

The Oxford Style Sheet

Introduction:

The Oxford Style-Sheet is based on the *New Oxford Style Manual* (Oxford: Oxford University Press, 2012), and we consult the *New Oxford Dictionary for Writers and Editors* (Oxford: Oxford University Press, 2014) for English words and names that cause difficulty or controversy.

Preparation of the Manuscript:

Titles, Subtitles, Font, Size, Space, Indent:

Font Theme: Times New Roman. Font style: Regular.

Article's title: Capital letters, Font size 11. Centred.

Author's name: Underneath the article's title and separated by two spaces. Font size 10 Centred. Capital Letters. Centred.

Academic institution of the author: Underneath the author's name between two brackets. Font size 10. Centred. Not Italic. Not Capital. Not bold.

Abstract: Two spaces between the abstract and the name of the academic institution, and three spaces between the abstract and the beginning of the main text. Font size 10. Text justified. Indented from both sides left and right, 0.5cm.

Body Text/Main Text: Three spaces between the abstract and the main text. Font size 11. Justified. **Single space** between lines and words.

Indent every section of the main text, except the first section after the title or the sub-title.

Indent quoted texts inside the article, 1 cm right and 1cm left.

Footnotes: Font theme: Times New Roman. Font style: Regular. Font size: 9. Single space between lines and words. Indent the first line of each footnote: 0.5cm

Titles: All titles capitalised and justified. Not Bold. Not Italic. Not indented. One space after the previous text and one space before the following text.

Subtitles: Small Caps. Not Bold. Not Italic. Indented 1cm. One space after the previous text and one space before the following text.

Sub-Subtitles: Italic. Not Bold. Indented 1.5cm. One space after the previous text and one space before the following text.

Bibliography: All bibliography should be justified. The first line of each reference is not indented, but the rest, second, third, ... lines should be indented 1.5 cm.

Pictures/Photos, Maps, etc.: Resolution 600 dpi (dots per inch). The author should incorporate the photos, maps, and tables in the text of his article, and they should be centred not justified.

Captions underneath the figures: Size 10 and in the middle of the page (centre) not justified.

Pictures & Figures: Not justified, but centred.

Heading of each page: Size 10

Page Numbers: Size 10

Final Saving of the file: Imbedded.

ARAM Template:

Size: A4 (29.7 x 210mm) portrait.

Margins:

Top 4cm

Bottom 2.5cm

Left 2.5cm

Right 2.5cm

A- Notes and References

The *Aram Periodical* accepts footnotes and not endnotes

Footnotes should give full details of the source at the first mention and a shortened version thereafter. Footnote markers should be clear, numbered consecutively and should not be accompanied by brackets or any other marks. They should be raised above the line of writing, and they should follow any punctuation at the end of a clause or sentence. They can be followed by a round bracket when they refer exclusively to something within the brackets and not to the larger sentence.

Arrangement and ordering of a bibliography

A bibliography is normally ordered alphabetically by the surname of the main author or editor of the cited work, and you may add the full second (and third names) of the author/editor:

Bailey, Joe, *Pessimism* (London, 1988).

Entries **by the same author** should be ordered chronologically by year, the earliest first, and alphabetically within a single year. In second and subsequent works by the same author replace the name with an em rule or rules: Oxford style is to a 2-em rule followed by a fixed thin space before the title of next element in the citation, with no punctuation after the rule.

Rogers, C. D., *The Family Tree Detective* (Manchester, 1983)
— *Tracing Missing Persons* (Manchester, 1986)

Group works written by the same author with any co-authors, in chronological order by surname of the co-author:

Hornsby-Smith, Michael P., *Roman Catholic Beliefs in England* (Cambridge, 1991).
— *Roman Catholics in England: Studies in Social Structure since the Second World War* (Cambridge, 1987).
— and Lee, R. M., *Roman Catholic Opinion* (Guildford, 1979).
— and Turcan, K. A., ‘A Typology of English Catholics’, *Sociological Review*, xx/3 (1982), 433–59.
— and Dale, A., ‘Assimilation of Irish Immigrants’, *British Journal of Sociology*, xxxix/4 (1988), 519–44.

