

Allegato 1

Indications for the Authors delivery to the editor
Of the material to be published

GENERAL RULES

Texts to deliver

Literary contribution/article presented in the author’s native language (Italian, French, Spanish, German, English). The author it is exhorted to send, as well as the Word file (.doc for PC) and .rtf, the original papers in a clear, olderly and ultimate, typewritten drawing-up, which should be easy to read and to interpreter, in standard sheets of about 2000 types (39 lines, double spacing 2 with 60/70 types for each one).

Respective apparatus of the article: notes, **b**) bibliography, **c**) tables, **d**) explanations, **e**) abbreviations list and quoted sources

Iconographic material

Illustration (outline of archaeological sites, finds in museum, monuments, mosaics, architectural elements etc.) on different supports, that is to say printed photos, files of pictures, slides.

Plans, graphs, maps, drawings of family trees on paper or on Word files all strictly in black and white (no color)

Do not forget!

1. Complete first name and in detail followed by the surname/s of the author/s below or upon the title of the article, anyhow at the top and not at the bottom.
2. Indication of the telephone numbers (more than one if it is possible), e-mail, university or College of belonging, address (clearly written and in detail), possible colleagues to contact in case of temporary absence
3. Bibliography of the works cited in the article and in the notes (take care of the completeness of the bibliographic notes; always specify if the texts are part of collections, periodicals, catalogues, encyclopedic dictionaries, meeting proceedings, a corpus of registrations or several other texts and graduation dissertations at the university of..., school year, chairman).

4. Abbreviations list, that is to say all the abbreviations, written in details, used in the text and in the notes (list aside).
5. If you use the greek font and other special symbols in the article, it is important that you send us a clearly printed paper of those pages with greek characters or pieces.
6. Catchwords, in brackets, for the pictures related to the text (FIG. 1, FIG. 2 etc.) or anyhow indications for the collocation of the pictures and other iconographic equipments inside the article (or at the bottom of it)
7. CD with illustrations of high solution *ab origine* (it is not a copied file expanded in low solution or in jpg coming from Internet and later changed into more pixels) in .tif or .eps with 400 p.p. with a dimension of a volume (almost 11 cm base for horizontal illustration, almost 10 cm height for vertical illustration)
8. Keys for graphs, archaeological chart, maps etc., well readable, with a black and white line and not with coloured lines or with grey refilling.

Bibliographic criteria

You will write the bibliographic references in the footnotes, in a smaller body than the text. Bibliographic references into the texts between brackets are not valid.

In case of **monographic volumes, essays and studies in serial plays:**

- the initial letter of the name of the author followed by the surname in roman type (if there are two authors or more than two, their names must be separated by a coma).
- title of the play in italic type (followed by the name of the editor)
- indication of the volume in roman numerals, preceded by vol., t.
- in the historical editions, fundamental for the philological-archaeological studies (ex. Giuntina) it's important to indicate the number of the editor/typographer
- place of publication (not followed by coma)
- year of publication
- number of the edition, whereas it's not the first, in brackets
- collection to which the work belongs, in round brackets, with the number of series/volume in arabic or roman numerals
- reference to the page (p.) or to the pages (pp.) (the roman numerals which indicate the pages will be put small capitals). If the reference is related to the entire essay its whole extension will be indicated replacing only the number that changes: pp. 1-12, 21-5, 217-8, 315-24, 495-502.

The bibliographic quotation will be preceded by «cfr.» when it refers generically to the content of the work and of the specifically indicated pages.

Examples:

- A. AUTHOR, *Title*, Place year, p. 5.
- B. CROCE, *La poesia di Dante*, Bari 1943 (5^a ediz.), p. 55.

C. PIKHAUS, *Répertoire des inscriptions latines versifiées de l'Afrique romaine (I^{er}-VI^e siècles)*, t. I. *Tripolitane, Byzacène, Afrique proconsulaire*, (Epigraphica Bruxellensia, 2), Bruxelles 1994.

In the **essays putted in collections of the same author** the abbreviation Id. will precede the title of the collection and the name of the editor will come after:

A. AUTHOR, *Title*, in ID., *Title of the collection*, ed. by E. Editor, Place year, pp. 1-10: 9.

The absent elements will be always signalled with abbreviations: s.l.(without location), s.e.(without editor), s.d.(without date), s.n.t.(without typographic notes). If the author knows the absent element, he can introduce it in square brackets.

D. I. RAO, *The Humanistic Invective as Literary Genre*, in *Selecting Proceedings of the Pennsylvania Foreign Language Conference 1988-1989*, ed. By G. C. Martin, Dept. Of Modern Languages of the Duquesne University, Pittsburgh s.d. [but 1992], pp. 261-7.

