

Notes for Contributors to *Rhetorica*

Manuscripts submitted to *Rhetorica* should not be under consideration elsewhere. Because the identity of authors is concealed from evaluators of manuscripts, each manuscript should contain a separate title page containing the title of the essay and the author's name, mailing address, email address, and phone and fax numbers. The author's identity should not otherwise be revealed in the manuscript. The title should be repeated on the first page of the text.

Manuscripts, including text, quotations, and notes, must be double-spaced throughout. Notes should appear at the end of the manuscript. Quotations of more than 100 words should be set as separate paragraphs indented from the left margin.

If your article is accepted for publication in *Rhetorica*, you will need to make it conform with the following features of house style. If you conform to these rules at this stage, you will avoid delays later in the production process. Since there will only be 2-3 weeks between the dispatch of proofs and the deadline for the return of corrected proofs, it is in your interest to check all quotations and citations against the originals prior to sending in your final typescript. You are responsible for correct spelling at every stage.

1. Typescripts should be doublespaced with margins justified left. This includes quotations and notes. Notes should be submitted as endnotes. First paragraph of each section of the paper is not indented. Paragraphs thereafter are indented. Use Times 12 throughout.
2. Electronic copy of the manuscript should be submitted to the editor Marc van der Poel (m.v.d.poel@let.ru.nl) as an email attachment. Any one of the commonly used word-processing packages is acceptable. Submit a final hard copy by post in addition to the electronic copy. Retain both a hard-copy and an electronic copy. You will need these as back-ups and to check the proofs.
3. If your article includes Greek, submit the text with Greek in Unicode.
4. Long quotations should be printed as separate hanging paragraphs (not indented, without quotation marks), set off from the surrounding text by one empty line before and after the quotation. Short quotations (fewer than 60 words) should be inserted within paragraphs of the text within double quotation marks. Short translations from foreign languages should not be italicized.
5. Authors may quote either in translation or in the original language, depending on the point they are making. However, primary sources that are important for the argument should be provided in the original language, either in the text with translation in a note, or translated in the text with the original in a note. In the case of poetic quotations, it may be more appropriate to give the original in the body of the text and the translation in a footnote. If the translation is not done by the

- author, the translator must be indicated in a parenthesis following the translation, but the translator need not be repeated in further quotations of the same work.
6. Italics (not underlines) should be used for: titles of books, periodicals, works of art, technical terms, and short phrases in foreign languages.
 7. Notes should be confined mainly to bibliographical references and quotations. Use the normal endnote feature of your word-processing program. Bibliographical references should be given in full in the first note in which a work is referred to; in following notes, that work should be referred to in a shortened, but clear form. Do not refer to secondary works in the body of the text in parentheses, except where there are several references to the same work in quick succession. If you refer again to a work after a lapse of more than one page, refer back to the full reference using the form: Struever, *Language of History*, cited in n. 3 above, p. 12. This back citation is important and authors must adhere to it. *Rhetorica* does not use bibliographies appended at the end.
 8. Include an abstract at the beginning of the paper of about 100-120 words. It is preferable for the abstract to be in a language other than the language of the paper. Include full contact information, including email address, at the end.
 9. Include a limited number of key words at the beginning of the paper.
 10. Acknowledgments are to be placed in an unnumbered note preceding all the regular, numbered notes.
 11. When transliterating Greek, use italics and omit macrons, circumflexes, or other diacritical marks: thus for ἦθος, transliterate as *ethos*, not *êthos* or *ēthos*.
 12. Bibliographic references should be set out in accordance with the following examples:

G. Kennedy, *The Art of Rhetoric in the Roman World: 300 BC-AD 300* (Princeton: Princeton University Press, 1972), 53-6.

J. O. Ward, "From Antiquity to the Renaissance: Glosses and Commentaries on Cicero's *Rhetorica*," in J. J. Murphy, ed., *Medieval Eloquence: Studies in the Theory and Practice of Medieval Rhetoric* (Berkeley: University of California Press, 1978), 25-67 (p. 53).

K. M. Fredborg, "Petrus Helias on Rhetoric," *Cahiers de l'Institut du moyen âge grec et latin* 13 (1974): 31-41.

Alain Billault, "Lucien et la parole de circonstance," *Rhetorica* 15 (1997): 193-210.

Alexander Pope, *Selected Poetry*, ed. P. Rogers (Oxford: Oxford University Press, 1996), 19.

The Collected Works of Erasmus, vol. XXIII, ed. C. R. Thompson (Toronto: University of Toronto Press, 1978), p. 115.

Quintilian, *Institutio oratoria* 5.10.16-22.

Cicero, *De oratore* 2.197.

E. R. Curtius, *European Literature and the Latin Middle Ages*, trans. W. R. Trask (Princeton: Princeton University Press, 1953), 352.

Primary sources should be spelled out in full in the first instance. Thereafter they may be cited in abbreviated form if the reference is clear. Otherwise, continue to cite by full name.

Arabic numerals are used except for volume numbers of a work. Series numbers are in arabic numerals: e.g. *Patrologia Latina* 64.

Give publishers as well as places of publication. Give titles of journals and series in full. When citing for the first time articles from periodicals or collections, cite the whole article first, followed by the specific page references in parentheses; cf. the example above from J. O. Ward. Subsequent citations can specify merely the page referred to.

In citing manuscripts, the name of the library should be given followed by MS and the pressmark, in the form used by the library in which the manuscript is contained. Folio should be abbreviated as fol. or fols. Verso or recto should be indicated in lower case: e.g. fols. 18v-21r.

13. Miscellaneous

16 October 1344

1520s

BCE and CE (small caps, no periods)

Double quotation marks, then single within double.

Spaces between initials: T. S. Eliot.

Do not use *ibid.*, *idem*, *op. cit.*, *ff.*

I.e., and *ca.* in Roman rather than italic.

Use circular brackets (parentheses) throughout (including within other sets of brackets), except that square brackets should be used when you are altering a quotation for purposes of grammar or sense (as when a pronoun is replaced by its referent).

For “see” in bibliographical references, please use the full word of the language you are writing in; do not use *v.* or its equivalent.

Empty space before and after three-dot ellipse, thus x ... y.

Commas and periods within quotation marks, thus “abc,” and “abc.”

Commas after the penultimate member of a series before the ultimate, thus a, b, and c.

14. Along with your final version, please submit accurate address/contact information as you would like it to appear in the journal.
15. The editor reserves the right to edit for style and sense.

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