If works of one author are cited under different names, use the correct form for each work, and supply a former name after a later one in parentheses; add a cross-reference if necessary:

Joukovsky, F., *Orphée et ses disciples dans la poésie française et néolatine du XVI^e siècle* (Geneva, 1970).

— (= Joukovsky-Micha, F.), ‘La Guerre des dieux et des géants chez les poètes du XVI^e siècle (1500–1585)’, *Bibliothèque d’Humanisme et Renaissance*, xxix (1967), 55–92.

B- Books

In-footnote citation

You may use in footnotes the name first (or its abbreviation) and then the surname of the author/editor, but you should remain consistent in your work:

Joe Bailey, *Pessimism* (London, 1988), 35.

Or

J. Bailey, *Pessimism* (London, 1988), 35.

Book with one author

Rogers, C. D., *The Family Tree Detective* (Manchester, 1983).

Or in-footnote citations:

C. D. Rogers, *The Family Tree Detective* (Manchester, 1983).

Book with two or more authors

King, R. D., and Morgan, R., *A Taste of Prison* (London, 1976).

Or in-footnote citations:

R. D. King, and R. Morgan, *A Taste of Prison* (London, 1976).

Book with four or more authors

When there are four or more authors, works in the humanities usually cite the first name followed by ‘and others’, or ‘et al.’:

Stewart, Rosemary, and others, eds, *Managing in Britain* (London, 1994).

Pseudonyms

Cite works published under a pseudonym that is an author’s literary name under than pseudonym: George Eliot (pseudonym of Mary Ann, later Marian, Evans):

Eliot, G., *Middlemarch* (New York, 1977).

Or in-footnote citations:

George Eliot, *Middlemarch* (New York, 1977).

In some contexts, it may be useful to add a writer's pseudonym when a writer publishes under his or her real name:

Dodgson, C. L. [Lewis Carroll], *Symbolic Logic* (Oxford, 1896).

Or in-footnote citations:

C. L. Dodgson, [Lewis Carroll], *Symbolic Logic* (Oxford, 1896).

Conversely, an author known by his or her real name may need to be identified when he or she occasionally publishes under a pseudonym:

Afferbeck Lauder [Alistair Morrison], *Let Stalk Strine* (Sydney, 1965).

If the bibliography contains works under the author's true name as well as a pseudonym, alternative names may be included in both cases to expose the identification:

Coulange, P. [J. Turmel], *The Life of the Devil*, tr. S. H. Guest (London, 1929).

Turmel, J. [P. Coulange], 'Histoire de l'angélologie du temps apostolique à la fin du V^e siècle', *Revue d'Histoire et de Littérature Religieuse*, iii (1898), 299-308, 407-434, 533-552.

Anonymous

For texts where the author is not known, in bibliography citations "Anon." or "Anonymous" may be used, with like works alphabetized accordingly:

Anon., *Stories after Nature* (London, 1822).

Do not use "Anon." for footnote citations, simply start the citation with the title:

Stories after Nature (London 1822).

If the author's name is not supplied by the book but is known from other sources, the name may be cited in square brackets:

[Balfour, James], *Philosophical Essays* (Edinburgh, 1768).

[Gibbon, John], *Day-Fatality, or, Some Observations on Days Lucky and Unlucky* (London, 1678; rev. edn 1686).

Edited books

The editor's name is followed by 'ed.'; plural: 'eds':

Sampson, Rodney, ed., *Early Romance Texts: An Anthology* (Cambridge, 1980).

Ashworth, A., 'Belief, Intent and Criminal Liability', in J. Eekelaar and J. Bell, eds, *Oxford Essays in Jurisprudence*, 3rd ser. (1987), 6–25.

John of Salisbury, *Historia Pontificalis*, M. Chibnall, ed., (Oxford, 1986).

Translated books

As with editors, translators are introduced by “tr.” = (translated by):

Schweitzer, A., *The Quest of the Historical Jesus*, tr. William Montgomery (n.p., 1910).

Organization as author

In the absence of an author or editor, an organization acting in the role of author can be treated as such. Do not use ‘ed.’ or ‘tr.’ in these instances:

Amnesty International, *Prisoners Without a Voice: Asylum Seekers in the United Kingdom* (London, 1995).

Capitalization of titles and subtitles

In bibliographic styles capitalization rules are applied to titles. In practice the choice between upper and lower case is usually instinctive, and unless the exact form of the bibliographic or semantic relevance your primary guide should be to style a title sensibly and consistently throughout a work.

