

# British Journal for the History of Philosophy Style Sheet

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## 1. Citing references in the text

References to the works of others are by parenthetical citation and should appear immediately after a quotation from a source or a paraphrase of a source's ideas. They should include the last name of the author(s), an abbreviated title of the work being cited, and, where appropriate (i.e. if the pages of a quotation are being given), the relevant page number(s):

(Smith and Jones, *Style Manual*, 45)

(Khan, "Chapter Title")

If there are more than three authors, just give the first author followed by et al:

(Green et al., *Style Guide*, 98)

The last name of the author(s) may appear either in the sentence itself or in parentheses following the quotation or paraphrase, but the page number(s) should always appear in the parentheses, not in the text of the sentence.

When a source has no known author, just use an abbreviated title in the parenthetical citation.

**NB: the shortened form of the title is used even at the first mention. Do not change the word order. If the title contains four words or fewer, do not shorten it. Full details should be given in the bibliography only.**

The following should be italicized:

Books, plays, long poems published as books, pamphlets, periodicals, films, radio and TV programmes, compact discs, audiocassettes, ballets, operas, paintings, works of sculpture, ships, aircraft and spacecraft.

The following should be in quotation marks:

Articles, essays, short stories, short poems, chapters, individual episodes of TV and radio programmes, short musical compositions, e.g. songs, unpublished works such as lectures, conference papers, manuscripts and dissertations.

You do not need to give sources for familiar proverbs, well-known quotations or common knowledge.

### ***Citing more than one work in a single parenthetical reference***

To cite multiple sources in the same parenthetical reference, separate the citations by a semi-colon.

### ***Citing authors with same last names***

If two or more authors have the same last name, provide both authors' first initials (or even the authors' full name if different authors share initials) in your citation.

### ***Citing indirect sources***

An indirect source is a source cited in another source. For such indirect quotations, use *qtd. in* to indicate the source you actually consulted.

Ravitch argues that high schools are pressured to act as "social service centres, and they don't do that well" (qtd. in Weisman, *Schools Survey*, 259).

Note that, in most cases, a responsible researcher will attempt to find the original source, rather than citing an indirect source.

## **2. Using footnotes**

Authors are asked to keep footnotes to a minimum by using the author-abbreviated title-page system of citation outlined above in Section 1. Our policy is to try not to have footnotes that simply consist in a page reference - unless it is very long.

Discursive footnotes are permitted, but should be kept as concise as possible.

A note number cannot reappear out of sequence. A note that applies to more than one location should be repeated with a new note number, or cross referenced:

16. See note 4 above.

Using more than one note reference at a single location (such as <sup>5,6</sup>) should be avoided. A single note can contain more than one comment.

Very long footnotes can be broken into paragraphs when required.

### **Note numbers**

The note number is superscript in the text and at the foot of the page.

The note number should be placed at the end of a sentence or clause. The number follows any punctuation mark except for the dash, which it precedes. It follows a closing parenthesis. For a parenthetical phrase within a sentence, it may occasionally be appropriate to place the note number before the closing parenthesis:

As Smith and Jones had said (and this can be seen in their earliest publication<sup>1</sup>), ...

A note number should not appear within or at the end of an article title or a subheading. A note that applies to an entire article should be unnumbered and be placed at the foot of the first page, preceding any numbered notes. A note that applies to a section following a subheading should be placed in an appropriate place in the text, such as after the first sentence in the section.

### **Quotations**

If the note includes a quotation, the source follows the end punctuation, but is not in parentheses. Long quotations are displayed as extracts in the notes as they would be in the text.

### **See and cf.**

Use 'cf.' only if you mean 'compare' or 'see, by way of comparison'. Use 'see' to direct the reader to further resources.

## **3. Tables and figures**

References cited in tables or figure legends should be included in a shortened form as a footnote and in full in the bibliography.

## **4. Organizing the bibliography**

Use the heading BIBLIOGRAPHY. Do not use a 3-em dash to replace author names.

### **Order**

The order should be alphabetical by the last name of the author. If there is no author or editor, order alphabetically by title. Names with particles (e.g. de, von, van den) should be alphabetized by the individual's personal preference if known, or traditional usage.

A single-author entry precedes a multi-author entry that begins with the same name. Successive entries by two or more authors when only the first author is the same are alphabetized by co – authors' last names. If references have the same author(s), editor(s), etc., arrange by year of publication, with undated works at the end.

If the bibliography contains two or more items by the same author, list them by date, earliest to latest. All words by the same person should appear together, whether the person is author, compiler, editor, or translator:

Green, Mary, ed. *Title of Book*. Abingdon: Routledge, 2010.

