

ANALECTA ROMANA INSTITUTI DANICI (ARID)
Guidelines for authors (July 2015)

1. Deadline for submission of manuscript

June 1st.

2. Submission - Acceptance

Manuscripts may be submitted electronically to the editors (cf. paragraph 11).

The manuscript must be edited and the number of illustrations must be final. The format must conform to the guidelines below. The editors will only consider manuscripts presented according to the guidelines. Once the final proofs are ready, authors may correct only printer's errors or introduce corrections that do not alter the pagination of the article/book.

The language is expected to conform to academic standards and be idiomatically correct. Articles must be written in either English (UK), Italian, French or German. The editors may offer references to qualified translators, proofreaders and revisers. Please note that these services will be at the author's own expense.

3. Instructions on Submission and Article Preparation

Length: c.20-30 pages of 2400 characters. Shorter articles or briefings may be accepted.

The article should be structured as follows:

Title

Author(s)

Abstract in English max 200 words

Text

List of abbreviations

Bibliography

Please note that illustrations, tables and the like must be supplied separately – they shall not be included in the text. Authors are requested to provide a complete list of illustrations (cf. also paragraph 6).

4. Bibliography and list of abbreviations

Re: Guidelines for the list of abbreviations. Due to the interdisciplinary character of *Analecta* the names of periodicals/series should be written in full; when abbreviated the full name should appear in the list (or reference to a certain abbreviation system may be given). The list is ordered alphabetically and should be written as follows:

AJA American Journal of Archaeology

ARID Analecta Romana Instituti Danici

Guidelines for bibliography: Quoted works should be referred to by an author/date system:

Surname, name – only the initial – and year, e.g.:
Coarelli, F. 1983

Two authors:
Morowitz, L. & Vaughan, W. 2000

For more than three authors:
Pensabene, P. *et al.* 1995

Authors with more than one title within the same year: the works should be listed in alphabetical order according to title (definite/indefinite articles are not included) and designated: 1983a, 1983b, etc.

a) Monograph: title written in *italics*, city of publication, e.g.:

Coarelli, F. 1988 *Il Foro Boario: dalle origini alla fine della Repubblica*, Roma.

If the monograph is published as part of a series, the name of the series is written in parenthesis, in *italics* either in full or abbreviated - between title and city of publication, e.g.:

Tansini, R. 1995 *I ritratti di Agrippina Maggiore*, (*Supplementi alla RDA* 15), Roma.

If there are two cities of publication, use '&' to join them: London & New York.

b) Journal article: title in double quotation marks “ ”, name of the journal in *italics*, written in full or abbreviated, followed by number of volume, pages, e.g.:

Stevenson, T. 2003 “Cavalry uniforms on the Parthenon frieze”, *American Journal of Archeology* 104, 629-654.

or

Stevenson, T. 2003 “Cavalry uniforms on the Parthenon frieze”, *AJA* 104, 629-654.

If a volume consists of separately numbered issues, a slash is used: 104/4

c) Article/chapter in miscellanea/anthology of collected works without editor(s): title in double quotation marks “ ”. Write: In: title of volume in *italics*, city of publication, pages.

If the volume of collected works is published in a series, the name of the series is written in parenthesis, in *italics*, between title and city of publication, e.g.:

Canfora, L. 2004 “La Biblioteca di Fozio”. In: *Cristianità d'occidente e cristianità d'oriente*, (*Settimane di studio della Fondazione Centro Italiano di Studi sull'Alto Medioevo* 51), Spoleto, 93-125.

d) Article/chapter in miscellanea/anthology of collected works with editor(s): title in double quotation marks “ ”. Write: In: name of editor(s): surname, name – the initial only (ed., eds., in English works; a cura di, in Italian works, etc.).

Works with two editors: surnames separated by ”&”. Works with three or more editors: the name of the first is written and followed by *et al.*, title of work in *italics*, city of publication, pages, e.g.:

Scott, S. 2004 “Elites, Exhibitionism and the Society of the Late Roma Villa”. In: Christie, N. (ed.), *Landscapes of Change. Rural Evolutions in Late Antiquity and the Early Middle Ages*, Aldershot, 39-65.

Barone, G. 2004 “Immagini miracolose a Roma alla fine del Medio Evo”. In: Thunø, E. & Wolf, G. (eds.), *The Miraculous Image in the Late Middle Ages and Renaissance, (Analecta Romana Instituti Danici. Supplementum 35)*, Rome, 123-133.

Aquilué, X. 1997 “Empúries repubblicana”. In: Arce, J. *et al.* (a cura di), *Hispania Romana. Da terra di conquista a provincia dell'Impero*. Palazzo delle Esposizioni, 22 settembre – 23 novembre 1997, Milano 1997, 44-49.

e) For websites, please provide the link between <> and indicate the date you accessed the site:

Buccellato, A. 2007 ”L’antica via *Laurentina*: l’arteria e le infrastrutture.”

