The Oxford Style Sheet

Introduction:


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.
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:


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:


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:

**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:


Or


**Book with one author**


Or in-footnote citations:


**Book with two or more authors**


Or in-footnote citations:


**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.’:


**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):


Or in-footnote citations:

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


Or in-footnote citations:


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:


**Anonymous**

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


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


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).


**Edited books**

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


**Translated books**

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


**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:


**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*

*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:


Or in-footnote citations:


**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:


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):


**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.


The placement of the editor’s name remains unaffected:


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


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:


**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:

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


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:


**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:


**Place of Publication**

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


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:


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:


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

Schneelmelcher, 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:


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

Reprints that include revisions can be described as such:


**Title change**

A changed title should be included:


**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.’:


Details of the original edition may also be cited:


**C- Articles**

**Articles in Periodicals**

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

**Article titles and Periodical volume numbers**


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:


*New series* can be abbreviated either to ‘new ser.’ or ‘NS’ in small capitals. Avoid ‘os’, which can mean either ‘original’ or ‘old’ series:


**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:


**E- Book Review**
Reviews are listed under the name of the reviewer; the place of publication and date of the book reviewed are mandatory:


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


**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:


**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:


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.
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.


**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)  

**Online books**


**Online journal articles**


**Online databases**

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


**Online reference sources**


‘Knight Bachelor’, *Encyclopaedia Britannica Online* (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):


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 *eadum* (ead.); multiple female authors are *eaedem* (eaed.) and multiple authors of whom at least one is male are *eidem* (eild.). 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.