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## AUTHOR INSTRUCTIONS FOR DICTIONARY ARTICLES

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### *Oxford Classical Dictionary*

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#### CONTRACT

Please make sure you have signed your contract via Adobe Sign. If you would like to have your contract re-sent, please email [ocd.ore@oup.com](mailto:ocd.ore@oup.com). If you would like to write with a co-author, you must first obtain permission from the Area Editor and/or OUP and notify the OUP Development Editor *before* you sign your contract.

#### STYLE, SCOPE, AND AUDIENCE

Dictionary articles should be approximately 1,000–3,000 words or less in length, depending on the topic. This is merely a suggested length and is very flexible, though we encourage you to keep in mind the desire for precision and concision that has always been a hallmark of the *OCD*. If you feel that the topic cannot be adequately covered within the specified range and could benefit from more detailed coverage, please let us know. We would be happy to discuss with you in conjunction with the appropriate Area Editor.

While writing your article, please be sure you fully cover the topic indicated in the title and compare coverage of your article as appropriate to similar entries on Wikipedia and/or any other open-access publication. Articles in the *OCD* should aim to be authoritative statements of the current state of scholarship as well as to serve as a conduit for further exploration of a topic. References to supporting evidence (e.g. primary source material, secondary scholarship) should be as full as possible to allow readers to pursue points of interest. Where it proves necessary to generalize, specific examples should also be included.

Please do not reference yourself directly or use first-person pronouns (e.g., “I believe...”). Do use clear, formal language, and avoid jargon wherever possible.

Though the *OCD* maintains a high profile as a reliable source of information for readers of all kinds, its target audience remains professional scholars and advanced students of Greco-Roman antiquity. Assume that anyone consulting your entry has some familiarity with the subject and is likely to be as interested in the sources and authority for its content as in the information itself.

#### FORMAT

- Please submit your article as a Word document, using the font Times New Roman, size 12, if possible.
- Provide your full name and affiliation, as they should appear in the published article, beneath the title.
- Use headings *sparingly* to organize the main essay, if necessary. Use title case for headings, and make level-one headings **bold** (e.g., **essay main topic headings, Primary Texts**), level-two headings **bold and italic**, and level-three headings *roman and italic*. We do not allow more than three heading levels. Do not number headings or paragraphs.
- Avoid directional language (e.g., above, below) where possible. Instead, use section references (e.g., “see/discussed in SECTION NAME”), which will appear online as clickable anchored links that bring readers directly to the specified section.
- Please see [Additional Style Guidelines](#) on pp. 4–6 of this document for more detailed formatting guidelines.

## ARTICLE STRUCTURE

We ask that articles adhere closely to the structure outlined below. If you have any questions as you write your article, please feel free to contact your OUP Development Editor.

If you are writing on a historical figure, please include the following information in the order given, where applicable:

NAME regnal number, 'epithet,' patronym or toponym, king of X, DATE

This information is especially important for entries that must be distinguished from another topic with a similar name. Date ranges can include lifespans, birth/death dates, dates of reign or length of office, or, when applicable, a flourish date. Please provide as specific a date as possible. If you are writing about ancient Greek dates, please split the year, when possible.

### Examples:

Alexander III, 'the Great,' king of Macedon, 356–323 BCE  
Alexander II, son of Pyrrhus, king of Molossia, 272–c. 240 BCE  
Lollius Marcus, consul, 21 BCE

### 1. SUMMARY (150–250 words; required only if article exceeds 1,500 words)

**A summary is only required if your article text exceeds 1,500 words.** The summary should be a brief synopsis of the topic, no more than a paragraph or two. It should be roughly equivalent to a definition, and should be able to stand on its own as a useful piece of content without reference to the larger article. Please note that we do not want an abstract in the traditional sense (“In this article, I will argue that . . .”), but rather a short description of the topic covered that will allow readers to decide whether the longer article meets their research needs. “Mapping” language and references to the full article should be avoided. Please refer to the provided sample summary as a model.

This summary will remain freely available online to all users. In this way, it will increase the discoverability of your article in online searches.

### 2. KEYWORDS (5–10 words)

Please provide 5–10 keywords that describe the content of your article. These keywords will ensure that your article is searchable and discoverable online, and are equivalent to terms in the index of a printed book. Note that:

- Keywords should be as specific as possible.
- Keywords may be drawn from the article title.

### 3. KEY LOCATIONS (1–5 places; optional)

If applicable, provide 1–5 geographic locations of places that are discussed in the article and/or associated with the topic of the article. While they will not appear online, these locations as metadata will bolster the discoverability of your article, and will enable more nuanced cross-referencing for the online *OCD*. Note that:

- Key locations should be as specific as possible.
- Key locations may be drawn from the article title.
- Each key location should appear and/or be discussed in the full article.

