



SOPHIA CENTRE PRESS

Sophia Centre Press Style Guide

We use *The Chicago Manual of Style* 16th ed. as our guide.
http://www.chicagomanualofstyle.org/tools_citationguide.html

References

Footnotes should be used. Footnotes and quotations should be numbered consecutively throughout the article. As far as possible they should be restricted to references.

References should be full enough when first cited to be readily identifiable. Any further references should be indicated by a clear abbreviation, thereby avoiding *op. cit.* and *loc. cit.* We suggest using the author's last name, abbreviation of the title, and page numbers as necessary. Examples are given below.

Where a reference to a single work is followed in the next footnote by a reference to the same work, *ibid.* may be used, but it should not be used after citations of more than one work. References to books should indicate authors by initial(s), or first name if commonly used, and surname, title in italics (underlined in typescripts), place of publication, publisher and date in round brackets, abbreviation in square brackets (abbreviation should be given only if the work is cited subsequently to first citation!), and page number.

In general there should be no more than one footnote per sentence, placed at the end of the sentence.

Publications of Conference Proceedings

Please note that we require a bibliography in addition to footnotes.

Quotations in the text

Within the text single quotation marks should be used. Double quotation marks should be used only for quotations within quotations.

Only quotations of over fifty words should be indented, without quotation marks.

Dates should be expressed thus: 1 January 1900; the 1990s, the twentieth century; 1939–45, 1989–90. Numbers up to ninety-nine should be spelled out in full, unless as part of mathematical formulae or astronomical measurement. In footnotes dates should be abbreviated thus: 1 Jan. 1900.

Capitalisation should be kept to a minimum, preferably only for personal and place names and for titles when articulated to a person name (thus 'the doctor' but 'Doctor Dee').

Abbreviating or condensing inclusive numbers:

For numbers below 100, all numbers should be used: e.g., 3-10, 71-72.
For 100 or multiples of 100 use all digits, e.g., 100-104, 1100-1113.
For 101 to 109 use changed part only, e.g. 101-8
110 onwards, use 2 or more digits as needed, e.g., 321-28, 1087-89.
110 onwards, and 1000 onwards, if three digits change, use all digits.

When in doubt, include all numbers.

Roman numerals are always given in full.

Citing classical texts

Classical and medieval texts are often divided into numbered books, chapters, paragraphs and line numbers. In such cases the page number is optional.

For example:

Plato, *Republic*, Book I, 364E.

Plato, *Laws* V.737 E-738 A, VI 771 A-C, *Epinomis* 978E-979A.

Augustine, *City of God*, Book V, ch. 6, in Aquinas, *Summa Contra Gentiles*, III.85.14.

Citing a work quoted or cited within another work:

Manuel, Frank E., *The Religion of Isaac Newton* (Oxford: Oxford University Press, 1974), p. 23, in Charles Webster, *From Paracelsus to Newton: Magic and the Making of Modern Science* (Cambridge: Cambridge University Press, 1982), p. 11.

If work is already cited;

Manuel, *The Religion of Isaac Newton*, p. 23, in Charles Webster, *From Paracelsus to Newton: Magic and the Making of Modern Science*, p. 11.

Edited volumes:

Patrick Grim (ed.), *Philosophy of Science and the Occult*, 2nd ed., SUNY Series in Philosophy (Albany: State University of New York Press, 1990), p. 36.

In future citations: Grim, *Philosophy*, p. 36.

Or:

Magika Hiera: Ancient Greek Magic and Religion, eds C. Faraone and D. Obbink (Oxford: Oxford University Press, 1991), p. 48.

For a non-edited book of more than one volume, e.g.:

P. M. Fraser, *Ptolemaic Alexandria*, 3 vols, (Oxford: Oxford University Press, 1972), 2:151-53.

References to articles and essays within edited works:

A.D.H. Bivar, 'Mithra and Mesopotamia', in John R. Hinnells (ed.), *Mithraic Studies* (Manchester: Manchester University Press, 1975), pp. 275-89.

