Manuscript Submission Guidelines

EDITORIAL PROCEDURE

Clotho follows a double-blind reviewing procedure. Authors are therefore requested to submit:

– a blinded manuscript without any author names and affiliations in the text or on the title page;
– a separate title page containing title, all author names, affiliations, and the contact information of the corresponding author.

Please follow the hyperlink “Make a Submission” on the journal homepage (revije.ff.uni-lj.si/clotho) and upload all of your manuscript files following the instructions given on the screen.

SUGGESTING REVIEWERS

Authors are allowed to provide the names and contact information for, maximum, three possible reviewers of their paper. When uploading a paper to the Editorial Manager site, authors must provide complete contact information for each recommended reviewer, along with a specific reason for your suggestion. Although there is no guarantee that the editorial office will use your suggested reviewers, your help is appreciated and may speed up the selection of appropriate reviewers.

Authors should note that it is inappropriate to list as preferred reviewers researchers from the same institution as any of the authors, as well as anyone whose relationship with one of the authors may present a conflict of interest.

TEXT FORMATTING

Manuscripts should be submitted in Word. Use a normal, plain 12-point font for text and 10-point font for footnotes.

A translation must accompany all quotations in a foreign language. Quotations from Latin and Greek should always include the original.
The footnote reference in the text should be in direct contact with the preceding character; if there is a punctuation mark (period, comma, colon, parentheses and brackets), the footnote reference should follow the punctuation mark and not vice versa.

Use directional (or “smart”) quotation marks. Proper directional characters should also be used for single quotation marks (‘), enclosing quotations within quotations.

"Don’t be absurd!” said Henry. “To say that ‘I mean what I say’ is the same as ‘I say what I mean’ is to be as confused as Alice at the Mad Hatter’s tea party.”

Quoted material of 40 words or more is best set off as a block quotation. The material set off as a block quotation is not enclosed in quotation marks. (Quoted matter within the block quotation is enclosed in double quotation marks; in other words, treated as it would be in otherwise unquoted text.) Block quotations start on their own line; the entire block quotation is indented (the same as the indentation for a new paragraph); and the text after the block quotation begins on its own line, with no indentation.

USE OF ITALICS

Italics as such are used for emphasis, key terms or terms in another language, words used as words, titles of works, and so on. Use italics for emphasis only as an occasional adjunct to efficient sentence structure. Overused, italics quickly lose their force. Seldom should as much as a sentence be italicized for emphasis, and never a whole passage.

CHICAGO MANUAL OF STYLE

Clotho adheres to The Chicago Manual of Style, 17th edition (cmos 17), specifically, to its “notes and bibliography” system, preferred by many working in the humanities. In this system, sources are cited in numbered footnotes as well as listed in a separate bibliography. The notes and bibliography system can accommodate a wide variety of sources, including unusual ones that do not fit neatly into the author-date system.
CMOS italicizes and capitalizes titles of full-length, freestanding works: books, periodicals, newspapers, individual works of art (paintings, sculptures, photographs), movies, musicals, operas and other long musical compositions, long poetic works, and plays. Conversely, it uses roman type, capitalizes, and uses “quotation marks” around the titles of lectures, book chapters, articles, papers and conference presentations, blog entries, poems, speeches, songs, and other shorter musical compositions.

The following examples illustrate sample notes with shortened citations. For more details and examples, see “Chicago-Style Citation Quick Guide,” available online.

Christ, Geschichte der römischen Kaiserzeit, 120.

SAMPLE BIBLIOGRAPHY ENTRIES

a) Book


b) Chapter or other part of an edited book


c) Journal article


CLASSICAL GREEK AND LATIN REFERENCES

Place a comma between the name of a classical author (abbreviated or not) and the title of a work. No punctuation intervenes, however, between title and identifying number (or between author and number when the author is standing in for the title). Numerical divisions are separated by periods with no space following each pe-
Commas are used between two or more references to the same source, semicolons between references to different sources, and en dashes between continuing numbers.

*Cic., Verr. 1.3.21, 2.3.120; Tac., Germ. 10.2–3.*

The most widely accepted standard for abbreviations is the list included in *The Oxford Classical Dictionary.*