

This is an extract from:

Dumbarton Oaks Papers, No. 56

Editor: Alice-Mary Talbot

Published by

Dumbarton Oaks Research Library and Collection
Washington, D.C.

Issue year 2002

© 2003 Dumbarton Oaks

Trustees for Harvard University

Washington, D.C.

Printed in the United States of America

www.doaks.org/etexts.html

STYLE GUIDE FOR THE DUMBARTON OAKS PAPERS

Manuscripts should be submitted in duplicate to the director of Byzantine Studies. Illustrations accompanying initial submissions should be photocopies, not originals.

Changes made in an article once set into type are costly, and authors who request excessive changes will be charged for amounts above 10 percent of the initial cost of composition. They should, therefore, submit only clean and carefully revised copy, prepared according to the following style guide. A manuscript not prepared in this manner, even though accepted for publication, may be returned to its author for revision and retyping.

Authors will normally receive only first (or galley) proofs for proofreading.

Manuscript preparation

1. All manuscripts must be typewritten, double-spaced, with pages numbered consecutively throughout the text and footnotes. Use good-quality paper, leaving wide margins of at least one inch on all sides. Leave extra space between paragraphs only if it is required in the printed article. *Footnotes should be numbered consecutively and must be double-spaced* on separate sheets of paper following the text of the article. Submit the original manuscript and one clear, clean copy; retain a copy for your own record. In some cases it may be feasible to use the computer disk copy of articles in the editing process. If you have a disk copy, please submit it with the final version of your article.

2. Foreign words and abbreviations that have become current in English should not be italicized. For example, *ca.*, *ibid.*, *passim*, *idem*, and *s.v.* should not be italicized or underlined. Do not italicize Greek.

3. Follow standard American usage for spelling. Consult *Webster's Third New International Dictionary* or its abridgment, *Webster's New Collegiate Dictionary*. Capitalization should be consistent throughout the text. For guidance in this, as well as on grammar and punctuation, use a standard reference work, preferably *The Chicago Manual of Style*, 14th ed. (Chicago, 1993), or W. Strunk, Jr. and E. B. White, *The Elements of Style*, 3rd ed. (New York, 1979).

Footnotes

1. Verify all references and quotations before submitting your manuscript. Include all required facts of publication. Incomplete contributions will be returned to the author for completion.

2. In writing footnotes the author should consider completeness, clarity, and brevity, in that order. For abbreviations of commonly cited journals, series, and reference works, use the Dumbarton Oaks List of Abbreviations, available on request. The first reference to a book or article must be complete. For subsequent references use the author's last name and a shortened form of the title; *ibid.* should be used sparingly.

3. All titles should be cited in the original languages, not in translation. Slavic transliterations should follow the Dumbarton Oaks system (available on request). Citations of Greek should be clearly legible.

4. Examples:

Books

¹C. Diehl, *Manuel d'art byzantin*, 2nd ed. (Paris, 1926), 2:442-61.

²E. Stein, *Histoire du Bas-Empire* (Paris, 1949), 1:77 ff.

³Diehl, *Manuel*, 193 ff, fig. 90.

⁴*Les gestes des Chiprois*, ed. G. Raynaud (Geneva, 1887).

⁵Eusebios, *Vita Constantini*, 1.3, PG 20:914-16.

⁶Stein, *Bas-Empire*, 1:777.

Articles

¹G. Ostrogorsky, "Observations on the Aristocracy in Byzantium," *DOP* 25 (1971): 1-32.

²R. Guiland, "Vénéralité et favoritisme à Byzance," *REB* 10 (1953): 35-39.

³Ostrogorsky, "Aristocracy," 12-14.

⁴Guiland, "Vénéralité," 36.

Illustrations

1. After the article has been accepted for publication, submit original, sharp, glossy prints made, whenever possible, from the work to be reproduced. If photos have, however, been made from reproductions, complete bibliographical information must be supplied. Line artwork is reproduced best from original ink drawings or photostats, but in some cases very sharp photocopies are acceptable. Drawings with broken and incomplete lines should not be submitted. Layout sketches for the illustrations prepared by the author are of assistance and should follow the same sequence as that of the figure references in the article.

2. Place figure numbers and any necessary cropping indications on the reverse of the photos in light, soft pencil lines. Do not write heavily as this can cause visible damage to the photo surface that may show in the printed illustration. Do not tape captions to photos.

3. A separate list of captions must accompany the manuscript when submitted and should include complete sources and credit information. Captions should be as brief as possible.

4. Permissions and payment of any required reproduction fees are the responsibility of the author. Copies of permissions must be submitted to the editorial office if requested.

5. Photos will be returned to the author.

Proofreading

All corrections on proofs should be marked as clearly as possible. They should be printed or, if more than a line or two, typed in the margins or on a separate sheet of paper, with the point for correction in the line of type clearly marked.

Authors' copies

Twenty-five offprints and one copy of the volume in which the article appears will be sent to the author free of charge at the time of publication. Additional offprints, which will be billed to the author at cost, may be ordered when the galley proofs are returned to the editor. Additional copies of the volume in which the article appears may be ordered by the author at a 20 percent discount at any time.