

STUDIES IN LATE ANTIQUITY

Studies in Late Antiquity: A Journal (SLA) Author Guidelines

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General Contacts

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Books for review:

Books for review should be sent to the appropriate book review editor. Please inquire with studiesinlateantiquity@ucpress.edu before mailing. We'd be happy to help find the best home for these books and requests.

Notes to Contributors of Articles

In General

SLA is a double-blind, peer-reviewed, online international journal devoted to scholarship on a wide range of topics pertaining to the world of Late Antiquity (150 – 750 CE): Archaeology, Cultural Geography (including Cartography), Economics, Environmental History, Ethnography and Race, Gender & Sexuality, History (including Cultural History), History of the Arts (including Architecture, Art, and Music), Law, Literature and Rhetoric, Material Culture (including Codicology, Epigraphy, Numismatics, and Papyrology), Historical Demography, Philology, Philosophy, Reception, Religion, Science (including Medicine and Technology) and Theology. A defining focus of the journal is fostering multi- and interdisciplinary research that emphasizes the interconnectedness of the Mediterranean with other parts of the late ancient world: Africa, Anatolia, Arabia, the Baltic, the British Isles, Central and Western Asia, China, Europe, India, the Mediterranean, Persia, Scandinavia. Comparative and methodologically innovative papers are especially welcome.

Articles should not be previously published and should demonstrate a full command of the scholarly literature and available sources. They should proceed beyond the presentation of these materials to make original interpretations and draw new conclusions. Authors should pose arguments in a way accessible to *SLA*'s intended audience. Please use gender-inclusive language (i.e., humanity, not man, people, not men). **Translations of ancient (or modern) texts should not, however, be more or less gender-inclusive than the original language.**

Manuscript Submissions

Manuscripts should be uploaded directly to *SLA*'s Scholastica site at <https://sla.scholasticahq.com>. Please note that if you have not previously submitted to *SLA* through the Scholastica system you will need to create an account in order to do so.

Please do not e-mail manuscripts directly to the editorial office unless requested to do so by a member of the editorial office.

Contents of the Initial Submission

Initial submissions must include three separate files, presented in this order:

1. Abstract as a Word file
2. Text and accompanying endnotes as a Word file
3. Captions with illustration sources as a Word file
4. Low-resolution scans of the images, uploaded as individual files, as explained below. Do not place images together on a text document. If an article is accepted for publication, you will then be required to provide high-resolution TIFF files (see instructions below).

Form of the Manuscript

1. The author's name (or authors' names) should not appear in the manuscript or be used in the file name of any electronic submission. All files should instead be named with a key word from the title of the article. Cite works by yourself in the third person; do not include personal notes (acknowledgements, thanks, references to oral presentation, etc.). You may add these later, if the article is accepted. Please remove personal information from the file altogether before submitting it to *SLA* through Scholastica.
2. The abstract, text, endnotes, and captions/sources must be double-spaced and formatted for printing on standard-size paper (8½ x 11 inches or A4). Files should be set to print a maximum of twenty-five lines per page in twelve-point type (ten to twelve words per line). Pages must be left-justified and numbered consecutively throughout each file. Do not use automatic numbering for the caption list or numbered lists.
3. Footnotes are not acceptable. Notes must be supplied as double-spaced endnotes at the end of the article using the Endnote function in Word. As a rule, notes should not exceed two-thirds of the length of the text. Please note, we do not include a bibliography.
4. In no more than 250 words, the abstract should summarize the argument and define the methodological approach of the article. It should be written in the third person.
5. *SLA* aspires to have a broad, interdisciplinary readership extending beyond research in the Mediterranean world. For this reason, please do not use abbreviated journal titles or other arcana (e.g., papyrus collections, etc.).