### 4. ESSAY (no more than 3,000 words)

This will be the majority of the contribution. Please include section headings where applicable. The essay should provide a thorough narrative overview and history of the topic. Note that:

- **References to secondary sources must be cited in Chicago-style endnotes.**
- **Use in-text parenthetical citations for all primary source citations**, including inscription references (e.g., *CIL* X 7297) and classical texts (e.g., Suet. *Iul.* 10.2). Please use the standard *OCD* abbreviations where possible (see [Abbreviations](#)).
- You **may** include hyperlinked text and URLs in the text of your essay. These may also be included in a “Links to Digital Materials” section to draw further attention to significant digital resources.
- If you wish to cross-reference within your article to an existing entry in the *OCD*, indicate this as follows: \*headword\* (e.g., \*Hephaestus\* or “See \*Hephaestus\* for more information...”).
- When mentioning or cross-referencing persons whose names are strict homonyms, include the identifying homograph number, as listed in *OCD*. For example, to refer to the orator Marcus Tullius Cicero, include \*Cicero (1)\* to cross-reference to the entry on Cicero and to distinguish him from his son, Cicero (2).

## 5. PRIMARY TEXTS (optional; encouraged if applicable)

Please provide a short list of the most important texts relevant to the article. This can include texts, commentaries, and translations. Wherever possible, please also provide links to any open-access online versions of the texts. If applicable, we encourage you to cite an *Oxford Classical Texts* edition, as many of these editions are now available on [Oxford Scholarly Editions Online](#) and OUP can stably link to them. See [Additional Style Guidelines](#) for an example of how to cite OCT editions or other texts/commentaries in a series (e.g., Teubner) using Chicago style.

## 6. LINKS TO DIGITAL MATERIALS (optional)

*This section is optional, but encouraged.* If you wish, please include a list of links to relevant external sites, such as archives, online databases, and digital museum exhibits. These links should be scholarly in nature and openly available. Even if links are referenced elsewhere in the text of your article, they can be listed again in this section for easy reference.

Links to URLs should be formatted as hyperlinks in MS Word. You may refer to websites by name or by URL, depending on how you would like the text to read. For instance, links to the [Perseus Digital Library](#) and to <http://www.perseus.tufts.edu/> are both acceptable (though the former is preferable).

## 7. Bibliography

The Bibliography section should contain around 10–15 (and no more than 25) major books and articles on the subject to which you would direct readers for further research. This list may include works you have cited in your essay (but it does not have to, since these works will be referenced in the Notes as well). It should be an alphabetized list of citations, **with no commentary or annotations**. Please format bibliographic references according to *The Chicago Manual of Style, 16th edition*. See [Additional Style Guidelines](#) for common examples of Chicago citations. In entries for proper names, cite the corresponding Pauly-Wissowa reference, where it exists, as the first item of this section, in the following form: *Realencyclopädie der Classischen Altertumswissenschaft, s.v. “nomen #.”* (e.g., *Realencyclopädie der Classischen Altertumswissenschaft, s.v. “Tullius 29.”*).

## 8. NOTES

This section will contain all endnote citations of secondary sources. Bearing in mind the conventions of an encyclopedia (as opposed to a journal article), their content should be largely bibliographic. Please try to avoid lengthy or discursive notes.

Please format endnotes according to *The Chicago Manual of Style, 16th edition*. When you first reference a book, article, or other source, be sure to provide complete citation information in the endnote. See [Additional Style Guidelines](#) for common examples of Chicago citations. Because articles do not contain a complete bibliography, it is essential to provide all necessary citation information in the notes.

## IMAGES AND MULTIMEDIA

The capability of the digital *OCD* to illustrate articles with multimedia is an essential strength of the project. Images and multimedia (e.g., maps, charts/diagrams, photographs, and audio/visual clips) are therefore strongly encouraged and should be included whenever they can add new information or clarity to the text. Moreover, if you explicitly mention an object or artwork in your article, you should endeavor to include an image of it.

### Permissions Free Images

We strongly encourage the use of permissions-free images wherever possible. Permissions-free images can be used with your article immediately, as they require no additional work to secure formal permissions. You may use any images in the Public Domain, or with the following Creative Commons licenses: CC0, CC-BY, or CC-BY-SA. (Please note that we cannot use any CC licenses that contain the designation NC). We also welcome inclusion of your own personal photographs.

Updated lists of permissions-free image collections are listed [here](#) and [here](#). Some major permissions-free image collections are offered by the [Metropolitan Museum of Art's OASC](#) program and the [Getty Museum's Open Content Image program](#).

### Images Under Copyright

OUP can obtain and pay (within reason) for the requisite permissions. It is important to note that we cannot guarantee the inclusion of every desired copyrighted image due to prohibitive costs and/or specific restrictions imposed by the owner. In addition, because of the additional time often required to secure permissions for copyrighted images, there will be a delay between the online publication of the article and the upload of its images.

