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## AUTHOR GUIDELINES

### 1. ABOUT

*Erga-Logoi* is a peer-reviewed journal of ancient history, literature, law and culture, as broadly conceived in geographical and chronological terms. Evoking Thucydides' methodological exordium (although in that context the opposition obviously has a different value), the name of the Journal was chosen to reflect its intention of looking at the ancient world paying attention to both "facts" (historical events, artistic production, material culture) and "words" (literary, historical, legal production in its oral and written forms). On these bases, the Journal embraces a unified approach to the ancient world, rejecting sectional perspectives for an interdisciplinary focus, reflecting these complex articulated civilizations.

The Journal, published **every six months**, is open to contributions of historical, philological, literary, archaeological, artistic, and legal nature. It is multilingual, thereby aiming to foster the development of international debate on the ancient world and its legacy.

### 2. SUBMISSION

**Only original articles can be accepted for publication.** Submission of a contribution to this Journal represents certification on the part of the author(s) that neither the paper submitted nor a translation of it has been published or is being considered for publication elsewhere.

#### 2.1. SUBMISSION AND PEER REVIEW PROCEDURES

- **Authors upload on the Journal's website both their contribution and the signed "Authors Statement"** (see par. 2.2). By submitting their contributions to the Journal, Authors consent to their publication, aware both that submission does not guarantee acceptance and of what is stated below in par. 3.1 regarding the maximum length of the text.
- Within 8 days from the uploading both of the article and of the signed "Authors Statement", if the proposal for publication is judged suitable, the Editorial Staff will inform the Author about the approximate issue in which the paper could possibly be published.
- Within 8 days from that information, the Author shall decide whether to maintain or withdraw the submission.
- In the first case, the publication will be submitted for **anonymous review in 'double-blind' mode**. Papers will be evaluated by at least **2 referees** and, according to their indications, will be either accepted, or returned to the authors for corrections, or rejected. The final decision is the responsibility of the editor, and will be given within **four months**.
- **Reviews** are not normally subject to double peer review.

#### 2.2. SIGNED CONSENT TO PUBLICATION

Authors must give signed consent to publication. **All submissions must be accompanied by the Authors' Statement form signed by all the authors.** (See 4.1)

**Figures and graphs can be reproduced only if they are free of copyright restrictions, i.e. if they are in the public domain or accompanied by permission from the original rights-holders.** Images downloaded from the Internet always require authorization unless expressly declared otherwise in the source. **Figures taken from other publications** require consent for reproduction from the **original rights-holders** (museums, authors, photographers), not only from the previous publishers.

**Authors should identify textual and iconographic materials that require permission for publication** (figures, tables, text passages that have already been published elsewhere) and **provide at their own expense the permissions for both the print and online format** on submission of the work to be published, at their own expenses.

### 3. TEXT ORGANISATION AND STYLE

#### 3.1. PREPARATION AND FORMAL CRITERIA FOR PAPERS

**Papers must not exceed 9,000 words in total, including abstract, citations, notes, tables, graphs, and bibliography.** For longer contributions, a financial contribution will be requested from the author. The author is also responsible for the publication costs of the images.

An **abstract in English of no more than 200 words** summarizing the primary argument(s) and finding(s), as well as **five to ten keywords** in English should be supplied. **If the text is not in English, 5 keywords must also be given in the language of the text.**

**If the title contains fifty or more characters**, a shortened version should be submitted to be used as running head.

Works should be in **Italian** or in **English, French, German, Spanish.**

Articles should be thoroughly checked and proofread before submission. **Misprints** should be eliminated.

Papers should be checked by a **native speaker** prior to submission. An appropriate statement is required.

The **hierarchy of headings** is very important, as are uniformity and consistency of the segmentation of the text into sections, sub-sections, and paragraphs. Headings should be numbered. Up to three levels of headings may be used (e.g. 1. 1.1. 1.1.1. 1.1.2. 1.2. - 2. 2.1. 2.1.1. 2.1.2. 2.2. ...).

**Blank lines must not be used except in case of titles or paragraph numbers.**

There should be uniformity and consistency in the use of **bold and italic**. Avoid combined use of bold and italic unless it is absolutely necessary. **Avoid underlining** at all.