Editorial Miscellany

1. We follow the most recent edition of *The Chicago Manual of Style* (chicagomanualofstyle.org)
2. Spelling
 - a. Use current American spelling and typographical practice. *SLA* uses the Merriam-Webster Collegiate Dictionary (<http://www.merriam-webstercollegiate.com>)
3. Names and titles
 - a. after the first mention, the last name of a person, living or dead, will suffice unless clarity requires a title or additional name.
4. Numbers and dates
 - a. use figures rather than spelled-out numbers for cardinal numbers over ten and for all measurements.
 - b. Form the plural of decades without an apostrophe: “1950s” rather than “1950’s.”
 - c. Dates should be given in the following forms: “25 December 800,” “25 December,” “December 800,” and “798–99.”
 - d. Use BCE/CE to denote time periods (not B.C.E./C.E. nor B.C./A.D.)
 - e. For number ranges in citations in endnotes, use en dashes.
 - i. Example: (28–29)
 - f. Prices in currencies other than USD are okay to use.
 - g. For books with both a print edition ISBN and an epub ISBN, please spell out hardcover and e-book.
5. Labeling figures:
 - a. Regular font (no bold)
 - b. Add period after “Figure”
 - c. Add Space between period and first letter of caption
 - Example: Figure 1. This is my photo caption.
 - For in-text references to figures, spell out and capitalize “Figure”
6. Dimensions:
 - a. Use Chicago style for dimensions of objects (height, width, depth – not labeled but always in the same order).
 - Example: Figure 1. Base of a funerary bed, purportedly from Anyang, Henan Province, China, 550–77 CE. Marble with traces of pigment. 60.3 × 234.0 × 23.5 cm. Freer Gallery of Art, Washington, DC, F1915.110.
7. For foreign language titles:
 - a. Ancient languages
 - i. *SLA* will print citations in original languages. Be sure to check these citations very carefully both before submitting your final manuscript and when you receive your proofs.
 - ii. Transliteration of words should follow the standards set out in the *Journal of Biblical Literature* guidelines (117 [1998]):

558-59). We prefer that you not use circumflex (^) to indicate long vowels in Greek, but rather indicate a macron by coding before and after the letter as follows: •<mac>o</mac>.

- b. Quotations from foreign languages must be translated in the text, with the original in the endnote, if necessary. Isolated foreign words should be italicized, unless they have been adopted in English (cf. Merriam Webster's dictionary). For example, *corpus* and *corpora*, but *negotium*. Full foreign-language quotations should be in Roman type and put within quotation marks. Foreign personal titles, names of buildings, monuments. Or rooms (Ara Pacis), institutions (Museo dei Conservatori), and the like are not italicized.
- c. French publication capitalization styles vary: follow CMS's recommendation for sentence-style and allow CMS exceptions for French. For short titles, we will follow this alternative style mentioned in CMS: "for titles beginning with a definite article (Le, La, L', Les), the article and the first substantive (noun or noun form) and any intervening modifier are capitalized (e.g., La Grande Illusion)."
- d. For German, per CMS, "all nouns and words used as nouns are capitalized, whether in ordinary sentences or in titles of works." When complications arise, query author and/or editor(s).
- e. For Hebrew and Arabic, per CMS:
 - i. The Hebrew alphabet has no capital letters, and there is no universally used system for capitalizing romanized Hebrew. Writers may follow normal English usage—capitalizing proper names, book titles, and so forth (see [11.6](#), [11.18](#)). Some writers eschew capitalization altogether. As always, the author must ensure internal consistency. For italics in romanized Hebrew, the normal English usage may also be followed (see [11.8](#)).
- f. For Latin, per CMS
 - i. Titles of ancient and medieval Latin works should usually be capitalized in sentence style—that is, only the first word in the title and subtitle, proper nouns, and proper adjectives are capitalized (see [8.158](#)).
 1. De bello Gallico
 2. De viris illustribus
 3. Cur Deus homo?
- g. Renaissance and modern works or works in English with Latin titles, on the other hand, can usually be capitalized headline-style (see [8.159](#)). (If there is any doubt about the era to which the title belongs, opt for sentence style.)
 - i. Novum Organum
 - ii. Religio Medici
- h. For all other modern languages, please consult the most recent edition of *The Chicago Manual of Style*. Please make sure to include all diacritical marks.

8. Place names
 - a. Authors should take care to use the most appropriate late ancient names for cities, regions, provinces, states and other toponyms. Modern names should conform to internationally recognized usage.
 9. Please resolve all other editorial issues by consulting the errata below, the most recent edition of *The Chicago Manual of Style*, or the editor
- In the case of citing a book with multiple editors (eds. Vs. ed.)
 - Example of when an edited book is being cited
 - Elizabeth Digeser and Kristina Sessa, eds.
 - Example of when a chapter in an edited book is being cited
 - Author, "Chapter;: in *Book Title*, ed. Elizabeth Digeser and Kristina Sessa...
 - No academic titles in copy, only affiliation of authors
 - Italicize exhibit names per CMS.
 - For citations of publications online, we will leave URLs visible for *SLA*.
 - We will not include access dates in reference to online publications.
 - Please always capitalize Late Antiquity and lowercase (no hyphen) late ancient/late antique
 - We should use parentheses around phrases for ancient language phrases embedded in translations as a standard practice. We should avoid square brackets for this purpose, as square brackets indicate ellipses.
 - For names add possessive s (*Eusebius's*)
 - Preference is always given for original language title, but exceptions can and will be made according to popular use
 - Titles to appear in English
 - *Historia ecclesiastica* and Ecclesiastical History/History of the Church/History)

Reference for common citation style:

Incorrect: Sonya S. Lee, "Central Asia Coming to the Museum: The Display of Kucha

Mural Fragments in Interwar Germany and the United States," *Journal of the History of Collections* 28, no. 3 (November, 2016), 417–436.

