

OWTW – Style Sheet

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(1) INTRODUCTIONS, GENERAL SURVEY, CASE STUDIES

STANDARD FORMATTING

- Page setup: A4; margins: 20mm right and left; 30mm top and bottom; no header and footer; page numbers (bottom, center).
- Main body: times 12; line spacing: ‘at least 15pt’; first line of paragraph: indent 0.5 (except for first lines of new sections and after block quotations); no empty lines or extra spaces between paragraphs; orientation: justified.
- Block quotations: set quotations of ca. 20 words or more as block quotations (indent right and left: 0.5); do not enclose within quotation marks; leave an empty line above and below; times 10; line spacing single; orientation: justified.
- Footnotes: times 10; line spacing single; first line: indent 0.5; orientation: justified; no spaces between paragraphs.
- Chapter titles: times 18; bold; orientation: centered; after chapter title: full name of the author (times 14; italics, not bold; two empty lines before, two after).
- Subtitles: maximum of two levels of subtitles; first level: times 12; bold; orientation: left; two empty lines before, one empty line after; second level: times 12; not bold, italics; orientation: left; two empty lines before (unless it directly follows a subtitle of the first level; in this case, only one empty line before), one empty line after.

SPELLING & TRANSLITERATION

- Consistently apply either Commonwealth/UK or American spelling.
- Historical periods are capitalized (e.g. Middle Ages, the Reformation).
- In the main text, use only Latin alphabet (i.e. transliterate Greek, Arabic, and Hebrew script); In the footnotes, non-Latin scripts can be used for quotations; NB: words with a standard

- English spelling (e.g., Quran) should keep this spelling.
- Transliteration charts (recommendation):
 - Greek: <<http://www.s-e-t-s.org.uk/bulletin/style-guide/greek-transliteration-chart>>.
 - Arabic: <<https://www.cambridge.org/core/services/aop-file-manager/file/57d83390f6ea5a022234b400/TransChart.pdf>> (NB: for diphthongs the transliteration should consistently be *aw* and *ay*).
 - Hebrew: <<http://www.s-e-t-s.org.uk/bulletin/style-guide/hebrew-transliteration-chart>>.

PUNCTUATION

- Punctuation goes outside quotation marks.
- Use double quotation marks for quotations (except block quotations, see above); use single quotation marks for material supposition (mention), and within double quotation marks.
- Place ellipses within square brackets ‘[...]’ when they indicate omitted text from a quotation; use angular brackets ‘<...>’ to indicate additions in quotations and translations and changes of page, folio, column, etc., numbers in original texts.
- Use unbreakable spaces between initials, as well as between initials and names. Also use unbreakable spaces between two words or signs which make up a strong unit, e.g. ‘d. 1308’, ‘century CE’, etc.

ITALICS, ROMAN & BOLDFACE

- Single words or compound expressions in a foreign language should be in italics; direct quotations should be in Roman and within double quotation marks (for block quotations, see above).
- Do not use italics for sic, ca., cf., ibid., id., e.g., et al., etc., passim, viz.
- Use Roman for religious works such as ‘the Bible’, ‘the Quran’, and ‘the Talmud’, and do not place individual books of the Bible in italics or within quotation marks (e.g. II Cor 5.13-15).
- Do not use boldface for emphasis but italics. Keep emphasis to an absolute minimum.

ABBREVIATIONS

- Do not use loc. cit. or op. cit.
- Use b. for ‘birth / born’, use d. for ‘death / died’.
- Do not use full-stops / periods after vols, nos, eds, CE.
- Do use full-stops / periods with e.g., h., i.e., no., ed., pl., repr., ps., trans., viz., and so on.
- Use MS and MSS for manuscript shelf-mark citations and references; but otherwise the word ‘manuscript’ in full.
- References to sacred texts are abbreviated, according to the following example: II Cor 5.13-15; Gen 1.19; Q 2.3; for abbreviations of biblical books, see: <<https://www.nashotah.edu/sites/default/files/Biblical%20Abbreviations.pdf>>.

FOOTNOTES

- Times 10; line spacing single; orientation: justified; no spaces between paragraphs; indent 0.5.
- Footnote reference numbers in the main text should generally be located at the end of a sentence, after punctuation.
- Do not use a footnote number in a title or heading.
- Bibliographical references are given as follows: first occurrence–full reference; every later occurrence–short title (for examples, see below, the section on References & Bibliographical details). Note that there will be no stand-alone bibliographies.
- For references to sacred texts, see above (‘Abbreviations’).

