

**STYLE GUIDE FOR
BIBLIOGRAPHY AND FOOTNOTE/ENDNOTE REFERENCES**

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This is a 'ready-reference' guide. There is a fuller version of this guide (*Ancient History Essay Presentations: Style Guide*), which includes explanations of conventions and guide-lines for more complex situations, which you are also urged to consult. It is available either from the Ancient History Office (W6A room 527) or online at:

<http://www.anchist.mq.edu.au/pdfs/Essaypres06.pdf>

Choose either Convention A, B, or C for use in your essays. All are equally acceptable; but it is important to be *consistent* in using one of these systems in each essay.

BIBLIOGRAPHIES

CONVENTION A: TRADITIONAL/HUMANITIES SYSTEM

Gelzer, M., *The Roman Nobility* (Oxford, 1969).

Dyck, A. R., 'Dressing To Kill: Attire as a Proof and Means of Characterization in Cicero's Speeches', *Arethusa* 34 (2001), 119-130.

CONVENTION B: AUTHOR-DATE (HARVARD) SYSTEM

Gelzer, M. (1969), *The Roman Nobility*, Oxford.

Dyck, A. R. (2001), 'Dressing To Kill: Attire as a Proof and Means of Characterization in Cicero's Speeches', *Arethusa* 34, 119-130.

NOTES: FOOTNOTES AND ENDNOTES

Notes should be numbered consecutively through out the essay and placed either

- (a) at the foot of each page ('Footnotes'), *or*
- (b) on a separate page(s) at the end of the essay ('Endnotes')

CONVENTION A: TRADITIONAL/HUMANITIES SYSTEM

This convention gives full bibliographic details the first time a work is cited, then uses an abbreviated form for later citations.

First Citation

1. M. Gelzer, *The Roman Nobility* (Oxford, 1969), p.35.

2. A. R. Dyck, 'Dressing To Kill: Attire as a Proof and Means of Characterization in Cicero's Speeches', *Arethusa* 34 (2001), p.120.

Subsequent Citations

3. *ibid.*, p.120. (= 'in the same place'; used when referring to the work cited in the *immediately* previous footnote)

4. Gelzer, *op.cit.*, p.36. (= 'in the work already cited'; used when referring to a work cited in an earlier footnote)

See also Convention C.

CONVENTION B: AUTHOR-DATE (HARVARD) SYSTEM

After citing reference in you bibliography as listed above (under ‘Convention B’), footnotes may simply take the form:

1. Gelzer (1969: 35)
2. Dyck (2001: 120)

CONVENTION C: SHORT TITLE SYSTEM

This is a variation on Convention A above, and is increasingly common. For second and subsequent citations, it uses an easily-identifiable shortened version of the title, preferably using words from the beginning of the title, and dropping e.g. ‘The’, ‘A’.

First Citation

As for Convention A above.

Subsequent Citations

1. Gelzer, *Roman Nobility*, p. 72.
2. Dyck, ‘Dressing To Kill’, p.122.

ANCIENT SOURCES

Ancient sources may be cited in footnotes as:

3. Cicero, *Brutus*, 35 or *Cic. Brut.* 35

Conventional abbreviations for listing most Classical sources are listed in the preface of *The Oxford Classical Dictionary*, 3rd ed., pp. xxix-liv; there is no similar single convention for post-Classical sources.

ELECTRONICALLY-ACCESSED SOURCES

Citations of web pages must provide enough information to allow the reader to replicate your search, and provide full authorship details, just as citations of books and articles do. Citations should include: the author and title of the specific web page; the author/editor of the web site; the date of the specific page, if that differs from the date of the site’s home-page; plus the electronic address (URL) of your source.

Herbert Benario, “Trajan (AD 98-117)” (updated 23 July 2003), on R.D. Weigel et al., *De Imperatoribus Romanis*, <http://www.roman-emperors.org/trajan.htm>