



Rosetta Style Guide

(revised October 2024)

Please read these guidelines carefully. Manuscripts that are not prepared correctly will be returned.

Submission of Articles

- Manuscripts should be submitted to *Rosetta's* editor at rosetta@contacts.bham.ac.uk. Authors must submit manuscripts in both Microsoft Word (.doc or .docx) and PDF (.pdf) format. Authors should save the file name as their surname and a brief indication of the submission title, as in the following example:

Smith_Analysis-of-Pottery.docx

- Every article must be accompanied by an abstract of no more than 300 words.
- We do not have a set minimum for the length of an article; however, we will only accept submissions up to a maximum of 10,000 words, including footnotes but excluding bibliography.
- Book reviews should aim to be no more than 3,000 words.
- Authors should identify themselves and their institutional affiliation, if any.
- Authors are responsible for obtaining formal permissions and paying any fees for the reproduction of images. We may request that you provide written evidence of the grant of permission and its conditions.

Language Guidelines

- *Rosetta* publishes articles in English only.
- All words and full stops should be followed by a single space only.

- Authors should write in clear, formal prose. This includes observing the following stylistic points:
 - Do not use contractions
 - Abbreviations such as e.g., i.e., etc. should be avoided where possible; the exception is et al., which may be used to refer to texts by more than three authors.
 - Abbreviations and acronyms should be written out in full the first time they are used, followed by the abbreviated form in brackets, for example: 'The Department of Classics, Ancient History and Archaeology (CAHA).'
 - Capital letters must be used at the start of the sentence and to refer to proper nouns only, for example: 'The king of England is King Charles III.'
 - Avoid using gender-specific language where possible.
- Dates should be referred to using BC/AD or BCE/CE consistently. These must be capitalised, with no full stops. BC, BCE, and CE follow a date, whereas AD precedes it, for example 208 BC; 163 BCE; 2024 CE; AD 2008.
- Dates relating to archaeological studies should follow the conventions outlined in World Archaeology's notes to contributors (October 1995), which can be found here on the [Archaeology Data Service website](#).

Formatting Guidelines

- Text should be typed in 12 point 'Arial' font. Footnotes should be 11 point 'Arial' font.
- Special characters (for example, Greek or Egyptian text) must use 'Arial Unicode' font.
- Authors should transliterate texts which cannot be produced in 'Arial Unicode'. All transliterations and text in non-English languages should be italicised.
- Text should use 1.5 spacing with 1-inch (2.54cm) margins on all sides (default MS Word setting). Long, indented quotations should be single-spaced.
- Align text along the left margin and justify the text.
- Separate paragraphs with an extra line space. Do not indent the beginning of paragraphs.
- Up to three levels of heading may be used (i.e. 'Heading 1', 'Heading 2', and 'Heading 3' on Microsoft Word). Please ensure that these are visible as headings on the 'Navigation Pane' tab of Microsoft Word.

- Images should be clearly labelled as, for example, 'Figure 1', 'Figure 2', and so on. Credit for images must be provided. An alt text must also be provided for all images, and images must be in-line with text to meet accessibility requirements.
- Page numbers must be included in the bottom right corner of the page.
- All submissions must meet United Kingdom accessibility standards. For authors, we require all submissions to pass the 'Accessibility Checker' on Microsoft Word. Authors can find this under the 'Review' tab, 'Check Accessibility.' The article is considered up to standard if the Accessibility Assistant reads 'Looks good! No issues found.' Common issues include the use of headings and making sure all images and text are in-line and aligned to the left.

Quotations

- Do not italicise quotations, unless the original extract is italicised or for emphasis (in these cases, please state either 'original emphasis' or 'my emphasis' in brackets after the quotation).
- Quotations of fewer than twenty words should be included in-text within single quotation marks 'like so.' For quotations within a quotation, use double quotation marks, 'as in "the following" example.'
- Quotations of more than twenty words should be indented by 1.25cm (a single "Tab" width) and single-spaced, with the preceding sentence ending in a colon. Authors should not use quotation marks for these.
- Quotations of poetry should preserve verse lineation where possible; for short quotations of two to three lines, it is possible to quote these in-text within single quotation marks using a forward slash with a single space on either side to represent line divisions, for example: 'Arms and the man I sing, who first made way, / predestined exile, from the Trojan shore' (Virgil *Aeneid* 1.1-2, trans. Williams 1910).

Referencing

- References to ancient and modern sources should be provided as footnotes.
- Footnotes should be formatted as traditional footnotes, beginning with Arabic numerals and ending in a full stop.

- Do not use abbreviations such as 'ibid.', 'loc. cit.', and 'op. cit.'
- Footnote references to modern scholarship should include the surname of the author, year of publication, and relevant page number(s), for example ¹ Renfrew 2007: 5. Full publication details will be provided in the Bibliography.
- Footnotes must be placed after all punctuation.
- Multiple references within a single footnote may be separated by commas if referring to different pages in a single work, or semicola if referring to different works. For example ² Barclay and Bayliss 1999: 2, 7; Renfrew 2007.
- Footnotes for texts with more than three authors may be abbreviated using 'et al.', for example 'Barclay and Bayliss 1999', but 'Arnold et al. 1988' for Arnold, Green, Lewis and Bradley 1988. All authors' names must be provided in the bibliography.
- Ancient texts should be referred to in footnotes in the format Author: *Title* book.paragraph.line. For example: ³ Homer *Odyssey* 1.234. If a translation is used, include the name of the translator and year of publication with the footnote, for example ⁴ Cicero *Epistolae ad Atticum* 10.8.3, trans. Shackleton Bailey 2001.
- Ancient authors' names and titles of works may be abbreviated in footnotes according to the conventions of the Oxford Classical Dictionary (<https://oxfordre.com/classics/page/3993>) for Greek or Latin texts, and the Egyptologists' Electronic Forum (egyptologyforum.org/EEFrefs.html) for Egyptian or Ancient Near East texts.

Bibliography

- A list of works cited should be presented on a new page at the end of the document, under the heading 'Bibliography'.
- *Rosetta* bases bibliography formatting on the *Harvard Style Guide*. Please ensure that the references in your bibliography match the style guide as closely as possible. In the event that a reference is not accounted for in the style guide, we ask that authors adapt as closely as possible to the guide and make the issue known to the editors at the time of submission.
- It is not required to provide ancient and modern sources under separate headings.

Example references:

Hinckley, L.V. (1986) 'Patroclus' Funeral Games and Homer's Character Portrayal', *The Classical Journal*, 81 (3), 209-221.

Homer (1997) *The Iliad*. Translated by J. Davies. Introduction and notes by D. Wright. London: Dover Productions.

Krevans, N. (1997) 'Medea as Foundation-Heroine', in Clauss, J.J. and Johnston, S.I. (eds) *Medea: Essays on Medea in Myth, Literature, Philosophy, and Art*. Princeton: Princeton University Press.

Renfrew, C. (2007) *Prehistory: Making of the Human Mind*. London: Orion.