(2) REFERENCES & BIBLIOGRAPHICAL DETAILS

Please note that in what follows, we are giving examples of the most common kinds of reference. Additionally, we have uploaded models for case studies and texts and translations. In case of doubt, we recommend that you follow those standards of your field that most neatly correspond to the style applied in this series. Some general rules:

- English titles (of articles, books, etc.): every word is capitalized except articles, possessives, prepositions, coordinating conjunctions and other syncategoremata. Titles in other languages: the standard of the respective language is followed. Arabic, Latin, etc.: first word and names are capitalized, everything else is set in small letters.
- In principle, titles of series (collections) are not indicated, unless they are important, very useful, or typically referenced in your specific field, e.g., if they are necessary in order to locate a book on a library shelf (for instance, *Patrologia Latina*, *Corpus Christianorum*, etc.).

MONOGRAPHS

- H. M. Chadwick and N. K. Chadwick, *The Growth of Literature*, 3 vols, Cambridge: Cambridge University Press, 1932-1940.
Short title: Chadwick and Chadwick, *Growth of Literature*; e.g.: See Chadwick and Chadwick, *Growth of Literature*, II, 23-31.

ANTHOLOGIES & REFERENCE WORKS

- I. Rosier-Catach (ed.), *Arts du langage et théologie aux confins des XI^e-XII^e siècles: Textes, maîtres, débats*, Turnhout: Brepols, 2011.
Short title: Rosier-Catach (ed.), *Arts du langage*.

ONLINE DATABASES

- K. Dukes, *The Quranic Arabic Corpus*, 2009-2017, <<http://corpus.quran.com/>>.
- Al-Maktabat al-Shamela, version 3.64, *Electronic Database of Arabic Texts*, <<http://shamela.ws/>>.

EDITED OR TRANSLATED WORKS

- Peter Abelard, *Glossae super Peri hermeneias*, ed. K. Jacobi and C. Strub, Turnhout: Brepols, 2010.
Short title: Abelard, *Glossae super Peri hermeneias*, 23.4-9.
- Naṣīr al-Dīn al-Ṭūsī, *Ḥall mushkilāt al-Ishārāt*, ed. S. Dunyā, 4 vols in 3 tomes, Cairo: Dār al-Ma'ārif, 1960.
Short title: Ṭūsī, *Ḥall mushkilāt al-Ishārāt*, I, 55.3-56.2. (NB: here the reference in Roman number is to the tome, not the volume; in 'normal' cases it is to the volume.)
- William of Ockham, *Summa logicae*, ed. P. Boehner, G. Gál, and S. F. Brown, St Bonaventure: The Franciscan Institute, 1974 (*Opera philosophica*, I).
Short title: Ockham, *Summa logicae*, 26.12-13.
- William of Ockham, *Expositio super Librum Praedicamentorum Aristotelis*, ed. G. Gál, St Bonaventure: The Franciscan Institute, 1978 (in: *Opera philosophica*, II, 135-339).
- Abū Naṣr al-Fārābī, *Political Regime [= Siyāsa madaniyya]*, trans. C. E. Butterworth, in: *Alfarabi, The Political Writings*, II, Ithaca: Cornell University Press, 2015, 25-94.
Short title: Fārābī, *Political Regime*, 37-41.
- John Versor, *Super omnes libros novae logiae*, Cologne 1494, repr. Frankfurt am Main: Minerva, 1967.

CHAPTERS, ARTICLES, OR PASSAGES IN A BOOK OR MULTI-VOLUME ŒUVRE

- F. Bogdanow, “The Suite du Merlin and the Post-Vulgate Roman du Graal”, in: *Arthurian Literature in the Middle Ages: A Collaborative History*, ed. R. S. Loomis, Oxford: Clarendon Press, 1959, 325-335.
Short title: Bodganow, “The Suite du Merlin”, 325-327.
- W. K. C. Guthrie, *Aristotle: An Encounter*, Cambridge: Cambridge University Press, 1990 (*A History of Greek Philosophy*, VI), 95-97. (NB: This example is meant to illustrate how to quote a passage from an individual volume of a multi-volume œuvre the individual volumes of which have extra titles.)
Short title: Guthrie, *Aristotle*, 135-169.
- S. P. Marrone, “The Rise of the Universities”, in: *The Cambridge History of Medieval Philosophy*, rev. edition, 2 vols, ed. R. Pasnau and C. van Dyke, Cambridge: Cambridge University Press, 2014, I, 50-62. (NB: ‘2 vols’ and the like is indicated in all those multi-volume œuvres the individual volumes of which do not have extra titles.)
Short title: Marrone, “Rise of the Universities”, I, 52.

