

Format of Entries in *MAP (Mount Athos Prosopography)* (as of 10.11.2023)

Introduction

The *Mount Athos Prosopography (MAP)* is a prosopographical database of all persons connected with Mount Athos over the course of the Middle Ages. The writing of the entries took place under the auspices of the MAMEMS project, which was funded by a Starting Grant of the European Research Council from March 2020 until February of 2025. It was built using OpenAtlas.

Approach

Though from the perspective of data collection comprised of “factoids”, *MAP* is not a “factoid-based” prosopography, in that its entries aspire to give short biographies of each person (to the extent this is possible) in which problems of scholarship are addressed (e.g. issues of dating, reliability of sources, etc.).

Coverage

MAP contains prosopographical entries for all persons related to Mount Athos over the course of the Middle Ages, from roughly 850 (when the first reliable evidence for the existence of monasticism on the Holy Mountain is recorded) until ca. 1550, shortly after the last of the great Athonite communal monasteries was founded (Stavronikita). As persons related to Mount Athos and therefore slated for inclusion in *MAP* are defined:

- members of the monastic community on the Holy Mountain
- patrons or benefactors of Mount Athos
- pilgrims or other visitors to the Holy Mountain
- officials of church or state involved in Athonite affairs
- workers or other laypersons employed on Athonite estates

These persons will constitute the first group added to the database. In addition, if time allows, a second, larger group will be added, consisting of:

- all persons mentioned in documents surviving from Athonite archives (even if not otherwise associated with the Holy Mountain)

Dates

Years are C.E. (Common Era) unless otherwise noted. Only rarely can entries give precise information on dates, given that most of the persons in *MAP* are attested only in a single Athonite document. Dates according to the Islamic calendar may be given for entries in Ottoman sources.

Names and Transliteration

Names for persons in *MAP* are given according to the commonly Anglicized form of the name in Byzantine Studies: Constantine for Konstantinos, John for Ioannes, etc. The form of the name should correspond to the usage in the *Oxford Dictionary of Byzantium*. In addition, under the category “Alias” a number is added to this standard form of the name that allows it be uniquely identified. Finally, the form of the name as it appears in the sources is given (in

the nominative case). In general, transliteration of the various languages used in *MAP* follows the system prescribed by the Library of Congress.

Example 1: Greek Name

The screenshot shows the MAMEMS interface for the actor 'Andronikos Kontoskales'. At the top, there is a navigation bar with 'MAMEMS' logo and tabs for 'Source', 'Event', 'Actor', 'Place', 'Artifact', 'Reference', and 'Types'. A search bar and language selection (CA, DE, EN, ES, FR) are also present. Below the navigation, the breadcrumb 'Actor > Andronikos Kontoskales' and version 'MAMEMS 7.17.2' are displayed. The main content area has a sub-navigation bar with 'Info', 'Source 1', 'Event', 'Relation 1', 'Member of 1', 'Artifact', 'Reference', 'File', and 'Note'. Below this is a toolbar with buttons for 'Edit', 'Copy', 'Delete', 'Bookmark', 'Network', 'JSON', 'RDF', and 'CSV'. The profile information for 'Andronikos Kontoskales' includes: 'Alias' (Andronikos 2, 'Ανδρόνικος Κοντοσκάλης'), 'Case study' (MAMEMS), and 'Gender' (Male). Under 'External reference systems', it lists '13108 (exact match at PLP)'.

Example 2: Slavonic name

The screenshot shows the MAMEMS interface for the actor 'John Uglješa'. At the top, there is a navigation bar with 'MAMEMS' logo and tabs for 'Source', 'Event', 'Actor', 'Place', 'Artifact', 'Reference', and 'Types'. A search bar and language selection (CA, DE, EN, ES, FR) are also present. Below the navigation, the breadcrumb 'Actor > John Uglješa' and version 'MAMEMS 7.17.2' are displayed. A light blue notification bar at the top of the main content area says 'Changes have been saved'. The main content area has a sub-navigation bar with 'Info', 'Source 2', 'Event 1', 'Relation', 'Member of', 'Artifact', 'Reference', 'File', and 'Note'. Below this is a toolbar with buttons for 'Edit', 'Copy', 'Delete', 'Bookmark', 'Network', 'JSON', 'RDF', and 'CSV'. The profile information for 'John Uglješa' includes: 'Alias' (Ив(ва)н Оуглјеша, John 13), 'End' (1371-09-26), 'Case study' (MAMEMS), 'Gender' (Male), and 'Language' (Serbian, Slavic/Slavonic). At the bottom, it notes 'Appears first 1369-01-01 at an event'.

