Department of Classics and Archaeology Style and Citation Guide
for UNDERGRADUATE students

Unless otherwise specified by your professor, essays submitted to the Department of Classics follow the house style of the *American Journal of Archaeology*, which generally follows the Chicago Manual of Style (Turabian) format: (see http://www.chicagomanualofstyle.org/home.html available in the Library as e-book).

AJA Guidelines may be summarized as follows:

1. Referencing Classical Literature

References to classical literature. Latin titles are preferred, italicized according to the list of abbreviations given in *The Oxford Classical Dictionary.* 3rd ed. (S. Hornblower and A. Spawforth, eds. [Oxford 1996]; hereafter *OCD*3), followed by the appropriate book, chapter, paragraph, or line numbers, separated by periods. Authors' names and titles should be written out completely when appearing in the text, abbreviated when appearing in footnotes or parenthetical references within the text. Only the first word, proper nouns, and proper adjectives should be capitalized e.g.:

> As noted by Vitruvius (*De arch.* 2.3.3)
>
> Vitruvius notes in *De architectura* (2.3.3)
>
> (Vitr. *De arch*. 2.3.3)
>
> Vitruvian architecture

Chronological references. Era designations are to be set in capital letters followed by periods and without spaces, never in small caps. Use **either** B.C.E. ("before the common era") and C.E. ("common era"), **or** B.C. and A.D.

All numerical dates are to be written in their entirety:

> 211–202 B.C.E.
>
> A.D. 117–138

2. General Matters of Style

Spelling and Capitalization. You should be consistent in your use of capitalization.

Most period designations are lowercased e.g.:

> late antiquity
>
> ancient Greece
>
> imperial Rome
>
> classical literature *but* Late Classical literature
>
> archaic Greek art *but* Archaic art

Cultural periods based on characteristic technology or typology are capitalized e.g:

> Bronze Age
>
> Archaic period
>
> Late Antique period

The names of specific buildings, monuments, artifact collections/groupings, and parts of cities are capitalized. The generic form is lowercased e.g.:

> the East Gymnasium; the gymnasium
>
> the Athenian Agora; the agora
>
> the Roman Forum; the forum
>
> the Treasury of Athens; Athenian treasury

Proper nouns as adjectives should be avoided e.g. *not* the Athena Temple but the Temple of Athena.

When using Greek and Latin the rules are slightly different. Capitols are used for first word in titles (e.g. *De architectura*) BUT they are not used at beginning of Greek or Latin sentences, or in offset quotations (see below).

<u>*Quotations*</u>

Whether you are quoting ancient or modern sources, the rules are the same. Short quotations may be integrated into the main text, but longer quotations <u>must</u> be offset.

1) Here are two short examples of quotation integrated into main text):

<u>Example A</u>

T. P. Wiseman has characterized Roman politics of the early republic as "compromise reached by negotiation" (Wiseman 2009, 177).

<u>Example B</u>

The first line of the *Aeneid*, *arma virumque cano* (Vir. *Aen*. 1.1), is a call to arms for both poet and reader.

2) Here are two longer examples presented as an offset paragraph:

<u>Example A</u>

For students of ancient history there is no clear-cut boundary between historical fact and narrative fiction. The writings of Cicero provide a treasure trove of information on the social and political struggles of the late republican Rome. However, evaluating this information requires an awareness of their contemporary context and a great sensitivity to nuance. As Andrew Lintott observed:

> Cicero knew the 'laws of history' that one should neither venture to say anything false, nor fail to venture to say anything true. However, that did not apply to the stories told in speeches: in his dialogue dedicated to Brutus he puts in Atticus' mouth the comment that orators had a license to lie in order to make a point more emphatically…The same is true of the historical *exempla* he introduces. Cicero is not a detached and impartial narrator of either the world in which he himself moved or the past history of Rome. (Lintott 2008, 3)

<u>Example B</u>

The opening lines of Virgil's *Aeneid* are a conscious allusion to Homeric epic:

> *arma virumque cano, Troiae qui primus ab oris*
>
> *Italiam, fato profugus, Laviniaque venit*
>
> *litora, multum ille et terris iactatus et alto*
>
> *vi superum saevae memorem Iunonis ob iram*; (Vir. *Aen*. 1.1-4).

