

Conventions for documenting essays

It is important that essays are properly documented. This means that you should provide ALL references to BOTH primary and secondary material you have used in your essay.

You can do this either through footnotes or endnotes (most word-processes have a footnote/endnote facility), or including references in the brackets in the text of your essay. You can even put references to primary sources in brackets in the text, and secondary material in footnotes/endnotes.

You must also include a Bibliography. However, only putting a Bibliography at the end of your essay is not enough.

Documenting primary evidence

Providing references to all primary evidence is a good scholarly habit, as it helps you keep your essays firmly grounded in the ancient texts.

You should provide references for ALL claims made on the basis of the ancient sources, NOT just for direct quotations from ancient authors.

An easy way to do this is by putting the reference to the ancient sources in brackets in the text, but you can also use footnotes or endnotes.

The main point is to be brief but clear.

Standard abbreviations for ancient authors and their texts are set out at the beginning of the *Oxford Classical Dictionary* (copies of this are kept in the Library at 880.3 OXF). However, any abbreviation will be all right, as long as your reader knows what you are referring to, and you use the same reference consistently throughout your essay.

Prose authors are usually cited by giving the author's name (or an abbreviation), the title of the work (although this is not always necessary if they only wrote one) which is italicised or underlined, the book number, and chapter number(s).

For example: Thuc. 1.24 or Cic. *On duties* 3.21

Verse authors should be referred to by giving the author's name (or an abbreviation), the title of the work (if they wrote more than one), the book number, and the line number(s).

For example: Homer, *Il.* 16.334-5.

Some translations do not give proper chapter or line references. In this case, you should give the page number, and make sure you give the edition of the translation in the Bibliography.

Documenting secondary sources

It is very important that your essays cite all modern authors that you use.

You must provide a reference when you use either the WORDS (even if you are paraphrasing them) or THOUGHTS of someone else.

Not to do so is INTELLECTUAL THEFT, and is called PLAGIARISM.

Plagiarism is easily recognised and will be severely penalised.

References to secondary sources can be given either in brackets in the text or in footnotes/endnotes.

If given in the text, one simple method of citation is to give the author's surname, a short title or the date of publication, and the page number(s).

For example:

Mitchell, in her discussion of gift-giving in the Persia, talks about 'over-giving' (Mitchell 1997, 176). By this she means ...

And then you would give the full publication details in the Bibliography.

OR

Mitchell, in her discussion of gift-giving in the Persia, talks about 'over-giving'.¹
By this she means ...

1 Mitchell, Greeks Bearing Gifts, 176.

When documenting your essays, other methods of citation can also be used, as long as you are consistent and use the same method throughout your essay.

Bibliography

You should always include a bibliography at the end of your essay.

Your bibliography should have two sections, one for primary sources and one for secondary works.

In the section for Primary Sources, you should give the name of the ancient author, the title of the work (italicised or underlined) the edition of the ancient text or the translator, the publisher, and the year of publication.

For example: Cicero, *On duties*, ed. and transl. E.M. Atkins and M.T. Griffin (Cambridge, 1991).

Secondary Sources should be listed alphabetically.

For books, you should include:

- the author's name (usually surname first - you should also include names or initials)
- the title of the book (italicised or underlined)
- the publisher & year of publication (in brackets)

For journals, you should include:

- the author's name (usually surname first)
- the name of the article (in quotation marks)
- the title of the journal (italicised or underlined)
- the number of the journal
- the year of the journal (in brackets)
- the page numbers for the article

For collections of edited essays, you should include:

- the author's name (usually surname first)
- the name of the essay (in quotation marks)
- the editor of the collection
- the title of the collection (italicised or underlined)
- the publisher & year of publication (in brackets)
- the page numbers for the essay

For example:

Irwin, T.I., 'Euripides and Socrates', *Classical Philology* 78 (1983), 183-97

Long, A.A., 'Language and Thought in Stoicism', A.A. Long, ed., *Problems in Stoicism* (London, 1971), 75-113

Seaford, R.A.S., *Reciprocity and Ritual* (Oxford, 1994)