Example 3: Georgian name

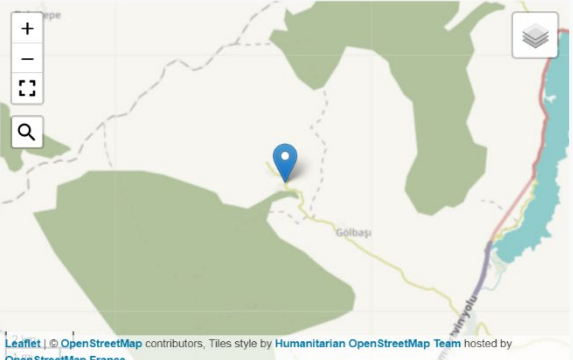
Actor > John MAMEMS 7.17.2

Info Source 3 Event 3 Relation Member of Artifact Reference File Note

[Edit](#) [Copy](#) [Delete](#) [Bookmark](#) [Network](#) [JSON](#) [RDF](#) [CSV](#)

John

Alias	Ioannes Iovane John 14 T'ornike Tornikios თორნიკე თორნიკიძე
End	Mount Athos
Case study	MAMEMS
Gender	Male
Language	Georgian Greek
Residence	Mount Athos



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External Reference System

If the person has an entry in another standard reference work, especially in the larger prosopographies such as the *PMW*, *PLP* or *PMBZ*, then this is noted. For more famous persons, their corresponding entry in Wikidata is given.

Gender

MAP entries refer to how gender was socially construed, for which there are three categories: male, female and eunuch. Eunuchs should be marked as both male and eunuch (thereby leaving open to debate whether they were a “third gender” or were perceived as a special subset of the male gender).

Language

For the entries, if language competency can be discerned from the surviving material, then this is noted here. For *MAP*; this is primarily by means of signing a document. The primary language of *MAP* is (American) English. N.B.: if possible, distinctions are made between the various forms of

Topographic or Ethnic Attribution

Attributions of ethnicity (“Armenian”, “Syrian”, etc.) or associations with a particular place (“from Trebizond”) are noted in the entries.

Citation Guidelines

The formatting guidelines employed for *MAP* are those of the “Brill Short Style Guide” for “The Medieval Mediterranean” series, the same guidelines used for the MAMEMS project’s accompanying edited volumes. In addition, *MAP* employs its own list of abbreviations, based primarily on the abbreviations used for the *PMBZ* (<http://pom.bbaw.de/pmbz/Abk-Pmbz.pdf>) and *LBG* (http://stephanus.tlg.uci.edu/lbg/lbg_abbreviations.html).

Since *MAP* does not use footnotes for its entries, instead references should be given in parentheses after the relevant information.

Bibliography

Items from the bibliography can be added to the “Reference” category. A comprehensive bibliography will be compiled at the end of the project.

Places

Since *MAP* is first and foremost a prosopographical undertaking, its coverage of places associated with Athos is not comprehensive. Places mentioned in *MAP*-related sources should above all be identified in standard reference works (*TIB*, Janin) and, if possible, to their corresponding entries in Geonames and Wikidata. Place names should be identified by the most common Anglicized form of the toponym. More detailed information (e.g. concerning the renderings of the toponym in various languages, etc.) can be gleaned from the aforementioned standard reference works.