Correct: Sonya S. Lee, "Central Asia Coming to the Museum: The Display of Kucha Mural Fragments in Interwar Germany and the United States," *Journal of the History of Collections* 28 (2016): 417–436.

Citation Formats

The aim of citation is clarity and scholarly verification: in the end, it is the author's responsibility to make sure that such references are accurate and will serve to instruct and aid the readers of *SLA*. When in doubt, more information is better.

Please avoid any idem/eadem and ibid. citations, and instead use the standard shortened citation (including page number) of a work.

Modern Texts:

Endnotes should be formatted according to the most recent edition of *The Chicago Manual of Style*. For formatting types of sources not listed below please consult the most recent edition of *The Chicago Manual of Style*. Abbreviate the title of this journal as *SLA*. Any other such abbreviations in the notes should be spelled out on first mention.

1. **Critical editions.** To ensure scholarly accuracy, authors publishing with *SLA* should cite critical editions of ancient texts when possible. Please spell out the full title in the first citation and subsequent reference to the short title.
2. **Translations** should generally be by the author of the article. If someone else's English translation is cited in the article, that translation must be referenced in full (as a modern work: see above on citations of secondary literature). In subsequent citation, the author and title of the translation, with appropriate page number, may be placed in parenthetical notation with the critical edition (see above on subsequent citations of secondary literature).

Captions (including illustration sources)

Illustrations should be numbered consecutively in the order in which they are mentioned in the text.

The order of information is: figure number, designer (if known), name of the building or object, location, date, brief description (if necessary), and source (using the wording prescribed by the copyright holder, if necessary). Subsequent references may be shorter than the first one.

Example:

Figure 1. Mosaic above the Imperial Door in the narthex of Hagia Sophia, Istanbul. Photo by H. A. Drake.

Illustrations

If a manuscript is accepted for publication, the author must provide high-quality illustrations. They must follow the specifications below.

Digital images (preferred format)

- 300 dpi minimum at 5 inches wide or 3.6 megapixels. Images need not exceed 1200 dpi.
- To support zoomability, resolution must be high enough to allow identification of relevant details, usually 600 dpi or higher.
- Saved as RGB for color, or grayscale for monochrome. Color is preferred.
- Saved in TIFF format.
- Line art must be scanned at 1200 dpi in bi-tonal mode (1-bit). For more information, see Penn State Press's website, mentioned below.
- File name should include the primary author's name and figure number

Scanning images from books or other publications results in lower quality images. Please avoid using scans, but if their use is absolutely necessary, the author is responsible for correcting pattern (descreening) in PhotoShop and alerting *SLA* to the problem.

For additional information regarding the preparation of digital images, including line art, please see the Penn State website:

https://www.psupress.org/books/author_resources/author_digsub.html, particularly the section on halftones. This site details the descreening process and other ways to avoid problematic issues that often arise with scanned images.

Video

- Resolution: Recommended: 1280 x 720 (16 x 9 HD) and 640 x 480 (4:3 SD). There is no required minimum resolution; in general the higher resolution the better. For older content, lower resolution may be unavoidable.
- Bit rate: Because bit rate is highly dependent on codec, there is no recommended or minimum value. Videos should be optimized for resolution, aspect ratio, and frame rate rather than bit rate.
- Frame rate: The frame rate of the original video should be maintained without resampling. Pull down and other frame rate resampling techniques are strongly discouraged.
- Codec: H.264, MPEG-2 or MPEG-4 preferred
- File types: .3gp, .avi, .mov, .mp4, .mpg, .flv, .swf, .mkv
- File size: Up to 1 GB
- Duration: Up to 10 minutes
- File name should include a key work from the title and figure number

When in doubt, convert files to MPEG4 video with MP3 audio, or follow YouTube guidelines.

Audio

- Codecs: MP3 or AAC preferred
- File Size: Up to 100 MB
- Duration: Up to 10 minutes
- Sampling rate: 44.1 kHz. For older content, lower frequencies may be unavoidable.
- Bit Rate: 128 kbps preferred. For older content, lower rates may be unavoidable.
- Channels: 2 (stereo) preferred.
- File name should include a key word from the title and figure number

The Publishing Process for Accepted Articles

When an article is accepted for publication, the editor will provide detailed instructions about the requirements for final submission. The final submission must include illustrations that meet the standards outlined above.

