

Arion Format and Citation Guide

The following are style guidelines most likely relevant to essays. For creative writing, poetry, translation, etc., much more will be a matter of authorial choice. And even in scholarly prose, *Arion* prefers more than anything lucid and engaging writing. The points below, therefore, are meant to guide formatting, not to suffocate writing. Thoughtful departures from these guidelines may be welcome. (Unthoughtful departures and inconsistencies, however, can slow the production process.)

Arion prefers US spelling, but accepts British spelling. In either case, please maintain consistency.

Arion prefers BCE and CE for dates, set in small caps.

Arion welcomes Greek or Latinate spelling of familiar Greek names. In either case, please maintain consistency.

When transliterating Greek words, please use appropriate macrons. E.g., *tekmēria*.

Please use Unicode for Greek script and submit your document in Microsoft Word and PDF formats. If your work includes any other non-Latinate scripts, please be sure to submit with all necessary fonts embedded in your PDF.

Please use the present tense of authors of texts *writing* in those texts. E.g., “In this essay, Nietzsche constructs a characteristic counterpoint of thoughts.” Please use the past tense of the same authors’ past action, outside of their works. E.g., “Nietzsche knew the *OT* well.”

Please form the plural of proper nouns, including family names with *s* or *es*, never with an apostrophe. Thus, “the Joneses” or the “Jordans.”

Please spell out in lowercase references to centuries. Decades may be spelled out or expressed in numerals with apostrophes with the exception of the first two decades. E.g., “the twentieth century,” “the fifth century,” “the eighties,” “the ’80s,” “the first decade of the nineteenth century,” “the years 1910–1919.”

For inclusive numbers, please observe the following examples (see further *The Chicago Manual of Style* (15th ed.) 9.64:

1–99; 100 or multiples of 100, use all digits: e.g., 3–10, 71–72, 96–117, 100–104, 1100–1113

101 to 109, 201 to 209, etc., use changed part only: e.g., 101–8, 1103–4

110 through 199, 210 through 299, etc., use two or more digits as needed: e.g., 321–28, 498–532, 1087–89

But if there are changes in a four-digit number, use all four: e.g., 1496–1504, 2787–2816

Please provide inclusive page and line references, avoiding the use of “ff.”

Please follow all punctuation with a single (not a double) space.

Please use the serial (“Oxford”) comma in lists of three or more. E.g., “in the era of Sophocles, Pericles, and the Sophists.”

Please use an em dash (—) without spacing before or after to denote a break in thought. E.g., “lucidity in writing—a value historically honored by the academy—is viewed by some as a repressive tool.”

Please use an en dash (–) without spacing before or after to connect inclusive numbers, including dates. E.g., pp. 35–38; 1944–55.

Please use hyphens (-) in compound words, word division, and non-inclusive numbers (e.g., 1-877-Kars4Kids).

Please place punctuation within parentheses when it belongs to the parenthetical matter; please place it outside of the parentheses if it belongs to the surrounding sentence. A period should precede a closing parenthesis if the entire sentence is in parentheses; otherwise, it should follow.

Please use smart quotes (“”) not straight quotes (").

Please use single quote marks (') only for quotations within quotations. Otherwise, double (") quotation marks should be used.

Please place all commas and periods inside quotation marks; please place colons, semi-colons, question marks, and exclamation points outside of quotation marks unless they are part of the quoted matter.

Please use square brackets ([]) to indicate changes or additions in wording within a quote.

When using ellipses to distinguish omissions, please separate each dot with a single space. For ellipses between sentences, please use four dots. E.g., “The criticism is invalid and . . . I will not capitulate . . . I would rather not write at all.”

Please use endnotes and place them after punctuation. Please have them automatically generated.

Please set quotations from ancient or modern texts exceeding 50 words as a “block” quote, indenting .5 inches on the left. Please do not include quotation marks unless a quote exists in the original text. Please format automatically rather than using the tab feature at each line. Foreign languages, including Latin, should not be italicized when in block quotation.

If quoting poetry not in block quotation, please indicate line breaks with a slash and a space on each side of it. E.g., “Let us go then, you and I, / When the evening is spread out against the sky.”

Please italicize words in languages other than English that are in Latin script; i.e., Greek should not be italicized, whereas Latin, Italian, et al. should be. Foreign languages, including Latin, should not be italicized when in block quotation.

Please capitalize all words in titles except prepositions, coordinating conjunctions, and articles.