The Importance of Being Earnest: A Trivial Comedy for Serious People
Twenty Years After
Moby-Dick, or, The Whale

Capitalization of foreign titles follows the rules of the language; however the treatment of the first word of a title, subtitle, or parallel title conforms to the style used for English-language titles.

Titles within titles

Titles within titles may be identified by quotation marks. Always capitalize the first word of the nested title; this capitalized word is regarded in some styles as sufficient to identify the subsidiary work:

O’Connor, Roderick, *A Sentimental Journey through ‘Finnegans Wake’, with a Map of the Liffey* (Dublin, 1977).

Grigg, John, *The History of ‘The Times’*, vol. vi (1993).

Or in-footnote citations:

John Grigg, *The History of ‘The Times’*, vol. vi (1993).

Foreign-language titles

Works should be cited in the form in which they were consulted by the author of the publication that cites them. If the work consulted in the original foreign-language form, that

should be cited as the primary reference; a published English translation may be added to the citation if that is deemed likely to be helpful to the reader:

Tischichold, J., *Typographische Gestaltung* (Basle, 1955); Eng. trans. as *Asymmetric Typography* (London, 1967).

Conversely, if a work was consulted in translation, that form should be cited; the original publication may also be included in the citation if that would be helpful (as it will be if the two forms of the title differ significantly):

Metz, R., *A Hundred Years of British Philosophy*, J. H. Muirhead, ed., J. W. Harvey, tr., (1938) [Ger. Orig., *Die philosophischen Strömungen der Gegenwart in Grossbritannien* (1935)].

Chapters and essays in books

The chapter or essay title, which is generally enclosed in quotation marks and conforms to the surrounding capitalization style, is followed by a comma, the word “in”, and the details of the book. When citing a chapter from a single-author work there is no need to repeat the author’s details.

Ashton, John, ‘Dualism’, in *Understanding the Fourth Gospel* (Oxford 1991), 205–37.

The placement of the editor’s name remains unaffected:

Shearman, John, ‘The Vatican Stanze: Functions and Decoration’, in George Holmes, ed., *Art and Politics in Renaissance Italy: British Academy Lectures* (Oxford, 1993), 185–240.

Quotation marks within chapter titles and essay titles become double quotation marks:

Malcolm, Noel, ‘The Austrian Invasion and the “Great Migration” of the Serbs, 1689–1690’, in *Kosovo: A Short History* (London, 1990), 139–62.

If an introduction or foreword has a specific title it can be styled as a chapter in a book; otherwise use *introduction* or *foreword* as a descriptor, without quotation marks:

Gill, Roma, introduction in *The Complete Works of Christopher Marlow*, 1 (Oxford, 1987; repr. 2001).

Volumes

A multi-volume book is a single work with a set structure. The single relevant volume may be cited with its own date of publication, followed by the relevant page reference:

Edmond Vander Straeten, *La Musique aux pay-bas avant le XIX^e siècle*, vol. ii (Brussels, 1872), 367–8.

When the volumes of a multi-volume work have different titles, the form is:

Glorieux, P., *Aux origins de la Sorbonne*, vol. i: *Robert de Sorbon* (Paris, 1966).

Ward, A. W. and A. E. Waller, eds, *The Cambridge History of English Literature*, vol. xii: *The Nineteenth Century* (Cambridge, 1932), 43–56.

If only the volume title appears on the title page the overall title should still be included, either as directed above or within square brackets after the volume title:

Fisher, David Hackett, *Albion's Seed: Four British Folkways in America* [vol. i of *America: A Cultural History*] (New York, 1989).

Series title

A series is a (possibly open-ended) collection of individual works. Most, but not all, series are numbered; the volume numbers in the series should follow the series title:

Stones, E. L. G., ed. and tr., *Anglo Scottish Relations, 1174–1328: Some Selected Documents*, Oxford Medieval Texts (Oxford, 1970).

Dodgson, J. McN., *The Place-Names of Gloucestershire*, 4 vols, English Place-Name Society, 38–41 (1965–5).

Place of Publication

Publication details, including the place of publication, are inserted within parentheses.

Knowles, Elizabeth, ed., *The Oxford Dictionary of Quotations*, (5th edn, Oxford, 1999).

