

DIGITAL CLASSICS ONLINE

Style Sheet

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1. General information

1. Please use our LibreOffice template. There you will also find instructions on how to design your text submission. Using F11, please open the template and change settings to „applied styles“ and transfer the pre-settings for your submission.
2. Please ensure consistency (for more details see **6.7 Recommended Variants**).

2. Language

Articles may be submitted in English, German, French or Italian.

3. Abstract and Keywords

All items must be prefaced by an English abstract (“abstract”) of about 150 words, maximum 300 words. Equally important are three to five keywords, which you should fill in under “Enter Metadata” in the DCO (OJS) system. For articles that are written in German, use German keywords. If possible, please always submit a German version of the abstract text.

4. Length

Generally, there is no word limit or maximum length for your paper. However, we recommend a length of no more than 80.000 characters.

5. Licence

Papers in DIGITAL CLASSICS ONLINE are to be published under the terms and conditions of one of the Creative Commons Licences (<https://creativecommons.org/licenses/?lang=en>). Furthermore, the author has to complete the “Open_Access_Agreement_Terms” (German version!) (<https://journals.ub.uni-heidelberg.de/index.php/dco/autoren>).

6. Text and Citation

6.1 Text

- ATTENTION: Please make sure you use our template for LibreOffice (<https://journals.ub.uni-heidelberg.de/index.php/dco/autoren>). We will not accept submissions in any other form.
- Please pay attention to consistency. If your contribution is in English, please ensure consistency here, too (i.e. either British or American English).
- Please try to use gender-sensitive language.
- Use footnotes. Please create them by using the footnote manager of your word processing program only.
- To indent text, never use spaces. Use a tab to indent a line.
- If possible, strictly use *italics* for emphasis in the text, e.g. for work titles or terms. Please use single quotation marks ‘’ for terms that need additional highlighting and do not fall in the preceding categories. Normal citation marks „“ are reserved for direct quotation only.
- Please use mark chapter headings as follows: 1., 1.1, 1.1.1 or I., I.1, I.1.1. If you do not wish to number your chapters, use the different font sizes for chapters and subchapters provided by the template.

6.2 Graphics, Figures and Tables

1. Tables and figures should be numbered consecutively.
2. Tables, graphs and figures can be positioned by yourself. In the course of the revision process, there may be shifts. Therefore, you should always check whether there are any changes to the wording of references in your text. If you have more than three figures in your submission, please only place the captions in their correct positions – the inclusion of multiple figures can be problematic with LibreOffice and therefore their final placement will be made by us at the end of the editing process.
3. Please remember the captions. In order to avoid confusion, please write the captions in full form, both for the figure and in any attached list of figures. Make sure that the captions are not unduly long.
4. Additionally, please make sure to always send figures, graphs and tables as separate files. Please save each table and figure as a separate file. The file names should be chosen in such a way that they can easily be assigned to each other (e.g. Fig1.tiff).

It is important to send these files so that the editors can check them (size, etc.). This is also necessary in case the editors have to edit something in the document themselves (e.g. correct the type setting and positioning if necessary). In general, however, you position and set your figures and tables yourself (see **6.2.2**).
5. The image and source references should be given either in the captions or in a separate list. The source references precede the bibliography and the figure references follow the bibliography.
6. The resolution of the graphics should be as high as possible (but at least 300dpi, see **8. Information on Figures**).
7. For further information on figures and tables please refer to Section **8**.

6.3 Quotations

1. Greek and Latin quotations must not be set in quotation marks, but quotations in a modern language are. Latin should be *italicised*.
2. For quotations that extend over more than three lines, please use block quotations. Do not use quotation marks for Greek and Latin quotes but for quotes in a modern language.
3. Quotation marks have to be adapted to the language of the contribution (not the language of the used quotations!).