### Delivery

If you choose to include images, please submit them through ScholarOne as JPG, PNG, or GIF files, titled "Article Title\_Fig 1," "Article Title\_Fig 2," etc. If you have multiple large image files, you may compress them into a single zip file and submit through ScholarOne. **Images should be sent at the highest resolution possible (at least 300 dpi and 730 pixels on the longest side).** Captions should be included in the text of your article where you would like the image to appear, along with a callout: [Insert Fig. 1], [Insert Fig. 2], etc. Please note in each caption whether permissions have been secured (or are not required).

## ADDITIONAL STYLE GUIDELINES

### *Spelling and Grammar*

The *OCD* uses British spelling and the Oxford (serial) comma. OUP's copyeditors will convert any lingering American English spellings to British during the post-approval copyediting stage of the production process.

### *Abbreviations*

Abbreviations should be used for references to classical writers and their works, ancient texts, etc. in the in-text parenthetical citations. Be sure to use **only** the standard abbreviations listed in the *OCD4* front matter, available as a [downloadable PDF](#) on the *OCD* website.

### *Dates*

Dates should be given in the form BCE/CE, where both follow the date. Do not use BC/AD.

### *Proper Names and Place Names*

Please use Latin forms of Greek proper names (e.g., Aeschylus, Cleomenes). Use the standard abbreviations for Roman *praenomina*, except in headwords where they should be given in full.

When citing classical place names, please give their modern equivalents in a parenthetical reference on first mention in the article, e.g., “Ariminum (modern Rimini)...”

### *Italics*

Italics should be used only to indicate published books, journals, plays, works of art, and book-length poems, and foreign words and phrases that have not been naturalized, including transliterations of Greek terms (see below). If in doubt, please omit the italic. Please do **not** underline or italicize headwords or subheadings within long entries.

### *Citation and Translation of Greek and Latin Texts*

Greek and Latin sources, especially epigraphic and papyrological texts as well as others that may not be readily available, may be cited in the original as appropriate, but avoid extensive quotation of canonical, easily accessed texts. Transliteration may be used for single Greek words or short phrases; transliterate according to the [ALA-LC Romanization table](#) for Greek). Please translate all Greek and Latin.

### *Greek Text, Diacritics, and Other Special Characters*

Please use a Unicode font for Greek and submit a PDF for reference. It is the author’s responsibility to ensure all Greek is correctly spelled and accented.

If your article contains diacritics or other special characters, please use a Unicode font and submit a PDF for reference.

### *Numbers and Measurements*

Please use Arabic numerals except in the case of Roman legions. Give modern measurements in metric form with imperial equivalents in parentheses.

### *Chicago Manual of Style Citations: Common Examples*

#### **Book—Single Author**

*In a bibliographic citation:*

Lynch, Kathleen. *The Symposium in Context: Pottery from a Late Archaic House near the Athenian Agora*. Princeton: American School of Classical Studies at Athens, 2011.

*In an endnote:*

Kathleen Lynch, *The Symposium in Context: Pottery from a Late Archaic House near the Athenian Agora* (Princeton: American School of Classical Studies at Athens, 2011).

#### **Book—More than three authors or editors**

*In a bibliographic citation:*

Saunders, Timothy, Charles Martindale, Ralph Pite, and Mathilde Skoie, eds. *Romans and Romantics*. Oxford: Oxford University Press, 2012.

*In an endnote:*

Timothy Saunders, Charles Martindale, Ralph Pite, and Mathilde Skoie, eds., *Romans and Romantics* (Oxford: Oxford University Press, 2012).

**Journal Article**

*In a bibliographic citation:*

White, Stephen A. "Callimachus Battiades (*Epigr.* 35)." *Classical Philology* 94 (1999): 168–181.

*In an endnote:*

Stephen A. White, "Callimachus Battiades (*Epigr.* 35)," *Classical Philology* 94 (1999): 168–181.

**Text Edition/Commentary in a Series**

*In a bibliographic citation:*

Livy. *Titi Livi: Ab Urbe Condita*, Vol. 3: *Libri XXI-XXV*. Edited by John Briscoe. Oxford Classical Texts. Oxford: Oxford University Press, 2016.

*In an endnote:*

Livy. *Titi Livi: Ab Urbe Condita*, Vol. 3: *Libri XXI-XXV*, ed. John Briscoe, Oxford Classical Texts (Oxford: Oxford University Press, 2016).

**Reference Works**

Reference works are conventionally cited in notes rather than bibliographies. Specific entries in an alphabetically arranged work should be cited following the rest of the publication information, preceded by "s.v." (*sub verbo*).

*The Oxford Dictionary of the Classical World*, ed. John Roberts (Oxford: Oxford University Press, 2005), s.v. "Achaemenids."

## FURTHER QUESTIONS

For any questions or concerns regarding these instructions or the *Oxford Classical Dictionary*, please email the editors at [ocd.ore@oup.com](mailto:ocd.ore@oup.com).