The place of publication should normally be given in its modern form, using the English form where one exists:

The Hague (*not* Den Haag)

Munich (*not* München)

Turin (*not* Torino)

Where no place of publication is given “n.p.” (‘no place’) may be used instead:

Marchetto of Padua, *Pomerium*, Giuseppe Vecchi, ed., (n.p., 1961)

It is sufficient to cite only the first city named by the publisher on the title page. While other cities from which that imprint can originate may also be listed there, it is the custom for publishers to put in the first place the branch responsible for originating the book. (For

example, an OUP book published in Oxford may have *Oxford • New York*; one published in New York reverses this order.)

Publisher

The publisher's name is not generally regarded as essential information, but it may be included if desired; in interest of consistency give names of all publishers or none at all. The preferred order is place of publication, publisher, and date, presented in parentheses thus:

(Oxford: Oxford University Press, 2005)

Date

When no date of publication is listed, use the latest copyright date. When multiple dates are given ignore the dates of later printings and impressions, but when using a new or revised edition use that date. If no date can be found at all, use "n.d." ('no date') instead. Alternatively, if the date is known from other sources, it can be supplied in square brackets:

Schreiber, C. F., *A Note on Faust Translations* (n.d. [c.1930]).

Works published over a period of time require a date range:

Asloan, John, *The Asloan Manuscript*, William A. Craigie, ed., 2 vols (Edinburgh, 1923–5).

When the book or edition is still in progress, an open-ended date is indicated by an - rule:

Schneemelcher, W., *Bibliographia Patristica* (Berlin, 1959–).

Cite a book that is to be published in the future as 'forthcoming'.

Hunayn, Sharbot, *Isaace of Nineva* (Louvain, forthcoming).

Editions

As a general rule, edition details should appear within parentheses, in front of any other publication information:

Baker, J. H., *An Introduction to English Legal History* (3rd edn, 1990).

Denniston, J. D., *The Greek Particles* (2nd edn, Oxford, 1954).

Reprints, reprint editions, and facsimiles

If the reprint has the same place of publication and publisher details as the original, these need not to be repeated:

Gibbon, Edward, *Decline and Fall of the Roman Empire*, with introduction by Christopher Dawson, 6 vols (London, 1910; repr. 1974).

Allen, E., *A Knack to Know a Knave* (London, 1594; facs. edn, Oxford: Malone Society Reprints, 1963).

Joachim of Fiore, *Psalterium decem cordarum* (Venice, 1527; facs. edn, Frankfurt am Main, 1965).

Smith, E., *The Compleat Housewife, or, Accomplished Gentlewoman's Companion* (16th edn, London, 1758; facs. edn, London, 1994).

Reprints that include revisions can be described as such:

Southern, R. W., *Saint Anselm: A Portrait in a Landscape* (rev. repr., Cambridge, 1991).

Title change

A changed title should be included:

Hare, C., *When the Wind Blows* (London, 1949); repr. as *The Wind Blows Death* (London, 1987).

Lower, R., *Diatribæ Thomæ Willisii Doct. Med. E Profess. Oxon. De febris Vindicatio adversus Edmundum de Meara Ormoniensem Hibernum M.D.* (London, 1665); facs. edn with an introduction, Kenneth Dewhurst, ed. and tr., as *Richard Lower's 'Vindicatio': A Defence of the Experimental Method* (Oxford, 1983).

Translations

In a citation of a work in translation, the original author's name comes first and the translator's name after the title, prefixed by 'tr.':

Bischoff, Bernhard, *Latin Palaeography: Antiquity and the Middle Ages*, tr. Dáibhí Ó Cróinín and David Ganz (Cambridge, 1990).

Martorell, Joanat, *Tirant lo Blanc*, tr. with foreword by David H. Rosenthal (London, 1984).

Details of the original edition may also be cited:

José Sarrau, *Tapas y aperitivos* (Madrid, 1975); tr. Francesca Piemonte Slesinger as *Tapas and Appetizers* (New York, 1987).

C- Articles

Articles in Periodicals

Schutte, A. J., 'Irene di Spilimbergo: The Image of a Creative Woman in Late Renaissance Italy', *Renaissance Quarterly*, 44 (1991), 42–61.

