

This document provides guidelines for preparing your typescript for publication in a volume concerning archaeology and material culture.

This includes:

***Presentation of Typescript*** — guidance on delivery format, footnotes, and fonts

***Essential Information*** that should be supplied, including specific notes for:

- contributions in essay collections
- contributions in journal issues
- monographs

***Style Guide Crib Sheet*** — a summary of the MHRA style sheet, divided by citations, language, spelling, etc. We request all authors compose their typescript as closely as possible to this sheet.

***References and Bibliographies*** — details on author, date reference system, and formatting of bibliographies.

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### ***Presentation of Typescript***

Please submit your material electronically. For edited collections, it is helpful to submit the material in separate, clearly labelled chapters. 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.

A full **Table of Contents** listing all material to be included (including any acknowledgements, abbreviations, prefaces, index(es), appendices, and so on), should be supplied. We will assume that the material supplied is definitive and complete, based on the contents supplied.

In addition, please provide a full **list of illustrations** by author, article and by type (following the instructions and caption models in our *Image Guidelines*). Any material not included in the contents and list of figures, and not supplied with the typescript, cannot be subsequently included.

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 can be included in the manuscript to indicate to the typesetter where images should be inserted. Please see our *Image Guidelines* for further information.

Please render notes as footnotes, numbered consecutively (see below for further information on references).

Please do not include any **track changes** or comments in the file as this will cause confusion. All files should be in their final state.

## Fonts

Brepols' copyeditors will transpose any text they work on into a special font (Garamond Premier Pro), chosen because it is attractive, but also offers character-sets covering 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 standardised and that any special characters are clearly marked. As far as possible, non-Roman alphabets and other characters should be written using the same font used in writing the rest of your book/chapter/article, and you should select a common (Unicode) font (e.g. Arial or Times New Roman). This means that if you are writing in Times New Roman, for example, you should use this same font for passages written in Greek, Arabic, Middle English, and so on. This can be achieved using the 'Insert-Symbol' option. Contributions that include letters from non-Latin or extended Latin alphabets should be submitted with an accompanying .pdf of the text.

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## *Essential Information*

### *i. Contributions in Essay Collections:*

Each article should include a short biography of 15-30 words listing the author's professional affiliation and [optionally] professional email address. 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.

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

If an article is not in English (i.e. in a multilingual essay collection), please provide a synopsis in English (after the conclusion of the text and before the bibliography).

### *ii. Contributions in Journal Issues*

Each article should 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

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

### iii. *Monographs*

Following the models for footnotes and bibliographic references in the Style Crib Sheet below, please follow the author-date system of referencing and provide a *comprehensive bibliography* for every work cited. The bibliography should be divided by:

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

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## *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 | • Punctuation                  |
| • Dates                      | • Capitalization               |
| • Numbers                    | • Italics, Roman, and Boldface |
| • Abbreviations              | • 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’).

## 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 may be rendered with the abbreviation BC/AD or BCE/CE but choice must be employed consistently through the entire volume.
- 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.
- Centuries should always be spelt out in full. E.g. in the twelfth century; a thirteenth-century manuscript.

## 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.

## 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 (although use of full names is encouraged, see below).
- Use the Tab key and not the Space bar for indentations, especially at the opening of paragraphs.
- 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

## 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 recognized historical or cultural periods, and unique events e.g. Late Antiquity, the Middle Ages, (but the early Middle Ages, the late 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 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, and should be accompanied by a translation of the source into the language used throughout the volume (usually English).
- 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).
- 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)

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## *References*

### **Citations and Footnotes**

- The author-date system of referencing will be used. 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.<sup>1</sup>

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

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

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

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### *Bibliographical References*

The author-date system requires all bibliographical references to be placed at the end of a book, article, or thesis 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.
- Forenames for individuals cited except for cases where initials are ubiquitous (e.g. A. H. M. Jones).

Editors should be referred to with the abbreviation '(ed.)' or '(eds)'.

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, Beat. 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, Ian. 1998a. 'The Frontiers of Western Europe: Developments East of the Rhine', Richard Hodges and William 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

## 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, namely the BL (London), BnF (Paris), and BAV (Città del Vaticano); see examples below.

### Abbreviated Form (References)

Arras, BM, MS 1068

Cambridge, FM, MS 20

Durham, Cath. Libr., MS B. II. 1

Leiden, Bibl. RU, MS Voss. Lat.  
F. 18

BL, MS Arundel 155

### Full Form (Bibliography)

Arras, Bibliothèque municipale, MS 1068

Cambridge, Fitzwilliam Museum, MS 20

Durham, Cathedral Library, MS B. II. 1

Leiden, Bibliotheek der Rijksuniversiteit, MS Voss. Lat. F. 18

London, British Library, MS Arundel 155

Munich, Bayerisches SB, MS Clm. 4452	Munich, Bayerisches Staatsbibliothek, MS Clm. 4452
New York, Morgan Libr., MS 736	New York, Morgan Library and Museum, MS 736
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

Note that in footnotes, recto and verso should be abbreviated as r and v and given in superscript, e.g. fols 17<sup>v</sup>-19<sup>r</sup>.