Basic rules for quotations are as follows:

- Every time you use a direct quotation it needs to make grammatical sense with the main body of the text.
- Long offset quotations should have the source reference given in parentheses ( ) after the end of the quotation, short text quotations may place the reference immediately after the quotation or before a full-stop/period.
- Put comma/period inside quotation marks.
- Line numbers are usually referred to by number alone, use "line" or "lines" only when necessary for clarity
- When quoting in Ancient Greek and Latin no quotation marks are needed. Latin should be in italics. (For more on using Ancient Greek and Latin see points 5 & 6 below.) e.g.:
  Julius Caesar's writing style is characterized by simple, direct prose, best illustrated in the opening lines of his account of the war in Gaul: *Gallia est omnis divisa in partes tres.*
- When quoting in a modern language, quotation marks should be used, unless the quotation is offset from the main text e.g.:
  The education of Charles II was largely based on the works of M. Tullius Cicero, to whom he always referred as "our dear friend Tully."

<u>*Italics*</u>

Used if a non-English word or phrase is used in an English sentence e.g.:

> Caesar's setbacks in Gaul were welcomed with no little *schadenfreude* by his political opponents in Rome.

Also used for the title of written works e.g. *Aeneid* and *Daily Life in Ancient Rome*

Numbers. Numbers less than 10 should be spelled out, except when referring to parts of text e.g.:

    The Trojan War lasted for nine years.

    figure 9 (fig. 9)

Measurements. All measurements should be abbreviated units unless they appear at the beginning of a sentence e.g.:

    The urn is 20 cm in diameter.

    Twenty-five kilometers from the site, another tomb was discovered.

Abbreviations. Units of measurement should be abbreviated in the text. Common abbreviations (such as fig., pl., e.g., i.e.) should be used in notes and parenthetical references within the text but otherwise written in full e.g.:

    Horizontal bands below the rim on the interior of bowls and lids (fig. 15) are
    common.

    As can be seen in figure 15, for example, horizontal bands below the rim on the
    interior of bowls and lids are common.

Numeral spans of 3 digits or fewer are not abbreviated (e.g. 339-341) BUT spans of 4 digits or more are abbreviated (e.g. 1139-52).

3. Grammar Tips
Possessives of names
Names ending in s: add 's for modern names (e.g. Descartes's), just use ' for ancient names (e.g. Demosthenes')
Names ending in z or x: add 's (e.g. Ajax's)

Semi-colons Use the semi-colon to separate successive references when they have internal commas (e.g. Cic. *Att*. 2.5, 12.3; *QFr*. 3.2).

Commas

The "Oxford" comma is used after each member of a series, including the last when preceded by "and" or "or" (e.g. Pompey, Caesar, and Lepidus).

Parentheses

Use square brackets inside parentheses

Expand abbreviations only with square brackets (e.g., T[emple] of Apollo, not T(emple)).

4. Notes and Bibliographical References

Notes may contain explanation, amplification, or commentary in addition to short bibliographical citations whose full form is given in a list of all cited works, published at the end of the paper. In-text citations are restricted to primary ancient sources.

Notes may consist of discussion only, discussion and bibliographical citation, or bibliographical citation only. Bibliographical citations in footnotes should consist of the author's last name, the year of publication, and relevant inclusive pages, sections, figures, plates, etc. e.g.:

Harrison 1982, 40–53.

NB Page nos.: (40) not (p. 40), except where necessary to avoid confusion.

5. Tips on Using Latin

If you are referencing a specific term or phrase italicize these words in the body of the sentence (e.g. "Roman architecture valued *utilitas* over *venustas*.")

If you are referring to a key term in a more general sense use its dictionary form: use the nominative case for nouns, abverbs, and adjectives (e.g. "Pliny's concern with activities that are *malus* usually focuses on Roman political and legal life"); use the 1st person Pres. Indic. Act. for verbs. Make sure that the English and Latin syntax match up to each other.

6. Tips on Using Greek

See the points for using Latin above. **PLUS**:

Orthography

Iota adscript may be used in reproductions (a) of inscriptions or papyri, (b) of specifically cited editions of literary texts. When the diphthong takes an accent it goes on the adscript.

A grave at the end of Greek matter is changed to an acute, unless it is on a word that has been an item of discussion.

Transliteration

Any consistent system allowed; no diacriticals in transliterated Greek. The titles of modern Greek books and articles, like those of books and articles with ancient Greek in them, keep their Greek letters, but titles of ancient Greek books and modern Greek authors and journals appear in Roman script.

Do You Have Questions not Outlined in this Document?

A comprehensive guide can be found at:

http://www.ajaonline.org/pdfs/AJAInstructions.pdf

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