Green, Mary. *Book Title*. Abingdon: Routledge, 2012.

### **Form of author name**

Generally, use the form of the author name as it appears on the title page or head of an article, but this can be made consistent within the bibliography if it is known that an author has used two different forms (e.g. Mary Louise Green and M. L. Green), to aid correct identification.

### **Punctuation**

Headline-style capitalization is used. In headline style, the first and last words of title and subtitle and all other major words (nouns, pronouns, verbs, adjectives, adverbs) are capitalized. For non-English titles, use sentence-style capitalization.

### **Original sources**

It is good scholarly practice to ensure that, even where a later edition is used, the original source of a publication is documented in the bibliography.

## **Book**

### **One author:**

Smith, John. *Book Title: The Subtitle*. Abingdon: Routledge, 2012.

Smith, J. J. *Book Title*. Abingdon: Routledge, 2012.

### **Two authors:**

Smith, John, and Jane Jones. *Book Title: The Subtitle*. Abingdon: Routledge, 2012.

Smith, J. J., and J. B. Jones. *Book Title: The Subtitle*. Abingdon: Routledge, 2012.

### **Three authors:**

Smith, John, Jane Jones, and Mary Green. *Book Title: The Subtitle*. Abingdon: Routledge, 2012.

### **Four to ten authors:**

Give all authors' names.

### **More than ten authors:**

List the first seven authors followed by et al.

**Organization as author:**

University of Chicago Press. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press, 2012.

**No author:**

Begin the bibliography entry with the title, and ignore 'the', 'a' or 'an' for the purposes of alphabetical order.

**Chapter:**

Chapter in a single-author book:

Green, Mary. "Chapter Title". Chap. 5 in *Style Manual*. Abingdon: Routledge, 2012.

Chapter in a multi-author book:

Jones, Sam. "Chapter Title". In *Book Title*, edited by John Smith, 341–6. Abingdon: Routledge, 2012.

**Edited:**

Smith, John, ed. *Collected Style Manuals*. Abingdon: Routledge, 2012.

Smith, John, and Jane Jones, eds. *Collected Style Manuals*. Abingdon: Routledge, 2012.

**Edition:**

University of Chicago Press. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press, 2012.

**Multivolume work:**

Green, M. L. *Collected Correspondence*. Vol. 2 of *The Collected Correspondence of M. L. Green*. Abingdon: Routledge, 2010–12.

Khan, Lisa. *Collected Works*. 2 vols. Abingdon: Routledge, 2012.

**Translated:**

Smith, John. *Collected Style Manuals*. Translated and edited by Jane Jones. Abingdon: Routledge, 2012.

**Not in English:**

Piaget, J., and B. Inhelder. *La genèse de l'idée de hasard chez l'enfant* [The origin of the idea of chance in the child]. Paris: Presses Universitaires de France, 1951.

**Online:**

If you used an online version, cite the online version, include the URL or DOI:

Smith, John. *Book Title: The Subtitle*. Abingdon: Routledge, 2012. doi:xxxxxxxxxxx.

Smith, John. *Book Title: The Subtitle*. Abingdon: Routledge, 2012. <http://xxxxxxxxx/>.

### ***Place of publication***

Where two cities are given, include the first one only. If the city could be confused with another, add the abbreviation of the state, province, or country:

Cambridge, MA: Harvard University Press

Cambridge: Cambridge University Press

Oxford: Clarendon Press

New York: Macmillan

Englewood Cliffs, NJ: Prentice Hall

Washington, DC: Smithsonian Institution Press

When the publisher's name includes the state name, the abbreviation is not needed:

Chapel Hill: University of North Carolina Press

### ***Publisher***

Omit initial 'the', and 'Inc.', 'Ltd', 'Co.', 'Publishing Co.', etc.

### **Journal**

If you used an online version, cite the online version, include a DOI (preferably) or URL.

#### **One author:**

Smith, John. "Article Title: The Subtitle". *Journal Title in Full* 10, no. 1 (2012): 30–40. doi:xxxxxxxxxxx.

Smith, J. "Article Title: The Subtitle". *Journal Title in Full* 10, no. 1 (2012): 30–40. doi:xxxxxxxxxxx.

#### **Two authors:**

Smith, John, and Lisa Khan. "Article Title: The Subtitle". *Journal Title in Full* 10, no. 1 (2012): 200–10. doi:xxxxxxxxxxx.