**Roman / Italic typeface:**

Italic typeface should not be used in uppercase / small capital; roman typeface should not be used in italic texts.

In all these cases (titles in italic, paragraph titles, running heads) the alternation of typeface should be replaced with quotes or simply eliminated.

There should be **uniformity and consistency in the use of capitalization** for acronyms, institutions, etc. as well.

**Avoid total capitalization and small capitals for the names of authors.** Initial capital and small letters are to be used.

**Punctuation** should be consistent and **definitive**, including where it is used in figures and numbering (thousands, decimals, etc.).

**Quoted material** should be displayed as an indented block, using a smaller size font and a blank line above and below, without quotation marks.

**Quotation marks: use only smart quotes. Avoid straight quotes.**

**Double angle quotes** (« ») should be used for short in-text citations.

**Single smart quotes** ( ` ` ) should be used to highlight a personal use of a term, and within other quotation marks.

**Omissis:** [...] should be used for both ancient and modern languages

**Dots of suspension:** ... should be used with blanks before and after

Texts for publication should be sent as a Microsoft Word file, using **Times New Roman Unicode font.**

#### 3.2. USE OF GREEK

Authors should set **Greek text only in New Roman Unicode, highlighted in red.**

It is extremely important that authors check the accuracy of texts, source references, diacritical marks, line numbers, brackets and other editorial apparatus.

**Transliteration of Greek**, if used, should be limited to single words or phrases of two or three words; longer phrases or sentences should be typed in Greek. In the transliteration, most Latinized forms of Greek words or proper names that have come into general use may be employed. Authors are at liberty to use any system of transliteration that is intelligible and reasonably consistent, although the editors reserve the right to modify it. Systems for the transliteration of other languages may be found in G.F. von Ostermann, *Manual of Foreign Languages*, New York 1952<sup>4</sup>.

#### 3.3. INSCRIPTIONS

Inscriptions quoted within the text should be written with a division of lines corresponding to those on the stone. Inscriptions of 50 words or fewer and inscriptions appearing in notes may be written continuously, with a single upright line (|) used to mark the beginning of each line and a double upright line (||) used to indicate the beginning of every fifth line. If a line break occurs within a word, there should be no space before or after the upright line.

#### 3.4. FIGURES, TABLES, AND FORMULAS

Photographs, drawings, graphs and graphics are all identified, and **numbered in an unique sequence**, as **Figures**.

**Figures can be reproduced only if they are free of copyright restrictions** (*see Authors' Statement, and 2.2. Permissions for publication*). All figures and tables must be accompanied by a **caption**. **The sources of figures and tables should always be cited.**

**Figures** and **tables** should be **numbered consecutively** using **two separate numerical sequences** starting from *Figure 1* and *Table 1*. **References to figures and tables** should always be quoted in the chosen position within the text, in the following format (*see fig. 00 – see tab. 00*).

**Figures (including graphs)** will be reproduced without any additional adjustment, with the same **definition and quality** as the original. All figures must be suitable for black and white print reproduction; readability in **grey scale** should be checked and optimized before submission.

**In order to keep good print quality, images must be high resolution** (i.e. scanned at 300 dpi, or photographed at the highest possible resolution), and should also be supplied in the **original electronic format (300 dpi .TIF or .JPG)**.

**Tables, graphs** and **formulas** produced in Word or Excel should be supplied in **editable format (not as image)** in order to maintain quality. All elements in **Word graphs** should be grouped by the Drawing toolbar.

### 3.5. CITATION AND REFERENCE STYLE

Authors are requested to observe the following instructions for citations and references when preparing manuscripts for submission to *Erga-Logoi*. For guidance on issues not addressed below, authors can refer to *Chicago Manual of Style online*. See <http://www.chicagomanualofstyle.org>, and [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) (**author-date system**) for synthetic information.

Please note that few aspects of citation and reference style differ from the Chicago Manual standards. Please make sure you use the standards described below.

#### 3.5.1. FOOTNOTES

**Notes must always be linked to the note numbers in the text; they would otherwise be totally unusable when texts are prepared for layout** (Insert / Reference / Copy the note text inside its reference / Verify that the note text is visualized when the note number is touched by the mouse).