4. The reference for quotations from secondary literature should be in the footnotes. Cited works of primary literature (sources) can be indicated either in a footnote or in the text. Please use the appropriate abbreviations in the footnotes – both for secondary literature and primary literature (links to the abbreviations of primary literature can be found under **6.6 Footnotes**, notes on the representation of ancient abbreviations can be found under **6.6 Footnotes** and **6.7 Recommended Variants**).
5. Place superscripts referencing footnotes after punctuation marks in case these refer to the entire sentence or part of sentence. Only if a footnote refers to just one word, it is placed immediately after that word.

6.4 Sources

The references should be preceded by a list of sources, which is divided into “online sources”, “digital corpora” and “text editions” (including translations!). The list of sources is otherwise based on the specifications of the references.

6.5 References

1. The cited literature is referenced in footnotes in abbreviated form (see **6.6 Footnotes**) An alphabetically sorted list of all cited literature at the end of your article will provide information in detail. Main- and subtitles have to be separated by a full point, if not already separated by other punctuation marks (colon, hyphen, question mark, etc.).
2. The references have the following form:

NN (1990): M. Musterfrau / C. CoMusterfrau, Das bibliographische Beispiel. Ein Musterbuch, Musterdorf 1990.

NN (1991): M. Musterfrau, Wie zitiere ich richtig?, in: B. Beispiel (ed.), Das Musterbuch, Musterdorf 1991, 12–35.

NN (1992a): M. Musterfräulein, Überlegungen zum Zitat, in: Anton Mustermann (ed.), Tagungsband (Colloquium Musterdorf, 6. und 7. Mai 1989), Musterstadt 1992, 66–77.

NN (1992b): M. Musterfräulein, Das anschauliche Beispiel, in: Die Ausstellung (Katalog zur Ausstellung des Muster-Museums in Musterdorf, 1. Januar – 7. Juli 1992), Musterstadt 1992, 13–43. Ausstellung 1992: Die Ausstellung (Katalog zur Ausstellung des Muster-Museums in Musterdorf, 1. Januar – 7. Juli 1992), Musterstadt 1992.

NN / NN (1993): NN / NN (ed.), Das Literaturverzeichnis, Musterdorf 1993.

NN et al. (1994): NN / NN / NN, Das Zitierverfahren, Beispielzeitschrift 110 (1994), 35–48.

NN et al. (1994): NN / NN / NN, Das Zitierverfahren, Beispielzeitschrift 110/1 (1994), 35–48.

Beispielfälle (1995): Die Tagung der Beispielfälle, Kongressbericht Musterstadt. (So only if no publisher is given; otherwise the publishers are quoted.)

NN, Das Beispiel im Web: <http://www.Muster-Web-Site.com/entry/1234> (last access XX.OX.20XX).

6.6 Footnotes

1. Footnotes are placed at the bottom of each page.
2. Please use the author-year citation style, i.e:
 - NN (1990).
 - NN (1991), 23–25.
 - NN (1992a), 66–77.
 - NN (1992b), 13–43.
 - NN / NN (1993).

NN et al. (1994), 35–48.

It is sufficient to indicate the author's surname; the (abbreviated) first name should only be added if there is a likelihood of confusion. Page or p. should not be written.

Do not use *ibid.* or similar, but repeat the reference. This supports later searchability.

3. Latin are abbreviated according to the TLL (Thesaurus Linguae Latinae). You will find the corresponding index here:

<https://www.thesaurus.badw.de/tll-digital/index.html>

For the Greek authors, please use the abbreviations according to the DNP (The New Pauly) – http://www.pegasus-onlinezeitschrift.de/subsidia_autoren.html (With appropriate access, you can also view the extended list of abbreviations of the DNP online:

https://referenceworks.brillonline.com/entries/brill-s-new-pauly/ancient-authors-and-titles-of-works-Ancient_Authors_and_Titles_of_Works)

If you cannot find what you are looking for in the above links, please use:

<https://www.perseus.tufts.edu/hopper/abbrevhelp>

6.7 Recommended Variants

Your texts are naturally not consistent among themselves with regard to certain abbreviations and other formalities due to their individuality. However, for better readability, it is preferable that you are as consistent as possible in a journal. Therefore, please use the following variants consistently:

