

# INSTITUTE OF CLASSICAL STUDIES – UNIVERSITY OF LONDON

## Notes on style for BICS and BICS SUPPLEMENTS

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Authors should follow the minimum requirements set out here if publication dates are to be maintained.

### I General issues

Copy should be prepared in accordance with the guidelines set out in the *MHRA Style Book* (current edition – also available online), with certain modifications, which are itemized below.

Paragraphs should be preceded by one carriage return (or Enter), and the first character of the paragraph preceded by one TAB

Quotations – short quotations should be set within ‘single quotation marks’ within the text:  
– long quotations – running to several lines – should be preceded and followed by two carriage returns (or Enter)

References references in footnotes or the text should follow these examples:

- author’s names should be given in the form given in the publication cited
- titles generally should be italicised and capitalized as in the example:  
R. Sorabji, *Time, creation and the continuum*
- to books: R. Sorabji, *Time, creation and the continuum* (London 1983) 112-13.
- to books in series:  
H. Chadwick, *The Sentences of Sextus*, Texts and Studies 5 (Cambridge 1959) 142-203.
- to chapters or articles in books: (please note form of reference to editor)  
P. Merlan, ‘Greek philosophy from Plato to Plotinus’, in *The Cambridge History of later Greek and early medieval philosophy*, ed. A. H. Armstrong (Cambridge 1967) 67.
- to articles in periodicals:  
J. Hintikka, ‘Time, truth, and knowledge in ancient Greek philosophy’, *American Philosophical Quarterly* 4 (1967) 1-14 (12-13).
- ancient authors and their works should be cited as in the Oxford Latin Dictionary or Liddell and Scott [inc. Supplement] 1968.
- do not include ‘p’, ‘pp’, or ‘page/s’, but please do include line references, where appropriate, with the abbreviation ‘l’ or ‘ll’. Page references should be in the form used in the work cited: for example, lower case Roman numbers are commonly used for preliminary matter.
- remember to give the total number of volumes in a multi-volume work, as well as citing the relevant volume number: so, for example, ..., 16 vols (Cambridge 1994-99) VIII (1997) 231-37. [date of individual volume only if needed].

- for repeated references, please use author surname and abbreviated title, rather than *op. cit.* or *ibid.*, and refer to the footnote where the full reference is given, using the form: Hintikka, ‘Time, truth’ (n.23, above) 12.

Abbreviations – should follow *L’Année Philologique*

- The following should be abbreviated in the given forms:

edited by	ed. (no need to change for plural)
translated by	trans.
translated, with introduction, by ...	trans., with intro., by ...
second edition	2nd edn

- In abbreviated forms such as *e.g.*, *i.e.*, *etc.*, *ibid.*, *etc.*, the form should be:

*e.g.*    *etc.*    *ibid.*    *i.e.*    vol.    vols

*i.e.*, italicized where derived from a non-English word or words, and with a stop where the last letter of the abbreviated form does not coincide with the last letter of the full form (as *e.g.*, in ‘vol.’ but not in ‘vols’).

- for standard letter groups or commonly used abbreviated forms, please use no punctuation, for example: BC AD CE MA

- For personal initials, please use both stops and spaces, as follows: J. E. Varey (and not J.E. Varey)

## Other points of style

Spelling: ‘Oxford’ (from the *OED*) options in spelling are preferred, *i.e.*, ‘civilized’

Commas: Similarly, the ‘Oxford’ comma is employed for lists of more than two items, for example: ‘red, gold, and green’, not ‘red, gold and green’

Letters bearing accents should still bear them when capitalized.

For example: *À la recherche...*

Inclusive numbers should be as follows: 11-14; 21-24; 102-06; 121-24; 1021-24; 1976-79 (*i.e.*, give the last two figures, even when the first is a ‘0’).

Capitalization in English should be minimal – see preceding page for examples.

Single or short groups of non-English words should be in italics.

References to volume numbers in multi-volume works should be in upper case Roman – vol. III – but references to serials should normally be in Arabic, with part number after a full point (if essential) – so 67.2.

## II Illustrations

Please include the text of any captions for figures or plates. Illustrations should be sent in digital format, from 300-600dpi. We print colour illustrations where possible, and can convert from colour to b+w if necessary.

### III Permissions to publish

It is the author's responsibility to obtain permissions and to pay any fees for the publication of both literary work and any material used for illustrations. Copies of permissions must be sent to the Institute, for our records, as soon as possible after notification that an article/book has been accepted for publication. We will tell you the details of publication for you to pass to the copyright holder.

We also require authors to assign copyright in their material to the Institute before any work can be published.

### IV Proofs

Contributors will receive **only one proof** of their article, which will normally be in pdf format. Please advise us **as soon as possible** if proofs are to be sent to an address other than the one to which this communication was sent.

### V Greek text

Greek text should not be transliterated. All texts containing Greek must be submitted in Word using a Unicode Greek font. It may be necessary to send us the font file with your text. The most straightforward font for us is GR Times New Roman, which is normally available on up-to-date versions of Word, and suits our main text font, and has all the diacriticals required. Please note that files generated on Apple should be converted to PC software, and checked for accuracy of conversion before submission to ICS. Should authors or editors need to discuss the inclusion of Greek, please contact Liz Potter at the Institute either on 020 7862 8713 (direct line with voicemail) or email on [elizabeth.potter@sas.ac.uk](mailto:elizabeth.potter@sas.ac.uk) Please send us a print-out of any Greek passages, so that we can double-check that they have transferred correctly to our systems.

### VI Electronic submissions

Please send us your initial submission in the form of a print out. On acceptance we will ask for an electronic version, best sent to us on CD. Please make sure that your files can be read in Windows using MS Word.

#### **We use footnotes rather than endnotes.**

**Please do not use** all the clever formatting possibilities which the software offers: we only have to strip out all the running headers, dropped indented capitals, Dingbats, etc. This also applies to footnotes, which should have minimal formatting.

Please let us know the name and version number of the software you use, and send us a print-out as well so that we can double check that we really have a complete version on disk. Disks will be returned to authors on request.

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