Smith, J. J., and L. M. Khan. "Article Title: The Subtitle". *Journal Title in Full* 10, no. 1 (2012): 200–10. doi:xxxxxxxxxxx.

#### **Three authors:**

Smith, John, Jane Jones, and Mary Green. "Article Title: The Subtitle". *Journal Title in Full* 10, no. 1 (2012): 33–9. doi:xxxxxxxxxxx.

Smith, J. J., J. P. Jones, and M. G. Green. "Article Title: The Subtitle". *Journal Title in Full* 10, no. 1 (2012): 33–9. doi:xxxxxxxxxxx.

#### **Four to ten authors:**

Give all authors' names.

#### **More than ten authors:**

List the first seven authors followed by et al.

#### **Translated:**

Lisa Khan. "Article Title in English". [Translation of "Original Title".] *Journal Title in Full* 10, no. 3 (2012): 10–29. doi:xxxxxxxxxxx

#### **Not in English:**

Capitalize sentence-style, but according to the conventions of the relevant language.

#### **Other article types:**

Smith, John. "Title of Book Review". Review of *Book Title*, by Lisa Khan. *Journal Title in Full* 10, no. 1 (2012): 33–9. doi:xxxxxxxxxxx.

#### **Issue numbers**

The issue number can be omitted if the journal is paginated consecutively through the volume (or if month or season is included), but it is not incorrect to include it. When volume and issue number alone are used, the issue number is within parentheses. If only an issue number is used, it is not within parentheses:

*Journal Title*, no. 25 (1973): 63–9.

If using month, abbreviate as Jan., Feb., etc. If using season, spell out in full.

#### **Page numbers**

Use only the changed part of the second number (3–10, 71–2, 96–117, 100–4, 600–13, 1100–23, 107–8, 505–17, 1002–6, 321–5). But 10–17, 11–18, etc.

### **Conference**

#### **Proceedings:**

Individual contributions to conference proceedings are treated like chapters in multi-author books. If published in a journal, treat as an article.

**Paper:**

Smith, John. "Title of Paper". Paper presented at the annual meeting for the Society of XXXX, Oxford, November 21–24, 2012.

**Poster:**

Smith, John. "Title of Poster". Poster presented at the annual meeting for the Society of XXXX, Oxford, November 21–24, 2012.

**Thesis**

Smith, John. "Title of Thesis". PhD diss., University of Chicago, 2008.

**Unpublished work****Book or journal article:**

Use Forthcoming instead of the date. If an article is not yet accepted, treat as a thesis.

**Internet****Website:**

In text only:  
(‘As of July 19, 2012, the BBC listed on its website . . .’).

**Document:**

Reference depending on the type of document. Access dates are not required unless no date of publication or revision can be found. If citing an undated online document, give an access date:

Oxford Library. "Library Strategy". Oxford Library. Accessed June 3, 2012.  
<http://www.ol.org/library/strategy.html>

**Electronic mailing list:**

In text only (name of list, date of posting, URL).

**Blog:**

In text only.

**Multimedia:**



Include date that material was accessed if no original date can be determined. Include information about original performance or source, e.g. of a speech or performance. Include indication of source type.

### **Newspaper or magazine**

Newspapers and magazines are cited in the text, and no entry is needed in the bibliography:

'quotation from newspaper' (*Sunday Times*, April 8, 2012)

... as noted in a *Guardian* article on February 27, 2012 ...

### **Report**

Treat pamphlets, reports, brochures and freestanding publications such as exhibition catalogues as books. Give sufficient information to identify the document.

### **Personal communication**

**Letter, telephone conversation, or email:**

Run in to the text or give in a note. Do not include in the bibliography.

### **Other reference types**

**Patent:**

Green, Ann. Patent description. US Patent 12345, filed March 23, 2000.

**Audio and visual media:**

Bernstein, Leonard, dir. *Symphony no. 5*, by Dmitri Shostakovich. New York Philharmonic. CBS IM 35854.

Auden, W. H. *Poems*. Read by the author. Spoken Arts 7137. Compact disc.

Cleese, John, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin. "Commentaries". Disc 2. *Monty Python and the Holy Grail*, special ed. DVD. Directed by Terry Gilliam and Terry Jones. Culver City, CA: Columbia Tristar Home Entertainment, 2001.

**Database:**

Name of Database (details; accessed Month Day, Year). <http://xxxxxxxxxxxxxxxxxxxxxxxxx/>.

**Dataset:**

Author, A. N. "Dataset Title [dataset]". <http://xxxxxxx/> (publication year).

**Archive material:**

Include relevant info, including folio/box number and location of archive in footnote – no need to include in bibliography.