<<http://www.fastionline.org/docs/FOLDER-it-2007-88.pdf>.> Website consulted January 15, 2015.

5. Checklist regarding the formal structure of articles

- ✓ The text is submitted in its final version.
- ✓ Pages should be numbered consecutively from the title page through the last page.
- ✓ Lines should be ragged right; division of words must not occur.
- ✓ Use the TAB key to begin a new paragraph, except after headings or a blank line.
- ✓ The text must be divided into separate paragraphs with subheadings in *italics*.
- ✓ Words in foreign languages (e.g. in Latin) and expressions such as *en passant* should be written in *italics*. The same applies to, for example, words and sentences in Greek and Hebrew, which normally require transcription.
- ✓ Inscriptions are written in CAPITALS or in *italics*.
- ✓ *Italics* and quotation marks should normally be avoided to create stylistic effects in the text. The use of underscoring is not allowed.
- ✓ Quotations: Short quotations (up to two lines) should be included in the text and placed within double quotation marks. Longer quotes do not need quotation marks, but should be marked by a line space before and after the citation and the main text.
- ✓ References to illustrations are written in the following way: (Fig. 1).

6. Checklist regarding endnotes, footnotes and abbreviations

- ✓ Endnotes are used in *ARID* online whereas footnotes are used in *Supplementum*.
- ✓ Only when referring to ancient sources, must the reference be included in the text for example: (Cic. *De Ora.* 2.360) eller (Verg. *Aen.* II.755).
- ✓ The length and number of endnotes and footnotes should be kept to a minimum.

- ✓ The number, written in Arabic numeral and superscript, is placed in the text after punctuation marks.¹ Insert a single space between the number of the note and the text of the note. Do not use TAB.
- ✓ In the notes bibliographical references are given as follows: Surname, year, page/pages, e.g.: Coarelli 1988, 23 or Coarelli 1988, 24-27, 56-57.
- ✓ Multiple references in the same note are separated by semicolons. Where two or more works cited are by the same author, repeat the name.
- ✓ To refer to a title in the previous note, *ibid.* may be used.
- ✓ *Op.cit.*, *idem* and *passim* are not used.
- ✓ Only use p., pp., col. or cols. if absolutely necessary to avoid misunderstandings.

7. Illustrations

Authors must provide the illustrations they wish to use and submit these with the manuscript. Authors are requested to provide preferences for the location of illustrations in the article. It is recommended that illustrations are kept to a minimum. The editors retain the right to dismiss illustrations that are not strictly necessary or sufficiently discussed in the text.

Obtaining permission to use copyrighted materials and payment of any associated fees is a responsibility that fully rests with the author. This includes illustrations reproduced in other books or articles. The editors cannot contribute financially to the publication of illustrations in colour.

For reproduction electronic photographs and drawings are supplied as TIFF or JPG files (photographs: 300-600 dpi; drawings: 600-1200 dpi). All electronic files containing illustrations must be numbered consecutively and include the surname of the author. They must be accompanied by complete captions, written in a separate list (i.e. a separate electronic file), including proper credit lines. The illustrations may be organized according to the following table:

Fig. no. in book/article Original	Description	Reproduction Note	Creditline	Permission granted
Fig. 1 Dias		colour		OK
Fig. 2 Drawing		b/w together with Fig. 3		Request made
Fig. 3 CD		b/w together with Fig. 2		OK
Fig. 4 Photo (paper)		colour		

The captions begin with Fig. x and end with credit line in parenthesis, i.e. name of photograph, copyright holder etc., e.g.:

¹ Footnote.

Fig. 1. Donato Bramante, Palazzo Caprini, Rome, c. 1501-10, (destroyed), engraving by A. Lafréry, 1549 (photo: Bibliotheca Hertziana, Rome).

Fig. 2. Palazzo Te, Mantua, c. 1525, entrance atrium (photo: author).

Plans are to be provided with a scale and orientated with north upwards.

8. Address

The following information, which appears at the end of the article, should be given: academic title, address, e-mail, etc.

9. Proofs

The author receives one proof to correct printer's errors. This is the first proof, including illustrations. Corrections are made in the margin and should be indicated very clearly.

For security reasons, the author is expected to make and keep a copy of the proof with the corrections.

The editors expect proofs to be returned within two weeks of receipt.

The editors are responsible for checking that the corrections have been effectuated.

10. Copies

ARID online: The author downloads the article from the homepage of the periodical.

Analecta Romana Instituti Danici Supplementum:

Monograph by one author: 25 free copies of the book to the author.

Volume of collected works (e.g. proceedings of conferences): 30 free copies of the book to be distributed among all contributors. In addition, the authors receive their own contribution as an electronic file.

11. Contact

Manuscripts and illustrations should be sent to:

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or:

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Att. Analecta – The Editors