List of Abbreviations for MAP (08.11.2023)

Based primarily on the abbreviations used for the PMBZ (<http://pom.bbaw.de/pmbz/Abk-Pmbz.pdf>) and LBG (http://stephanus.tlg.uci.edu/lbg/lbg_abbreviations.html)

- **Regestes**
 - **DöReg:** F. Dölger, *Regesten der Kaiserurkunden des Oströmischen Reiches I–V*. München 1924–1965; 2.Aufl. v. P.Wirth. II. 1995; III. 1977.
- **Journals and Reference Works**
 - **ArchPont:** Ἀρχεῖον Πόντου
 - **ByzSym:** Βυζαντινά Σύμμεικτα / *Byzantina Symmeikta* (2008-).
 - **PBW:** M. Jeffreys et al. *Prosopography of the Byzantine World, 2016* (King's College London, 2017) available at: <http://pbw2016.kdl.kcl.ac.uk>.
- **Catalogues**
 - **CIv Ge:** Catalogue of the Georgian Manuscripts of The Holy Monastery Of Iviron.
 - **CIv Gr xx:**
- **Sources**
 - **ABatop I:** Actes de Vatopédi 1. Des origines à 1329. Ed. J. Bompaire, J. Lefort, V. Kravari and Ch. Giros. Archives de l'Athos 21. Paris 2001.
 - **ABatop II:** Actes de Vatopédi 2. De 1330 à 1376. Ed. J. Lefort, V. Kravari, Ch. Giros and K. Smyrlis. Archives de l'Athos 22. Paris 2006.
 - **ABatop III:** Actes de Vatopédi 3. De 1377 à 1500. Ed. J. Lefort, V. Kravari, Ch. Giros, K. Smyrlis and R. Estangüo Gómez. Archives de l'Athos 23. Paris 2019.
 - **ADion:** Actes de Dionysiou. Ed. N.Oikonomidès. Archives de l'Athos 4. Paris 1968.
 - **AEsph:** Actes d'Esphigménou. Ed. Jacques Lefort. Archives de l'Athos 6. Paris 1973.
 - **AIv I:** Actes d'Iviron 1. Des origines au milieu du 11. Siècle. Ed. Jacques Lefort. Archives de l'Athos 14. Paris 1985.
 - **AIv II:** Actes d'Iviron 2. Du milieu du XIe siècle à 1204. Archives de l'Athos 16. Ed. Jacques Lefort..Paris 1990.
 - **AIv III:** Actes d'Iviron 3. De 1204 à 1328. Ed. Jacques Lefort, Nicholas Oikonomidès, Denise Papachryssanthou, Vassiliki Kravari, avec la collaboration d'Hélène Métrévéli. Archives de l'Athos 18. Paris 1994.
 - **AIv IV:** Actes d'Iviron 4. De 1328 au début du XVIe siècle. Ed. Jacques Lefort. Archives de l'Athos 19. Paris 1995.
 - **ALavra I:** Actes de Lavra 1. Des origines à 1204. Ed. Paul Lemerle. Archives de l'Athos 5. Paris 1970.
 - **APantel:** Actes de Saint-Pantéléèmon. Ed. Paul Lemerle. Archives de l'Athos 12. Paris 1982.
 - **AProt:** Actes du Prôtaton. Ed. Denise Papachryssanthou. Paris 1975.
 - **AXen :** Actes de Xénophon. Ed. D.Papachryssanthou. Paris 1986.
 - **AXer:** Actes de Xéropotamou. Ed. J. Bompaire. Actes d'Iviron 1. Paris 1964

- **ChonHist** : Χρονογραφική και τοπογραφική ιστορία τοῦ Ἁγίου Ὄρους Ἄθω. Ἴερὰ μονὴ Ἁγίου Παύλου. « Ἅγιος Παῦλος » ὁ *Ἐηροποταμίτης* 9 (1958) and 10 (1959).
- **MedSlavAct**: Medieval Slavic Acts from Mount Athos 1230-1734. Bulgarian and Serbian Acts From the Monasteries of Karakallou, Kastamonitou, St. Paul, Vatopedi and Xenophontos. Moldavian and Wallachian Slavic Acts From the Monasteries of Docheiariou, Kastamonitou and Zographou. Ed. K. Pavlikianov. Sofia 2018.



MANUSCRIPT PREPARATION

Manuscripts must be formatted in 11 or 12-point type throughout, including notes. Bold fonts should be avoided as much as possible (use italics not underscoring to signal italics). Use ragged right rather than justified margins. Additional space should not be inserted routinely between paragraphs or between notes; use subheads when necessary to signal a division between sections of the text. The manuscript should be paginated consecutively from start to finish. Notes should be printed as footnotes or endnotes but will be typeset as footnotes. Captions and illustrations can either be placed at the very end or in the text itself but should always be numbered per chapter (i.e. Fig. 1.1, Fig. 3.1, 3.2 etc.) in case of edited volumes.