Upon acceptance, the manuscript will be copyedited to conform to the *SLA* house style. The copy editor will send copyedited essays, articles, and reviews to their respective authors for review and approval.

Author's Agreement and Permissions

When a manuscript is accepted for publication, the author will be sent an author agreement that must be signed and returned to the editor. Authors must also obtain permission to reproduce illustrations when necessary and pay copyright fees and other costs. Copies of the written permissions should be attached to a copy of the captions/sources lists and accompany the signed author's agreement. Please consult the [UC Press Journals Authors Permissions Resources online](#).

Queries

If you have questions about the format of a submission or you wish guidance as to whether a subject is appropriate for *SLA*, please write directly to the editor at rboustan@princeton.edu or kristinamsessa@gmail.com.

Guidelines for Obtaining Image and Permissions

SLA requires that authors clear rights to images for reproduction in *Studies in Late Antiquity: A Journal*. You may need to obtain both a loan permission from an image lender (e.g., a museum or a photo bank such as Art Resource) and a copyright permission from the rights holder for the work (e.g., an artist or agent).

Artworks whose creator died more than 70 years ago are no longer in copyright. For such works, the only copyright may be that of a photographer who created the photo of the artwork. Or there may be no photographer's copyright—if, for example, you take the photo yourself. If there is no copyright, then you only need to rent or purchase or take a photo, and the paperwork need only cover that transaction.

If the artist or architect died less than 70 years ago, or if the work was created by a corporate entity (e.g., an archeological services company) fewer than 125 years ago, copyright is still in effect. (Copyright has this length of term in most countries worldwide). In such cases, you need to obtain permission from the rights holder as well as rental of a photo.

Tips for Obtaining Image Permissions

- Begin to request pictures and permissions as early as possible. Some sources are slow to respond to requests.
- Do the necessary research. Find out who handles permissions for a given artwork or museum. If you need help understanding this process, contact the editor.
- Scope of rights: request world English-language rights.
- Request online/digital permission as well. Some lenders are uncomfortable granting permission for online use. You can explain to them that *SLA* is archived permanently on the University of California Web site.
- As a scholar publishing in a nonprofit academic journal, you can and should negotiate fees. Many rights holders ask high fees, but most will lower them for a scholarly purpose.
- When submitting your final manuscript and images, enclose photocopies of all the signed permissions and any other documents you receive from rights holders and image lenders. Please write your name and the corresponding figure number at the top of each permission document (fig. 1, fig. 2, etc.) Since you are legally responsible for clearing rights, you should keep the originals permanently. If the deadline for the pictures has arrived and you have the pictures but not all the paperwork, please send the picture with your manuscript, those documents you have, and a letter explaining

the status of the outstanding permissions. Forward copies of the remaining documents as soon as they arrive.

- **Art photographed from a book.** Most books print "picture credits" in the front or back, indicating the source of each image. Be sure to consult the credits section of a book before you scan an image from it. If there is no credits page, and the work or photo of the work is not out of copyright, then you may need to write to the permissions department of the publisher to request contact information for the rights holder.
- The publisher of a book is usually not the copyright holder for an artwork reproduced in the book. The museum that owns an artwork is usually not the copyright holder for that artwork, though it may assert copyright over a photo of that artwork. Thus, loan forms for the rental of a photo, scan, or transparency are not necessarily the same as copyright permissions.
- **Lengthy text excerpt** may also be in copyright. Fair-use laws permit you to quote within reason (and at length in a review of the book), but in general if you quote at length from a copyrighted text (including a modern copyrighted translation of an old text), you should request permission from the copyright holder (usually the author or publisher)

*This document adapted with gratitude from the guidelines prepared by the College Art Association.
9/1/08*

Notes to Writers of Book, Exhibition, and Media Reviews

Reviews are solicited directly by the review editors. Reviewers are free to express their own opinions, but the editors retain normal editorial responsibilities, including the right of rejection.

The length of reviews should not exceed 1,500 words unless otherwise specified by the review editor.

Reviews should include a description for the book's or exhibit's contents as well as the reviewer's critical assessment. Book reviews must be headed with this information: author of the book, title, place of publication, publisher, date, number of pages, number of color and black-and-white illustrations, price, and ISBN. Exhibit reviews must be headed with the following information: exhibition

title, museum name or exhibition venue(s), location (city and state or city and country), complete exhibition schedule dates; if an exhibition catalogue is also reviewed, please provide bibliographic information as for book reviews. The review author's name and institutional affiliation should appear at the bottom of the text.

All text, including book review headings, shall be double-spaced. Manuscripts should conform to the requirements laid out in the "Notes to Contributors of Articles."

—updated 21 December 2018