Footnotes should be numbered consecutively. **Numbers of footnotes** should be positioned **before** the punctuation mark; only when **at the end of the indented block quotes** they should be placed **after** the final full stop.

**Use footnotes for references to modern works. References should indicate a List of “References” at the end of the paper.**

Works should be cited as: **Author Last Name Year, Page Number**. Or as: **Author Last Name Year, Page Number, n. Footnote Number**.

If understood from the context, one of these forms can also be used: **Year, Page Number**; or **Page Number**.

The **names of authors** should appear in upper and lower case letters: **avoid capitalization and small capitals**.

For general paraphrases, avoid page number and cite as: **Author Last Name Year**.

Multiple citations should be in chronological order, starting from the oldest work, and, in alphabetical order for publications in the same year.

#### 3.5.2. CITATIONS AND LIST OF REFERENCES

##### a) ANCIENT WORKS

###### a1) LITERARY SOURCES

Whenever possible, citations of **ancient works should be given in the text, in parentheses**, rather than in the notes. These works are not normally included in the reference list.

The basic form of the citation is: author's name title of works in italics book in roman numerals chapter, paragraph. E.g.: Xen. *Hell.* IV 23, 2.

**Abbreviations** of author's names and titles of works should be used according to:

1) *The Oxford Classical Dictionary*, Oxford 1996<sup>3</sup> with the following exceptions:

Aristophanes: Aristoph.  
Aristoteles, *Athenaion Politeia*: Arist. *Ath. Pol.*  
Caesar, *Bellum Africum/Civile/Gallicum*: Caes. *B.A./B.C./B.G.*  
Diodorus Siculus: Diod.  
Herodotus: Her.  
Justinus: Iust.  
Juvenal: Iuv.  
Livy: Liv.  
Plato: Plat.  
Theopompus Historicus: Theop.  
Theognis: Theogn.

2) H.J. Liddell - R. Scott, *A Greenglish Lexicon*, Oxford 1996<sup>9</sup> and *Thesaurus L.L.*

References to *corpora* should be given as economically as possible, while still retaining clarity. For example, fragments in Jacoby, *Fragmente der Griechischen Historiker*, are cited by author and fragment number alone (e.g. Cleidemos of Athens: *FGrHist* 323 F, while references to the commentary should give the volume number (e.g., *FGrHist* III b (Suppl). I Text, 62-63).

References in Greek lexicography should be given in Greek type, e.g., Suda, s.v. Πλούταρχος.

References to scholia: *schol. in Plat. Phdr.* 231e; *schol. in Ap. Rhod.* I 185-188a, p. 23 s. Wendel.

## a2) EPIGRAPHICAL CITATIONS

The most important epigraphical conventions are clearly and concisely illustrated in the front matter of *SEG*.

The following abbreviations are preferred:

*AÉ* = *L'Année épigraphique: Revue des publications épigraphiques relatives à l'antiquité romaine*, Paris 1888 [preferred over *AÉpigr*]

*BullÉp* = *Bulletin épigraphique in Revue des études grecques* [preferred over *BE*]

*Syll.*<sup>3</sup> = W. Dittenberger, *Sylloge inscriptionum graecarum*, 3rd ed., Leipzig 1915–1924 [preferred over *SIG*]

Inscriptions in *corpora* should be cited using roman numerals for volume (if needed arabic numerals for the tome, followed by a comma) arabic numerals for the inscription or the lemma, without page references, the abbreviation "no.," or intervening periods or commas (e.g., *ICI* 8, 6). For line numbers, "line" is always abbreviated as follows: *IG* VII 4239, l. 3. For second editions: *IG* IX<sup>2</sup> 1, 4, 1614, l. 3.

## b) MODERN WORKS

**At the end of the paper, authors must supply a list of all "Works cited" except ancient works.**

**Bibliographical references should be complete, including subtitle, series and the names of all authors.**

There should be uniformity and consistency in bibliographical references. It is the author's responsibility to make sure that all citations are correct. Please **double-check** to be certain that all dates given in short citations and in the Works cited list are identical.

The **order of the entries** in the reference list is, first, alphabetical and, second, chronological (starting from the oldest work) under each author. If more than one work in the same year by the same author is cited, use "a", "b", etc.

