

Submission and evaluation process for texts

HiMA publishes one issue a year comprising articles, columns and book reviews. Each issue is now available in print and in digital format on PRÉO: <https://preo.ube.fr/hima/>.

All article or feature proposals should be sent to the following four addresses:

- Jean-Christophe COUVENHES (director) jccouvenhes@gmail.com
- Giusto TRAINA (director) giusto.traina@gmail.com
- Maxime PETITJEAN (editor-in-chief, **responsible for reports**) maximepetitjean75@gmail.com
- Marion FRANCHET-LAMALLE (editor) franchetsorbonne@gmail.com

Your article proposal must be submitted by email in 2 separate files and, if necessary, 1 illustration folder.

1) **File 1** = text file, prepared in .docx rather than .doc format (avoid .odt): the layout should be minimal, but the article must scrupulously respect the “Style sheet for non-French language contributors” below.

2) **File 2** = the form “Abstracts, titles and keywords of the article, positions” given below.

- Each author must provide abstracts of a maximum of 1 000 characters each (including spaces): one abstract in the article language + one abstract in French + one in English (if it is not the article language).
- Each author must provide the title of the article and 5 keywords in the article language and its translation into French and English (if it is not the article language).
- Each author must provide the following personal information: surname, first name, email, institution and laboratory to which they are attached + an address to which they would like the paper volume to be sent (the offprints are in PDF format).

3) If necessary, an illustration file including illustration and table files (in the appropriate format) accompanied by a list of their captions (text file).

Each article is subject to a double anonymous peer review: this double review is an assessment of the article. Authors remain free to follow the recommendations given, with the editorial board and editorial committee deciding on publication in the journal. The author of an accepted article will have to sign an addendum to the contract with the Presses Universitaires de Franche-Comté, undertaking in particular not to publish their text on Academia.edu for two years (publication on HAL remains possible).

During the journal’s XML conversion phase, you will receive two sets of proofs before publication.

Style sheet for English-language contributors

The following recommendations apply to the journal *HiMA* (you can download them in PDF format at the bottom of this page).

As a general reference, and for all issues not mentioned here, please refer to the Chicago Manual of Style, 16th edition (or to the [Chicago Manual of Style Online](#)). You may also refer to the [“Instructions aux auteurs”](#). Contributors whose English is not their first language are advised to have their text copy-edited by a native speaker with knowledge of the subject.

Presentation of manuscripts

- Family name, name, academic affiliation, e-mail address, and postal address should appear at the beginning of the contribution.
- Length of contributions: between approximately 3.000 and 10.000 words (60.000 characters maximum incl. spaces) for an article.
- Please submit in Word format (.docx rather than .doc); avoid .odt. A PDF should be supplied as well.
- Bibliographical references should be given as specified below.
- All quotations in languages other than English should respect typographical usage of the language quoted.
- Avoid tabulation and end-of-line word truncation. Do not include running titles.
- All tables and illustrations should be submitted as separate files.
- Contributions should be accompanied with a 1000 characters (including spaces) abstract and 5 keywords.

Spelling can be either British or American, provided it is consistent in either case. However, for the sake of consistency, punctuation should respect the following conventions:

- Quotations should be within double quotes (“ ”), with single quotes within the quotation. Closing quotes should be placed after commas and periods (but before colons and semicolons).
- The “Oxford comma” should be used before the last term of an enumeration (A, B, and C).
- Use en dashes (–), preceded and followed by a space, rather than em dashes (—). Hyphens should also be used when indicating a range of dates, pages, etc. (e.g. 1640-1715, p. 14-24).
- Notes within the text should be placed after the punctuation sign(s).

Quotations

- Latin should be quoted in italics, without quotation marks.
- Other ancient languages (Greek, Sanskrit...) should not be italicized and should also be quoted without quotation marks.
- All quotations in vernacular languages should be in roman and within quotation marks.
- All quotations longer than three lines should be set off, without quotation marks, and set one size lower.
- All cuts within quotations should be signaled in brackets [...].
- References should be given in footnotes, using roman numerals for books, and without abbreviations. Use commas rather than colons. Ex.: Xenophon, Anabasis, II, 3, 3.
- For transliteration of Greek, please follow the conventions outlined in the Chicago Manual of Style.

