THE BULLETIN OF THE AMERICAN SOCIETY OF PAPYROLOGISTS

PETER VAN MINNEN, TIMOTHY RENNER, JITSE DIJKSTRA
Editorial Board

Stylesheet for Contributors

Contents

1. Submission

The editors invite submissions not only from North American and other members of the Society but also from non-members throughout the world. Manuscripts submitted for publication should be sent to the Editor-in-Chief at the following address:

Prof. Peter van Minnen
Department of Classics
University of Cincinnati
410 Blegen Library
Cincinnati, OH 45221-0226
USA
peter.vanminnen@uc.edu

Initial submissions can be sent as an e-mail attachment (both in Word and PDF format) with little or no formatting.

2. Type of Contribution

In addition to articles, since *BASP* 46 (2009) 145-150 we have started a series of brief notes on individual texts (*Lesefrüchte*). The editors welcome such observations for inclusion in *BASP*, especially if they are too brief to stand on their own as articles.

3. Language

Contributions may be written in English, French, German, or Italian. The author is responsible for correct use of the language chosen. Those who do not write in their first language should have their text corrected by someone whose first language is the one in which the contribution is written.

4. Structure

Title

A title should be placed above the main body of the text.

Identification of Author

Submissions are supposed to be anonymous. The author should avoid including any information that might lead to his/her identification in the manuscript. In addition to a PDF and Word file of the manuscript, the author should also provide a separate statement with the name(s) and affiliation(s) of all authors. This information will not be accessible to the referee(s), but will be added below the title only after the peer-review process (**8** below) is completed.

Abstract

Articles should be provided with an English abstract of no more than 200 words.

Body Text

Articles may be subdivided into sections headed by titles. The headings should be put in italics, with space allowed above and below the heading. In case of an edition of multiple texts the heading in italics can be preceded by an Arabic numeral in bold: e.g. **1.** *Loan through a Bank*. A word that is italicized in the main text, is written in roman in the heading: P.Got. *9.13-15 Revised*. All paragraphs, including the first and those underneath headings, should be indented, without any extra space intervening between them.

Footnotes

Footnotes should be continuously numbered with Arabic numerals in superscript. They should preferably follow punctuation marks and be placed at the end of a sentence. In editing footnote-text, authors should use the standard footnote functions provided by their text processor. Endnotes are not allowed.

5. Editions of Texts

Editions of texts should conform to the usual standards. This means that they normally contain at least the following elements:

Heading

The heading consists of the inventory number (or other identifier), measurements, provenance, and date of the text, according to the following model:

P.Mich. inv. 6665   H x W = 13 x 17 cm   Oxyrhynchus, ca. 150 CE

Physical Description

This part includes a physical description of the text and remarks about the hand of the scribe.

Text

The presentation of Greek documentary texts follows the Leiden System. The text is printed as a regularized text, with accents, breathings and so on. Any features of the text on papyrus that are not normally found in a standard transliteration, such as a diaeresis above an *upsilon* or a letter in superscript, belong in the *apparatus criticus* to be included below the text: e.g., ὑϊοὺς should be noted as υἱοὺς in the text and ϋιους pap. in the critical apparatus; ἀπʽ should be written ἀπὸ in the text and απ° pap. in the critical apparatus.

Translation

In the translation, the square brackets of the text indicating a lacuna do not have to be repeated; lacunae can be noted down simply with three dots: …. Line numbers do not normally have to be specified, as in the text. The translation is placed between double quotation marks. In case of long texts, line numbers should be added and indentation can be used to facilitate the accessibility of the translation.

Commentary

A vital component of the edition is a line-by-line commentary. Note that references to secondary literature should be confined to footnotes as much as possible.

6. References

References to ancient texts

Abbreviations for editions of papyri, ostraca and tablets should follow J.F. Oates et al., *Checklist of Editions of Greek, Latin, Demotic and Coptic Papyri, Ostraca and Tablets* (available online at http://scriptorium.lib.duke.edu/papyrus/texts/clist.html); epigraphical abbreviations follow those in the *Supplementum Epigraphicum Graecum*. The volume number of the edition should be included in Arabic numerals: e.g., *P.Oxy.* 41.2943.1-3; 2968.5; *P.Lond.* 2.293.9-10 (p. 187); *SEG*

32.1601. The same holds for column numbers; *recto* is noted as rᵒ, *verso* as vᵒ: e.g., *P.Oxy.* 20.2250 rᵒ 1.1 denotes the first line of the first column of the *recto* of papyrus number 2250 in volume twenty of the Oxyrhynchus papyri.

For abbreviations of classical authors, contributors should consult S. Hornblower, T. Spawforth (eds.), *The Oxford Classical Dictionary*, 4th ed. (Oxford 2012), for Patristic authors G.W.H. Lampe, *A Patristic Greek Lexicon* (Oxford, 1968): e.g., Hom. *Il.* 2.489, Just. *1 Apol.* Bible books should be written in roman and abbreviated according to P.H. Alexander et al. (eds.), *The SBL Handbook of Style*, 2nd ed. (Atlanta 2014) 73-74: e.g., Isa 23:8-10.

References to secondary literature

References to secondary literature are given in full the first time they are cited and in abbreviated form subsequently. The abbreviated form consists of the name of the author, followed – between brackets – by the footnote in which the full reference is found:

First time: T.G. Wilfong, *Women of Jeme: Lives in a Coptic Town in Late Antique Egypt* (Ann Arbor 2002).
Second time: Wilfong (n. 1) 33-55.

