

Athens Dialogues E-journal Template

CHS Publications Team

In the digital era, authors have an obligation to take part in the production of their work.¹

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This document is a guide to the template that also includes the template. (A template is a software object that facilitates the formatting of electronic documents and their conversion for long term-archiving as well as online or print publication.)

The first step in preparing your manuscript is to put the file that contains this template on your desktop and to create a new document that includes the electronic portions of this template by double clicking on it.³ Then you can replace the contents of this template with your own words, or if you are starting from scratch, just select and delete all the text in the template and start typing. We advise printing these instructions so that you can refer to them as you format your text.

Before you take that first step of pasting a chapter into this template, you should know that the fonts used here are Gentium and Lucida Grande (for both Greek and roman letter languages). Lucida Grande is standard on every Mac OS X system, but there is no free version of it for Word for Windows or OpenOffice, so if you are using either of those, the parts of the template — titles and section heads only — that are in Lucida Grande will be displayed in your default font, which is not a problem. Gentium is a Unicode font that includes the alphabets of

¹ Epigraphs at the start of a chapter should be formatted as blockquotes or verselines (see 1.4 and 1.5 below) as appropriate.

² See 1.6 below for formatting of the source attribution.

³ Note that if you open the template by starting up Microsoft Word and using the Open command under the File menu to open the template file, you will open the template itself, you will *not* create a document that includes it, and you will *not* be able to save your document as a document, only as another template!

many languages and is freely available in versions for all operating systems here:

http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&item_id=Gentium_download. If you have used and continue to use older, non-Unicode fonts, please see the “Help” section near the end of this document before you begin.

Once you have pasted your text into this template, you format it by applying style tags. The purpose of style tagging is to specify the function of a chunk of text and, based on its function, to set how the text looks. Each style (its font, size, alignment, etc.) is pre-formatted to look a certain way in this document. For example, at the top of this page are five “paragraphs,” each tagged with the style that matches its function: from the top, **chapter_number**, **chapter_title**, **chapter_author**, followed by **blockquote** and **source_attrib**. By using styles, you will not need to remember, or repeatedly consult this document to see, whether a title should be in a 14 or 16 point font size, bold or not. You just need to know that it’s a title.

It is important that you do all formatting with styles and that you *do not override the styles*⁴ manually. For example, please resist the temptation to change the font or pointsize of a section header or to simply click the “italics” button or type text in all caps. There is no point in doing so; you are not preparing “camera-ready” copy and the actual appearance of your book, in print and/or online, will differ from this document. Speedy and accurate production depends on text being tagged properly, not on the way that they appear on your screen, although we understand that there is an aesthetic aspect to writing on a computer and have tried to make text in this template look good.

NOTE: Almost all the styles you will apply are prefaced with “chs.” For simplicity, this “chs” is normally omitted in the discussion below, but please *use only “chs” styles*, unless otherwise instructed. There are two main categories of style tags: paragraph and character. The difference between them will be explained below. Every CHS style tag also has an *abbreviation* consisting of two or three letters that appear after the comma that follows its unabbreviated name (so the full name of the **normal** paragraph tag in this template is **chs_normal**, **no**, where **no** is the tag’s unique abbreviation. Directions for using these abbreviations follow.

⁴ These words are italicized because they are tagged **chs_emphasis**, which is a character style (see section 2 “Character Styles”).

1. Paragraph Styles

A paragraph is anything followed by a “return.” Every paragraph in your manuscript must be tagged with a paragraph style which applies to the entire paragraph. To tag a paragraph, place your cursor anywhere in the paragraph (or select multiple paragraphs) and choose its style either by clicking on its full name in the CHS Paragraph Styles toolbar, by choosing its full name in the styles menu of the Formatting toolbar, or by typing its abbreviation in the style box in the Formatting Toolbar.⁵ That’s it. So to format a chapter title, you simply place your cursor anywhere in the title and choose **chapter_title**, rather than selecting the whole line and setting it as 16 point Lucida Grande, centered, bold (four times as many steps).

1.1 Chapter openings

1.1.1 **chapter_title,ct** and **chapter_subtitle,cs**

Place the chapter’s title and subtitle, if any, in separate paragraphs (without a colon in between). Capitalize all words of the chapter title and subtitle, except prepositions and conjunctions, unless they are the first or last word (headline-style capitalization).

1.1.2 **chapter_author,ca**

Your name as the author of your contribution is tagged **chapter_author**.