**Titles in English** are capitalized following the headline style of capitalization, in which most words, except articles, prepositions, and coordinating conjunctions are capitalized.

**For titles in most languages**, capitalize the first word of the title and subtitle, and all proper nouns. **For German titles**, all nouns should be capitalized. A full stop should be generally used between title and subtitle.

The **names of authors** should appear in **upper and lower case letters**: avoid capitalization and small capitals.

Use the author's first initial, not the complete first name; if an author has more than one initial, don't leave a space between letters.

**Editors** should be indicated with an abbreviation in the same language of the title of the book.

Each reference must end with a full stop.

### b1) BOOKS

TYPOLOGY	IN FOOTNOTES	IN BIBLIOGRAPHICAL REFERENCES
Book (by one author)	Rhodes 1972, 125	Rhodes 1972 P.J. Rhodes, <i>The Athenian Boulé</i> , Oxford 1972.
Book (by more than one author)	Sherwin White - Kuhrt 1993, 4	Sherwin White - Kuhrt 1993 S. Sherwin White - A. Kuhrt, <i>From Samarcanda to Sardis: A New Approach to the Seleucid Empire</i> , Berkeley 1993.
Book (edited)	Gutzwiller 2005 Ampolo 2009 Sokolowski 1969 Kotter 1969-1988	Gutzwiller 2005 K. Gutzwiller (ed.), <i>The New Posidippus: A Hellenistic Poetry Book</i> , Oxford 2005. Ampolo 2009 C. Ampolo (a cura di), <i>Immagine e immagini della Sicilia e di altre isole del Mediterraneo antico</i> , I, Pisa 2009. Sokolowski 1969 F. Sokolowski (éd.), <i>Lois sacrée des cités grecques</i> , Paris 1969. Kotter 1969-1988 B. Kotter (hrsg.), <i>Die Schriften des Johannes von Damaskos</i> , Berlin 1969-1988.
Book (more than one editor)	Parkins - Smith 1998 Bearzot - Landucci 2004 Cossutta - Narcy 2001 Koch - Männlein-Robert - Weidtmann 2016	Parkins - Smith 1998 H. Parkins - Ch. Smith (eds.), <i>Trade, Traders and the Ancient City</i> , London - New York 1998. Bearzot - Landucci 2004 C. Bearzot - F. Landucci (a cura di), <i>Contro le leggi immutabili. Gli Spartani fra tradizione e innovazione</i> (CSA 2), Milano 2004. Cossutta - Narcy 2001 F. Cossutta - M. Narcy (éds.), <i>La forme dialogue chez Platon. Évolution et réceptions</i> , Grenoble 2001. Koch - Männlein-Robert - Weidtmann 2016 D. Koch - I. Männlein-Robert - N. Weidtmann (hrsgg.), <i>Platon und die Sprache</i> , Tübingen 2016.