Abbreviations of papyrological journals follow the list provided in R.S. Bagnall (ed.), *The Oxford Handbook of Papyrology* (Oxford 2009) xiii-xiv, of other journals the one of the *American Journal of Archaeology* (online at http://www.ajaonline.org/submissions/journals-series): e.g., *JJP*; *APF*; *MDAIK*. If a journal does not appear in either of these lists, it is written out in full.

Examples of full citations:

Book   E.G. Turner, *The Typology of the Early Codex* (Philadelphia 1977).
Book (multiple
volumes)   P.W. Pestman (ed.), *A Guide to the Zenon Archive*, 2 vols. (Leiden 1981).
Article   N. Lewis, "Notationes Legentis," *BASP* 11 (1974) 44-59.
Article (collected
studies)   H.C. Youtie, "Βραδέως γράφων: Between Literacy and Illiteracy," *GRBS* 12 (1971) 239-261 (repr. in *Scriptiunculae Posteriores*, vol. 2 [Bonn 1982] 629-651).
Book sections   W. Clarysse, "Egyptian Religion and Magic in the Papyri," in R.S. Bagnall (ed.), *The Oxford Handbook of Papyrology* (Oxford 2009) 561-589.

Note that in case of references to specific pages (or even footnotes) of articles or book sections, only the relevant page(s) are indicated: e.g., U. Wilcken, "Papyrus Urkunden," *APF* 7 (1924) 111, n. 2.

For papyrological corpora and *instrumenta*, the abbreviations of the *Checklist* may be used: e.g., *C.Ord.Ptol.* 75-76; Mayser, *Gram.* 1.1.75; Calderini, *Diz.geogr.* 4.316-317. It is up to the author, however, to decide whether to use the abbreviation or cite in full: e.g., both A. Calderini, S. Daris (eds.), *Dizionario dei nomi geografici e topografici dell'Egitto greco-romano*, vol. 4 (Milan 1983-

1986) 316-317 and Calderini, *Diz.geogr.* 4.316-317 are allowed. Such abbreviations, if used, do not have to be specifically explained in a footnote.

Abbreviations of other reference works are according to S. Hornblower, T. Spawforth (eds.), *The Oxford Classical Dictionary*, 4th ed. (Oxford 2012): e.g., LSJ, *LIMC, ANRW*.

Series titles for books should be avoided in bibliographical references, as should bibliographies at the end of articles.

7. Figures

Photographs and other figures need to be of sufficient quality to warrant their publication. In the case of photos and scans, they should have a resolution of 600 dpi and handed in in TIFF-format. Captions for the figures with appropriate accreditation should be provided below the body text of the article. References to the figures (Fig. 1, etc.) should be inserted in the body text where the author would like to have the figure. It is the responsibility of the author to obtain permission to publish copyright material.

8. Peer-Review Process

Manuscripts submitted to *BASP* are reviewed by appropriate experts from around the world. All submissions are read by the Editors and at least one external referee, who remains anonymous. After the reports are received, authors are informed in writing of the Editors' decision to accept, reject, or invite resubmission, and are given copies of the referee reports.

9. Proofs

When reading proof, contributors should limit themselves to correcting typographical errors. Revisions and additions should be avoided; if necessary, they will be made at the author's expense.

10. Varia

For general matters of style, contributors should consult the *Chicago Manual of Style*, 16th ed. (Chicago 2010). We further note the following specific points:

- All fonts used in submissions should be Unicode
- Transliteration of Greek words is to be avoided where possible, except for common technical terms (in these cases, do not use macrons): e.g., *solidus*; *strategos*; but ὅρος; ἐνδοξότατος. Note also the following example: "Senouthios the *dux* and φροντιστής of the Holy Church"
- Words that do not occur in an English dictionary, even if they are commonly used in the field, should be written in italics: e.g., *transversa charta*; *aroura*; *artaba*. Letters of the Greek alphabet are also written in italics: e.g., *alpha*; *omega*; or they can be written in Greek font: e.g., α; ω

- Special uses of a word and quotations/translations should be placed between double quotation marks: e.g., "yoke tax"; κέμιον "legumes" (French articles: e.g., « épilepsie »; German articles: e.g. „neugeprägt")
- Avoid, where possible, the use of abbreviations in the main text: e.g., "the *editio princeps*" rather than "the *ed.princ.*"; in the footnotes a few common abbreviations are allowed: e.g., cf., etc. Do not use *op.cit.*, *loc.cit.* and *idem/eadem*
- Do not use small caps, bold or underline for emphasis. Emphasis should be restricted as much as possible; if necessary, it should be given to individual words by italicizing them
- Write out dating to centuries: e.g., third century BCE, not 3rd (or 3rd) century BCE or III BCE; only in exceptional cases where there is little space, such as in tables and the heading of text editions, is the shortened indication of centuries (e.g., III BCE) allowed
- Unnumbered footnotes at the start of articles (e.g., to thank colleagues) should be avoided
- Instead of footnotes in tables use, where possible, letters in superscript and include the accompanying notes in the text directly beneath the table
- References to secondary literature should be restricted to the footnotes; if a work needs mentioning in the main text, only the name and title should be given, with a full reference in the accompanying footnote (same holds for commentaries in editions of texts, cf. **5** above)
- Page numbers in references and other numerical sequences should always be written out in full: e.g., 55-57, 115-117, 1100-1215
- Use of "ff." should be avoided: the author should state exactly which pages he/she is referring to
- Parentheses within parentheses become square brackets: e.g., (Whitehorne [n. 7] 3081)
- Names of authors in references should contain their initials; in the main text, it is up to the author whether he/she wishes to write out the name in full or to provide initials
- The primary author(s) of contributions published in *BASP* will receive an electronic off-print in PDF-format.

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(on behalf of the Editorial Board of *BASP*)