The manuscript must be proofread before submission. It is important to check for computer glitches and to make sure everything is fully legible. If you use special characters from non-standard (non-unicode) fonts please be sure to embed the fonts before submitting the manuscript.

Most of the prescriptions that follow are concerned with citation style. For matters not discussed here, authors should refer to *The Chicago Manual of Style*, 14th ed. (Chicago, 1993).

CITATION PRACTICE IN BRIEF

The author is responsible for the accuracy of quotations and citations, which should be verified before the manuscript is submitted.

The guiding principle for citations is maximum clarity for the reader rather than brevity. When in doubt, the author should err on the side of providing more rather than less information.

Arabic numerals are to be used for volume, part, and section numbers. This is true for journal volume numbers, for volume numbers and other subdivisions in a series, and for volume numbers in a multivolume work. It is also true for the subdivisions of classical and medieval texts. However, roman numerals are retained when the original work uses them! They are also retained for manuscript shelfmarks, where as much as possible the usage of the library should be followed.

Primary sources

Models for the citation of classical and medieval works are the following:

1. Medieval Author, *Opus* 2.4.1, ed. Modern Editor (City, 1990), p. 135.
2. Medieval Author, *Opus* 2.4.1, ed. Editor, p. 135.
3. Medieval Author, *Opus* 2.4.1.
4. Medieval Author, *Opus* 2.4.1, line 5.
5. Medieval Author, *Opus* 2.4.1, p. 135.
6. Matt. 5:21; 1 Cor. 2:12.

Note 1 is a standard first citation. The subdivisions of the medieval work follow the title without intervening punctuation, in descending order, separated by periods. For example, *Opus* is divided into books, sections, and chapters, and the sample citation should be read as book 2, section 4, chapter 1.

Once the edition of a work has been provided in the first citation, subsequent references are shortened as in note 2, or even more as in notes 3, 4, or 5. The nature of the work and its editorial history will determine which version is required.

Note 6 shows standard biblical citations, which use colons as the divider between subdivisions, in this instance between chapter and verse. If the reader might have difficulty deciphering this system as it applies to a given work, the reference should be spelled out in full.

Secondary works

Models for the citation of secondary works are the following:

7. John Doe, *Book Title* (City, 1995), pp. 27-31.
8. Jane Smith, "Article Title," *Journal* 24 (1992), 2-14.
9. Doe, *Short Title*, p. 76; Smith, "Short Title," p. 9.

The abbreviations "p." and "pp." are almost always used with page references to modern printed works. The most notable exception is full citations of journal articles, where the convention of providing in sequence the volume number, publication date, and page numbers is so well established that further specification is unnecessary. Provide inclusive pages rather than "f." or "ff."

BOOK CITATIONS

Authors' names should be cited as they appear on the title page. Do not abbreviate given names to initials.

Publishers should be omitted; the parentheses should include only the place and date of publication (and reprint information, where applicable). If the publisher lists more than one location, it is usually sufficient to cite only the first location in the list. The conventional English form of place-names should be given ("Turin," *not* "Torino"; "Munich," *not* "München"), with the addition of the country or state if required ("Cambridge, Mass.," *or* "Cambridge, Eng.").

Simplest form

Susan Reynolds, *Fiefs and Vassals: The Medieval Evidence Reinterpreted* (New York, 1994), pp. 18-19, 92-93, and 118-19.

Later editions and reprints

Frank Barlow, *The Feudal Kingdom of England, 1042-1216*, 4th ed. (London, 1988), pp. 224-26.

Charles H. Beeson, *A Primer of Medieval Latin: An Anthology of Prose and Poetry* (1925; repr. Washington, D.C., 1986), pp. 25-27.

Multiple volumes

Max Manitius, *Geschichte der lateinischen Literatur des Mittelalters*, 3 vols (Munich, 1911-31), 1:78. [The citation is to volume 1, page 78. The following citation is equally correct.] Max Manitius, *Geschichte der lateinischen Literatur des Mittelalters*, 1 (Munich, 1911), p. 78.