TYPOLOGY	IN FOOTNOTES	IN BIBLIOGRAPHICAL REFERENCES
Book with more than one volume	Edmonds 1957, 82	Edmonds 1957 J.M. Edmonds, <i>The Fragments of Attic Comedy</i> , I, Leiden 1957.
New edition of a book	Virgilio 2003 <sup>2</sup>	Virgilio 2003 <sup>2</sup> B. Virgilio, <i>Lancia, diadema e porpora. Il re e la regalità ellenistica</i> , Pisa 2003 <sup>2</sup> .
Editions of ancient works	Bond 1990 Martin 1974 Usener - Radermacher 1929 Duke <i>et al.</i> 1995 Lloyd 1989 Vannicelli - Corcella 2017 Foster Smith 1956 Paton - Walbank - Habicht 2010 De Romilly 1953 Mérider 1950 <sup>2</sup> Casevitz - Jacquemin 2015 Apelt 1918 Stückelberger - Grasshoff 2006	Bond 1990 G.V. Bond (ed.), Euripides, <i>Heracles</i> , Oxonii 1990. Martin 1974 J. Martin (ed.), <i>Scholias in Aratum vetera</i> , Stutgardiae 1974. Usener - Radermacher 1929 H. Usener - L. Radermacher (edd.), <i>Dionysi Halicarnasensis Antiquitatum Romanarum quae supersunt</i> , VI, <i>Opusculorum vol. II</i> , Lipsiae 1929. Duke <i>et al.</i> 1995 E.A. Duke - W.F. Hicken - W.S.M. Nicoll - D.B. Robinson - J.C.G. Strachan (edd.), <i>Platonis opera</i> , I, <i>Tetralogias I-II continens</i> , Oxonii 1995. Lloyd 1989 A.B. Lloyd (a cura di), Erodoto, <i>Le Storie</i> , II, <i>L'Egitto</i> , Milano 1989. Vannicelli - Corcella 2017 P. Vannicelli - A. Corcella (a cura di), Erodoto, <i>Le Storie</i> , VII, <i>Serse e Leonida</i> , Milano 2017. Foster Smith 1956 C. Foster Smith (ed.), <i>Thucydides</i> , London - Cambridge, MA 1956. Paton - Walbank - Habicht 2010 W.R. Paton - F.W. Walbank - C. Habicht (eds.), Polybius, <i>The Histories: Books I-II</i> , Cambridge, MA - London 2010. De Romilly 2009 J. De Romilly (éd.), Thucydide, <i>La guerre du Péloponnèse</i> , I, Paris 1953. Mérider 1950 <sup>2</sup> L. Mérider (éd.), Platon, <i>Oeuvres complètes</i> , V.2, <i>Cratyle</i> , Paris 1950 <sup>2</sup> . Casevitz - Jacquemin 2015 M. Casevitz - A. Jacquemin (éds.), Diodore de Sicile, <i>Bibliothèque historique</i> , V, <i>Livre V. Livre des îles</i> , Paris 2015. Apelt 1918 O. Apelt (hrsg.), Platon, <i>Sämtliche Dialoge</i> , III, Leipzig 1918. Stückelberger - Grasshoff 2006 A. Stückelberger - G. Grasshoff (hrsgg.), Klaudios Ptolemaios, <i>Handbuch der Geographie</i> , I, <i>Einleitung und Buch 1-4</i> , Basel 2006.
Reprinted book	Calhoun 1970 (1913)	Calhoun 1970 (1913) G.M. Calhoun, <i>Athenian Clubs in Politics and Litigation</i> , New York 1970 (Austin 1913).
Translation	Hansen 1998	Hansen 1998 M.H. Hansen, <i>Eisangelia. La sovranità del tribunale popolare ad Atene nel IV secolo a.C. e l'accusa contro strateghi e politici</i> , Torino 1998 ( <i>Eisangelia: The Sovereignty of the People's Court in Athens in the Fourth Century B.C. and the Orceeduing Impeachment of Generals and Politicians</i> , Odense 1975).
Proceedings	Gargan - Mussini Sacchi 2006	Gargan - Mussini Sacchi 2006 L. Gargan - M.P. Mussini Sacchi (a cura di), <i>I classici e l'università umanistica. Atti del Convegno (Pavia, 22-24 novembre 2001)</i> , Messina 2006.
Dissertation	Billows 1985	Billows 1985 R.A. Billows, <i>Antigonos the One-Eyed and the Creation of the Hellenistic State</i> , Berkeley 1985 (Diss.).

## b2) CHAPTERS, ARTICLES, JOURNALS, REVIEWS, SERIES

The titles of **journals** should appear in italics. The titles of **articles** and **chapters** should appear in plain text, without quotation marks.

Titles of journals are abbreviated using *L'Année philologique* (<http://www.aristarchus.unige.net/CIAPH/it-it/Database/Siglarlo>). If necessary, also consult the *American Journal of Archaeology* Web site (<http://www.ajaonline.org>).

**Titles not included in these lists**, and **Series** titles, should appear written in full, without quotation marks.

TYPOLOGY	IN FOOTNOTES	IN BIBLIOGRAPHICAL REFERENCES
Chapter in edited book	Bearzot 1999, 268	Bearzot 1999 C. Bearzot, Gruppi di opposizione organizzata e manipolazione del voto nell'Atene democratica, in M. Sordi (a cura di), <i>Fazioni e congiure nel mondo antico</i> (CISA 25), Milano 1999, 265-307.
Article in a print journal (with journal in the lists of abbreviations)	Kralli 2000, 117	Kralli 2000 I. Kralli, Athens and the Hellenistic Kings (338-261 B.C.): The Language of the Decrees, <i>CQ</i> 50 (2000), 113-132.