1. Longer quotations exceeding three lines in the text are indented, their translation should not be italic. Use font in size 11 for these quotes and translations.
2. The numbers from one to twelve are written out, all other numbers are written in numerals.
3. Translations of particular words and phrases in the text are placed in brackets after the corresponding word, e.g. *πάσχειν* (endure). These translations should not be marked in italics or with single quotation marks.
4. Please do not indent after paragraphs.
5. If you write Greek words with Latin letters, italicise the words, e.g. *tritos anthropos*.
6. Please *italicise* the titles of works of Classical authors unless you use abbreviations.
7. Footnotes should not be indented or contain paragraphs.
8. When quoting, please use [...] for omissions.
9. Please include details such as author (20XX), 3X not in the body text but in the footnote (see 6.6)
10. Do not use any own abbreviations of Classical works. Please use only the abbreviations of TLL or DNP. For authors who are not represented in TLL and DNP, use the abbreviations of LSJ (see 6.6).
11. Please do not use small caps for names of authors.
12. Please use the comma for the work titles and Arabic numerals for the book number, e.g. Hdt. 4,77.
13. Please make sure that when citing Plato (or Aristotle), the spaces follow the pattern given here: Plat. Gorg. 452 d5–e6.
14. Please list articles from encyclopedias such as the RE and the DNP with author's reference, e.g., in the footnote: Inwood (2000) s.v. Panaitios, DNP 226–8; in the references: Inwood (2000): B. Inwood, s.v. Panaitios, DNP 9, 226–228.
15. Refer to Diels-Kranz as follows DK Nr. 22 Heraklit B12.
16. **IMPORTANT:** If you refer to a page, footnote or chapter in your post, then mark it with ### and make sure you write the original page (or chapter, footnote) in parenthesis behind it, so that the position can be allocated more quickly and marked correctly for the entire post, e.g: See below ### (currently p. 12f. in the LibreOffice document).
17. Please use the following abbreviations for
 - and others (authors) – et al.
 - editor – ed.
 - figure – fig.
 - table – tab.

6.8 List of Sigles and Abbreviations

If necessary, please provide an alphabetical list of sigles and/or abbreviations, which will precede the bibliography.

6.9 Titles and Subtitles

The title of an article can have a subtitle. The text is structured by subheadings, which are not numbered and have the same font size. All articles that are not written in English should have an English title in addition to the title in the language used.

7. Author Contact Information

An information of two or three lines (institution, position, research focus) and an e-mail address should be provided at the end of each article.

8. Information on Figures

Generally, no problems arise when including up to three figures in LibreOffice. If you have more than three figures in your text, place only the caption provided for the figure in its place and upload your figures and graphics in the system separately from the article text. However, even if you place your figures in the text yourself with up to three figures, please deliver figures and texts separately, see **6.2.4**.

Image format: Please save the digital images as TIFF or PNG files. Each figure should also be saved as a separate file, with the file name including the respective final figure number: Fig.1_Sokrates_Typus_A_Museo_Nazionale_Napoli, leastwise Fig.1.tiff.

Digital cameras store images in JPEG format. Please create the images with the highest possible resolution and examine the options for repro proof of the image data resolution. The RAW format used by digital cameras is not suitable.

Resolution: For scanned images or images from digital cameras, please note the following resolutions:

1,200 dpi (bitmap) pure line drawings

300 dpi halftone images (photos)

600 dpi combination of halftone and line (text)

Please note that the necessary resolutions refer to the final size of the images.

Colour Mode & Compression: Please save black-and-white illustrations in greyscale and colour images in RGB mode. For TIFF files, LZW compression is possible.

Labels / line width: Stick to the template, i.e. use only one font for the caption in graphics: Arial, bold, 9pt, "Caption" format. For the border style, use "continuous" according to the template, text wrap "none".

Gridsurfaces: Use neutral greys from 20% to max. 70%, and at least 30% differentiation when multiple greyscales appear in the same figure. Please only use graphic elements such as line, dot grid, and grey surfaces for decorative purposes if absolutely necessary.