

Valonia Style Guide

All manuscripts should be submitted as Microsoft Word files in Times New Roman, 12 point font, and double-spaced. Please use the Oxford comma.

Headings should be left-aligned and expressed as **Bold Text** in title case, sub-headings should be expressed in *Italic text* in sentence case, and sub-sub-headings should be expressed as Underlined text in sentence case. Do not use more than three levels of headings and sub-headings.

Authors should refer to the [Chicago Style Citation Quick Guide \(Notes and Bibliography or Author-Date systems\)](#) for all matters of style, including grammar, names, terms, numbers, transliteration, quotation, captions, abbreviations, notes, italicized words, etc., which are not listed below. Humanities-oriented fields traditionally prefer the Notes and Bibliography (footnote) system, whereas social science and natural science-oriented fields traditionally prefer the Author-Date (in-text) system. Authors may use whichever system they prefer, as long as it is applied consistently throughout the article.

For transliterations and transcriptions related to Byzantine studies, authors should refer to the [Dumbarton Oaks rules](#).

Figures

All figures and tables must be referenced in the text and numbered in the order in which they appear: (Fig. 1, Table 1).

Image Captions

Fig. 13. Stobi, Episcopal Basilica, handrail with hanging and standing acanthus leaves, Museum of Macedonia at Skopje (photo: Philipp Niewöhner).

Fig. 5. Topography of Sardis (photo: Zhao Sheng; photograph courtesy of the Archaeological Exploration of Sardis/President and Fellows of Harvard College).

Words, Terms, Numbers, and Style

Capitalization examples

Byzantine Empire, Ottoman Empire, Late Ottoman, the empire, the Empire of Trebizond, the caliphate, the Crusades, Early, Middle, Late Byzantine period, Late Antiquity, Late Antique Period

Numbers

Numbers below 10 should be written out (one, two, three, etc.), except for measurements (5 km, 3 g, 35 ha, etc.). Numbers 10 and above should be in Arabic numerals, except at the beginning of a sentence (e.g., Fifteen years later...). Percentages should be written in Arabic numerals with the % symbol following the numeral directly, with no intervening space (4%, 87%, etc.).

Hyphenation

Between numbers, page numbers: – (en dash)

Between words: - (hyphen or single dash)

To offset or highlight phrases within a sentence: — (em dash, with no intervening spaces on either side)

Dates

1000 BCE
1750 CE
ca. 7000 BCE
ca. 1200–1300 CE
sixth millennium BCE
seventeenth century CE

Italics

Italicize non-English words (*spolia, varietas, in situ*, etc.) except when they are included in the Merriam-Webster dictionary. Please include a brief translation/definition in parentheses following the first appearance of a non-English term.

Citations

All citations and bibliographies should follow the *Chicago Manual 17th Edition Style Guide*. Please choose either Notes and Bibliography or Author-Date style.

If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by *et al.* (“and others”). For more than ten authors (not shown here), list the first seven in the bibliography, followed by *et al.*

Notes and Bibliography, examples

Notes

Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Henry David Thoreau, “Walking,” in *The Making of the American Essay*, ed. John D’Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

Susan Satterfield, “Livy and the *Pax Deum*,” *Classical Philology* 111, no. 2 (April 2016): 170.

Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality,” *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.

Cynthia Lillian Rutz, “King Lear and Its Folktale Analogues” (PhD diss., University of Chicago, 2013), 99–100.

Rachel A. Bay et al., “Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures,” *American Naturalist* 189, no. 5 (May 2017): 465, <https://doi.org/10.1086/691233>.

Shortened notes

Smith, *Swing Time*, 320.

Grazer and Fishman, *Curious Mind*, 37.

Thoreau, “Walking,” 182.

Lahiri, *In Other Words*, 184.

Satterfield, “Livy,” 172–73.

Keng, Lin, and Orazem, “Expanding College Access,” 23.

Rutz, “King Lear,” 158.

Bay et al., “Predicting Responses,” 466.

Bibliography entries (in alphabetical order)

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May 2017): 463–73. <https://doi.org/10.1086/691233>.

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Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

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Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Thoreau, Henry David. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.

Author-Date, examples

In-text citations

(Smith 2016, 315–16)

(Grazer and Fishman 2015, 12)

(Keng, Lin, and Orazem 2017, 9–10)

(Bay et al. 2017, 465)

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Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. 2017. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May): 463–73. <https://doi.org/10.1086/691233>.

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