⁵ If the Formatting Palette is not visible, choose View > Formatting Palette from the menubar in Word. To show the Formatting Toolbar, choose View > Toolbars > Formatting. The Style box and popup menu is at the far left of the Formatting Toolbar. If the CHS Paragraph Styles toolbar and the CHS Character Styles toolbars are not visible, choose View > Toolbars and click on their names at the end of the list of toolbars. Once you place your cursor in the Style box in the Formatting toolbar, all the text in it is automatically selected, so you can just type away.

1.2 “Normal” text paragraphs

1.2.1 `chs_normal,no` and `normal_posthead,nph`

Paragraphs after a heading, like this one, are traditionally *not* indented. The style for this is `normal_posthead`. The first text paragraph of this document (“This document is a guide...”) is also tagged `normal_posthead`.

Regular text paragraphs, like this one, are tagged as simply `chs_normal`. The first line will be indented automatically; there is no need to insert a tab.

1.2.2 `normal_continue,nco`

The `normal_continue` style is used for the continuation of a paragraph that has been interrupted by other paragraph-level formatting, such as a blockquote (1.4) or lines of verse (1.5). It will appear unindented, like this paragraph, although this one is actually tagged `normal_posthead`, since it follows a subhead. For a real example, see 1.4 below.

1.3 Subheads

Four levels of subhead are available for divisions within a chapter: **h1**, **h2**, **h3**, and **h4**. Three have been used already in this document: **h1** (“Paragraph Styles”), **h2** (“Chapter openings”), **h3** (“`chapter_title, ct`”). (The abbreviations for **h1**, **h2**, etc. are identical to the unprefix names used here, in other words, **h1**, **h2**, etc.)

If subheads are numbered (and numbering is encouraged if you use more than one level of subhead), use Arabic numerals separated by dots, as in this template. If the style aligns in the center (e.g. `chapter_title, h1`), use initial capitals on all significant words (headline-style capitalization). If the style aligns to the left (e.g. **h2**, **h3**), capitalize only the first word and any words that would be capitalized in a normal sentence (sentence-style capitalization).

1.4 Blockquotes

Prose quotations of about three lines or longer should be placed in their own paragraphs, *without* surrounding quotation marks. Left and right indention and space, above and below, are applied automatically when you tag with the `blockquote, bq` style. Do not use extra returns.

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seen above under “Blockquotes” and “Verse lines” (1.4, 1.5). A translator may also be credited in a source attribution line.⁷

1.7 Lists

Below is a list of musical genres beginning with the letter A (with thanks to wikipedia). The names of the genres are tagged **list_item, li**. The definitions of the genres are tagged **list_description, ld**. If your description or definition requires a second paragraph, please tag it **list_continue, lc** (not illustrated).

A capella

Any singing performed without instrumental backing.

Acid Jazz

A combination of jazz, funk, and hip-hop.

Acid Rock

A form of psychedelic rock, characterized long instrumental solos, few if any lyrics, and musical improvisation.

Acoustic Music

Music that solely or primarily uses instruments that produce sounds through entirely acoustic means, as opposed to electric or electronic means.

Afrobeat

A combination of Yoruba music, jazz, highlife, and funk rhythms, fused with percussion and vocal styles, popularized in Africa in the 1970's.

1.8 Captions

All illustrations must be explicitly referenced in the text and require captions tagged **caption, cp**. Each caption must include a label in the form “Figure 1” or “Table 1.” References should be to “Figure 1” not “fig. 1” or “pl. 1.” Artwork should be supplied separately from your tagged manuscript; use a callout in the text to indicate the approximate location of the illustration. As the author, you are responsible for obtaining permission to publish images

⁷ You may name a translator in a footnote instead, whether for each translation or, in the case of the same translation being used throughout, in a single note at the first instance.

online, but the editorial board of the e-journal is willing to give you assistance, and we also need to have copies of permissions on file.

1.9 Footnotes

For notes, please use the built-in footnote-generating facility in Word that you can find under the Insert menu. Use “Autonumber” to generate sequentially numbered footnotes, restarting the numbers for each chapter of a work that has multiple chapters. If you have a footnote that is unusually long, please consider making it an appendix or an endnote. Footnote text is its own paragraph style (not a chs style) that Word will apply automatically. Other paragraph styles are not needed in footnotes, but character styles may be.

