Ancient Studies Annual
Submission Guidelines

In order to submit an article to *Ancient Studies Annual* for consideration, please send a draft of the article to the editorial board at amne.gradjounral@ubc.ca with the words "Manuscript Draft" in the subject line. Before submission, please ensure that your manuscript complies with *ASA*'s formatting and style requirements, as listed below.

The manuscript should include an abstract of approximately 300 words beneath the title.

Although *ASA* maintains the rigorous standards of an academic, peer-reviewed journal, we also value and encourage articles that depart from a conventional formal tone and speak to wider, non-specialist audiences. The editorial board nevertheless retains the authority to make final editorial decisions and exercise control over the content we publish.

During the peer-review process, the confidential nature of the submission will be protected. The author can assist by not citing his or her own work in the article and by omitting any acknowledgments or reference to previous versions or presentations of the manuscript.

Formatting of Manuscript:
1. Articles must be between 5000–8000 words (including footnotes but excluding bibliography). Manuscripts outside this range will not be considered for publication.
2. Margins should be set to standard 1 inch on all sides.
3. Articles should be typed in 12-point Times New Roman font, double-spaced.
4. Footnotes should be typed in 10-point Times New Roman font, single-spaced.
5. Subheadings should be set in bold type.
6. Do not put spaces between paragraphs.
7. Eras should be given as BCE and CE, not BC or AD.
8. Do not include a cover page with your manuscript.
9. For all figures, images, illustrations, and tables, a copyright/permission statement, or other source acknowledgement (such as 'by author' or 'reproduced with permission'), must be provided in the caption.
10. *ASA* employs *The Chicago Manual of Style*, and specifically utilizes the Notes and Bibliography format of *The Chicago Manual of Style*-17th edition for source citations, not the Author-Date format. Authors should conform to the 17th edition of this manual in all matters not specified here.

Grammar and spelling:
1. Any form of academic English is acceptable (e.g. Canadian, American, British, etc.), provided that the manuscript is consistent throughout, with the exception of quoted materials.
2. All numbers through to one hundred should be spelled out.Percentages and fractions should be spelled out in the text. Hyphens should be used with spelled-out numbers.
3. Numbers should be elided with an En Dash: 57–63, 20–89.

4. The serial (Oxford or Harvard) comma should be used in lists.
5. Avoid using contractions, unless in quoted material.

Text Conventions
1. Acknowledgements should be set as an unnumbered footnote at the beginning of the article.
2. If a substantial footnote is required, references within it should be set out according to the following example: [1] The terminology used above follows that of Brown (2008). See also Butler's (1992) discussion on gender.
3. Abbreviations for ancient sources and authors, should follow the *Oxford Classical Dictionary*.
4. Parentheses within parentheses should be set in square brackets.
5. For ancient language terms, provide a translation in parentheses for the first time they are used.

Citation:
1. When first citing an ancient source, note in a footnote whether or not the translation is your own.
2. For source citations, *ASA* uses the Notes and Bibliography format of *The Chicago Manual of Style*-17th edition, not the Author-Date format. Footnotes should be numbered in one sequence throughout the manuscript. Endnotes and parenthetical citations are not accepted.
3. In footnotes, do not use op. cit. or loc. cit.; refer to the relevant note instead.
4. Please do not use abbreviated titles for journals and reference works, but instead spell out the title in full (i.e., use American Journal of Archaeology, not *AJA*).

Quotations:
1. When citing ancient sources, note the source of your translation.
2. Quotations of 40 words or longer should be set as a single block of text and should be indented. This indicates the text is a direct quotation without the use of quotation marks. Quotations should be introduced by a colon at the end of the preceding paragraph. Any use of italics, whether original or added, should be noted with the source.
3. Quotations less than forty words or less than three lines of verse should come within the text. English quotations should be set in quotation marks.
4. If omitting material from a quotation, use three ellipsis points (…).
5. Punctuation can be placed either inside or outside quotation marks, but the author must be consistent throughout the manuscript.
6. Translations of ancient languages must be supplied directly after the original quotation. For shorter quotations, translations should be provided in parentheses. For quotations over 40 words, translations should follow the original quotation with a single blank line.

Figures, images, illustrations, and tables:

1. Figures, images, illustrations, and tables should be integrated into the body of the text (not listed separately at the end) with appropriate captions below in 10-points Times New Roman font, and numbered in ascending order with Arabic numerals.
2. Figure numbers in captions should be bolded, and the caption text itself in regular text (e.g. **Figure 1**. Plan of site (Karageorghis and Demas 1985). Reproduced by author with permission).
3. Figures, images, illustrations, and tables should be referenced in the text itself, indicated clearly with figure numbers (e.g. Fig 1). If citing figures, images, illustrations, and tables from another source, the first letter should be lowercase (e.g. Fisher 2009, table 2).