For the **Meeting proceedings** and the **examples index** it is suggested to indicate place and date of the meetings and of the examples (in Italics, in brackets) more than place and year of publication:

Examples:

- E. PIKHAUS, *La répartition géographique de quelques thèmes de la poésie funéraire latine*, in *Akten des VI. Intern. Kongresses für Griechische und Lateinische Epigraphik (München 1972)*, München 1973, pp. 412 ss.
- S. TORTORELLA, *La siglata africana*, in *Ceramica in Italia: VI e VII secolo, Atti del Convegno in onore di J.W. Hayes, Roma 11-13 maggio 1995*, a cura di L. SAGUÍ, Firenze 1998, pp. 23-38).

Only for Atti dell'Africa romana previously cited in the footnotes the title is normally abbreviated, without other explanations (because all the informations are furnished in the list of the final abbreviations of the proceedings that will be published) that is to say:

V. A. Sirago, *Il contributo di Giuba II alla conoscenza dell'Africa*, in *L'Africa romana XI*, pp. 310 ss.

In the **articles published into periodicals**, the heading, or name of the magazine has to be put between small inverted commas « » and not preceded by: in.

[Warning]: when an abbreviation is used inspite of the name of the magazine it is suggested always to check its correspondence with the cited abbreviations published in the IV volume of *L'Africa romana XVII*; the enclosing of a list of abbreviations with the solution of the used form would be a

good norm. This norm would be good also for indexes and *corpus* of inscriptions, of coins, of titles etc. in abbreviation (in capital italic followed by the roman numeral in small capital and the others in Arabic numerals: for example *CIL* IX, 20)].

M. MASSARO, *Le prime due raccolte regionali di iscrizioni metriche latine*, «Epigraphica», 66, 2004, pp. 368-88

W. KROLL, *Das afrikanische Latein*, «RhM», LII, 1897, pp. 569-90

For **works previously cited** it will be used only the surname of the author (without the initial letter of the name), a meaningful abbreviation of the title, the wording: cit. (and **not op. cit.**) and the number of the page took in consideration (all the elements must be separates by a comma).

If in two different footnotes the reference is related to the same work it will be used *ibid.* (in italic).

Thesis and doctoral thesis: *Title*, thesis, University of..., career of..., aa.

Use s.v. for “low voice”, followed by the name of the same item in italic and by the author/writer of the **encyclopedic item** between square brackets in small capitals and roman type.

Example: Cfr. *GEA*, s.v. *Baetica* [R. REBUFFAT], vol. 2, Roma 1999, pp. 34-5.

The authors who use the **system Author+year** in the footnote must add the bibliography complete of all elements at the end of the essay compulsorily.

For example

In the footnote:

WHITTAKER (1994), pp. 145-8; BOWERSOCK, BROWN, GRABAR (1999), pp. 607 s.; 610 s.; BRETT, FENTRESS (1996), pp. 76 s.; cfr. BACCHIELLI (1993), p. 347; LEE (1993), p. 7; SJÖSTRÖM (1993), pp. 27

In Bibliography:

BACCHIELLI L. (1993), *La Tripolitania*, in *Storia di Roma*, III, 2, Torino, pp. 339-49.

BOWERSOCK G. W., BROWN P., GRABAR O. (eds.) (1999), *Late Antiquity. A Guide to Postclassical World*, Cambridge (MA)-London.

BRETT M., FENTRESS E. (1996), *The Berbers*, Oxford.

LEE A. D. (1993), *Informations and Frontiers: Roman Foreign Relations in Late Antiquity*, Cambridge.

SJÖSTRÖM I. (1993), *Tripolitania in Transition: Late Roman to Early Islamic*

Settlement, Aldershot.

WHITTAKER C. R. (1994), *Frontiers of the Roman Empire. A Social and Economic Study*, Baltimore-London.

Furthermore, in particular

Latin and greek

It is suggested to check with attention and in every step of the proof the original form of the texts, sentences or singular terms taken from classical sources in latin and greek.

It is important to check with attention also the transcription of epigraphs and the introduction of letters and/or parts with a correct use of round, square and brace brackets according to the different kind of critical-philological intervention.

Latin needs A/b italic.

Greek is always written in roman type (without inverted commas even in a quotation).

Production and ceramics

Classes and denominations must be always written in roman type and without inverted commas, in English as well as in a language different from that one of the writer (for ex. White Surface Ware, Quartz-limestone Fabrics of Africa, Dressel 30, Knossos 18, LP 1b, etc.)

Ancient toponyms

It is likely to distinguish the name of the ancient place writing it in italic (for ex. *Turris Libisonis, Misenum, Apsia, Pontia, Carales*); the places which have kept their ancient name until today and that live now, must be written in body type (for ex. Roma); it is requested to consult the *Index of places* of the proceedings of the previous number of *Africa romana* at the moment of writing and before giving to printing.

Thanks to the authors which have red these indications and will do their best to respect them.

We are at your disposal for better explanations.

Carocci Editore S.p.A.