

ANALECTA ROMANA INSTITUTI DANICI (ARID)
Guidelines for authors (February 2010)

1. Deadline for submission of manuscript

September 1st.

2. Submission - Acceptance

Manuscripts may be submitted electronically or as hard copy to the editors (cf. paragraph 11) and should be written in English, Italian, French or German. Articles written in Danish may be accepted, however, final confirmation of acceptance will occur when the article is presented in one of the above languages.

The editors are willing to offer references to qualified translators, proofreaders and revisers. Please note that these services will be at author's expenses.

The editors will give notice of the acceptance for publication.

3. Instructions on Submission and Article Preparation

The manuscript should conform to the following instructions, ready for printing. Pages should be numbered consecutively from the title page through the last page.

The editors will only consider manuscripts presented according to the guidelines.

Length: *c.*20-30 pages, but shorter articles may be accepted.

Please note that it is of the utmost importance that the typescript is in perfect order before submission, as authors may correct only printer's errors or introduce corrections that do not alter the pagination of the article/book.

Please note that illustrations must not be included with the text, but must be supplied separately. Authors are requested to provide accurate information on preferences for placing of the illustrations (cf. also paragraph 6).

The article should be structured as follows:

Title

Author(s)

Text: it is preferable to divide the text into separate paragraphs with subheadings in *italics*; lines should be ragged right; division of words must not occur; the article should include endnotes (*ARID* online) or footnotes (*Supplementum*).

List of abbreviations

Bibliography

Abstract in English

Guidelines for 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.

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.

4. Text

The text is submitted in its final version, i.e. with subdivisions etc.

Use the TAB key to begin a new paragraph, except after headings or a blank line.

Quotations: Short quotations (up to two lines) should be included in the text and placed within double quotation marks. Longer quoted paragraphs do not need quotation marks, but should be marked by a line space before and after the citation and the main text.

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*.

References to illustrations are written in the following way: (Fig. 1).

Italics and quotation marks should normally be avoided to create stylistic effects in the text. The use of underscoring is not allowed.

Tables and the like should be made as separate files.

5. Bibliographical References and Abbreviations

Endnotes (*ARID* online) or footnotes (*Supplementum*) are used. 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.

The length of the text should be kept to a minimum.

In the notes bibliographical references are given as follows:

Surname, year, page/pages, e.g.:

Coarelli 1988, 23.

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.

6. Illustrations

The authors must provide illustrations and send them together with the manuscript.

For reproduction, original photographs and drawings are preferable.

Illustrations in electronic format should be supplied as tif or jpg files (photographs: 300-600 dpi; drawings: 600-1200 dpi).

Electronic files should clearly indicate the author by surname and figure number.

¹ Footnote.

Obtaining permission to use copyrighted materials and paying any associated fees is a responsibility that fully rests with the author (for example when reproducing illustrations already published in other works).

All illustrations must be numbered consecutively, e.g. on the back side, and provided with the name 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.

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

The editors cannot contribute financially to the publication of illustrations in colour.

The illustrations may be organized according to the following table:

Author:

Title:

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.:

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).

7. Abstract

The article should include an abstract in English, *c.* ½ page.

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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adelaide@acdan.it

or

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Att. Analecta – The Editors