TYPOLOGY	IN FOOTNOTES	IN BIBLIOGRAPHICAL REFERENCES
Article in a print journal (with journal not in the lists of abbreviations)	Goren - Segal 1995, 161	Goren - Segal 1995 Y. Goren - I. Segal, On Early Myths and Formative Technologies: A Study of Pre-Pottery Neolithic B Sculptures and Modeled Skulls from Jericho, <i>Israel Journal of Chemistry</i> 35 (1995), 155-165.
Article in a monograph volume of a journal or in a supplement of a journal	Luce 2007  Veisse 2014	Luce 2007 J.-M. Luce, Introduction, in J.-M. Luce (éd.), <i>Les identités ethniques dans le monde grec antique</i> (Pallas 73), Toulouse 2007, 11-23. Veisse 2014 A.-M. Veisse, La question de l'identité ethnique en Égypte aux époques perse, ptolémaïque et romaine, in C. Müller - A.-M. Veisse (éds.), <i>Identité ethnique et culture matérielle. Actes de la table ronde organisée à Paris (INHA) les 10 et 11 décembre 2010</i> (DHA Suppl. 10), Besançon 2014, 15-33.
Article republished in a book	Walbank 1985 (1976-1977)	Walbank 1985 (1976-1977) F.W. Walbank, Were there Greek Federal States?, in F.W. Walbank (ed.), <i>Selected Papers: Studies in Greek and Roman History and Historiography</i> , Cambridge 1985, 20-37 (= <i>SCI</i> 3, 1976-1977, 27-51).
Book review (if reviewed work is also listed in the bibliography)	Roscher 1941, 411	Roscher 1941 W. Roscher, on Fuchs 1938, in <i>GGA</i> 42 (1941), 409-424.
Book review (if reviewed work is not listed in the bibliography)	Roscher 1941, 421	Roscher 1941 W. Roscher, on A. Fuchs, <i>Quaestiones de libris Xenophontis De re publica Lacedaemoniorum et De re publica Atheniensium</i> , Lipsiae 1938, in <i>GGA</i> 42 (1941), 409-424.
Entry in Encyclopaedia	Eck 1923  Strauch 1996	Eck 1923 W. Eck, s.v. Arruntius (16a), in <i>RE</i> XIV.3, Stuttgart 1923, coll. 656-658. Strauch 1996 D. Strauch, s.v. Akarnania, in <i>DNPI</i> , Stuttgart 1996, 391-397.

### b3) ELECTRONIC SOURCES

The citing of electronic sources should be treated, as much as possible, as bibliographic references to printed sources, with sufficient information provided to allow readers to locate original documents or sources of information.

**URLs** and the **DOI (Digital Object Identifier) number**, where available, should be used to provide access information for electronic materials.

**Links** should **not** be **underlined**.

TYPOLOGY	IN FOOTNOTES	IN BIBLIOGRAPHICAL REFERENCES
Online file	Herrman 2005-2006	J. Herrman 2005-2006 J. Herrman, <i>The New Hyperides in the Archimedes Palimpsest</i> , <a href="http://Archimedespalimpsest.org">http://Archimedespalimpsest.org</a> , 2005-2006
Entry in online Encyclopaedia	Meister 2006	Meister 2006 K. Meister, s.v. Herodotus (1), in Brill's New Pauly Online, 2006.

**Abbreviated references are not allowed.**

**Only in the abbreviated form (in footnotes, not in the final bibliography)** "*et al.*" is used in case the Authors or Editors are four or more.

## 4. ONLINE SUBMISSION

### 4.1. OJS SUBMISSION PROCESS

In order to submit works to the Journal, and to check the status of current submissions, **authors need to register** – selecting "Author: Able to submit items to the journal" from the list "register as" – **and login to the journal website**. If already registered, authors can simply log in to enter their reserved area where they can "**Start a new submission**" or check "**Active submissions**".