When quoting non-English texts, please include the original language as well as an English translation. If a block quote, please place the original text first, followed by the English. No quotation marks should

be used. If integrating the quotation into the main body, please prioritize style and readability. The following formats might be considered:

The sentiment is captured by Tacitus' closing remark (*Agr. 46.4*): *Agricola posteritati narratus et traditus superstes erit* ("Agricola, related and handed down to posterity, will survive").

The sentiment is captured by Tacitus' closing remark that "Agricola, related and handed down to posterity, will survive" (*Agricola posteritati narratus et traditus superstes erit (Agr. 46.4)*).

Arion prefers that brief references to ancient sources be incorporated into the text, using *Oxford Classical Dictionary* abbreviations when possible. See, e.g., the note immediately *supra*.

Please indicate in a footnote which translations or edited texts are being used, as appropriate.

For citation and reference, please follow *The Chicago Manual of Style*. *Arion* prefers "note" formatted citations when referencing five or fewer sources in total. In submissions including more than five sources, *Arion* prefers "text" formatted citation accompanied by an alphabetically organized bibliography. Some basic examples are included below. Please confer *The Chicago Manual of Style* for documents not listed here.

Books

Note format:

Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Text and bibliography format:

[In text] (Grazer and Fishman 2015, 12)

[Bibliography] Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

[In text] (Smith 2016, 315–16)

[Bibliography] Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Chapter in an edited book

Note format:

Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Text and bibliography format:

[In text] (Thoreau 2016, 177–78)

[Bibliography] Thoreau, Henry David. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.

Translated book

Note format:

Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

Text and bibliography format:

[In text] (Lahiri 2016, 146)

[Bibliography] Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

Arion prefers that brief references to ancient sources be incorporated into the text, using *Oxford Classical Dictionary* abbreviations when possible, in which case note or bibliography documentation may not be necessary. See further *The Chicago Manual of Style* (15th ed.) 17.250–62.

Reprint and revised editions

Note format:

Jacques Barzun, *Simple and Direct: A Rhetoric for Writers*, rev. ed. (1985; repr., Chicago: University of Chicago Press, 1994), 152–53.

Text and bibliography format:

[In text] (Barzun [1985] 1994, 152–53)

[Bibliography] Barzun, Jacques. *Simple and Direct: A Rhetoric for Writers*, rev. ed. Chicago: University of Chicago Press, 1994. First published 1985 by University of Chicago Press.

Thesis or dissertation

Note format:

Cynthia Lillian Rutz, “*King Lear* and Its Folktale Analogues” (PhD diss., University of Chicago, 2013), 99–100.

Text and bibliography format:

[In text] (Rutz 2013, 99–100)

[Bibliography] Rutz, Cynthia Lillian. “*King Lear* and Its Folktale Analogues.” PhD diss., University of Chicago, 2013.

Journal article

Note format:

Susan Satterfield, “Livy and the *Pax Deum*,” *Classical Philology* 111, no. 2 (April 2016): 170.

Text and bibliography format:

[In text] (Satterfield 2016, 170)

[Bibliography] Satterfield, Susan. “Livy and the *Pax Deum*.” *Classical Philology* 111, no. 2 (April 2016): 165–76.

Please include the full name of journals; i.e., please avoid abbreviations.

Book review

Note format:

Michiko Kakutani, “Friendship Takes a Path That Diverges,” review of *Swing Time*, by Zadie Smith, *New York Times*, November 7, 2016, 190–93.

Text and bibliography format:

[In text] (Kakutani 2016, 192)

[Bibliography] Kakutani, Michiko. “Friendship Takes a Path That Diverges.” Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016, 190–93.

Newspaper and magazine articles, vel sim

Note format:

Rebecca Mead, “The Prophet of Dystopia,” *New Yorker*, April 17, 2017, 43.

Text and bibliography format:

[In text] (Mead 2017, 43)

[Bibliography] Mead, Rebecca. “The Prophet of Dystopia.” *New Yorker*, April 17, 2017.

For documents accessed online, please include the URL. E.g., Tanya Pai, “The Squishy, Sugary History of Peeps,” *Vox*, April 11, 2017, <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Website content

It is often sufficient simply to describe web pages and other website content in the text (“As of May 1, 2017, Yale’s home page listed . . .”). If a more formal citation is needed, it may be styled like the examples below.

Note format:

“About Yale: Yale Facts,” Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.

Text and bibliography format:

[In text] (Yale Facts)

[Bibliography] Yale University. “About Yale: Yale Facts.” Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

For all documents

After initial note, a shortened form is acceptable. E.g., Grazer and Fishman, *Curious Mind*, 37.

For works with four or more authors, please list the first author, followed by “et al.”

For all other matters, please use *The Chicago Manual of Style* as a loose guide.