

## *TAPA* Style Sheet for Submissions

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](#).

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 and 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 of 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.

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 ancient authors who are not in the *Oxford Classical Dictionary list*, please use the full name and title.

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.

For citations in footnotes please adhere to one of the following models:

**See Suzuki 1989: 56.**  
**Suzuki 1989: 56 refuses to take Helen's self-blame as an "answer" to the "unanswered" question of her responsibility.**

For citations in the body text please adhere to the following model:

**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.

### Monographs:

- Austin, N. 1994. *Helen of Troy and her Shameless Phantom*. Ithaca: Cornell University Press.**
- Calame, C. 1997. *Choruses of Young Women in Ancient Greece: Their Morphology, Religious Role, and Social Functions*. Trans. by D. Collins and J. Orion. Lanham, MD: Rowman & Littlefield.**
- Ghali-Kahil, L. B. 1955. *Les Enlèvements et le retour d'Hélène dans les textes et les documents figurés*. 2 vols. Paris: De Boccard.**
- Lloyd-Jones, H. and Wilson, N. G. 1990. *Sophoclea: Studies on the Text of Sophocles*. Oxford: Oxford University Press.**

**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. Lyme, R.O.A.M.).

### Edited volumes:

- Vernant, J. P. and Vidal-Naquet, V. eds. 1988. *Myth and Tragedy in Ancient Greece*. Trans. by J. Lloyd. New York: Zone Books.**

### Editions and commentaries:

- Decleva Caizzi, F. 1969. *Antiphontis Tetralogiae*. Milan: Istituto Editoriale Cisalpino.**
- Kirk, G. S. 1985. *The Iliad: A Commentary. Volume I: Books 1–4*. Cambridge: Cambridge University Press.**

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

- Ebbott, M. 1999. "The Wrath of Helen: Self-Blame and Nemesis in the *Iliad*." In Carlisle, M. and Levaniouk, O. eds. *Nine Essays on Homer*. Lanham, MD: Rowman & Littlefield. 3–20.**

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:

- Ebbott, M. 1999. "The Wrath of Helen: Self-Blame and Nemesis in the *Iliad*." In Carlisle and Levaniouk, eds. 3–20.**

Journal articles:

**Groten, F. J. 1968. "Homer's Helen." *G&R* 15: 33–39.**

(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.)

Dissertations:

**Gibson, C. A. 1995 *Didymos Chalkenteros and the Ancient Scholarship on Demosthenes*. Diss. Duke University.**

### 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.

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