Author's and editor's names in periodical citations are treated the same as those for books.

Article titles and Periodical volume numbers

Halil Inalcik, 'Comments on "Sultanism": Max Weber's Typification of the Ottoman Polity', *Princeton Papers in Near Eastern Studies*, 1 (1992), 49–72.

Pollard, A. F. 'The Authenticity of the "Lords' Journals" in the Sixteenth Century', *Transactions of the Royal Historical Society*, 3rd ser., 8 (1914), 17–39.

Taylor, Downing, and Johnston, Andrew, 'The Spitfire Legend', *History Today*, 50/9 (200), 19–25.

Drucker, Peter, 'Really Reinventing Government', *Atlantic Monthly*, 275/2 (1995), 49–61.

Greeley, A. W., 'Will They Reach the Pole?', *McClure's Magazine*, 3/1 (1894), 39–44.

Periodical Series

Where there are several series of a journal the series information should appear before the volume number:

Moody, T.W., 'Michael Davitt and the British Labour Movement, 1882–1906', *Transactions of the Royal Historical Society*, 5th ser., 3 (1953), 53–76.

New series can be abbreviated either to 'new ser.' or 'NS' in small capitals. Avoid 'OS', which can mean either 'original' or 'old' series:

Barnes, J., 'Homonymy in Aristotle and Speusippus', *Classical Quarterly*, new ser., 21 (1971), 65–80.

Barnes, J., 'Homonymy in Aristotle and Speusippus', *Classical Quarterly*, NS 21 (1971), 65–80.

D- Newspapers and Magazines

Magazines and newspapers are often identified (and catalogued) by their date, rather than a volume number, and they should be distinguished from academic journals by not inserting the date between parentheses:

Lee, Alan, 'England Haunted by Familiar Failings', *The Times*, 23 June 1995, 11983–84.

Putterman, Seth J., 'Sonoluminescence: Sound into Light', *Scientific American*, Feb. 1995, 32–7.

Blackburn, Roderic H., 'Historic Towns: Restoration in the Dutch Settlement of Kinderhook', *Antiques*, Dec. 1972, 1068–72.

E- Book Review

Reviews are listed under the name of the reviewer; the place of publication and date of the book reviewed are mandatory:

Ames-Lewis, F., review of Ronald Lightbown, *Mantegna* (Oxford, 1986), in *Renaissance Studies*, 1 (1987), 273–9.

If the review has a different title, cite that, followed by the name of the author and title of the book reviewed.

Porter, Roy, ‘Lion of the Laboratory’, review of Gerald L. Geison, *The Private Science of Louis Pasteur* (Princeton, 1995), in *TLS* (16 June 1995), 3–4.

F- Theses and Dissertations

Citations of theses and dissertations should include the degree for which they were submitted, and the full name of the institution as indicated on the title page. Titles should be printed in roman within single quotation marks. The terms *dissertation* and *thesis*, as well as *DPhil* and *PhD*, are not interchangeable; use whichever appears on the title page of the work itself. The date should be that of submission, and it should not be placed within parentheses:

Hill, Daniel, ‘Divinity and Maximal Greatness’, PhD thesis, King’s College, London, 2001.

G- Manuscripts

Titles and descriptors

When a manuscript has a distinct title it should be cited in roman, in single quotes. General descriptors appear in roman only and usually take a lower-case initial:

Chaundler, Thomas, ‘Collocutiones’, Balliol College, Oxford, MS 288. exchequer accounts, Dec. 1798, Cheshire Record Office, E311.

Depending on the readership and function of the bibliography, descriptors are not always necessary; sometimes a shelf mark is enough for an informed reader to comprehend the general nature of what is being cited. For example, in a specialist historical text it may be sufficient to provide piece numbers for documents in the Public Record Office without naming the collection to which they belong:

PRO, FO 363 PRO, SP 16/173, fo. 48

Dates

Dates follow description details and are not enclosed in parentheses:

Smith, Francis, travel diaries, 1912–17, British Library, Add. MS 23116.

Bearsden Ladies' Club minutes, 12 June 1949, Bearsden and Milngavie District Libraries, box 19/d

Repository information

If one particular repository is to be cited many times, consider creating an abbreviation that can be used in its place, with a key at the top of the bibliography, or group like citations together as a subdivision within the list.

