

# *Mosaic: the Journal of ASPROM*

## Notes for Contributors

### **Guidelines for preparation of the text**

In the first instance, texts should be submitted electronically in Microsoft Word or another standard format. Please consult the Editor ([editor@asprom.org](mailto:editor@asprom.org)) if you are not sure whether your files will be readable in Word. Please use a standard font, such as Times New Roman, and font size, e.g. 11, along with the automatic footnoting facility in your word-processing programme.

Deadline for the submission of articles is the end of April for publication in the December volume.

### **Submission of images**

Images for publication should be supplied in hard copy (original drawings, prints or transparencies), or as digital files. Please speak to the Editor about the sending of digital images. They must conform to the following guidelines:

- Images should be high-quality originals in a format which does not require proprietary software to read. Lossless formats (e.g. TIFF, EPS) are preferred but JPEG files of printable quality are acceptable. For example, digital cameras of 3 megapixels or more using high-quality modes will produce suitable JPEG images; if the original needs to be edited, the resulting image should be saved at maximum quality to avoid loss of detail.
- The resolution at the final print size should be at least 300 dpi (dots per inch) for photographs (colour or greyscale) and 1200 dpi for line art. The maximum printable page size is 256 mm deep by 184 mm wide.
- The filenames should contain the author's name and the figure number. They should also include the correct file extension.
- It may also be necessary to supply a good-quality hard copy of each digital figure, labelled with the author's name and figure number.

**Authors should also send to the Editor confirmation that they have permission from the copyright holder(s) to publish their images, to cover both print and digital publication on the web.**

If it is not possible to meet these standards, please consult the Editor. Images submitted to the journal will be returned to authors once the articles have been typeset.

### **Referencing**

References should conform to the system used in *Britannia* (please consult previous copies of the journal and look at the 'Contributions' page on the Roman Society website:

<http://www.romansociety.org/>). Publications should be cited by the author's name and the year of publication followed by the specific page or pages (e.g. Toynbee 1964, 7–10), in a numbered endnote (not footnotes).

The full reference should be given in an alphabetical bibliography at the end of the paper. Page references should only be given in the note if the reference is to a specific page or pages. Full page references of articles etc. should appear in the bibliography (f. and ff. should not be used to indicate following pages). Authors' initials should only appear in the notes if the bibliography contains two or more authors with the same surname (e.g. J.M.C. Toynbee 1964). For joint authorship give both names; for multiple authorship Smith *et al.* is acceptable in the notes, but all authors should be listed in the bibliography. a, b, c, etc. should be used to distinguish several works of the same year (e.g. Smith 1990a). Historical sources should appear in abbreviated form in the notes with full references in the bibliography.

Bibliographical abbreviations should be in a consistent form.

### **Proofs**

*Mosaic* is normally published in December each year, and proofs will be sent to authors in the autumn. Please let the Editor know if you are likely to be unavailable at the relevant time.