ENTRIES IN AN ENCYCLOPEDIA

- Y. Congar, “Théologie”, in: *Dictionnaire de théologie catholique* 16 (1946), 381-502.

ARTICLES OR ENTRIES IN AN ONLINE RESOURCE

- N. Calder, “Taklīd”, in: *Encyclopaedia of Islam*, Second Edition, ed. P. Bearman et al., <http://dx.doi.org/10.1163/1573-3912_islam_SIM_7343>.
- A. Falcon, “Commentators on Aristotle”, in: *The Stanford Encyclopedia of Philosophy*, ed. E. N. Zalta, Fall 2013 edition, <<http://plato.stanford.edu/archives/fall2013/entries/aristotle-commentators/>>.

NB: If the internet address is not permanent, indicate date of access (i.e., add ‘accessed 26 August 2020’ behind the editor and before the address, separated by commas – in the place where the SEP reference above has “Fall 2013 edition”).

ARTICLES IN A JOURNAL

- R. F. Cook, “Baudouin de Sebourg: un poème édifiant?”, in: *Olifant* 14 (1989), 115-135.
- T.-A. Druart, “Al-Fārābī: A Philosopher Challenging Some of the Kalām’s Views on the Origin and Development of Language”, in: *Studia graeco-arabica* 8 (2018), 181-188.

PhD THESES

- S. Di Vincenzo, *Avicenna, Book of the Healing, Isagoge (‘Madḥal’): Edition of the Arabic Text, English Translation and Commentary*, PhD thesis: Scuola Normale Superiore, Pisa, and École Pratique des Hautes Études, Paris, 2018.
- M. Najafi, *Fakhr al-Dīn al-Rāzī’s (d. 1210) Philosophy of Language between Bayān and Burhān*, PhD thesis: Albert-Ludwigs-Universität Freiburg, 2019.

MANUSCRIPT REFERENCES

- London, British Library, Cotton MSS, Caligula D III, 1va-65rb.

(3) TEXTS & TRANSLATIONS

The structure and presentation of this part may vary from volume to volume, depending on the underlying rationale. Accordingly, the following indications are rules which, to some extent, allow for flexibility. For this section of the style sheet it might be particularly useful to consult the model we have uploaded. Note, however, that in general the individual sections of this part should correspond to the case studies and represent the debates, issues, different positions, etc., explored there.

PAGE SETUP & ARRANGEMENT

- The page setup is identical with the page setup of Parts I and II (see above, first section of this style sheet).
- Texts and translations are arranged in tables, with the translations on the left side and the original texts on the right; formatting: times 12; line spacing ‘at least 15pt’; first line of paragraph: indent 0.5 (except for first lines of new texts or new thematic units; on the latter, see below, ‘Thematic Units’); no empty lines or extra spaces between paragraphs; orientation: justified; begin new paragraph in new table row.
- Use titles and subtitles in order to structure the set of texts and translations that corresponds to your case study; formatting of titles and subtitles: see ‘Standard Formatting’ in the first section of this style sheet.
- Footnotes are formatted like in Parts I and II (see above, first section of this style sheet).

THEMATIC UNITS

- Each set of texts and translations that corresponds to a case study should be succinctly introduced (approximately 10 lines) explaining the selection and its underlying rationale.
- The texts should be split into smaller passages (roughly, of paragraph-length each) and arranged in thematic units; a transition to a new thematic unit is indicated by a new table, which is preceded by a (thematic) subtitle.
- At the beginning of a new thematic unit, the reference of the immediately following text passage is given (as a sub-subtitle), either in full (if introduced for the first time) or by means of the short title (if already referenced previously).
- Text passages within thematic units can be taken from different books or authors; still, whenever you move to a different book or author, begin a new table and indicate the reference as a (sub-)subtitle preceding the new table.

FORMATTING

- Please indicate changes of page, folio, column, etc., in the original texts (not in the translations); place the reference between angular brackets ‘<...>’.
- Use existing standard editions where available, however, note that the critical apparatus cannot be copied (i.e., copy the text itself only).
- Place ellipses within square brackets ‘[...]’ when they indicate omitted text from a quotation; use angular brackets ‘<...>’ to indicate additions.
- Please mind the quantitative limits: approximately 15 pages of texts and translations per case study.

FOOTNOTES

- Footnotes must be kept to the absolute minimum.
- All explicative footnotes (source references, explanations of concepts, etc.) are given in the English translation.
- Only philological notes are given in the original texts.