An example of a future citation: Bivar, 'Mithra and Mesopotamia', p. 276.

Journal and magazine articles

Percy Seymour, 'Astrology: the case for the defence', *Astronomy Now*, Vol. 10, no. 11 (1996): pp. 43–46.

Translated works

Always cite the work under the author's name. Include the translator's name after the title.

Ptolemy, Claudius, *Tetrabiblos*, trans. F.E. Robbins (Cambridge Mass.: Harvard University Press, 1940).

Theses

J. Smith, 'Traditional Vegetarian Cookery' (PhD Thesis, University of London, 1979).

Websites

Web references should contain the actual website address (URL, beginning 'http://'), and the date it was last accessed. Please include the author's name where possible. Where there is no author given, please use 'Anon.'

For example:

Anon., 'Taking the Mickey in Goa' at http://www.rodents_alive.com/mickey1.html [accessed 12 April 2000].

Holland M., Harvard System (Poole: Bournemouth University, 1996) at http://www.bournemouth.ac.uk/services-depts/lis/LIS_Pub/harvardsyst.html [accessed 6 December 1996].

Whereas Chicago 16 recommends access dates be dropped, we require them to be included.

Bibliography

A bibliography should be included at the end of the paper of all the works cited in the references as well as any other additional sources that were drawn from, in alphabetical order by the author's last name.

For example;

Anon., 'Taking the Mickey in Goa', at http://www.rodents_alive.com/mickey1.html [accessed 12 April 2000].

Bryman, Alan, *Quantity and Quality in Social Research* (London: Routledge, 2001).

Campion, Nicholas, Patrick Curry and Michael York, eds., *Astrology and the Academy* (Bristol: Cinnabar, 2004).

Coopland, G.W., *Nicole Oresme and the Astrologers: a Study of his De Divinacions* (Liverpool: Liverpool University Press, 1952).

Curry, Patrick and Roy Willis, *Astrology, Science and Culture: Pulling Down the Moon* (Oxford: Berg, 2004).

Davies, C., *Reflexive Ethnography: A Guide to Researching Ourselves and Others* (London: Routledge, 1999).

Greenwood, Susan, *Magic, Witchcraft and the Otherworld: An Anthropology* (Oxford: Berg, 2000).

Grim, Patrick, (ed.), *Philosophy of Science and the Occult*, 2nd ed., SUNY Series in Philosophy (Albany: State University of New York Press, 1990).

Holland M., *Harvard System* (Poole: Bournemouth University, 1996), at http://www.bournemouth.ac.uk/services-depts/lis/LIS_Pub/harvardsyst.html [accessed on 6 Dec. 1996].

Jones, Prudence, "'Aspects" of Deity', in Nicholas Campion, Patrick Curry and Michael York, (eds), *Astrology and the Academy* (Bristol: Cinnabar, 2004), pp. 25–48.

Kirk, G.S, J.E. Raven and M. Schofield, *The Presocratic Philosophers*, 2nd ed. (Cambridge: Cambridge University Press, 1983).

Manuel, Frank E., *The Religion of Isaac Newton* (Oxford: Oxford University Press, 1974), p. 23, in Charles Webster, *From Paracelsus to Newton: Magic and the Making of Modern Science* (Cambridge: Cambridge University Press, 1982), p. 11.

McCutcheon, R., *The Insider/Outsider Problem in the Study of Religion: A Reader* (London: Cassell, 1999).

Plato, *Republic*, trans. Paul Shorey (Cambridge Mass.: Harvard University Press, 1937).

Seymour, Percy, 'Astrology: the case for the defence', *Astronomy Now*, Vol. 10, no. 11 (1996), pp. 43–46.

Smith, J., 'Traditional Vegetarian Cookery' (PhD Thesis, University of London, 1979).

Silverman, D., (ed.), *Qualitative Research: Theory, Method and Practice* (London: Sage, 1997).

Webster, Charles, *From Paracelsus to Newton: Magic and the Making of Modern Science* (Cambridge: Cambridge University Press, 1982).

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