In English-language publications names of repositories are always roman with upper-case initials, regardless of the conventions applied in the language of the country of origin:

Bibliothèque Municipale, Valenciennes, MS 393
Biblioteca Nazionale Centrale, Florence, cod. II.II.289

Location details

Any peculiarities of foliation or cataloguing must be faithfully rendered: a unique source is permitted a unique reference, if that is how the archive stores and retrieves it. For archives in non-English speaking countries, retain in the original language everything—however unfamiliar—except the name of the city. Multiple shelf-mark numbers or other numerical identifiers should not be elided:

Bodleian Library, Oxford, MS Rawlinson D. 520, fol. 7
Paris, Bibliothèque Nationale de France, MS fonds français 146
Koninklijke Bibliotheek, The Hague, handschriften 34C18, 72D32/4

H- Websites and Electronic Data

Electronic books, journals, magazines, newspapers, and reviews should be treated as much as possible like their print counterparts, with the same style adopted for capitalization, italic, and quotation marks. Where print versions exist they can—but need not—be cited; similarly, citing electronic versions of printed media is not mandatory. To provide the reader with both does, however, offer all possible options for following up a reference. Authors should always give precedence to the most easily and reliably accessible form: for example, journal references drawn from back issues available on a CD-ROM should be cited with the journal itself as the source rather than the CD-ROM, unless the CD-ROM is the best way to access it (as for particularly old or obscure periodicals). When making citations for references with more than one online source, choose the one that is most likely to be stable and durable.

Quint, Barbara, 'One Hour to Midnight: *Tasani* Oral Arguments at the Supreme Court', *Information Today* [online journal], 18/5 (May 2001).
<<http://www.infotoday.com/newsbreaks/nb010330-1.htm>> accessed 1 July 2001.

The Bibliographical Society [website] <<http://www.bibsoc.org.uk/>> accessed 1 Oct 2004.

Addresses

Electronic addresses should be inserted within angle brackets <>:

<<http://www.oxfordreference.com>>

Internet (World Wide Web) site

Strunk, William, *The Elements of Style* (Geneva, NY, 1918; pubd online July 1999)
<<http://www.bartleby.com/141>> accessed 14 Dec 1999

Online books

Maury, M. F., *The Physical Geography of the Sea* [online facsimile] (Harper: New York, 1855), Making of America digital library
<<http://moa.umdl.umich.edu/cgi/sgml/moa-idx?notisid=AFK9140>> accessed 1 Sept. 2004.

Online journal articles

'University Performance, 2001 League Tables: First and Upper Seconds', *Times Higher Education Supplement*, Statistics page (published online 31 May 2001)
<<http://www.thesis.co.uk/main.asp>> accessed 31 May 2001.

Online databases

Note that, depending on context, it may not be necessary to include a URL for a well-known database.

Gray, J. M., and Courtenay, G., *Youth Cohort Study* [computer file] (1988), Colchester: ESRC Data Archive.

'United States v. Oakland Cannabis Buyers' Cooperative' [online database; 2001 US Supreme Court case], US LEXIS 3518, LEXIS/NEXIS, accessed 14 May 2001.

Online reference sources

Hoehn, Philip, and Larsgaard, Mary Lynette, 'Dictionary of Abbreviations and Acronyms in Geographic Information Systems, Cartography, and Remote Sensing', UC Berkeley Library <<http://www.lib.berkeley.edu/EART/abbrev.html>> accessed 25 July 2001.

'Knight Bachelor', *Encyclopaedia Britannica Online* (2002)
<<http://www.britannica.com/eb/article?eu=46864>> accessed Nov. 2002.

Personal communications

A wide range of electronic sources are, in practical terms, difficult or impossible for readers to retrieve from the original source cited. In this they are akin to personal correspondence, or papers or records held privately. Email messages are the most frequently cited type of personal communications. Specify the email address and, where necessary, the recipient(s):

Patterson, Deborah, 'Revised medical report', [email to Janet Wills] (11 Aug. 2004) <dr.dp@nhs.mailserve.org.uk> accessed 2 Dec.

