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## 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.

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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.

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### 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.

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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

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

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

<sup>3</sup>Diehl, *Manuel*, 193 ff, fig. 90.

<sup>4</sup>*Les gestes des Chiprois*, ed. G. Raynaud (Geneva, 1887).

<sup>5</sup>Eusebios, *Vita Constantini*, 1.3, PG 20:914-16.

<sup>6</sup>Stein, *Bas-Empire*, 1:777.

##### Articles

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

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

<sup>3</sup>Ostrogorsky, "Aristocracy," 12-14.

<sup>4</sup>Guiland, "Vénéralité," 36.

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