Guidelines for contributors
to the NEULATEINISCHES JAHRBUCH (NŁATJB)

I. Submission procedure

NŁATJB publishes scholarly articles and shorter gleanings on Neo-Latin authors and topics, as well as editions of Neo-Latin texts. Other standard sections of NŁATJB are reviews, reports and proposals of scholarly projects, as well as announcements of other initiatives in the area of Neo-Latin studies.

Contributions may be submitted in any of the following languages: English, French, German, Italian, Latin, and Spanish.

Manuscripts should be sent in electronic form (in Word-, rtf- or pdf-format) to the Editor-in-Chief:

Marc Laureys: m.laureys@uni-bonn.de

The receipt of every incoming manuscript will be promptly acknowledged.

Deadline for submitting contributions: December 31, for inclusion in the following year’s volume, space permitting.

Every submitted article will be subjected to a double-blind peer-review process. As soon as this evaluation process has been concluded, the author will be informed whether his/her paper has been accepted or rejected.

In the case of rejection, the decision will be final, and there will be no further correspondence with the author about it. If a contribution is accepted for publication, the editors may still suggest such corrections or modifications as they see fit. These suggestions will be communicated in an evaluation report. The revised text should be submitted no later than two months afterwards via e-mail as a Word- or rtf-file (and, in addition, a pdf-file, when special characters have been used) to the Editor-in-Chief and to the Production Editor:

Astrid Steiner-Weber: steiner-weber@uni-bonn.de

II. Formatting

1. General Requirements

- Authors who write in a language that is not their mother tongue should, before submitting their text, have it checked and, wherever necessary, revised by a native speaker who is familiar with academic usage in the Humanities. Failure to meet adequate linguistic standards will be a valid reason for rejection of the paper.

- If Latin works or longer Latin passages are edited, the ratio edendi should always be explained.

- Section I (Commentationes): Every contribution should be submitted in a strictly anonymized form and not contain any indication as to the identity of the author. Only when the text has been approved for publication, the name of the author should be added below the title. The author’s name and institutional affiliation, as well as his/her e-mail address, should be mentioned at the end of the contribution.

- Section I: an abstract in English (regardless of the language of the article) of about 150 words, and about six keywords, also in English, should introduce the text.
Section III (*Librorum existimationes*): provide a short title for your text, followed by the precise and complete bibliographical data (including ISBN).

Use the same font for the main text (14 pt) and for the footnotes (12 pt). Use Times New Roman or Garamond, if possible.

No tabs or other forms of indentation at the beginning of a new paragraph.

No headers or footers, no page numbers.

No hyphenation.

Footnote numbers in the main text should always be placed after punctuation marks.

Footnotes: footnote number in 12 pt (superscript), single space, footnote text.

No blank lines between footnotes.

As a rule, do not use bold script, italics, or underlinings. Use italics only when you wish to emphasize *one particular expression*.

Always italicize work titles, regardless of the language.

Always use the nominative case when quoting Latin titles in an abridged form (e.g. *Carminum libri IV* as *Carmina*, not as *Carminum*).

Use single quotes for metalinguistic marking of particular expressions, regardless of the language (e.g. the concept of ‘virtus’ in Cicero; la notion de ‘virtus’ chez Cicéron).

Use a Unicode font (preferably Times New Roman) for Greek. No italics, no quotation marks.

All quotations (incl. Latin ones) in double quotes; no italics.

Use German quotation marks (‘…’ or „…“) in German contributions. Use English quotation marks (‘…’ or “…”) or French quotation marks (‹…› or «…») in all other languages.

Indent longer quotations (5 lines or more). No italics, no quotation marks (regardless of the language).

Respect the difference between hyphen (−) and en-dash (—). No space between hyphen and adjacent material (e.g. when referring to names: Steiner-Weber; 2016–2018); space between en-dash and adjacent material.

Use en-dash without spaces only when referring to page numbers (303–319) and to years (2016–2018).


Single space on either side of an ellipsis: has … proved.

For web pages and web sites indicate most recent access date.
2. Bibliographical references

- Do not append a separate bibliography; all references should be incorporated into the footnotes.

- In the case of repeated quotation of a work, simply refer to the footnote where it is first mentioned, indicating the author’s surname (and, if necessary, the year of publication in order to disambiguate) and the number of the footnote containing the full reference:
  
  o in English contributions: (as in n. #)
  o in French contributions: (voir n. #)
  o in German contributions: (wie Anm. #)
  o in Italian contributions: (vedi n. #)
  o in Latin contributions: (adn. #)
  o in Spanish contributions: (véase n. #)

  E.g.: Laureys (as in n. 18), 225 or Laureys 2009 (as in n. 18), 225.

- Editors should be referred to as follows: in English/Italian/Latin/Spanish: (ed.); in French: (éd.); in German: (Hrsg.).

Citation Practice

- Printed sources before 1800:

  Work title and name of author, editor, commentator and/or dedicatee [if possible, as indicated on the title page; if the indications on the title page are incomplete, or are lacking altogether, add the name in a modernized form]. Place of publication: printer or publisher [in a modernized form], year of publication.

Examples:


Pomponii Gaurici de Arte Poetica ad Franciscum Puccium Florentinum. [Roma, Giacomo Mazzocchi (?), 1511–1512 (?)].


- Modern text editions:

  First Name [first or most commonly used name in full, all other first names abbreviated] Surname of modern editor, Title of publication, [if applicable: number of volumes]. Place of publication year of publication [no publishing house, no series title].

Examples:


GUIDELINES FOR NLATJB


- Monographs (no italics, no quotation marks):
  First Name [first or most commonly used name in full, all other first names abbreviated] Surname / First Name Surname (ed.), Title of publication. Subtitle. Place of publication year of publication [no publishing house, no series title].


- Articles in journals (no italics, no quotation marks):
  First Name [first or most commonly used name in full, all other first names abbreviated] Surname, Title of article, in: Title of journal volume (year), page numbers [without p. or pp.].


- Articles in miscellanies (without any italics or quotation marks!):
  First Name [first or most commonly used name in full, all other first names abbreviated] Surname, Title of contribution, in: First Name Surname / First Name Surname (ed.), Title of miscellany. Subtitle. Place of publication year of publication [no publishing house, no series title], page numbers [without p. or pp.].


3. Illustrations

For illustrations, submit a good-quality, clearly labeled and numbered file in jpg- or tif-format, at a minimum resolution of 300 dpi for grayscale illustrations or 600 dpi for drawings and graphs. Authors are responsible for obtaining permission to reproduce illustrations under copyright and for paying any required fees.