Here are some guidelines to assist you in the course of preparing your articles and reviews for the journal. In matters not covered here, we ask that you consult The Chicago Manual Of Style or, better, contact the Editors directly (bowen@IRCP5.org, frochberg@gmail.com).

**Submission of files**

We ask that authors send us their digital files of their submissions as email attachments. These files should be in one of the following formats: .doc or .docx. We also request a.pdf file.

**Preparation of files**

**Font**

It is important that all contributors use a Unicode font in preparing their articles.

**Languages**

*Aestimatio* covers a great number of different languages and cultures. Given that our aim is to address our fellow scholars who may not be familiar with them as well as advanced graduate students, we have adopted the following policy:

(a) **Greek**

Contributors should avoid transliteration. We ask instead that they use a judicious mixture of translation and the original Greek.

(b) **Arabic** and so forth

Original scripts should be used only when necessary. In general, Arabic should be transliterated using the following system:

\[', b, t, th, j, h, kh, d, dh, r, z, s, sh, s, d, t, z, ', gh, f, q, k, l, m, n, h, w, y.\]
Note: The article should not be assimilated: *al-nafs* and not *an-nafs*; *wa-al-kitāb* and not *wa-l-kitāb*; *Abū al-Qāsim* and not *Abū-l-Qāsim*.

In instances when presentation of the original text is important or necessary, please consult the editors concerning which Unicode font to use.

**The text**

Authors should distinguish between the:

- hyphen
- en-dash (option+hyphen and no spaces) for use between numbers
- em-dash (option+shift+hyphen and no spaces) for interjections
- minus sign (en-dash with one space on either side, no space after, when indicating a negative number)

Use the following:

- footnotes, not endnotes
- hyphens for compound words in cases where the absence of a hyphen is not well established in common usage (check the *Oxford Dictionary of American English*).

Avoid the use of boldface—use either a roman or an italic typeface.

**QUOTATION MARKS**

Use only double quotation (“, ”) marks in English and Latin text, and guillemets for text in an inflected language.

Quotations (of terms and phrases in either inflected or non-inflected languages) will contain concluding commas and periods only when the material in quotation constitutes a complete sentence. Thus, e.g.,

...“the Man in the Moon”,
...declare “It exists.”

Distinguish too the use of a term and its mention. The latter should be in quotation marks. E.g.,

The cat is on the mat.

The word “cat” occurs in the sentence “The cat is on the mat.”

**NUMERALS AND NUMBER-WORDS**

Use numerals for:

- 10 and above
  - But in a given sentence, if 10 or above appears in a given category, use numerals for all numbers in that category.
    - E.g., “The Mechanism survives in 5 large fragments and some 77 smaller ones…”

- measure. E.g.,
  - 1 time-degree is equal to 4 minutes, 18 in, 44 mm
day 1 of the month Nisannu
synodic periods 1, 2, 3.
**DIVISION OF THE TEXT**

Authors are encouraged to articulate their articles by dividing them into sections when feasible.

Each article will have proper footnotes (not endnotes) and a bibliography of works cited.

Citations will in the main follow the author/year convention (samples are provided below on pp. 4–5). This convention may, however, be supplemented by a list of abbreviations to be used for various series of publications.

In general, the only citations in the body text will be those of pre-modern authors. The exception will be the citations of secondary sources at the end of block quotations. All other citations should be put in footnotes.

**ABBREVIATIONS**

We ask that contributors be sparing in their use of such abbreviations so that we do not annoy readers with alphabet soup. Moreover, please do *not* abbreviate the names of the authors of pre-modern and modern texts, only their works.

For a list of abbreviations commonly used, see the
*The Brill Dictionary of Ancient Greek*
*Oxford Latin Dictionary* and
[https://cdli.ox.ac.uk/wiki/abbreviations_for_assyriology](https://cdli.ox.ac.uk/wiki/abbreviations_for_assyriology).

**IMAGES**

We expect that this volume will have line drawings and a few images (perhaps of manuscripts, if that would be useful in discussion of a given text).

(a) For those preparing line drawings, we ask that they use serif Unicode font to label elements of the drawings and send us PDF files for the drawings.

(b) Contributors wishing to include images in their chapters should send us these images as JPG or PNG files at 600 dpi or better and as PDF files.

In both instances, we encourage our authors to submit drawings with colored lines (e.g., red for the ecliptic, blue for the celestial equator, green for the horizon circle) and color images when this is feasible. We can always turn them into grayscale if that proves to be necessary.

**Permission**

(a) The decision about which images to include ultimately lies with the editors and will be made mainly with an eye to the their importance to the reader’s understanding of the argument.
(b) We do not have funds to support the acquisition of permission to reprint or publish images. This means that the burden of securing permission to publish a given image folders falls entirely and solely on the contributor who wishes to publish it.

(c) Written notice of this permission should be included among the files sent to the editors when the chapter is submitted.

Checklist for submission

In digital format (.rtf and.pdf):

___ text of chapter (including footnotes, bibliography at the end)
___ copies of written permissions

Citations

The following illustrate the method of citation that we will adopt in *Aestimatio*.

**PRIMARY SOURCES**

*(IN BODY TEXT AND FOOTNOTES)*

For such authors as Plato and Aristotle, all modern editions are keyed to an edition made centuries ago. Thus, to cite their works, it will suffice to give citations in the format: **AncientAuthorName, ShortTitle page.line-numbers**


For other ancient authors, please cite the edition used when giving line numbers. Thus, Ptolemy, *Can. man.* 17.

Heiberg, 1898–1910, 2.176.6–9.

The general pattern for such citations is **Author Year, volume.page.line-number–page.line-number**

Manuscripts are cited according to the following format: **MS + location, library, catalogue entry, folios**

E.g., MS Istanbul, Süleymaniye, Carullah 1279, ff. 63r – 65v

**SECONDARY SOURCES**

*(IN FOOTNOTES)*

(a) See **Author Year, pages.**

(b) ..., as was the case in Rome [**Author Year, 201–203**].

(c) ..., as was not the case in Babylon [**Author Year, 1.56.14–17**]

Wednesday, March 17, 2021
The bibliography will be divided into 2 sections: one for Primary Sources and one for Secondary Sources. In general, there will be no subtitles no series titles, and only the city of publication will be included.

**Primary Sources in the Bibliography**

The basic pattern is: *Ancient AuthorName, Title. See ModernEditor A Year; ModernEditor B Year.*

For collections of primary sources, e.g., a collection on cuneiform texts:


**Secondary Sources in the Bibliography**

**ARTICLES IN JOURNALS**


**ARTICLES IN EDITED VOLUMES**


**BOOKS**


**DISSERTATIONS**


**EDITED BOOKS**
