International Journal of the Classical Tradition

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–The text spacing should be 1.5.
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–Note also our usage: *judgement, encyclopedia, medieval.*
–In the introduction, notes etc., and in translations of foreign works, usage is British not American.
–Use -ize, not -ise except in: *advertise, advise, arise, chastise, comprise, compromise, demise, despise, devise, disguise, enterprise, excise, exercise, franchise, improvise, incise, merchandise, supervise, surmise, surprise, televise.*

5. PERSONAL NAMES: Preferably give full names (and title or rank if appropriate) at first mention. Titles and ranks are not capitalized except where they precede names. Names ending in -s, *-z,* -x have possessives in -'s. E.g. Erasmus's.

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7. NUMERALS:
– In continuous text normally use arabic numerals for numbers above one hundred but spell out if less: e.g. ten men, 120 miles, 4,500 soldiers (but keep hundred, thousand, million, billion if they appear as whole numbers: e.g. 'a thousand years ago'). In passages containing lists or statistical information this rule is relaxed.
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8. DATES: Use the style: 10 April 1910. If Old Style add (OS). Note: 55 BC but AD 1066.

9. BRACKETS AND PARENTHESES: For parentheses within parentheses use square brackets within round brackets. Square brackets are also used for editorial comment, e.g. [My italics].

10. ABBREVIATIONS: Use a stop only if the last letter is not the end of the word: e.g. Dr, St, vols but Co., p., vol.
–In names of institutions, countries, books, journals, academic degrees etc., do not use stops: e.g. USA, USSR, UN, BBC, BL, PhD. Book title abbreviations are italic: *OED, DNB.*
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11. QUOTATIONS: Use single quotation marks; for a quotation within a quotation use double quotation marks: e.g. 'He said she shouted "Go away!".' Note that the full stop precedes the quotation mark only when the quotation is a complete sentence, or ends with a complete sentence.
–All verse quotations, and prose quotations longer than thirty words, are indented without quotation marks.
–Prose quotations in foreign languages where no linguistic or stylistic point is made should be given in translation.
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– Any verse or prose quotation in a language other than English or French should be accompanied by a translation either following it or in a footnote.
–Quotations in Greek should be given in Greek characters.
–For quotations in footnotes see 14 below.

12. NON-ENGLISH WORDS: Single words or phrases in Latin-alphabet languages should be italicized unless in common use in English, e.g. elite, genre. If frequent, italicize first occurrence only.

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–Foreign ranks and names of societies, government departments, institutions, buildings etc. are not italicized: e.g. Doge, Rathaus, Bibliothèque nationale, Stanza della Segnatura.

13. REFERENCES WITHIN THE TEXT: Titles of books, journals, plays, long poems, are in italic; titles of articles and of short stories and short poems are in roman in single quotation marks.

14. FOOTNOTE REFERENCES:
14.1 General:
–Do not use abbreviations in first or single references. Use 'See ...' or 'See also ...'; use 'Cf. ... ' only for 'Compare ...'
–Normally use only initials for authors' first names.
–Use nn. as plural of n. (note); no. (plural nos) for 'number'; sig. (plural sigs) for 'signature'.

14.2 Books: A. Venturi, *Storia dell' arte italiana,* VI.1, Milan, 1901, pp. 53–5. For fuller reference to multi-volume works: *The Works of Thomas Nashe,* ed. R. B. McKerrow and F. P. Wilson, 2nd edn, 5 vols, Oxford, 1958-63.
–Series titles should be included only where necessary; they are not italicized: *Agatharchides of Cnidus: On the Erythraean Sea,* transl. and ed. S. M. Burstein, Hakluyt Society, 2nd ser. 172, London, 1990.

14.3 Articles in Journals: These should give author, title in single quotation marks, journal title in italic, volume number (if any) in arabic numerals, year, part in volume or year (if any), inclusive page numbers followed by specific page number in parentheses if necessary: e.g., R. M. Strozier, 'Renaissance Humanist Theory: Petrarch and the Sixteenth Century', *Rinascimento,* 2nd ser., 26, 1986, pp. 193–229 (206).

14.4 Articles in Books: N. Holzberg, 'Lucian and the Germans', in *The Uses of Greek and Latin: Historical Essays,* ed. A. C. Dionisotti et al., London, 1988, pp. 199–209.

14.5 Theses: R. J. Fusillo, 'The Staging of Battle Scenes on the Shakespearian Stage', PhD diss., University of Birmingham, 1966, p. 33.

14.6 MSS and Archives: MS Oxford, Bodleian Library, Laud Misc. 45; London, Public Record Office, Home Office, HO 42/196, followed by title in single quotation marks or details of document, e.g. letter of A to B, 10 May 1900; draft report, 6 April 1907, fols l^r-4^v.
NB: use fol. and fols for folio numbers; use superscript ^{r} and ^{v} (not a and b) in folio references. Inclusive folio numbers should be given in full, e.g.: fols 78^r–79^v (*not* fols 78–9^v).

14.7 Repeated References: Where no bibliography is included EITHER give a list of abbreviations in the first footnote, OR give the full reference on the first occasion, and thereafter author's surname, short title and reference to the note number of the full citation–e.g. Holzberg, 'Lucian' (n. 14.4 above), p. 170.
–Ibid. (not italicized) may be used for a repeated reference immediately following the first reference; op. cit. and loc cit. are not used.

14.8 Classical Works: The full title should be given on first occurrence. Standard texts should be cited by their accepted system of text division: Apuleius, *Metamorphoses,* IV.28.

14.9 Biblical References: Books of the Bible are not italicized: II Chronicles 9:2; Matthew 26:8. For abbreviations of titles of books of the Bible follow *Hart's Rules for Compositors and Readers at the University Press Oxford.*

15. CAPITALIZATION IN REFERENCES: English titles and English works with non-English (e.g. Latin) titles capitalize all principal words; German titles capitalize all nouns; French titles capitalize the first word and proper nouns but if the first word is the article then the first noun and any intervening adjective is also capitalized: e.g. *Histoire de la peinture en Italie* but *Les Petits Riens;* other languages (including Latin) normally capitalize the first word and proper nouns and the first word of names of institutions. In Dutch titles capitalize all proper nouns and adjectives formed from them.
–Capitals in all languages are to be accented as if they were lower case except for the French word à which loses its accent when capitalized.

USEFUL REFERENCE WORKS

The Oxford Dictionary for Writers and Editors (in paperback as *The Oxford Writers' Dictionary*)*,* Oxford University Press. Current edition.
The Oxford Spelling Dictionary, Oxford University Press, Current edition. Essential for hyphenation, place and personal names and word-breaks at proof stage.