

style sheet for Cambridge essays

N.B. Many instructors differ on many points here—this is simply what I expect from Caius and Clare undergraduates.

1. Do not put quotation marks around any Ancient Greek or Latin.
2. Use only arabic numerals in citing the reference for any passage, e.g. *Iliad* 2.142. Only use roman numerals when citing prefatory pages in books that employ them.
3. If you quote more than two lines of an original text (in any language) or wish to emphasize a particular line, use *block quotation*: i.e. indent the margins of the extract by 1 or 2 inches on both sides (and print single space), e.g.:

They say that at Athens, when some man, who had lived among the Athenians with a high character for piety and wisdom, had given his evidence in public, and (as is the custom of the Greeks) was approaching the altar for the purpose of taking an oath in confirmation of it, all the judges cried out that he need not take the oath. When Greeks were unwilling to appear to imagine that the good faith of a well-proved man felt itself more bound by the formality of an oath than by the simple obligation of truth, shall we have a doubt as to what sort of man Cnaeus Pompeius has been in respect of his regard for the religious observance of laws and treaties? (*Pro Balbo* 12–13)

4. Never italicize Ancient Greek—unless, perhaps, it's incorporated into an English book title (see 14).
5. Only italicize Latin when you use it outside of block quotations, e.g. 'Cicero's use of *res* in this passage deserves discussion'.
6. When writing by hand, underline where you would *italicize* on a computer.
7. When you quote a word from a particular passage you may quote it in the *uninflected* dictionary entry form—only quote it in the *inflected* form (i.e. how it appears) if that form is part of your argument.
8. Use *hyphens* to split words, *en dashes* to indicate numerical extent (e.g. 17–48), and *em dashes* to indicate anacolouthon (i.e. sense-breaks). (Google these terms to find out how to produce them on your computer—this will differ from machine to machine, and *that* was an em dash just then.) You may use a double-hyphen in lieu of an em dash.
9. Do not capitalize first words of Ancient Greek or Latin sentences or lines of poetry: leave all Ancient Greek and Latin lowercase except for proper nouns and adjectives.
10. If you are describing the history of scholarship you may use the past tense, e.g.:

As recently as 2001, W. Thomas described the problem as 'insoluble' (103).

Otherwise use the present tense to indicate ongoing scholarly debate, e.g.:

W. Thomas declares the problem 'insoluble' (2001, 103).

11. Refer to a scholar by his or her first name (or initials, if that's how he or she presents himself in the document cited) plus surname when you *first* refer to him or her, *then by surname only*.

12. Use the *author-date system* for references in the body of your text: *do not put references in footnotes*: e.g.:

Franks writes that Cicero's speeches from this period 'indicate just how much power Pompey had lost by this time' (2005, 54).

Here 54 indicates the page number in the 2005 document listed in the 'References cited' list at the end (to save a word in a word count you may also write 2005:54).

13. List only references used, not books consulted. If you don't cite a book, then don't put it in the list.

14. If a scholar or thinker is particularly famous you need not cite the first name in your discussion, e.g. Wittgenstein, Mommsen, et al. (though you will supply that (or an initial) in the References list).

15. Cite books and journal titles in italics (Classical titles as well) and articles (or chapters within an edited book) with quotation marks and roman type.

16. Use capital letters for the first word of such items (Classical titles as well), otherwise lowercase, except for proper nouns and adjectives.

17. For normal undergraduate purposes, you need not list the publisher and place of publication in your 'References cited': here's the format:

Franks, R. 2005. *Pompey and Cicero*.

18. Use footnotes *for extended discussion only* (these are called 'content notes'), and *not for references*.

19. Always indicate what edition of a Classical text you are using and whose translation, if any, you are citing. Cite it in your Reference list by the editor or translator's name, not by the Classical author.

20. If you quote Greek and Latin you may leave it untranslated: just be consistent.

21. If you are using a publication with a variety of publication dates (e.g. later editions), indicate both in the body of your text and in your References cited:

Freud, S. 1979 [1913]. 'Essay on the imagination'.

22. The standard titles and abbreviations of Classical texts can be found in the prefatory matter to the *Oxford Classical Dictionary*.

23. When quoting the beginning of an English sentence, you need not preserve the capitalization, but if you wish to indicate it, do it like this:

Pinefield writes that '[t]hough there were exceptions, these performances never caught on with the general public' (1999, 82).

24. You need only indicate *gaps* in quoted sentences with ...: you need not indicate that an original sentence continues beyond your quotation of it.

25. Cite complete page and numbers, do not abbreviate: 216–259 instead of 216–59.

26. Avoid using 'ff.' wherever possible: try to be exact.

27. When you quote or cite a source you may (and will probably have to) alter any original contravention of any of these stylistic rules, e.g. caps in titles can become lowercase, etc.