Formatting for Essays, Tutorial Papers, Short Papers and Reports

Essays must be printed on single-sided paper.

Recommended document formatting includes:

- Line spacing of 1.5
- Font: Times New Roman 12 pt
- All pages of the main text numbered consecutively
- Margins: left 3 cm, all others 2 cm, all margins justified
- Tables, diagrams and figures must be inserted in the text as soon as possible after the first reference to them in the text.
- Legends to figures must be placed below the figure.

Word Length

Word Count does not include your bibliography. It does, however include the following:

- body of your essay/paper/report
- footnotes (should be used for references and not for extended discussion)
- quotes (so keep them brief or integrate them into your text)

Quoting Latin or Greek terms

Latin and Greek terms should be italicised

- e.g. curia

Emphasising a word in the text:

- ‘Education’ here is interpreted broadly.
Quoting Authors

- Use single inverted commas (‘...’) for quotes placed within a sentence, e.g.

Zanker states that ‘members of the aristocracy were often staggeringly rich, but had nonetheless no access to real power.’¹

- Use double inverted commas (“...”) for a quote within a quote, e.g.

According to Zanker ‘Agrippa decorated his springs and fountain-houses with Greek columns and statues, including the famous “Hydria” in the Forum.’²

- Quotes of substantial length (modern or ancient) should be indented and single-spaced. Quotation marks are not used if the quote is indented. e.g.

The architect Vitruvius was scathing in his assessment of the new trend for eccentric elements that were used in Roman wall painting, beginning around 30 BC:

They now prefer to paint monstrosities (monstra) on plaster rather than faithful copies of natural objects. In place of columns they put fluted reed stalks with curling leaves, and in place of pediments, volutes and candelabra bearing little architectural structures. On their pediments grow tender blossoms, whose stalks twist in and out and on which sit utterly meaningless little figures. They paint stalks of plants with half-figures, some with human heads, others with animal heads. Such a thing has never existed and never will. (Vitr. De Arch. 7.5.3-4)

This is…

Use footnotes at the bottom of the page. Avoid endnotes.

Referencing modern authors in footnotes

Use this form – Author Date: page(s). For example:


Zanker 1990: 278, fig. 56.

¹ Zanker 1990: 15.
² Plin. HN 34.62; Zanker 1990: 141. (NOTE THAT ANCIENT AUTHORS/SOURCES ARE LISTED FIRST)
Referencing Ancient Sources

Texts


Cic. Cat. 1.28; Sall. Cat. 23.5-6.

The abbreviations are available as a downloadable pdf at:


IF YOU CANNOT GET THE LINK TO WORK, GO TO THE LIBRARY WEBSITE, SEARCH FOR THE ONLINE VERSION OF THE OXFORD CLASSICAL DICTIONARY, AND SELECT ABBREVIATIONS FROM THE TOP MENU.

Referencing ancient sources in Sourcebooks in footnotes, e.g. texts, inscriptions, coins

Example 1

Plutarch, Roman Questions 49 in Dillon and Garland should be cited as:

Plut. Quaest. Rom. 49 (Dillon and Garland 2005: 2.36)

NOT

Dillon and Garland 2.36 or Dillon and Garland 2005: 79-80.

Example 2 (coins, inscriptions, etc.)

A Latin inscription from ILS (Inscriptiones Latinae Selectae) recording a dedication to Venus in Parkin and Pomeroy should be cited as:

ILS 939, Mt Eryx, Sicily, after AD 20 (Parkin and Pomeroy 2007: 1.11).

NOT

Parkin and Pomeroy 1.11 or Parkin and Pomeroy 2007: 14-15.
Referencing Museum Artefacts from the R.D. Milns Antiquities Museum

Online Collection Database:
Example: Phrygian terracotta antefix c.525-500 B.C.
If you are discussing the antefix itself, your sentence might conclude:
… as demonstrated by a Phrygian terracotta antefix c.525-500 B.C. ³

OR if you are citing the catalogue entry discussion on the antefix:
… as mentioned in the Museum online catalogue entry. ⁴

In your bibliography, under Ancient Sources put the heading Museums, then the following entry:
R.D. Milns Antiquities Museum. 2013. 75.006 Antefix, accessed 18th March 2014,

Printed Museum Catalogue Entry
If an artefact, e.g. a vase, inscription or coin is in a catalogue published as a book:
.. as demonstrated by the depiction of Dionysus on an Attic Lekythos in now in the R.D. Milns Antiquities collection (65.001). ⁵

In your bibliography, under Modern Authors, list the following entry:
Kanowski, M. G. 1978. The Antiquities Collection, Department of Classics and Ancient History, St. Lucia: The University of Queensland.