Monographs in a series

Arno Borst, *Die Katharer*, (Schriften der Monumenta Germaniae Historica) 12 (Stuttgart, 1953), pp. 112-15. [Series information is sometimes essential for locating books and ought to be included in such cases, but the editor(s) of series can usually be omitted.]

Edited or translated works

Hildegard of Bingen, *The Letters of Hildegard of Bingen*, 1, trans. Joseph L. Baird and Radd K. Ehrman (New York, 1994), pp. 34-35. [Here the abbreviation “trans.” means “translated by” and does not change when there is more than one translator.]

Emil Friedberg, ed., *Corpus iuris canonici*, 2 vols (Leipzig, 1879-81), 2:lxiv. [Here the abbreviation “ed.” means “editor”; the plural is “eds.”]

Georges Duby, *Love and Marriage in the Middle Ages*, trans. Jane Dunnet (Chicago, 1994), pp. vii and 25.

Foreign titles

Follow the prevailing rules for the given language in the capitalization of foreign titles. In Latin titles capitalize only the first word, proper nouns, and proper adjectives. In French, Italian, and Spanish titles capitalize only the first word and proper nouns.

Titles in languages other than classical and medieval Latin and Greek, French, Italian, German, and Spanish may be translated. The translation follows the title in square brackets and is not italicized; only the first word and proper nouns and adjectives are capitalized.

Boris Poršnev, *Feodalism i narodnye massy* [Feudalism and the masses] (Moscow, 1964), pp. 22-50.

Subsequent references

Reynolds, *Fiefs and Vassals*, p. 97.

Use short titles rather than “op. cit.” Use “ibid.” only when there is a long series of notes referring to the same work, making short titles otiose.

If there is a considerable gap between the first reference and the next citation, it is a help to the reader to use this form:

Reynolds, *Fiefs and Vassals* (see above, n. 5), p. 97.

If the work by Reynolds is cited frequently throughout the article, the first reference may include the indication “hereafter cited as Reynolds.” Then subsequent references take the form “Reynolds, p. 97.”

ARTICLES

Do not abbreviate journal titles. One of few exceptions is *PMLA*, where the abbreviation has become the main title of the journal.

Anna Carlotta Dionisotti, “On Bede, Grammars, and Greek,” *Revue bénédictine* 92 (1982), 129.

Anne Walters Robertson, “The Mass of Guillaume de Machaut in the Cathedral of Reims,” in *Plainsong in the Age of Polyphony*, ed. Thomas Forest Kelly, Cambridge Studies in Performance Practice 2 (Cambridge, Eng., 1991), pp. 100-139.

Robert Bourgeois, “La théorie de la connaissance intellectuelle chez Henri de Gand,” *Revue de philosophie*, n.s. 6 (1936), 238-59.

Subsequent references

Dionisotti, “On Bede,” p. 129.

MANUSCRIPTS

Both in the text and in the notes the abbreviation “MS” (plural “MSS”) can be omitted when it precedes a shelfmark. Cite the shelfmark according to the practice of the given library. Folio numbers should include a recto/verso reference, abbreviated and written on the line, not as a superscript. The abbreviation of “folio” is “fol.” (plural “fols”).

The first, full reference to a manuscript should give the place-name, the name of the library, and the shelfmark:

Paris, Bibliothèque nationale de France, lat. 4117, fols. 108v-145r.

Vatican City, Biblioteca Apostolica Vaticana, Vat. lat. 6055, fols. 151r-228v.

Subsequent references

BnF lat. 4117, fol. 108r. [If the context allows, “lat. 4117” may be sufficient.]

Vat. lat. 6055, fol. 151r.

ANCIENT AND MEDIEVAL WORKS, INCLUDING THE BIBLE

The system of citation used in the following examples is explained above under “Citation Practice in Brief.” For canonical collections, registers, etc., the prevailing abbreviations and style of citation should be used.

Bede, *Historia ecclesiastica* 2.3, ed. and trans. Bertram Colgrave and R. A. B. Mynors (Oxford, 1969), p. 142.

Prov. 2:5 [Do not italicize books of the Bible. Use a colon rather than a period between chapter and verse.]

Subsequent references

Bede, *Historia ecclesiastica* 2.3, p. 142.

