



## Notes for contributors of articles to *Journal of Hellenic Studies*

### General information

The *Journal of Hellenic Studies* (*JHS*) was first issued in 1880 and is internationally recognized as one of the foremost periodicals in the field of Classical scholarship. It contains articles on a wide variety of Hellenic topics and reviews of recent books of importance to Greek studies.

*JHS* is published in collaboration with Cambridge University Press in electronic and hard-copy form. Three years after publication, articles and reviews published in *JHS* are made available electronically via the JSTOR scholarly journal archive ([www.jstor.org](http://www.jstor.org)).

### Submission procedure

There is no annual deadline for initial submissions. Given the global circulation of the journal, in all but exceptional circumstances articles must be submitted in English in accordance with the Society's *Style Guide* (available from the Society's website, [www.hellenicsociety.org.uk](http://www.hellenicsociety.org.uk)). Articles written by authors whose first language is not English should be proof read and corrected by a native English speaker prior to submission.

Articles should be produced in a PC-compatible (preferably MS Word) format using a generic font, such as Arial or Times New Roman, with ample margins. Automatic text formatting, such as paragraph indenting, bullet points or numbering, should be avoided, but pagination is helpful for referees.

Complete articles (i.e., text, tables and figures) should be submitted electronically as email attachments to the Editor of *JHS*, [douglas.cairns@ed.ac.uk](mailto:douglas.cairns@ed.ac.uk), with the subject line 'JHS'. For initial consideration, figures may be embedded in a text document or submitted as low-resolution images. However, please note the guidelines for publication-quality electronic images outlined in the *Style Guide*.

At first submission, articles must not contain any indication of the author's identity; authors should, wherever necessary, refer to their own work in the third person, and also avoid allusion to previous presentations and individuals who have provided advice (though it is helpful to the editor to have such information so as to avoid approaching ineligible referees). More extensive and personalized reference to an author's previous work may be made in the final version. Authors are also responsible for ensuring that the 'Properties' box of the files does not indicate their identity.

On receipt of submissions, authors will receive a formal acknowledgement by email.

### Structure of article

Articles should be structured as follows and submitted as a single file: Title of article; Abstract (maximum of 200 words) and keywords (up to 5); Text; Appendices; Bibliography; Figure captions; Table captions. Notes should be integrated as footnotes.

The bibliography should contain only those works referred to in the text.

Tables and figures may be embedded in this file, or submitted separately. Figures should be presented in a continuous sequence (i.e., not divided into 'figures' and 'plates') with reference made in the text to each illustration.

A word count (inclusive of notes) should be provided.

### Review process

Articles for submission must not be under review elsewhere or submitted elsewhere for review before the *JHS* review process is completed.

Following submission, an article is reviewed as follows:

The Editor assesses the article and decides whether it should be declined immediately or sent for review by specialist academic referees. If the article is not declined immediately, it will be sent to two specialist referees.

Following receipt of the referees' reports, the article is re-assessed by the Editor. At this stage, the article may be (a) accepted subject to minor revisions, (b) returned for major revisions ahead of re-submission and re-review, if the editor believes that the article has merits and would benefit the *Journal* but has problems which mean that it is not yet ready for publication, or (c) declined.

Author(s) will be sent the referees' reports, whether the article is accepted or not.

Revised versions of articles accepted subject to minor revisions or returned for major revisions ahead of re-submission must address all the issues raised in the initial report and authors must provide explanations for any suggested revisions they feel unable to undertake.

There will be only one opportunity for a re-review in the case of revisions being requested. Articles that have been subject to major revisions will usually be sent to referees for re-evaluation.

The Editor aims to complete the initial review of an article within three months of submission. However, please be aware that the refereeing process relies on extremely busy academics and that it is not always possible to adhere to this timetable.

### **Publication process**

Once an article has been accepted the author(s) should submit the final text, tables and print-quality figures to the Editor who will pass on the material to the Production Editor. Where required, authors will receive notification of 'acceptance' for Open Access purposes at this stage.

A first proof will be sent, usually in April or May, as a pdf file. This will consist of the copy-edited text, followed by any figures and tables. Queries from the Production Editor may be embedded within the file and highlighted in colour. At this stage, authors are expected not to request any changes to the text, tables or figures aside from those necessitated in response to queries from the Production Editor, spelling or grammatical corrections, or corrections of fact. Authors are responsible for the completeness and accuracy of proof corrections.

A final proof will then be prepared with any figures and tables placed within the article. Authors will be sent a copy as a pdf file but are expected not to request any changes aside from any lingering spelling or grammatical corrections, or corrections of fact.

The article will then be published, initially on CUP's FirstView platform (at which point authors will be sent the pdf free of charge to provide offprints), and in hard-copy towards the end of the calendar year.

### **Copyright and reproduction issues**

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Authors are also asked, should the article be accepted for publication in the *Journal of Hellenic Studies*, to confirm that the article is an original work and is in no way whatever an infringement of any existing copyright, and that it contains nothing libellous.

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