## Primary Sources

If required, this can be broken into sub-sections, namely Ancient/Medieval Authors and Texts, and Encyclopaedias/Reference Material

### *Ancient Authors and Texts*

For references to Classical sources, please follow the conventional layout, as provided in the Loeb Classical Library or the Perseus Tufts Digital Library (<http://www.perseus.tufts.edu>).

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.

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

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

E.g.

Abbreviated form (references)	Full form (bibliography)
<i>Codex Theodosianus</i> XI. 7. 5	<i>Codex Theodosianus</i> <i>Theodosiani libri XVI cum constitutionibus Sirmondianis et leges novellae ad Theodosianum pertinentes</i> , ed. Theodor Mommsen and Paul 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. Edmund Beck, Corpus Scriptorum Christianiorum Orientalium, 218/9, 2 vols (Louvain: Secrétariat du Corpus SCO, 1961)
Theodoret of Cyrrihus, <i>Correspondance (Epistulae 146)</i>	Theodoret of Cyrrihus, <i>Correspondance</i> <i>Théodoret de Cyr Correspondance</i> , ed. and trans. Yvan 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

... was soon rebuilt, probably under the architect Koroibos (Plut. *Per.* 13. 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.

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 bibliographical entry).

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

E.g.,

Abbreviated form (references)	Full form (bibliography)
Aldhelm, <i>Prosa de virginitate</i> , IV. 13	Aldhelm, <i>Prosa de virginitate</i> <i>Aldhelm, Prosa de virginitate cum glosa Latina atque anglosaxonica</i> , ed. by Scott Gwara, Corpus Christianorum Series Latina, 124, 2 vols (Turnhout: Brepols, 2001)
Petrus Comestor, <i>Scolastica historia</i> , 54	Petrus Comestor, <i>Scolastica historia</i> <i>Petrus Comestor, Scolastica historia: Liber Genesis</i> , ed. by Agneta Sylwan, Corpus Christianorum Continuatio Mediaevalis, 191 (Turnhout: Brepols, 2005)
Radbod, <i>Libellus</i>	Radbod, <i>Libellus</i> <i>Radbod of Utrecht, Libellus de miraculo Martini Turonensis</i> , ed. by Oswald 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

E.g.,

Abbreviated form (references)	Full form (bibliography)
<i>Blessed Louis</i>	<i>Blessed Louis</i> <i>Blessed Louis, the Most Glorious of Kings: Texts relating to the Cult of Saint Louis of France</i> , ed. and trans. by M. Cecilia Gaposchkin, with Phyllis 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 Anne 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 can then be included either on a separate list of abbreviations, or else as part of the bibliography. However, the author should also ensure that an abbreviation is explained in full the first time it is used in a text,

E.g. This information can be 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> <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 Bertram Colgrave and Roger Mynors, Oxford Medieval Texts (Oxford: Clarendon, 1969)
St Bertin, 63	St Bertin <i>Annales Bertiniani</i> , ed. by Georg Waitz, Monumenta Germaniae Historica: Scriptores rerum Germanicarum in usum scholarum separatim editi, 5 (Hannover: Hahn, 1883)

### *Encyclopaedia/Reference Material*

This should be cited as follows:

Ackermann, Hans Christoph, and Jean-Robert Gisler (eds). 1981–99. *Lexicon iconographicum mythologiae classicae*, 16 pts in 8 vols and indexes (Zurich: Artemis)

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

- Engelmann, Wilhelm (ed.). 1880–83. *Bibliotheca scriptorum classicorum*, 8. Aufl., umfassend die Literatur von 1700 bis 1878 (Leipzig: Engelmann)
- Hornblower, Simon, and Anthony Spawforth. 1996. *The Oxford Classical Dictionary*, 3rd edn (Oxford: Oxford University Press)
- Pauly, August Friedrich von, and others. 1893–1980, *Pauly's Realencyclopädie der classischen Altertumswissenschaft. Neue Bearbeitung*, 68 pts, 15 suppl, and register (Stuttgart: Metzler)

## Secondary Works

### *Monographs*

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

### *Edited Collections*

- Assmann, Jan, and Martin Bommas (eds). 2002. *Ägyptische Mysterien?* (Munich: Fink)
- Barrett, James (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, Heather. 2009. 'A Waste of Space? Unbuilt Land in the Babylonian Cities of the First Millennium BC', *Iraq*, 71: 89–98
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