Isidore of Seville, *Etymologiae* 12.1.59. [Page numbers of the edition are often not required.]

SERIES

Series titles and abbreviations thereof are not italicized. Many series are familiar enough to allow the use of standard abbreviations, and it is often permissible to eliminate the name of the editor and the place and date of publication. If in doubt, use the full title. The volume number and page number are separated by a colon, with no space between the elements.

PL 123:347.

MGH SS 13:229.

If the series is subdivided

MGH LL 2/1:263. [Section 2, volume 1, page 263.]

Full citation of an edited work in a series

Alcuin, *Vita Willibrordi*, ed. Wilhelm Levison, MGH SSrerMerov 7 (1920), pp. 113-41.

ELECTRONIC DOCUMENTS

Cited by URL

1. Pedersen J, Wallace M. 1999. Wiley Journals DTD: Guidelines for reference tagging. Available at <http://jws-edcd.wiley.com:8255/refguide.html>. Accessed 2002 Feb 4.

Cited by DOI

1. Owen, MJ. Release agents. In: Kirk-Othmer encyclopedia of chemical technology. Article online posting date: November 16, 2001. DOI: 10.1002/0471238961.1805120515230514.a01.pub2.
2. Oussalah M. Some notes on fusion of uncertain information. *International Journal of Intelligent Systems* 1984;19(6). Published online: April 23, 2004. DOI: 10.1002/int.20001.

STYLE CONSIDERATIONS

An author's priority should be consistency. Spelling should be consistent throughout; the structure of your manuscript (chapters, heading and subheadings) should be clear. For footnote references and bibliographies, Brill books generally follow the Chicago Manual of Style. If your book follows a different style manual, or if different style requirements are applicable for the series in which your book will appear, please consult the Acquisitions editor concerned with your field of research.

Some useful suggestions for style handbooks are:

- *The Chicago Manual of Style*, fourteenth edition. Chicago-London (The University of Chicago Press)
- R.M. Ritter (ed. & comp.), *The Oxford Style Manual*. Oxford (Oxford University Press) 2003
- Patrick H. Alexander et al. (eds.), *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies*. Peabody, Mass. (Hendrickson Publishers) 1999.

SUBHEADINGS

Please make sure that each level of subheadings is clear from the copy. If necessary, indicate the level of a subheading in the left margin of the printout by writing 'L1', 'L2', 'L3'. The use of more than three levels of subheadings is discouraged.

REFERENCES TO MODERN AUTHORS

The first mention of a modern author in the text should include the given name (or initials, if that is the author's preferred form).

PLACE NAMES

Place names should generally be given in the conventional or current English form: Aachen, not Aix-la-Chapelle; Milan, not Milano.

NOTES

Notes should be succinct and should be confined to material necessary to support assertions in the text. They will ordinarily be printed as footnotes.

SCHOLARLY REFERENCE WORDS

Words and abbreviations such as "et al.," "ibid.," "idem," "passim," "e.g.," "i.e.," and "ca." should not be italicized. The only exception is "[sic]." Note that "cf." means "compare" and should not be used when "see" or "see also" is the accurate expression.

CAPITALIZATION

"Middle Ages" is capitalized, but "medieval" is not. On religious names and terms see the *Chicago Manual*, pp. 265-72. "Church" is generally lowercased, unless it is part of the official name of a denomination or building, or unless it refers to the universal Church. "Bible" is capitalized, but "biblical" is not.

SPELLING

- a) Use either British-English or American-English spellings as appropriate. Whichever style you follow please be consistent.
- b) Use 'ize', not 'ise' spelling where both forms are in use (e.g. criticize, recognize, etc.; but analyse).
- c) Preferred forms of common words are: acknowledgement (not acknowledgment), among (not amongst), while (not whilst), cooperate (not co-operate), coordinate (not co-ordinate), elite (not élite), judgement (not judgment), naive (not naïve), role (not rôle). Generally, be consistent.

