Thank you for your interest in submitting to *TAPA*. You will find below some basic guidelines below for the preparation of your manuscript (a fuller style sheet is sent to authors whose articles have been accepted). Please try to adhere as closely to these as possible; this will ensure a smooth editing process.

**Submission**

Submissions are made through *TAPA*’s [online portal](http://www.apaclassics.org/Publications/greekkeys_news.html).

As part of the submission system, authors are required to create an account at Scholastica; this information is used for correspondence purposes.

To submit an article, the author is prompted to provide a title, abstract (which should be no more than 100 words), keywords, and to fill in professional information, as well as uploading a file containing the anonymized manuscript. We also request that authors fill in a section containing demographic information; this is entirely optional and will not affect the editorial decision in any way. The information is collected anonymously only shared with the editors in aggregated form. It is used to help assess the journal’s progress toward its equity, diversity, and inclusion goals.

**Format**

It is essential that your article *not include any identifying information*: all self-references should be formatted impersonally, and names in any personal correspondence or thanks should be either omitted or replaced with ***.

[Note: In what follows, **bold** is used to indicate an example of TAPA style. It does NOT mean that the item in question should in fact appear as bold!]

Submit your paper electronically as a Word document (.docx), left-justified and double-spaced throughout, including the notes. Use Times New Roman 12 pt. as the font for all text (except for Greek quotations; see below), as well as for page numbers, endnote marks, etc.

Please format your paper using *footnotes, not endnotes* (this is for ease or review; accepted submissions will have to be converted to endnotes). Footnote marks should be Arabic numerals and appear outside periods and commas, inside colons and semicolons.

**Quotations from Latin and Greek**

All Greek should appear in New Athena Unicode 12 pt. (available from the APA as part of the GreekKeys package; see [http://www.apaclassics.org/Publications/greekkeys_news.html](http://www.apaclassics.org/Publications/greekkeys_news.html)). All Latin should be in italics, except in block quotes.
No quotation marks are used for either Greek or Latin.

For Greek: please use Iota subscript. Iota adscript is retained only in instance where the iota is contested e.g., βωμῷ, Hes. fr. 23a.18

Grave accents are retained in a Greek word before ellipses: e.g., Ὀδυσεὺς ... δολοπλόκος

V is used in Latin transliterations

Line divisions in poetry are marked by a spaced |

All Greek and Latin quotes should be followed by English translations, usually in parentheses, except in block quotes. All translations should be placed in quotation marks, except in block quotes. Indicate whose translation you are using, including if it is your own. Use Oxford Classical Dictionary abbreviations in citing ancient authors and works.

For block quotes, introduce the quote by placing the citation in parentheses and put a space between the quote and the translation. Begin body text on the next line, no space between:

```
body text  body text  body text (citation)
quote quote quote
quote quote quote
translation translation
translation translation
body text  body text  body text
```

References and quotations from scholarly literature

All quotations from foreign-language scholarly literature should be translated into English; important words in the original may be given with square brackets.

Use author-date style to refer to items in the Works Cited. Use initials to differentiate between two authors of the same last name.

Suzuki 1989: 56 refuses to take Helen’s self-blame as an “answer” to the “unanswered” question of her responsibility.
Suzuki refuses to take Helen’s self-blame as an “answer” to the “unanswered” question of her responsibility (1989: 56).

Notes are cited in the following way: Miles 1995: 142n73

Use double quotation marks for all quotations (single quotation marks for quotations within quotations), as well as for translations. Quotation marks are placed outside periods and commas, inside colons and semicolons.
Works Cited

List all works cited in alphabetical order by author’s name. When listing two or more books by the same author, follow the chronological order from the least recent to the most recent. Use a, b, c, etc. to differentiate between titles by the same author from the same year. In the case of two or three authors/editors, write out all names; with four or more, use et al. after the first name. After first instance of an author’s name in the bibliography, the name is replaced by four underscores (not 3 em-dashes): e.g., ____

Monographs:


Note here for initials (see below, Vernant. J. P.) We want initials and not full first names, and if there are two initials there should be a space between the first and middle initial (we only make an exception for long series of initials, when we leave one space, e.g. Lyne, R.O.A.M.).

Edited volumes:


Editions and commentaries. Please note that volumes and books are set in Roman; titles are in italics.


(NB: ed./eds. is used only for the editors of edited volumes, not those of ancient texts or commentaries.) Papers in edited volumes:


Note: List both publication place and publisher as above.

If more than one paper from an edited volume is listed, make an extra entry for the volume and list each of the papers in the following style:

In Carlisle and Levaniouk, eds. 3–20.

Journal articles:
(NB: Use Année Philologique abbreviations for journals, but write P instead of Ph in AJP, CP, etc. Do not supply designations like “new series,” “n.s.,” etc. Give the volume number 95 but NOT the issue number 95.2. For journals not listed in Année Philologique, the title is spelled out e.g., Colby Quarterly)

Dissertations:

Book Review:

Use of numbers

When using numbers in a series (e.g., page or line numbers), include all digits to the tens place, as in Fantham 1996: 72–79 and NOT Fantham 1996: 72–9. The digit in the hundreds place should be omitted in the concluding number if it is the same as that of the hundreds digit in the initial number, as in Fantham 1996: 151–59. Likewise, the zero in the tens place in three- or four-digit numbers should be omitted, as in Fantham 1996: 100–4 or Fantham 1996: 107–9.

Do not use f. and ff.

TAPA style

Language
TAPA uses American English (e.g., harbor not harbour, etc.).

Possessives
TAPA follows a style in which an apostrophe and “s” is placed after all singular common and proper nouns indicating possession:
the daughter’s dress, Athena’s wisdom, Odysseus’s winged words
An exception to this rule that is important for classics is names like Euripides and Achilles, which end in an *eez* sound and only take an apostrophe:

*Achilles’ swift foot, Euripides’ tragedies*

Dates

*TAPA* uses the designations **B.C.E.** and **C.E.**

Greek names

*TAPA* does not have a house style for Greek names, so it is up to you whether you wish to use Latinate forms (**Achilles**) or transliterations (**Akhilleus**). However, please try to be consistent. If you are using a hybrid style of nomenclature (some Latinate forms, some transliterations), you may want to explain it in the acknowledgement note.

Please use *em dashes* instead of spaced *en dashes*

Last updated July 2021