⁵ Kanowski 1978: 14.
**Unpublished Museum files**

If, for example, you are discussing a Roman Silver Denarius with Hadrian on the obverse and *Aeternitas* on the reverse, AD119-125:

…as suggested by/mentioned in the documentation for this denarius.⁶

In your bibliography, under Ancient Sources put the heading Museums, then the following entry:


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In 63 BC Marcus Tullius Cicero assumed the position of consul. He was the first ‘new man’ since Marius in 86 BC to attain the most prestigious office in the state.\(^7\)

OR, if referring to a particular section of an ancient work, e.g. Tacitus, *Annals* 2.41:

At 2.41 of the *Annals*, Tacitus presents only one group of children, the biological offspring of Germanicus, riding in the triumphal chariot with their father. This is not surprising as Tacitus’ primary objective in discussing the triumph was to denigrate the character of the Emperor Tiberius, and he achieves this by turning Germanicus into a hero and Tiberius into a villain. According to Tacitus, this particular triumph was representative of all that was wrong with Imperial rule, particularly Imperial rule in the hands of Tiberius. Tiberius turned the events of May 26\(^{\text{th}}\) into an embarrassing mockery of one of Rome’s most honoured institutions.\(^8\)

In-text references can be used (see below) but no more than two ancient sources should be cited using this system. It is often simpler just to use the footnoting system above.

In 63 BC Marcus Tullius Cicero assumed the position of consul. He was the first ‘new man’ since Marius in 86 BC to attain the most prestigious office in the state (Cic. *Cat.* 1.28; Sall. *Cat.* 23.5-6).

\(^7\) Cic. *Cat.* 1.28; Sall. *Cat.* 23.5-6; Rawson 1975: 1-28.

\(^8\) Tac. *Ann.* 2.41: ‘and the war, because he had been forbidden to complete it, was being accepted as completed.’ For the German campaigns still being fought at this time, see Timpe 1968; Levick 1976: 143-7; Seager 2005: 61-74. (MULTIPLE AUTHORS ARE USUALLY LISTED BY DATE FROM EARLIEST TO MOST RECENT).
Submitting Assignments:

(Essays, Short Papers, Tutorial Papers, Museum Reports)

All assignments, including the bibliography, must be submitted via Turnitin on the Blackboard Site for your course by **11:59pm** on the due date. Paper copies will not be accepted.

By submitting work through Turnitin you are deemed to have accepted the following declaration: ‘I certify that this assignment has not been submitted either previously or concurrently in whole or in part to this University or any other educational institution for marking or assessment’.

Feedback, in the form of comments on your script, will be provided through Turnitin.

Weekly assignments for Latin and Greek language courses should be printed out and handed into your lecturer IN CLASS on the date specified. The HAPI office will not accept submissions.

**Plagiarism**

(including self-plagiarism) is cheating and constitutes academic misconduct. See ECP Section 6.1 and the HAPI Student Handbook (http://hapi.uq.edu.au/docs/School Student Handbook.pdf) for more information.
BIBLIOGRAPHY

Place your Bibliography at the end of your essay.

Divide your Bibliography into two categories:

- Ancient Sources and Modern Works

Ancient Sources

Name the Ancient Author, give the translator, etc. For example:


Sourcebooks

Sourcebooks can be listed separately under Ancient Sources. For example:


Modern Works

(Sample Bibliography of Modern Works):


Museums

(as above, pp5-6)
Types of Publications include:

Single Author: Books


Multiple Authors: Books


Single Editor: Books


Multiple Editors: Books


Single Author: Journal Articles


Multiple Authors: Journal Articles


Authors with more than One Publication in a Single Year


Editions/Reprints


Chapter in a Book


Commentaries


Thesis/Dissertation Published


Thesis/Dissertation Unpublished


Film: Video/DVD


Articles/Chapters in Online Editions


http://www.oxfordreference.com/views/ENTRY.html?subview=Main&entry=t111.e5134

Web Blog


http://www.andrewbartlett.com/blog/
Blog Post

For a group blog, cite the author of the post:

Podcast