Authors are kindly requested to send brief summary (max 100 words) of current and past teaching/research positions, main research interests and publications using the journal website (selecting "USER HOME" and then "EDIT PROFILE", insert the text in the form "BIO STATEMENT").

**All submissions must include the Authors' Statement form** signed by all the authors. **In case of more authors**, co-authors may sign different copies of the statement and send them to the Corresponding Author.

**The statement/statements must be uploaded** (complete and duly signed) **by the Author or Corresponding Author together with the files being submitted** for publication.

Figures and graphs can be reproduced only if they are free of copyright restrictions, therefore **authors should always check that all materials and figures that require permission for publication have been identified, and provide the permissions on submission of the work to be published.**

**The online submission consists of 5 steps. All steps must be completed;** when done, the author will receive a confirmation e-mail. **If you do not receive any notification,** then the submission is incomplete: **please check that you have gone through with all the steps in the procedure.**

**Should you have any questions or concerns, do not hesitate to contact us at [ledonline-ojs@ledonline.it](mailto:ledonline-ojs@ledonline.it)**

#### 4.2. FILES TO BE SUBMITTED

**Texts for publication should be sent as a Microsoft Word file, using "unicode" font Times New Roman, essential for Greek; all authors are kindly requested to use the latest updated version. Greek text should be highlighted in red.**

A **PDF file**, generated from the final Word file on the same computer used to complete the work, should be supplied.

All **figures** embedded should also be supplied also in the **original electronic format (300 dpi .TIF or .JPG)**. **Tables, graphs and formulas** produced in Word or Excel should be supplied in **editable format (not as image)**.

The **Authors' Statement form** (complete and duly signed by all the authors) has to be submitted.

**Publication permissions for any materials and figures that have copyright restrictions** have to be submitted.

**IMPORTANT NOTICE: Files maximum size allowed: 22 MB.** Files exceeding this limit must be splitted in two or more files. Use section *Uploading Supplementary Files* to upload files after the first one.

#### 4.3. ANONYMOUS FILES

To preserve the integrity of the peer-review process, every effort should be made to prevent the identities of authors and reviewers from becoming known to each other.

Check that the online instructions in **Ensuring a Blind Review** have been followed.

**PAY ATTENTION! Personal data with affiliation and a short bio** (up to 100 words) **should not be submitted in Word but only in the "Author Profile" / "Bio statement".**

### 5. GUIDELINES FOR BOOK REVIEWERS

A review should not simply be a listing of contents, though its overall organization and emphasis are up to the individual reviewer. Reviewers should avoid lists of minor imperfections (e.g., misplaced commas), but should not hesitate to draw attention to serious editorial problems and errors of fact or interpretation.

*Erga-Logoi* does not accept unsolicited reviews but welcomes inquiries from those who are interested in reviewing individual books. Those who wish to become reviewers should contact the Editors directly.

Book reviews should conform as much as possible to *Erga-Logoi* formatting guidelines.

Each review should be preceded by a heading listing Author and Title of the book reviewed, number of pages and figures, publisher, year of publication and ISBN.

References in reviews should be kept to a minimum and incorporated into the text itself. Long quotations should be avoided.

### 6. POST-ACCEPTANCE

PDF proofs for correction are sent to the Author or Corresponding Author. **Authors are responsible for the final proof-reading;** the publisher is not responsible for any error not marked by the author on the proof.

Proof corrections should be returned to the Editorial Office within 10 days of receipt, or the article will be published without author's corrections.

Corrections on the proof can only be accepted for misprints; **no changes are allowed** at this stage.

For reasons of readability and speed in transmission, please avoid handwriting. Adobe commenting tools should be used: notes, text boxes, highlights, all tools included in Adobe Reader. For some suggestions, please refer to the following link: <https://helpx.adobe.com/it/acrobat/using/commenting-pdfs.html>.

The corrections - even punctuation - should be reported by highlighting in yellow ALL and ONLY the words to be edited and typing in a "Note", or in a "Text Box" ALL and ONLY the correct words. Discursive descriptions like: "add a comma after xxxxx" or: "move xxxxx after yyyy" should be avoided.

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Offprints can be ordered on the website of the journal, at this link: **Offprints**.

## 7. OPEN ACCESS - COPYRIGHT - TERMS OF USE

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