Tables and illustrations

Tables

Tables should be submitted in Word format. If they require a background colour or other enhancements, please provide an Illustrator file (Myriad Pro 8 pt font). Excel should not be used. No footnotes should appear in tables (an introductory note or more detailed cells are preferred).

Illustrations

The editorial team recommends keeping the number of illustrations to a minimum and providing a permalink to the online version of the figure. Illustrations may be inserted into the text, but they must also be attached separately with all the necessary reproduction authorisations attached to the submission.

Caution: Whilst images may be displayed in colour in the digital version, they will be printed in black and white in the print version. It is therefore essential to provide images with sufficient contrast, particularly for maps and their captions, for example.

Format.

Format should be TIFF with minimum resolution of 300 dpi and in CMYK color space. Since PDF is not an image format, it is not recommended.

Name files as follows, without spaces or accents: HiMA12_Couvenhes_fig1

Title, caption, credit.

The location of figures must be clearly indicated in the text by clearly stating the title of the figure, its caption (commentary and details about the figure) and its credits (sources, copyright, rights holder).

Authorisation for publication.

Authors are responsible for obtaining authorisation to reproduce illustrations for a print run of 150 copies and for open access digital publication on the PREO online platform: <https://preo.u-bourgogne.fr/portail/>. The editorial team only publishes images that are free of copyright or for which distribution authorisation has been obtained, and reserves the right to refuse illustrations that could be subject to dispute.

Accessibility.

Since 28 June 2025, digital publications must comply with the accessibility requirements set out in Decree No. 2023-778 of 14 August 2023. Each image must therefore be accompanied by alternative text consisting of one or two sentences describing the image in question. This alternative text is intended for visually impaired or blind people who use speech synthesis technology.

Example:

Alternative text for Leonardo da Vinci's painting of the *Mona Lisa*: The image shows a painting depicting the portrait of a young woman seated in three-quarter profile and looking at the viewer. In the background is a mountainous landscape with a path, a bridge crossing a river and vegetation.

Bibliographical references

Each contribution should be followed by a bibliography.

- For books:
Desrousseaux A.M. (1956), *Athénée de Naucratis, Les Deipnosophistes*, books I and II, Paris (CUF).
- For articles in periodicals, the title of the article should be in double quotation marks (with no mention of the place of publication):
Valdés Guía M. (2000), "La apertura de una zona politico-religiosa en los orígenes de la polis de Atenas", *Dialogues d'Histoire Ancienne*, 26/1, p. 35-55.
- For contributions to a volume, list volume editor(s) first, preceded by "in.":
Mehl V. (2008), "Corps iliadiques, corps héroïques", in V. Dasen, J. Wilgaux (eds), *Langages et métaphores du corps*, Rennes, p. 29-42.

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- If, in the bibliography, there are several references for the same author in a given year, use letters: 2006a, 2006b... References other than these should be listed in reverse chronological order (from the most recent to the oldest).
- Place of publication should preferably be given in the language of the source cited (Roma rather than Rome in an Italian source).
- Page references should be preceded by a single p., followed by a hard space.
- Collections can be omitted from the reference unless deemed necessary.

For references in footnotes, please use the following format: Benoit 1955, p. 38. Multiple references should be separated by a semicolon.

In footnotes, avoid all abbreviations such as *loc. cit.*, *op. cit.*, *id.*, and the like. *Ibid.* should be used only when the same reference occurs in two footnotes in succession.

Abbreviations should be listed separately in the bibliography section.

Form “Abstracts, titles and keywords of the article, positions”

To be completed and provided with your paper proposal.

First Name SURNAME/LAST NAME:

Title of the paper:

Abstract (max. 1000 characters including spaces):

Keywords (5 max.):

French translation of the title:

Abstract in French (*Résumé*):

Keywords in French (*Mots-clés*):

Surname/Last name (*Nom*):

First name (*Prénom*):

Position (*Fonction*):

Research center (*Centre de recherche*):

Email address:

Postal address for your contact: