

JOURNAL OF URBAN ARCHAEOLOGY

Style Sheet for Authors

This document provides guidelines for preparing your typescript for publication in the periodical *Journal of Urban Archaeology*, published by Brepols Publishers. This includes:

- ***Style Guide Crib Sheet*** — a summary of the style sheet, divided by citations, language, spelling, etc. We ask that all authors kindly follow this as closely as possible when preparing their typescript.
- ***References and Bibliographies*** — details on author, date reference system, and formatting of bibliographies.
- ***Image Guidelines*** — details on size and format of images, and formatting of captions.

Presentation of Typescript

Please submit your material electronically. Submitted files should be in MS Word format (.doc or .docx). A hard copy is not required; nor is a pdf required except in the case where we might need to check the fonts (see below) or where you have particular requirements for the presentation of block quotations.

Tables should be included in the text. Contributions that include tables with specific formatting requirements should be submitted with an accompanying .pdf of the tables, to ensure that these are rendered correctly in the final version. **All other images (including graphs) should be submitted separately** and not embedded in the manuscript. Place holders should be included in the manuscript to indicate to the typesetter where images should be inserted. Please see the *Image Guidelines*, below.

Please use in-text citations (see below for further information on references) and keep longer notes to a minimum. Notes should be rendered as footnotes, numbered consecutively.

Brepols' copyeditors will transpose any text they work on into the Gentium font, chosen because it is attractive, but also offers character-sets that cover almost all historical alphabets that we encounter. In doing so, they will embed all text, special characters, and so forth, to make the whole document ready for digital printing. As a result, it is very important that the font of the text supplied be standardized and that any special characters are clearly marked (e.g., by highlighting or by addition of an author comment). As far as possible, non-Roman alphabets and other characters should be written using the same font as the rest of your article, so please select a common (Unicode) font (e.g. Arial or Times New Roman). Contributions that include letters from non-Latin or extended Latin alphabets should be submitted with an accompanying .pdf of the text.

Essential Information

Each article must include:

- a short biography of 15-30 words listing the author's professional affiliation and [optionally] professional email address
- an abstract, in English, of 80-130 words
- 5-10 keywords
- Acknowledgements and funding details (if required)

This should be provided on the first page underneath the title / before the start of the essay. This information will be printed as an unnumbered footnote on the first page.

The author-date system of referencing will be used. Each article in the collection should include a *comprehensive bibliography* for every work cited, provided at the end of the chapter, divided by:

- Manuscripts and Archival Sources, and Other Unedited Material
- Primary Sources
- Secondary Works

Preparing the Manuscript for Peer Review

When submitting your article for peer review, please be aware that the *Journal of Urban Archaeology* uses a **double-blind peer review process**. This means that your manuscript should be formatted in such a way that it does not reveal your identity. Your biography, and any acknowledgments and funding details will not be shared with the reviewer.

We therefore ask that you consider the following when you first submit your contribution:

- Please avoid using the first person to refer to your previous work (e.g., replace 'as we have shown before' with 'as has been shown before').
- Self-reference should be limited to papers that are relevant for those reviewing your article, but do not take out essential self-references. Rather, and where appropriate, references to your own work can be replaced during the peer review with 'Anonymous' (e.g., Anon. 2017). Under the list of Words Cited, this should be listed as: *Anonymous. 20xx. Details omitted for double-blind reviewing.*

Style Guide

Publications submitted in English are to follow the Modern Humanities Research Association (MHRA) Style Guide: A Handbook for Authors and Editors, 3rd edn (London: MHRA, 2013). This may be downloaded at <<http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>>. However, the following ‘cribsheet’ is a more straightforward, simplified digest for authors, with certain additional information on place-names and abbreviations applicable to Brepols’ publications.

The following sections relate to:

- Spelling
- Spacing
- Names of People and Places
- Dates
- Numbers
- Abbreviations
- Punctuation
- Capitalization
- Italics, Roman, and Boldface
- Quotations

Spelling

- English-language contributions should follow British English spellings as given in the Oxford English Dictionary:
e.g. honour, favour, defence, licence, centre, mitre, travelling, modelling.
- The ending -ize is preferred to -ise, except for those words that demand -ise:
e.g. standardization, historicize, Anglicize, acclimatize (but: analyse, advertise, exercise).
- The possessive form of names ending in -s, -z, -us, or -es use ’s as normal, except for Greek or Hellenized words ending in -es:
e.g. Cyclops’s, Jesus’s, Alvarez’s, Tacitus’s, Jones’s (but: Sophocles’, Moses’, Xerxes’).

Spacing

- A single space (not two) should follow full-stops at the end of sentences; a single space should follow commas, colons, and other punctuation marks.
- A space should separate each initial of an author or editor’s surname, e.g. B. C. Cummings and not B.C. Cummings. Please note that while initials should be used for bibliographical information in the list of Works Cited, we encourage the use of full names when referring to individual scholars within your article.
- Use the Tab key and not the Space bar for indentations, especially at the opening of paragraphs
- In the list of Works Cited, abbreviations should be entered under their abbreviated footnote form, followed by a Tab-space, and then the full bibliographical entry.
- A space should separate book and chapter divisions in references:
e.g. *Codex Theodosianus* XI. 7. 5
Aldhelm, *Prosa de virginitate*, IV. 13
II Corinthians 5. 18

Names of Places and People

- English forms of place-names should be used where they exist:
e.g. Padua rather than Padova, Seville rather than Sevilla.
- In other cases, use the native-language spelling but always in Latin script:
e.g. Paramythia rather than Παραμυθιά.
- Native-language forms of personal names are to be used except in cases where use of the Anglicized version has become ubiquitous.

Dates

- The anno domini system should be rendered with the abbreviation BC/AD (in small capitals)
e.g. AD 749; 50 BC; fifth century AD/BC.
- Centuries should always be spelt out in full. E.g. in the twelfth century; a thirteenth-century manuscript.
- For calendar dates, use the format '1 January 173' rather than 'January 1, 173'.
- The plural of 860 is 860s, not 860's or 860ies.
- Date ranges should always be given in full: e.g. 1300–1327 AD and NOT 1300–27 AD.

Numbers

- Spell out numbers up to one hundred except when expressing dimensions or in statistical contexts/tables; use Arabic for 101+ except when beginning a sentence; spell out approximate numbers over one hundred:
e.g. Four different sites have now been excavated in this area.
One hundred and thirty-seven glass beads were found.
The cemetery contained 173 burials.
The statue measured 62 cm × 72 cm at its base.
- Roman numerals are used for the following:
 - As small numerals (small caps) to demarcate volume numbers and book numbers, for major subdivisions of books or long poems, and for acts in plays:
e.g. vol. II; Bede, *Historica ecclesiastica*, v. 2; Act III of Romeo and Juliet.
 - As large numerals for the ordinals of rulers, or to separate sequential books of the Bible that have the same name:
e.g. Edward III; Innocent IV; I Kings; II Corinthians
 - Arabic numbers are used in all other places (e.g., for chapter numbers, journal numbers, figures, plates etc.):
e.g. Chapter 1; Fig. 2.4; Journal of Ancient History, 25; Brill Series in Jewish Studies, 11.
- Inclusive numbers falling within the same hundred should include the last two figures:
e.g. 13–15, 44–48, 104–08, 100–22, 2533–39.
- Use Arabic for percentages and spell out per cent (i.e., 50 per cent). Note the use of per cent and not percent.
- No commas are required for four-digit numbers, but should be used for every three digits thereafter:
e.g. 5600, 24,000, 144,000, 1,200,000.
- Money expressed in pounds, shilling and/or pence should appear as £197 12s. 6d.; the symbols for pound/lira, dollar, yen, deutschmark and florin/guilder are £, \$, ¥, DM and fl; for other currencies the symbol or abbreviation follows the number, e.g. 15 DKr.
- In non-statistical contexts, express weights and measures in words (e.g. 'He carried an ounce of sugar'); in statistical contexts express as figures with the appropriate abbreviations (e.g. 1 kg, 3½ in., 45 mm, 100 lb).

Abbreviations

- Contracted forms of words that end in the same letter as the full form, including plural -s, do not take a full stop; other abbreviations do:
e.g. Dr, edn, St, fols, vols, nos, eds repr., trans., vol., pp., ed.
- Avoid starting sentences or footnotes with abbreviations that normally begin in lower case (e.g., cf., etc.).
- The abbreviation for 'manuscript' is MS; the plural is MSS. The plural for 'St' is 'Sts', not 'SS'. Note also: *c.* = circa, *d.* = death/died, *b.* = birth/born.
- Do not use full stops for abbreviated standard reference works, journals, or series:
e.g. OED, OCD, PL, CSEL, CCSL
- Do not use *loc. cit.*, *op. cit.*, *idem*, *eadem*, or *ibid.*

Punctuation

- Use single quotation marks, a.k.a. inverted commas (' '), for quotations. Only use double quotation marks (" ") to denote quotations within quotations. Do not use systems for other languages such as « » or „ „ .
- Punctuation generally falls outside quotation marks, unless the quotation forms a complete sentence and is separated from the preceding passage by a punctuation mark.
- When enumerating three or more items, insert commas after all but the last item:
e.g. ... truth, grace, and beauty.
- Place ellipses within square brackets when they indicate text omitted from a quotation (e.g. [...]); if the beginning of the sentence is omitted following the ellipses, begin with a capital letter; do not use ellipses at the beginning of a quotation or at the end, unless there is a specific reason.
- Parentheses, a.k.a. round brackets, should be used for parenthetical statements within parentheses, rather than square brackets:
e.g. Such usage (which is also clear (but by no means ubiquitous) in the poetry of Horace) appears throughout the works under study here.
- No punctuation, other than question marks, should occur at the end of headings or subheadings.
- Hyphenation is used where the first of two or more words is used adjectively:
e.g. 'a tenth-century manuscript' versus 'in the tenth century'.
- However, please note that where one of the words is an adverb ending in -ly, hyphenation should NOT be used:
e.g. a handsomely bound codex.
- Hyphenate adjectives and participles before a noun but do not hyphenate when following a noun: e.g., 'the well-known scholar' vs 'the scholar that is well known'.
- If two or more points of the compass are used together, they should be hyphenated:
e.g. The façade of the south-west building is still preserved
The excavation area is located on the north-east of the peninsula

Capitalization

- Places, persons, days, and months are capitalized; nationalities and nouns deriving from people or languages are capitalized:
e.g. Rome, Tiberius, Sunday, October, Libyan, Trojans, Latinate
- Nouns and adjectives of movements derived from personal nouns remain capitalized:
e.g. Christian, Platonism
- However, note biblical, not Biblical; satanic, not Satanic.
- Capitalize references to particular parts of a book:
e.g. Chapter 1, Appendix 2, Figure 8, Map 4.

- Capitalize references to particular named site locations:
e.g. House 3, Trench 1
- Capitalize recognized historical or cultural periods, and unique events e.g. Late Antiquity, the Early Middle Ages, the Last Judgement, the Renaissance.
- However, use lower case for adjectival usages of historical periods: late antique, early medieval, late medieval, early modern (not late-medieval, or Late Medieval)
e.g. a late medieval manuscript.
- Capitals are not used for seasons or points of the compass (southern Italy, the south of Gaul) except when they indicate an official name or specific concept:
e.g. in spring 349, south-western Italy, northern France, South America, the East Roman Empire, the West
- Capitals are used for titles when these appear in full or immediately preceding a personal name. Capitals are not used when the title is used appositively:
e.g. Emperor Nero, the King of Carthage (but: Xerxes, emperor of Persia)

Capitalization in book titles should be applied as follows:

- In titles of works in English, the following are capitalized:
 1. the initial letter of the first word
e.g., *The Sequences of the Archbishopric of Nidaros*
 2. all nouns, pronouns (except the relative ‘that’), adjectives, verbs, adverbs, and subordinating conjunctions:
e.g., *The Book of the City of Ladies*
 3. the first word after a colon in the title:
e.g. *Three Women of Liège: A Critical Edition*
 and the following are NOT capitalized:
 4. articles, possessive determiners (‘my’, etc.), prepositions, and the co-ordinating conjunctions ‘and’, ‘but’, ‘or’, and ‘nor’:
e.g. *Transforming a Viking into a Saint: The Divine Office of St. Olaf*
- In works in German only the first word and nouns should be capitalized:
e.g. *Antike Spolien in der Architektur des Mittelalters und der Renaissance Königsgrabkirchen der Franken, Angelsachsen und Langobarden bis zur Mitte der 8. Jahrhunderts*
- In titles of ancient and medieval Latin works the first word and proper nouns are capitalized. This rule also applies to most Romance languages:
e.g. *De civitate Dei*
Nuove ricerche sulle chiese altomedievali del Garda

Italics, Roman, and Boldface

- Single words or short phrases in foreign languages, where these have not passed into regular English usage, should be italicized (no quotation marks); direct quotations or more substantial quotations in Roman (within quotation marks). See ‘Quotations’ below for further detail.
- Use italics for titles of books, journals, but use quotation marks for article titles, dissertations or journal / book series.
- Do not italicize the titles of religious scripture like ‘the Bible’, ‘the Qur’ān’, ‘the Talmud’ or the titles of biblical books.
- Use Italics for *sic* and *c.* Do not italicize *cf.*, *e.g.*, *et al.*, *etc.*, *passim*, *viz.*
- Use Roman for punctuation following italicized text if the main sentence is in Roman.
- Use Roman for religious works such as ‘the Bible’, ‘the Koran’, and ‘the Talmud’, and do not place individual books of the Bible in italics or within quotation marks (e.g. II Corinthians 5. 13–15).

Quotations

- Quotations of primary sources should ideally be given in the original language, accompanied by a translation of the source into the main language in which the article is written.
- The primary source quotation should be presented initially within quotation marks in the original language; a translation should be provided immediately after in parentheses (and without quotation marks).
- When using a translation of a primary source, please provide the translator's name (write 'author' if you have translated it yourself).
- For longer quotations of more than forty words of prose, or more than two lines of verse, block quotes should be used both for the original-language quotation and for the translation. Quotation marks are not used for block quotations except where there is a quote within the quote.
- Separate line breaks for verse citations in consecutive text with a | (single space on either side)

References

Citations and Footnotes

- The author-date system of referencing will be used, and applied as **in-text citations**. **Footnotes should be kept to a minimum**; reference to a particular page should be in the form (Donner 1981, 122), and to the work as a whole, in the form (Donner 1981). When quoting or paraphrasing an author whose name appears in the text, the in-text reference should go immediately after the author's name, and the author's name should not be repeated
e.g. Howlett (1999, 73) has argued that the site must have fallen out of use by this time.
and NOT:
Howlett has argued that the site must have fallen out of use by this time (1999, 73).
Howlett has argued that the site must have fallen out of use by this time (Howlett 1999, 73)
- Where possible, give specific page ranges, and avoid use of *passim*, *ff.* etc.
- Do not use *ibid.*, *ID.*, *ibidem*, *et al.*, *passim*, *idem*, or other abbreviations.
- If footnotes are needed, please place footnotes in the main text at the end of a sentence, after a full stop or other punctuation; they should be marked with a superscript number.

e.g.

For placing Ephrem in his historical context and providing a historical analysis, Sidney Griffith's article on 'Ephraem, the Deacon of Edessa, and the Church of the Empire' from 1986 remains the seminal contribution to the field.¹

The Venerable Bede frequently deployed Hebrew glosses to elucidate the hidden meanings behind personal names in the Bible (see Fleming 2013, 26–47).²

¹ See also Griffith 1987; 1999a; 1999b. This argument has been further elaborated in Lieu 1989; Palmer 1998; 1999; Shepardson 2008.

² Bede was once thought to have read Hebrew himself, although this theory has now been dismissed; see Sutcliffe 1935.

Bibliographical References

The author-date system requires all bibliographical references to be placed at the end of an article in alphabetical order by names of author(s) or editor(s), followed by date of publication. Note however that due to the complex nature of this material, exceptions are made for manuscripts and for texts by ancient or medieval authors, where it would be confusing to refer to the publication dates of modern editions. These sections are treated in detail below.

A bibliography should ideally be divided into the following sections:

- Manuscripts, Archival Documents, and Other Unedited Material
- Primary Sources
- Secondary Works

As a rule, we ask you please to provide the following information in bibliographical entries:

- Publisher information as well as the place of publication.
- Full references to series and series numbers.
- The first name of an author should be referred to using their initial, and not their full name
e.g., Rubina, R.; Wood, I.
- Editors should be referred to with the abbreviation '(ed.)' or '(eds)'.
- Bibliographical entries should be followed by a full stop.

If more than one work of the same author is referenced, place works in order of publication date (from oldest to most recent) and replace author's name with '—'.

- Brenk, B. 2003. *Die Christianisierung der spätrömischen Welt: Stadt, Land, Haus, Kirche und Kloster in frühchristlicher Zeit* (Wiesbaden: Reichert).
- . 2010. *The Apse, the Image and the Icon: An Historical Perspective of the Apse as a Space for Images* (Wiesbaden: Reichert).

If two or more works by the same author(s) have the same publication date, they should be arranged in alphabetical order of title and distinguished by adding letters after the date.

- Wood, I. 1998a. 'The Frontiers of Western Europe: Developments East of the Rhine', in R. Hodges and W. Bowden (eds), *The Sixth Century: Production, Distribution, and Demand*, Transformation of the Roman World, 3 (Leiden: Brill), pp. 231–53.
- . 1998b. 'Incest, Law, and the Bible in Sixth-Century Gaul', *Early Medieval Europe*, 7: 291–303.

Articles written by multiple authors should use the abbreviation 'and others' in the short reference, but all authors should be listed in the bibliography, up to a maximum of **twenty** names. Above this number, only the first three names should be listed, followed by 'and others'.

Brozio and others 2014

Brozio, J. P., W. Dörfler, I. Feeser, W. Kirleis, S. Klooß, and J. Müller. 2014. 'A Middle Neolithic Well from Northern Germany: A Precise Source to Reconstruct Water Supply Management, Subsistence Economy, and Deposition Practices', *Journal of Archaeological Science*, 51: 135–53

Haak and others 2015

Haak, W., I. Lazaridis, N. Patterson and others. 2015. 'Massive Migration from the Steppe was a Source for Indo-European Languages in Europe', *Nature*, 522: 207–11

Manuscripts and Archival Documents

If manuscripts and archival documents are referred to, an abbreviated form of reference should appear in parentheses within the main text and a separate list should appear in the bibliography. Place-names must accompany all MS short forms in the footnotes except for the most well-known archives.

Abbreviated Form (References)	Full Form (Bibliography)
Arras, BM, MS 1068	Arras, Bibliothèque municipale, MS 1068
Cambridge, FM, MS 20	Cambridge, Fitzwilliam Museum, MS 20
Durham, Cath. Libr., MS B. II. 1	Durham, Cathedral Library, MS B. II. 1
Leiden, Bibl. RU, MS Voss. Lat. F. 18	Leiden, Bibliotheek der Rijksuniversiteit, MS Voss. Lat. F. 18
BL, MS Arundel 155	London, British Library, MS Arundel 155
Munich, Bayerisches SB, MS Clm. 4452	Munich, Bayerisches Staatsbibliothek, MS Clm. 4452
Oxford, Bodl., MS Hatton 23	Oxford, Bodleian Library, MS Hatton 23
BnF, MS lat. 6784	Paris, Bibliothèque nationale de France, MS fonds latin 6784
Princeton, UL, MS Garrett 114	Princeton, University Library, MS Garrett 114

Please abbreviate recto and verso r and v, and give in superscript, e.g. fols 17^v- 19^r.

Primary Sources

Ancient Authors and Texts

Classical works should be cited according to the abbreviations found in Brill's *New Pauly*: <http://referenceworks.brillonline.com.ez.statsbiblioteket.dk:2048/entries/brill-s-new-pauly/ancient-authors-and-titles-of-works-Ancient_Authors_and_Titles_of_Works>.

If not found in Brill's *New Pauly*, please write in full:

e.g. Ephrem the Syrian, *Carmina Nisibena* XXI. 21–23

Please do not italicize authors; italicize works, write book/song in Roman numerals (use SMALL CAPS).

References should be rendered according to standard book / chapter divisions.

e.g., Euseb., *Hist. eccl.*, I. 3; Tac., *Ann.*, IV. 34; Suer, *Aug.*; Amm. Marc., *Res Gestae* XXV. 7. 11

Biblical and Classical texts can normally be cited in the text (or footnotes) alone, unless there is a specific need to provide the edition / translation used in the bibliography.

If authors wish to include modern editions of ancient texts in their bibliography, they should include the texts under 'primary sources'. Works should be listed alphabetically by title, rather than by year of publication of a modern edition.

Please note that in the bibliography, entries are entered under their abbreviated footnote form, followed by a Tab-space, and then the full bibliographical entry).

Abbreviated Form (references)	Full Form (Bibliography)
<i>Codex Theodosianus</i> XI. 7. 5	Codex Theodosianus [TAB-SPACE] <i>Theodosiani libri XVI cum constitutionibus Sirmondianis et leges novellae ad Theodosianum pertinentes</i> , ed. T. Mommsen and P. Meyer (Berlin: Weidmann, 1905).
Ephrem the Syrian, <i>Carmina Nisibena</i> XXI. 21–23	Ephrem the Syrian, <i>Carmina Nisibena</i> <i>Des heiligen Ephraem des Syrers Carmina Nisibena</i> , ed. and trans. E. Beck, Corpus Scriptorum Christianiorum Orientalium, 218/9, 2 vols (Louvain: Secrétariat du Corpus SCO, 1961).
Theodoret of Cyrrhus, <i>Correspondance</i> (<i>Epistulae</i> 146)	Theodoret of Cyrrhus, <i>Correspondance</i> Théodoret de Cyr, <i>Correspondance</i> , ed. and trans. Y. Azéma, Sources chrétiennes, 111 (Paris: Éditions du CERF, 1965).

If ancient authors are cited in the text (or footnotes), citations should be formatted as follows:

e.g. ... was soon rebuilt, probably under the architect Koroibos (Plut. *Per.* XIII. 4).

This is clear from the Homeric Hymn of Demeter (Cer. 260–62), from Pindar (*Pyth. Frag.* 137), from Aristophanes (*Ran.* 311–459) ...

References to biblical books, deuterocanonical books, and apocryphal books need only cite internal division (i.e. chapter and verse). Separate chapter and verse with a full stop and space. Use Roman numerals in large capitals for sequential books of the same name.

e.g. Matthew 25. 6; II Kings 15. 5; I Peter 1. 3

Medieval Authors and Texts

Medieval works should be cited by title rather than by year of publication of a modern edition, to avoid any confusion, and should be listed alphabetically by short title. (Note that in the bibliography, entries are entered under their abbreviated footnote form, followed by a Tab-space, and then the full entry).

For editions and translations of texts written by known, historical authors, use the following examples:

Abbreviated Form (References)	Full Form (Bibliography)
Aldhelm, <i>Prosa de virginitate</i> , IV. 13	Aldhelm, <i>Prosa de virginitate cum glosa</i> [TAB-SPACE] <i>Latina atque anglosaxonica</i> , ed. by S. Gwara, Corpus Christianorum Series Latina, 124, 2 vols (Turnhout: Brepols, 2001).
Petrus Comestor, <i>Scolastica historia</i> , 54	Petrus Comestor, <i>Scolastica historia</i> Petrus Comestor, <i>Scolastica historia: Liber Genesis</i> , ed. by A. Sylwan, Corpus Christianorum Continuatio Mediaevalis, 191 (Turnhout: Brepols, 2005).
Radbod, <i>Libellus</i>	Radbod, <i>Libellus</i> Radbod of Utrecht, <i>Libellus de miraculo Martini Turonensis</i> , ed. by O. Holder-Egger, Monumenta Germaniae Historica: Scriptorum, 15 (Hannover: Hahn, 1888).

In those cases where the author of a work is unknown, a work should be listed by its title alone:

Abbreviated Form (References)	Full Form (Bibliography)
<i>Blessed Louis</i>	<i>Blessed Louis</i> [TAB-SPACE] <i>Blessed Louis, the Most Glorious of Kings: Texts relating to the Cult of Saint Louis of France</i> , ed. and trans. by M. C. Gaposchkin, with P. Katz, Notre Dame Texts in Medieval Culture (Notre Dame: University of Notre Dame Press, 2012).
'Egerton sermon', 145	'Egerton sermon' 'The Egerton sermon', in <i>The Works of a Lollard Preacher: The 'Sermon Omnis plantacio', the Tract 'Fundamentum aliud nemo potest ponere' and the Tract 'De oblatione iugis sacrificii'</i> , ed. by A. Hudson, Early English Text Society, o.s., 317 (Oxford: Oxford University Press, 2001), pp. 2–143.

If a work is cited several times in a volume, authors can elect to abbreviate key titles. These should be included as part of the bibliography, but should also be explained in full the first time it is used in a text,

e.g. This is found in Bede's *Historica ecclesiastica gentis Anglorum* (hereafter *Hist. eccl.*).

According to the *Annals of Loch Cé* (hereafter *ALC*)

Abbreviated Form (References)	Full Form (Bibliography)
<i>ALC</i>	<i>ALC</i> [TAB-SPACE] <i>The Annals of Loch Cé: A Chronicle of Irish Affairs from AD 1014 to AD 1590</i> , ed. by W. M. Hennessy, Rolls Series, 54 (London: Longmans, 1871).
Bede, <i>Hist. eccl.</i> , II.5	Bede, <i>Hist. eccl.</i> <i>Bede's Ecclesiastical History of the English People</i> , ed. by B. Colgrave and R. Mynors, Oxford Medieval Texts (Oxford: Clarendon, 1969).
St Bertin, 63	St Bertin <i>Annales Bertiniani</i> , ed. by G. Waitz, Monumenta Germaniae Historica: Scriptorum rerum Germanicarum in usum scholarum separatim editi, 5 (Hannover: Hahn, 1883).

Encyclopaedia/Reference Material

This should be cited as follows:

Ackermann, H. C. and J. Gisler (eds). 1981–99. *Lexicon iconographicum mythologiae classicae*, 16 pts in 8 vols and indexes (Zurich: Artemis).

Cancik, H. and H. Schneider (eds). 1996–. *Der neue Pauly: Enzyklopädie der Antike* (Stuttgart: Metzler).

Engelmann, W. (ed.). 1880–83. *Bibliotheca scriptorum classicorum*, 8. Aufl., umfassend die Literatur von 1700 vis 1878 (Leipzig: Engelmann).

Hornblower, S. and A. Spawforth. 1996. *The Oxford Classical Dictionary*, 3rd edn (Oxford: Oxford University Press).

Pauly, A. F. von, G. Wissowa, W. Kroll, K. Witte, K. Mittelhaus, and K. Ziegler (eds). 1893–1980, *Pauly's Realencyclopädie der classischen Altertumswissenschaft. Neue Bearbeitung*, 68 pts, 15 suppls, and register (Stuttgart: Metzler).

Secondary Works

Monographs

Smallwood, E. M. 1976. *The Jews Under Roman Rule: From Pompey to Diocletian*, Studies in Judaism in Late Antiquity, 20 (Leiden: Brill).

Edited Collections

Assmann, J. and M. Bommas (eds). 2002. *Ägyptische Mysterien?* (Munich: Fink).

Barrett, J. (ed.). 2003. *Contact, Continuity, and Collapse: The Norse Colonization of the North Atlantic*, Studies in the Early Middle Ages, 5 (Turnhout: Brepols).

Journal Articles

Baker, H. 2009. 'A Waste of Space? Unbuilt Land in the Babylonian Cities of the First Millennium BC', *Iraq*, 71: 89–98.

Edwards, K. J. 2017. 'Pollen, Women, War and Other Things: Reflections on the History of Palynology', *Vegetation History and Archaeobotany*, 26: 1–17.

Articles in Edited Collections

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