name will be repeated, followed by a comma, the first two words of the title of the article or book, followed by an ellipsis “...”. Examples:

J. Rougé, Transports maritimes..., 91-93.
J. Alvar, Los misterios en la construcción..., esp. 74ss.

When a citation is repeated in two consecutive notes the formula “Ibid.” or “Idem” must be used, where appropriate, in italics, followed by the page. Example:

Idem 91-93.
Ibid. 74ss.

Rules for citing classical authors
To cite Greek authors the criteria of Liddell & Scott’s Greek-English Lexicon will be used. For Latin authors, the criteria of the Oxford Latin Dictionary will be used.
The books and chapters will be indicated appropriately in accordance with the aforementioned works. When two or more citations from the same author and book are stated, they will be separated by a semi-colon. Examples:

Serv. *Aen.* 1.6.
Arr. 4.22.4; 5.3.2.

**Some useful abbreviations**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>BC</td>
<td>Before Christ</td>
</tr>
<tr>
<td>Ch.</td>
<td>chapter</td>
</tr>
<tr>
<td>cit.</td>
<td>cited</td>
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<td>col.</td>
<td>column</td>
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<td>edition</td>
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<td>editorial</td>
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<td>e.g.</td>
<td>for example</td>
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<tr>
<td>fig.</td>
<td>figure</td>
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<tr>
<td>No.</td>
<td>number</td>
</tr>
<tr>
<td>ff.</td>
<td>following</td>
</tr>
<tr>
<td>Bk.</td>
<td>book</td>
</tr>
<tr>
<td>transl.</td>
<td>translation</td>
</tr>
<tr>
<td>v., vide</td>
<td>see</td>
</tr>
<tr>
<td>vol.</td>
<td>volume</td>
</tr>
</tbody>
</table>