SUBMISSION GUIDELINES FOR CLASSICIST NO. 13

I PROFESSIONAL AND STUDENT PROJECTS

Submission Requirements:
A maximum of three projects may be submitted. Projects should be sent to Stephanie Salomon at ssalomon@classicist.org

Submissions must include:

1. Application form – one for each project
2. Brief description - maximum 250 words
3. Images of work – maximum eight (from which we will make selections), see guidelines below for format

Photography, Artwork, Illustrations Guidelines:

For initial submission:
Please send low res scans as **pdf's no larger than 1mb**. Please note that if accepted for publication the same images must be available as high resolution pdfs at 300 dpi.

If accepted:
- All color graphics - high resolution pdfs at 300 dpi.
- All black-and-white graphics - high resolution pdfs at 300 dpi.
- All line drawings - high resolution pdfs at 1200dpi.
- Vector graphics must have fonts embedded and should be submitted as high resolution pdfs at 1200dpi.

Please cite the source of the original illustration and whether a professional photograph, the author's, or other. Once the final size is determined for use in the journal, a same size copy of the graphic may be required to be made from the original artwork.

Permissions:
Permission must have been granted for any material under copyright, and a written copy of the permission must be included. The author of the submission must indicate if the work has been published before and if so, where and when, and if under consideration in any other form or place The author of the submission must provide in writing a guarantee that the work described and illustrations are being submitted with the agreement of all co-authors and contributors and with the full consent of the place (e.g. firm or institution) where the work was undertaken if applicable.

II ACADEMIC PAPERS:
Submission Requirements:
Academic articles must be between 2000 and 4,000 words. Articles must be accompanied by an application form. Please send the application form to Stephanie Salomon, Managing Editor, at ssalomon@classicist.org. Please send the article directly to David Gobel, editor of Classicist No. 13, at dgobel@scad.edu.

For requirements regarding images see "Photography / Artwork / Illustration Guidelines" below. For requirements regarding formatting and style see "Academic Paper Guidelines" below.

If accepted, authors will be requested to submit at the same time as the peer review the following:
1) A blinded mss without any identifying names, affiliations, citations or references.
2) Accompanying illustrations and captions
3) A separate title page, with the following information:
   • The name(s) of the author
   • A concise and informative title
   • The affiliation(s) and address(es) of the author(s)
   • The email address and telephone number of the corresponding author.

Process for Peer Review:
If accepted, academic papers will be subject to a double-blind external peer review. The full manuscript of the article will be sent for review by at least two readers with expertise in the field. Peer reviewers will recomend acceptance, request changes, or recommend decline. The editor will inform the author of the results of the review with instructions regarding how to proceed.

Articles passing peer review and given final acceptance are then prepared for publication. The authors will be asked to provide acknowledgements (if any), including funding sources and accompanying images as per guidelines below.

Photography, Artwork, Illustrations Guidelines:

For initial submission:
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If accepted:
   • All color graphics should be submitted as high resolution pdfs at 300 dpi.
   • All black-and-white graphics should be submitted as high resolution pdfs at 300 dpi.
   • All line drawings should be submitted as high resolution pdfs at 1200dpi.
   • Any vector graphics must have the fonts embedded and should be submitted as high resolution pdfs at 1200dpi.

Please provide a complete (but brief, a maximum of 15 words preferred) descriptive caption for the illustration. In addition, please cite the source of the original illustration and whether a professional photograph, the author's, or other. Once the final size is determined for use in the journal, a same size copy of the graphic may be required to be made from the original artwork.

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Permission must have been granted for any material under copyright, and a written copy of the permission must be included, including illustrations. The author of the submission must provide in writing a guarantee that the work described and illustrations: have not been published before or if so, where and when; are not under consideration in any other form or place; and that the work is being submitted with the agreement of all co-authors if applicable and with the consent of the place (e.g. firm or institution) where the work was undertaken if applicable.

<u>**ACADEMIC PAPERS - GUIDELINES:**</u>
Formatting
Mss should be submitted in Word. The Chicago Manual of Style 16th edition is the house standard and must be followed. Use Times New Roman for text. Make sure bold, italic etc. are the proper versions of the font. Text should be double spaced. Use tab stops for indents or other spacing. Do

not use the space bar to create space. Use only one space between sentences. Turn off automatic hyphenation. Do not justify text.
Use the table function for tables. Save work in .doc format.

Headings
Use three or fewer levels of heading.

Abbreviations
Abbreviations should be defined at the first instance of use and consistently following.

Terminology
Use the standard mathematical rotation for formualae, symbols etc.

Scientific Style
Use internationally accepted signs and symbols for units (SI units).

Symbols
Accents and any other special characters must be in place throughout the manuscript. Include special, non-Roman fonts if necessary (e.g., Arabic, Hebrew, Greek, etc.). Please alert the editor if your manuscript contains special characters or languages other than English. If your article contains a long passage written in a non-Roman font, please include a PDF of the passage with your article.

Endnotes
Use the endnote form for MS Word (see http://word.mvps.org/faqs/formatting/footnotefaq.htm). Footnotes are not accepted. Do not use endnotes solely for a reference citation. Endonotes should not include bibliographic details of a reference or contain tables or figures. Endnotes are numbered consecutively for text references. Those for tables are numbered in a different sequence with superscript lowercase letters.

References
Only include references cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Alphabetise by the last name of the first author of each work.

Citations
Cite references in the text by name and year in parentheses.

Acknowledgements
Include all funding sources, which should be placed before any other acknowledgement.

Tables
Number tables sequentially by Arabic numerals. Indicate where the table belongs with the notation e.g. <INSERT Fig. 2> Each table should have a caption. Include the caption as a separate block at the end of the mss after the endnotes.

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Please provide the following:
– an abstract of 150-200 words.
– 4-6 key words for search engines

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Upon request for final text, include a brief author biography at the end of the text.

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