

TRANSACTIONS OF THE PHILOLOGICAL SOCIETY MANUSCRIPT SUBMISSION

Scholars are invited to submit articles for publication in Transactions of the Philological Society (TPhS). Authors do not need to be a PhilSoc member, but are encouraged to consider joining (see www.philsoc.org.uk/membership.asp). Neither is it necessary for submitted articles to be based on a paper delivered at a PhilSoc meeting (see www.philsoc.org.uk/programme.asp). All article submissions are subject to the normal reviewing process.

Papers should be written with a view to being accessible to a philological or linguistic readership in general, and not addressed solely to specialists. In particular, all languages normally written in non-Roman script (including Greek) should be cited in transliterated form; English translations and, where appropriate, word-for-word glosses should be provided for all examples and quotations. In the interests of clarity, contributors should try to relegate detailed evidence and technical argument to an appendix. Footnotes should be as few and as short as possible. Submissions should be formatted in line with the style sheet (available from download from www.philsoc.org.uk/transactions.asp).

TPhS receives all manuscript submissions via its electronic editorial office, powered by Manuscript Central. To submit a manuscript, please follow the instructions below.

Getting Started

Launch your web browser (Internet Explorer 5 or higher, Netscape 7 or higher, Firefox 1.0.4 or Safari 1.2.4) and go to the TPhS Manuscript Central homepage: <http://mc.manuscriptcentral.com/tphs>.

If you already have an account:

Log in and select "Author Center".

If you already have an account but have forgotten your log in details:

Go to "Password Help" on the TPhS Manuscript Central homepage and enter your email address. The system will send you an automatic user ID and password reminder. Once you have your user ID and password, please log in as above.

If you are creating a new account:

After clicking on "Create Account", enter your name and email address and click "Next". If possible, please use an email address which you are likely to retain for a long time. If at any point you forget your login details, they can be sent to the email address you provide (see below). Enter your institution and address information as requested and click "Next". Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID), and then select your area(s) of expertise. Click "Finish".

Submitting Your Manuscript:

Once you have logged in, click the "Submit a Manuscript" link in the menu bar. Enter the requested data and respond to the questions appropriately. Click the "Next" button on each screen to save your work and advance to the next screen. You will be asked to upload the files relevant to your submission. Click on the "Browse" button and locate each file on your computer. Select the designation of each file in the drop down next to the Browse button. Once you have selected all the files you wish to upload, click the "Upload Files" button. Review your submission (in both PDF and HTML formats) before sending to the Journal. Click the "Submit" button when you are finished reviewing.

You may suspend a submission at any phase before clicking the “Submit” button and save it to submit later. After submission, you will receive a confirmation e-mail. You can also access Manuscript Central any time to check the status of your manuscript. TPhS will inform you by e-mail once a decision has been made.

Getting Help With Your Submission:

Each page of the TPhS Manuscript Central website has a ‘Get Help Now’ icon connecting directly to the online support system at

<http://mchelp.manuscriptcentral.com/gethelpnow/>

Queries can also be e-mailed to ts.mcsupport@thomson.com

and telephone support is available (see the website for details).