2. Character Styles

Character styles are used to tag words (or parts of words) within a paragraph, overriding the paragraph style. If something needs to be italicized, such as a book title, please do not simply tap the “italics” button, but rather tag the words with the appropriate style (in this case, **citetitle** [2.3.1]). To apply a character style, select the text and then choose the style from the same Toolbar as the paragraph styles. To undo a misapplied character style, select the text and choose the style **Default Paragraph Font** (not a chs style) or hold the “control” key while hitting the space bar. This will revert to the underlying paragraph style. The **Default Paragraph Font** is to be found on the menu of the Formatting toolbar as well as on the CHS Character Style tags toolbar (at the very end of it).

2.1 Not the author’s languages

2.1.1 foreign, cf

Isolated words and phrases in modern languages, other than your default language, should be tagged as **foreign**, if in roman letters: “[I] speak Japanese *hōn hōo*.”⁸ Fully naturalized words are not italicized and require no tag, e.g. résumé, alter ego.

Short modern foreign quotations are enclosed in quotation marks and not tagged: “Nǐ shì lái xué wǒ de, bù shì xué jīng huà.”⁹ For longer quotations, see above under “Blockquotes” (1.4) and “Verse lines” (1.5), where the **foreign** character tag is not used either.

⁸ *Hōn hōo* ‘(very) well’. Tarantino 2004.

2.1.2 greek, gk and latin, lt

Words, phrases, and short quotations (i.e. those *not* set as blockquotes or verse lines) in Greek or Latin should be tagged with the character style **greek** or **latin** (without quotation marks around the Greek or Latin): “Although she bears the arms of Diana/Artemis (*Aeneid* 11.652), who is $\square\square\square\square\pi\square\square$ (*Odyssey* 11.198), Camilla dies while fighting *certamine pugnae caeca*¹⁰ (*Aeneid* 11.780–781).” The **greek** tag will have no visible effect; the Latin will italicize. As with other languages, Greek and Latin in blockquotes and verse lines require no character tag.

2.1.3 translit, trl

Single words and short phrases of Greek or any other language not usually presented in a roman alphabet may be transliterated and tagged **translit**. Use “u” (not “y”) to render *upsilon*, “ou” (not “u”) to render *omicron + upsilon*, and “kh” (not “ch”) to render the letter *khi* (these rules need not be followed in the case of familiar names, e.g. Achilles, Thucydides). Long vowels should be marked with macrons, preferably, or with the “pointy hat,” so *m̂nis* or *mênis*.¹¹ Longer Greek quotations are to be given in Greek characters (see 2.1.2 “greek and latin” above).

All Sanskrit should be transliterated. As with other languages, quotations set as blockquotes or verse lines require no character style tag. Isolated words, phrases, and short quotations require the character tag **translit** and are not enclosed in quotation marks.

⁹ “You are here to learn the mysteries of kung fu, not linguistics.” Tarantino 2004. Note that the full citation is repeated even in consecutive notes; please do not use *ibid.* or *op. cit.* The diacritics here are one of the benefits of a good Unicode font like Gentium. You will not need a different font for macrons, breves, haccs, etc.

¹⁰ The author draws attention to the word *caeca* by tagging it **lat_highlight** (see 2.2.1).

¹¹ Using the USExtended keyboard on a Mac, a macron on a roman letter is entered by typing option-a, then the vowel. Similar keyboards are available for Windows Unicode fonts, some of them free (Tavultesoft being the developer of a commonly used keyboard for typing polytonic Greek).

2.2 **emphasis, em** vs. **highlight, hi**

Emphasis is always that of the *original* speaker/writer, whether yourself or someone you are quoting. The **emphasis** style is used throughout this document, most recently in the previous sentence. Here is an utterance with the original speaker’s emphasis tagged as **emphasis**: “What Clark [Kent, Superman’s alter ego] wears—the glasses, the business suit—*that’s the costume.*”¹² The speaker is emphasizing the point that, unlike most superheroes whose outlandish costumes conceal their true identities, Superman’s disguise is normal clothing.

Now suppose I am writing an essay on the stereotype of eyeglass-wearers as weaklings. I might quote the utterance above to show that no one who wears glasses could ever be suspected of leaping tall buildings in a single bound. To draw my reader’s attention to the glasses, I might quote the line this way “What Clark wears—the glasses [my emphasis], the business suit—*that’s the costume.*” The style used to draw attention to something in a quotation is **highlight**; you may think of this as “quoter’s emphasis” but the style name is **highlight**. Online, highlighted words will also appear italicized, so be sure to add wording such as “my emphasis” (even though the style is called **highlight**). Please remember *not* to use the italics command for either **highlight** or **emphasis**; just tag appropriately and let the style do the work.

If something needs to be tagged as both foreign (see 2.1.1, above, for when this is necessary) and emphasis, use the style **foreign_emphasis, fe**.

2.2.1 **gk_highlight, lat_highlight, foreign_highlight, translit_highlight**

Since emphasis, in the sense described above, is not marked in ancient texts, the **emphasis, em** style should never be used in quotations of Greek or Latin. If you wish to draw attention to something in an ancient text, this is again what we call **highlight, hi**. If you need to tag something as both Greek and highlighted, use **gk_highlight, gh**: “Compare □□□□□□□π□□ □□□□□□□□ (Homer *Hymn to Artemis* 27.15) with □□□□□π□□ □□□□□□□□ (Odyssey 11.198).”

To point out the figura etymologica in Propertius 3.11.16, the words would be tagged with **lat_highlight**: *vicit victorem candida forma virum.*

¹² Tarantino 2004.

Foreign_highlight, fhi and **translit_highlight, thi** combine the effects of the **foreign, cf** and **highlight, hi** styles and the **translit, tr1** and **highlight, hi** styles, respectively. Cf. **foreign_emphasis, fe** (under 2.2 above).

2.3 Titles

2.3.1 **citetitle, ct**

Titles of works that you would normally italicize (books, journals, and monographs) should be tagged **citetitle** wherever they appear, e.g. Homer's *Iliad* or *A Tale of Two Cities*. Titles in English are capitalized "headline-style" (almost all words are capitalized; prepositions and conjunctions are capitalized only if the first or last word). Titles in other languages should follow the conventions of that language. In abbreviations, use only the initial letter of each word: *HSCP*, not *HSCP*h**.

Subtitles are not required, but if given should be separated from the title by a colon and a space. Subtitles are capitalized like titles and the whole unit is tagged **citetitle**, e.g. *Robert Musil: An Introduction to his Work*.

Article titles, vel sim., are enclosed in quotation marks and are only tagged in bibliographies, on which see section 3 below. They are capitalized like titles; see 2.3.1 above.

2.3.2 **citetitle_common, ctc**

Used for common titles or abbreviations that are not normally italicized, such as FGH, IG, or The New Testament, which are in fact tagged here, although the appearance is unchanged.

2.4 Other character styles

2.4.1 **msfam, msf**

Use to designate a family of manuscripts, as *b* (BCE³)

2.4.2 **superscript, ss**

Use for a numeric or alphabetical superscripted number or letter, as to denote an edition of a work or the like, as IG².

2.4.3 **subscript, sb**

Use for a subscripted number or letter, as to denote one of the three laryngeals in Indo-European: **h₁wegh-*.

3. Bibliography

This section discusses paragraph and character styles to use in bibliographies, at the end of a contribution. To set off the bibliography itself, tag the word “Bibliography” at the end of a contribution, as in the bibliography of this document, as a first-level subhead, with the **h1** tag.

3.1 Bibliography styles

biblio, bib is the paragraph style for all entries in a bibliography. Within each entry, apply the following character styles.

3.1.1 Titles

Titles of books, journals, monographs, etc. should be tagged **citetitle, ct**. See also “Titles” (2.3 above). Note that titles of monograph series are not italicized and hence not tagged.

The character style for titles of articles and contributions to edited volumes is **arttitle, art**. These titles are enclosed in double quotation marks.

3.1.2 **bibauth, ba**

The character style for names of authors. Note that only the name of the first author in a series of authors is reversed (see examples in the bibliography for this document). In the case of multiple works with the same authorship, use a triple em-dash to replace the name(s) an author or authors (or editor[s]) only if the *entire* group is the same.

3.1.3 **bibed, be and bibtrans, bt**

The character styles for names of editors and translators, respectively.

3.1.4 **bibyear, by**

The character style for years of publication. In the case of later editions, the year of the edition used should normally be given. An original year of publication may be given (in square brackets

afterward), if important. In the case of multiple works by the same author in a given year, each work should have a letter appended to the year, e.g. 2009a, 2009b, etc.

Tips for Applying Styles

In order to make the paragraph styles (see below) extra-visible in Microsoft Word, you can view the text you are creating in “Draft” mode (go to the View menu, and select “Draft”). Then set a Style Area Width in the Preferences (or in Windows, the Options) for Word, which will create a column to the left of your document that displays the name of any and all *paragraph* styles in the text that you are writing. On a Mac, go to Preferences (in the Word menu), and select the View preference. You will see an empty box labeled Style Area Width – type in 1.5” or 2” to make the style tags visible. If you are using Windows, go to the Tools menu and stop at the bottom, where you will find the Options menu item – stop there and a window will come up with many levels of tabs on the top. Click on the View tab and you will see a box (as described above for Mac users) in which to type a Style Areas Width of an inch or two.

