

Greek, Roman, and Byzantine Studies

Guidelines for Authors

(a) Initial Submission: How to Prepare your Manuscript for Peer-Review

1. Submit your document as both a Microsoft Word file (.doc, .docx, or .rtf) and as a .pdf file. Any use of AI must be disclosed to the editors upon submission. If your manuscript is longer than 12,000 words (including footnotes and bibliography), please contact the editors in advance.
2. Ensure that both files have been **anonymized**.
 - (i) For MS Word and .pdf document: right-click on the file > Properties > Details > “Remove Properties and Personal Information > Create copy with all possible properties removed > Save the anonymized copy and submit it to *GRBS*.
 - (ii) Make sure your **title** cannot be traced back to you via a Google search *vel sim*. Should your submission be accepted, you will have the opportunity to change the title before publication.
3. **Formatting your document for initial submission:**
 - use footnotes, not endnotes
 - use a 12-point Unicode font (e.g., Times New Roman) for the main text and the footnotes
 - the entire document, including the footnotes, should be double-spaced
 - use standard MS Word margins
 - A ‘Works Cited’ section at the end of your article is required. At this stage, we do not require that you comply with our style guide, but the relevant information is available below.
4. All **images and figures** should be submitted both in the main Word and pdf files, and as separate files as a tif/jpeg/png, in as high quality as possible. Images and figures should be named ‘Figure ###’, with the ### being replaced by a number corresponding to a caption in the main submission file. Make sure that these files, too, are anonymized.
5. For **abbreviations** of ancient and Byzantine authors and titles, *GRBS* follows the practice of the *Oxford Classical Dictionary* 4th ed. (Oxford 2012) xxvii–liii, *A Patristic Greek Lexicon*, ed. G. W. H. Lampe (Oxford 1961) xi–xlv, and the *Oxford Dictionary of Byzantium*

(Oxford 1991) I xx-xlv; references to papyri should conform to the abbreviations listed in the [Checklist of Editions](#).

(b) After Peer-Review: How to Prepare your Manuscript for Publication

The final version of your article should be submitted through the online portal. Please submit your article as both a Microsoft Word file (doc, .docx, or .rtf) and as a .pdf file. Ensure that the format, the punctuation, and the layout are exactly as you want them to appear in publication.

Additional requirements:

1. Your **title** should be capitalized correctly.
2. Include an **abstract** of no more than 150 words and 4-5 **keywords**. Please place the abstract and keywords between the title and the main text of your article.
3. Optional: a section with your **acknowledgements** should follow the last paragraph of your article. Please keep this section as short as possible.
4. Roman numerals should be used for numbering sub-headings.
5. There should be a comma after “i.e.” and “e.g.”.
6. For dates you may use either BC/AD or BCE/CE; either system should be consistent throughout the manuscript.
7. Pagination should be given in full and with en-dash: 322–327.
8. If you have transliterated Greek, long vowels should be represented with a *macron*.
9. Citations in the **footnotes** should be abbreviated and formatted according to the Chicago Manual of Style:

Reference to monographs:

Author’s last name, *Abbreviated Title*, 000–000.

Reference to book chapters and articles:

Author’s last name, “Abbreviated Title,” 000–000.

10. A ‘**Works Cited**’ section at the end of your article is required. Please note that you are responsible for the accuracy of your bibliographical list and for formatting it correctly.

The list of publications listed under ‘Works Cited’ should be formatted according to the guidelines for bibliography entries in the [Chicago Manual of Style](#), with the following adaptations:

- use initials for all first names; no space between initials.
- pagination should be given in full and with en-dash (e.g., 322–327).
- journal titles should not be abbreviated.
- in the case of book chapters, the page numbers (“pp. 000–000”) should be given immediately after the book title and before the name of the press.
- do not include DOIs or other links if volume- and page-numbers are included in the citation.

Here are some examples:

Monographs:

Wilson, P. *The Athenian Institution of the Khoregia: the Chorus, the City, and the Stage*. Cambridge University Press, 2000.

Book chapters:

Wright, M. “The Reception of Sophocles in Antiquity.” In *Brill’s Companion to Sophocles*, edited by A. Markantonatos, pp. 581–599. Brill, 2015.

Articles:

Stewart, A. “The Persian and Carthaginian Invasions of 480 B.C.E.” *American Journal of Archaeology* 112 (2008): 581–615.

11. At the end of your text, after the acknowledgments (if they have been included) and the Works cited section, as well as any appendices, please indicate your **affiliation, email address, and ORCID number**.
12. All **images and figures** should be submitted both in the main Word and pdf files, and as separate files as a tif/jpeg/png, in as high quality as possible. Images and figures should be named ‘AUTHORLASTNAME_Figure ####’, with the #### being replaced by a number corresponding to a caption in the main submission file.
13. Authors are responsible for securing permission to use any published or unpublished material for which they do not hold the copyright. Even if you took the photo, you may still need to seek the permission of government heritage entities, a museum, etc. Please

upload evidence of written permission for use with the rest of your materials in the portal as a separate document.

14. Make sure that you use the **abbreviations** of ancient and Byzantine authors and titles included in the *Oxford Classical Dictionary* 4th ed. (Oxford 2012) xxvii-liii, *A Patristic Greek Lexicon*, ed. G. W. H. Lampe (Oxford 1961) xi-xlv, and the *Oxford Dictionary of Byzantium* (Oxford 1991) I xx-xlv; references to papyri should conform to the abbreviations listed in the *Checklist of Editions*.