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)
C/ Montalegre, 6-8
08001 Barcelona
Tel.: 00 34 934 037 557
Email: remesal@ub.edu, antonioaguilera@ub.edu

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 Graeca 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:

> M. Ponsich; M. Tarradell, *Garum et industries de salaison dans la Mediterranée Occidental*, Paris 1965.

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:

> M.ª R. Cimma, *Richerche sulle società di publicani*, Roma 1981, 56-59 (or 56ss.).

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:

> A. Chausa Sáez, *Veteranos en el África romana* (Instrumenta 3), Barcelona 1997.

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:

> W. Den Boer, Die prosopographische Methode in der modernen Historiographie der hohen Kaiserzeit, *Mnemosyne* 22, 1980, 260-270.

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:

> J. Alvar, Los misterios en la construcción de un marco ideológico para el Imperio, in: F. Marco Simón; F. Pina Polo; J. Remesal Rodríguez (eds.), *Religión y propaganda política en el mundo romano*, Barcelona 2002, 71-81.

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:

Hom. *Od.* 9.266-271.
Serv. *Aen*. 1.6.
Arr. 4.22.4; 5.3.2.

Some useful abbreviations

BC	Before Christ
Ch.	chapter
cit.	cited
col.	column
ed.	edition
edit.	editorial
e.g.	for example
fig.	figure
No.	number
ff.	following
Bk.	book
transl.	translation
v., *vide*	see
vol.	volume