There are several ways to apply style tags to paragraphs or characters in your document:

1. This template contains two floating toolbars, one for CHS paragraph styles, the other for CHS character styles. They should appear when you open up a document that contains the template; in some versions of Windows, they will appear scrunched up on the right side of the screen. You can move them from there by passing your mouse over the bar above them and dragging them to another part of your desktop. To use the paragraph styles, just place your cursor in the paragraph that you wish to tag, then click on the tag you wish to use in the floating menu. To use the character styles, *select* the text that you want to tag and click on the tag in the character style toolbar.
2. If you use the Formatting toolbar (go to View → Toolbars → Formatting to make it appear), it contains three small white boxes with popup menus beside them, one for style tags, the second for font names, and the third for font sizes. The best way to use the style tag box is to either select the text that you want to tag (for character styles) or to place your cursor in the paragraph whose tag you wish to change, then click in the style box (it automatically selects the text in the box when you do that) and type in the *abbreviation* of the tag you wish to apply, then type a carriage return. All the CHS style tags have an abbreviation, which consists of the two or at most three letters that appear after the comma

in its unabbreviated name. For example, the abbreviation for **chs_normal** is **no**, or of **chs_foreign_highlight** is **fhi**.

3. The most laborious way to apply style tags is to go to Format→Styles... and scroll through the list of styles until you find the one that you want. Not recommended!

Help

Questions and feedback about this template and the incorporated style guide may be directed to Lenny Muellner (muellner@chs.harvard.edu), the Director of Publications and IT at the Center for Hellenic Studies.

Bibliography

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Tarantino, Q. 2004. *Kill Bill. Vol. 2*. Miramax Films.

University of Chicago Press. 2003. *The Chicago Manual of Style*. 15th ed. Chicago.

Appendix 1: Alphabetical List of Paragraph Styles

Style name,abbreviation	Usage	References
biblio, bib	bibliography entries	3
blockquote,bq	prose quotations set apart from the text	1.4
caption,cp	figure captions	1.8
chapter_author,ca	author's name at chapter opening	1.1.2
chapter_subtitle,cs	subtitle (optional) at chapter opening	1.1.1
chapter_title,cht	title at chapter opening	1.1.1
h1,h1	first-level subheads	1.3
h2,h2	second-level subheads	1.3
h3,h3	third-level subheads	1.3

h4,h4	fourth-level subheads	1.3
list_continue,lc	additional paragraphs in a list description	1.7
list_description,ld	definitions or descriptions of items in a vertical list (see list_item below)	1.7
list_item,li	items in vertical lists	1.7
normal,no	normal, indented text paragraphs	1.2.1
normal_continue,nco	paragraphs resumed after a blockquote, vel sim.	1.2.2 and 1.4
normal_posthead,nph	paragraphs beginning after a subhead; first paragraph in a chapter	1.2.1
source_attrib,at	after blockquotes or verse lines, to cite the source or credit a translator or editor	1.6. See also 1.4, 1.5
verse_line,vl	lines of poetry set apart from the text	1.5

Appendix 2: Alphabetical List of Character Styles

Style name,abbreviation	Usage	References
citetitle,ct	titles of books, journals	2.3.1
citetitle_common,ctc	titles (or abbreviations thereof) of common reference works	2.3.2
default paragraph font (not a chs style)	undoes applied character styles and reverts to the underlying style of the paragraph	2
emphasis,em	emphasis of the original speaker/author	2.2
foreign,cf	isolated foreign words and phrases	2.1.1
foreign_emphasis,fe	combination of foreign and emphasis	2.2
foreign_highlight,fhi	combination of foreign and highlight	2.2.1
gk_highlight,ghi	combination of Greek and highlight	2.2.1
Greek,gk	isolated Greek words and phrases	2.1.2
Highlight,hi	“quoter’s emphasis”	2.2
latin,lt	isolated Latin words and phrases	2.1.2

lat_highlight,lth	combination of Latin and highlight	2.2.1
msfam,msf	manuscript family	2.4.1
superscript,ss	superscripted numbers or letters	2.4.2
subscript,sb	subscripted numbers or letters	2.4.3
translit,trl	transliterated Greek or Sanskrit	2.1.3
translit_highlight,thi	combination of translit and highlight	2.2.1
verse_number,vno	line numbers in poetry (verse lines)	1.5.1