PUNCTUATION

- a) Quotation marks: Single quotation marks (' ') are used to distinguish words, concepts or short phrases under discussion. Direct quotations of fewer than twenty-five words should be enclosed in double quotation marks (" ") and run on in the text. Double quotation marks should also be used for titles of articles from journals and reference works. Larger sections of quoted text (i.e. anything over four lines): set these off from other text by adding a blank line above and below the section, and indent the block of text on the left. These larger sections, or 'block quotations', should not be enclosed in quotation marks.
- b) Use a single space after a full stop, and after other punctuation marks such as commas and colons. Do not put a space in front of a question mark, or in front of a closing quotation mark.
- c) Ellipsis (...): Treat this like a word, placing a space on either side of the three dots. If an ellipsis ends a sentence, do not use a final point.
- d) Lists of three or more items should be punctuated with a comma between the two final items ("Oxford" comma), e.g. Quince, Bottom, and Flute; not Quince, Bottom and Flute, except where additional clarity recommends its absence.

ABBREVIATIONS

- a) Abbreviations should be consistent and easily identifiable throughout.
- b) Do not insert an apostrophe in plurals such as 1970s.
- c) The period should not be omitted after abbreviations.
- d) Omit the full point after contractions containing the last letter of a word (Dr, vols, but vol.) and after units of measurement (cm, mm). In proper names, initials are followed by a full stop but no space in between, e.g. T.S. Eliot. Note the space between the final initial and the surname.

DATES AND NUMBERS

- a) Use A.D. and B.C. rather than C.E. and B.C.E. to indicate era.
- b) 6 February 1957 (no commas)
- c) 1990s (no apostrophe, not '90s)
- d) 5th century; 19th century (numerals), hyphenated if used adjectivally
- e) In spans: 1985[-]86, 1939[-]45, 1914[-]18.
- f) Note *c.1873* (italic, no space).
- g) In references, etc., where using numerals: 9[-]10, 11[-]16, 21[-]22, 101[-]02, 13[-]14, 134[-]36, 238[-]53.
- h) Spell out numbers one to ten in continuous prose except when referring to centuries (5th century), large amounts of money with currency sign (\$8 million), or in mathematical work or measurements. Do not start sentences with numerals.
- i) Include a space between numbers and units in measurements, e.g. 3 cm, not 3cm.
- j) With abbreviations of SI units, never add an s or full point to the abbreviation and always use numerals. Write 9 kg or nine kilograms, not nine kg.
- k) Write out per cent (two words, not %).
- l) Use a full point on the line for decimal points.

- m) In numbers with five or more digits, comma off the digits in threes (using a space instead of a comma in scientific or technical contexts): 1000, 10,000 (or 10 000), 100,000,000 (or 100 000 000).
- n) Spell out fractions using a hyphen: one-third; four-fifths.

HYPHENATION

Hyphenation is optional in many cases and in many words the hyphen is being used less and less, e.g. socioeconomic. NB French place-names containing "Saint" are normally spelled out, and the hyphen is essential: "Saint-Denis."

ITALICS AND ROMAN TYPE

Italicize the following:

- a) Titles of published books, except for the Bible (and books of the Bible) and the Quran (Koran)
- b) Names of plays, screenplays, radio and television plays, operas, ballets
- c) Titles of newspapers: New York Times, The Times, Le Monde, Die Welt
- d) Titles of magazines, journals, periodicals, whether English language or not: Journal of Literary Translation, World Literature, Cahiers du Cinéma, Mundo Nuevo
- e) Titles of paintings, sculpture, and other works of art
- f) Words and short phrases in foreign languages (unless anglicized)

BUT NOT:

- g) Titles of chapters, essays, and short stories - roman in double quotation marks
- h) i.e. and e.g. - roman not italic; comma before but not after

QUOTATIONS

- a) Do not change the spelling or punctuation in a quotation.
- b) Use double quotation marks throughout (US spelling), but single for quotations within quotations.
- c) Leader dots should normally be avoided at the beginning and end of a quotation.
- d) Quotations of more than forty words: set these off from other text by adding a blank line above and below the section, and indent the block of text on the left. These larger sections, or 'block quotations', should not be enclosed in quotation marks. However, leader dots should be used if the quotation begins mid-sentence.
- e) All use of foreign languages (whether ancient or modern) is to be followed by a translation into English (usually in parentheses). Alternatively, one could refer to a term in English and then place the foreign term in parentheses. If a foreign quotation is brief, the English translation may follow it in parentheses. If it is a longer quotation, provide the translation in a footnote.