I- Photographs and Maps

Photographs & permissions

Photographs should be numbered separately as Pl.; they are printed as black and white plates. Maps, diagrams and figures should be provided on separate sheets duly numbered as Fig. Authors should mark in the margin of their printout where figures are to be inserted. The publisher has the right to refuse any photographic material or other digital illustration material that is of insufficient quality to be reproduced in the journal according to the publisher's own expertise and judgement.

Permissions must be obtained in good time from the copyright holder to reproduce any illustrations from published sources. Where there is any doubt (as, for example, when a modified version of an illustration is to be used) it is prudent, as well as courteous, to ask for permission.

When acknowledgements are included in the caption they are placed at the end, run on after the text or on a new line; alternatively, source information can be included as a reference. The following examples show some of the possible styles of caption:

Fig. 1. George V and Queen Mary when they were Duke and Duchess of York, at York House, 1895. Royal Archives, Windsor Castle. Copyright reserved. Reproduced by gracious permission of Her Majesty the Queen.

J- Abbreviations

art. cit. = *articulo citato*, (from Latin: 'in the cited article')

ch. = chapter; chs = chapters

comm. = commentary

cur. = curator

ed. = editor; eds = editors

edn = edition

Eng. trans. = English translation

et al. = *et alii* (from Latin)

esp. = especially

Fig. = Figure (or: fig. in text-citation)

ibid. = *ibidem*, (from Latin)

idem or id. (from Latin: means 'the same person')

n.d. = no date of publication

n.p. = no place of publication
 op.cit. = *opera citato*, (from Latin: ‘in the cited work’)
 Pl. = Plate (or: pl. in text-citation)
 repr. = reprint
 rev. = revised
 tr. = translation/translator
 vol. = volume; vols = volumes

Latin Abbreviations

- The word *ibidem*, meaning ‘in the same place’, is normally abbreviated to ‘ibid.’, occasionally to ‘ib.’ The form ‘in ibid.’ is thus incorrect. Bibliographically, ‘ibid.’ means ‘in the same work’, or ‘in the same place within that work’, as in the immediately preceding citation (either in the same or the preceding note). ‘Ibid.’ cannot be used if any other reference comes between the two citations of the same work. ‘Ibid.’ with no further qualification must be taken to mean exactly the same place as in the preceding citation. If a different location within the same work is intended ‘ibid.’ may stand for the work and as much of the location as has not change (for example a volume number), and is followed by the new location. It is important to check that late changes to notes have not inserted new citations in positions that invalidate the original use of ‘ibid.’ A comma is sometimes placed between ‘ibid.’ and a following page number or other location, but this is not generally necessary.
- The abbreviations ‘op.cit.’ (*opera citato*, ‘in the cited work’) and ‘art. cit.’ (*articulo citato*, ‘in the cited article’) were once commonly used in place of a work title, normally after an author’s name. In fact they are of little use. If the work title in question is evident the author’s name alone is sufficient; if not, a short title is more helpful. These forms are best avoided.
- The abbreviation ‘loc. cit.’ (*loco citato*, ‘in the cited place’) is often misunderstood and misused. It can represent only a specific location within a work and is therefore of extremely restricted usefulness. It may occasionally save the repetition of a long and complex location involving multiple elements that cannot easily be compressed, but most often the repeated location (for example volume and page) will be no longer that ‘loc. cit.’ itself.
- *Idem* (commonly but not always abbreviated to ‘id.’) means ‘the same person’, and is often used in place of an author’s name when works by the same author and cited one after the other. This is perhaps an excessive saving of space. Furthermore there are grammatical complications, as the form of the Latin pronoun varies with gender and number. While a male author is *idem* (id.) a female must be *eadem* (ead.); multiple female authors are *eadem* (ead.) and multiple authors of whom at least one is male are *eidem* (eid.). An author’s gender is not always known, and editors cannot always be relied upon to apply the correct forms. All in all, it is as well to repeat an author’s name in a new citation.

- The word *passim* may be placed after a span of pages, or a less specific location, to indicate that relevant passages are scattered throughout the overall location.

f. and ff. Abbreviation

- The use of ‘f.’ after a page number to indicate ‘and the following page’ should be replaced with an explicit two-page span (*15–16*, not *15 f.*). A page number followed by ‘ff.’ to indicate ‘and the following pages’ should also be converted to a precise span if possible, but this form is acceptable when it is difficult for the author (or editor) to identify a final relevant page.