*House style for*

# Oxford Studies on the Roman Economy

*Oxford Roman Economy Project*

5 July 2018

'House style' is that set of conventions adopted by a particular publishing house or imprint. OUP's house style carries significant authority in academic publishing circles. It is outlined below and covered in more detail in *New Hart's Rules: The Handbook of Style for Writers and Editors* (Oxford University Press, 2005). It will save time and unnecessary corrections during the production process if you can observe our house style as you write.

Remember that in reproducing quoted material you should copy verbatim from the source; do not alter the spelling, capitalization, punctuation, or any other aspect of the original style to match that of your script. The titles of works also should be respected as to spelling, though capitalization and to some extent punctuation are subject to style decisions. (See §5.1.4 for guidance on the styling of titles in bibliographical lists.)

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# 1 PREPARING AND PRESENTING THE SCRIPT

These notes are intended to help you to present your script in a way that will ensure its smooth progress through the production process. They relate to the submission of a new book; if you are preparing a new edition of an existing book you will receive the relevant notes. Other matters to do with presentation (for example, preparing images, submitting your chapter or book in PRC or in TEX or LATEX) are dealt with in separate sections of the guide, which you will receive if they are relevant to you; follow them in conjunction with this section as appropriate. If you have any questions that are not answered here, contact your editor. Your script must be keyed. We cannot accept a book in handwritten form, nor should you provide a script with handwritten amendments.[1]

## 1.1 Software

OUP uses Microsoft Word as its word-processing package. If at all possible, you should submit your script in Word, which will help the production process to run smoothly. While we can accept scripts in other packages, please consult your editor about your software before starting work.[2]

We may ask you to provide sample material for testing; the sample must contain all the features that appear in the text (body text, headings, bullet lists, boxes, equations, tables, etc.), and examples of any special characters (see further below).

If you are creating finished artwork for figures or other graphics using a professional drawing program, please consult your editor before starting work. We shall ask you to provide a sample file for testing, and a printout for reference; the sample must contain examples of all the different types of figure that you intend to include. (For more detailed instructions on preparing artwork see §4.)

It is highly unlikely that the fonts you choose will be used in the publication, as OUP has extensive collections of professional typefaces. Try to choose a single font family that provides all the characters you will need. We recommend setting body text in 12 pt serif type. A number of such font families (e.g. Times) can be used for polytonic Greek as well as Latin text.

1.2 Keying the script

You may be asked to key your script into a word-processing template that OUP will supply. The use of a template means that much of the formatting described below is applied to

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[1] Unavoidable last-minute corrections should be clearly marked on the print-out in red ink, marking the text, table, or figure to be changed, and repeating the mark in the margin.

[2] We are able to work with scripts in RTF, OpenDocument Text, StarWriter, Microsoft Works, Lotus, WordPerfect, and DocBook formats, converting them to Microsoft Word format with little trouble. If you would like to submit your script in any of the flavours of TEX, please send both the input and output files, and use only packages available on CTAN.

your script automatically. The instructions that come with the template override these notes at any point where the two differ.

We expect to use your electronic files in the production process: the copy-editor may edit the material on screen and the typesetter should anyway use your files to save having to rekey the text. However, we shall be unable to use your electronic files if:

– they appear incomplete
– we discover that the files and the hard copy that you submit do not match
– you have keyed the script inconsistently or inaccurately
– you have applied your own design to the material that would have to be stripped out before we could use the files
– the electronic files are password-protected
– these guidelines have not been followed

Please note the following guidance and apply it to your script as you write and key it:

– use a single serif font, such as Times, and set the material in 12 pt type throughout
– double-space all material, including the contents page, quotations, tables, notes, bibliography, and index.
– leave margins of at least 1 inch (25 mm) on the left and right, and margins of at least 2 inches (50 mm) at the top and bottom of the page
– align the text on the left only and do not hyphenate words at line endings
– key a single space between words, and do not key two spaces between the end of one sentence and the start of the next
– separate paragraphs by an extra line of space and start new paragraphs full out to the left-hand margin
– to indent material (such as displayed quotations, equations, or entries in a table) use the tab key, not the space bar.
– do not centre any material; set headings full out to the left-hand margin, and distinguish different levels of heading typographically (preferably with bold face or larger font)
– key hard returns only (a) at the ends of paragraphs, (b) after headings, and (c) at the end of each item in a list or table; do not key hard returns at line endings within a paragraph
– to key a dash either use the symbol menu in Word or key two (-- → – en-dash) or three (--- → — em-dash) consecutive hyphens (two to elide number ranges, three to mark off a parenthetical statement)
– use the number keys 1 and 0 to set the numerals 1 and 0 (one and zero), and the letter keys L and O to set the letters l and O (lower-case 'el' and upper-case 'O')
– use software features to set **bold**, *italic*, <sup>superscript</sup>, and <sub>subscript</sub> type; if you underscore text in your script it will be converted to *italic* type unless you note explicitly that for technical reasons the underlining is required.
– use the automatic footnoting / endnoting function of your software to create and number notes, so that they print in the correct position
– check that bibliographical citations are accurate and complete, and match those in text and notes

- insert cues for illustrations, figures, tables, and other displayed features after the end of a paragraph, in angle brackets indented on a line of their own (see §3)
- paginate your script in the top right-hand corner, using arabic numerals in a single continuous sequence, starting after the prelims and continuing through the sections of the end matter
- do not 'design' your script by trying to make it look like a printed book, even if you know that it will follow an established series style

## 2 GENERAL ISSUES

### 2.1 British or American style

Use British, not American, style and spelling (except in verbatim quotations from American authors). For example, in British English it is possible to use the spelling 'realise' or 'realize'; the decision to use the second affects all other words of the same kind ('organize', 'recognizing', 'civilization'), but does not affect the spelling of words that must use '-ise' ('exercised', 'compromising', 'chastisement'), which is not a matter of choice.

'Likely' – likely is an adjective, not an adverb, in mainstream British English. The use of 'likely' where you mean 'probably' is confined to North American and Scottish dialect and should be avoided in written academic English. Thus, do not write 'The Roman conquest likely caused depopulation', but rather 'The Roman conquest probably caused depopulation' or 'It is likely that the Roman conquest caused depopulation'.

### 2.2 Spelling and hyphenation

A good dictionary, such as the most recent edition of the *Concise Oxford English Dictionary*, the *Oxford Dictionary of English*, or the *Oxford Spelling Dictionary* provides the best means of ensuring consistent treatment of spelling and hyphenation. When you submit your script please tell us what dictionary you have used.

OUP uses the ending '-ize' / '-ization' / '-izing' in words where this alternative is available in British English. Note that 'z' may not be substituted for 's' in words ending '-yse' ('analyse', 'paralyse'). Use your chosen dictionary to determine whether two elements should be hyphenated, run together, or set as single words ('short-lived', 'layout', 'common sense'). Words with prefixes are usually written without hyphens ('predetermine', 'multinational'), unless there is a collision of vowels or consonants ('anti-intellectual', 'pre-eminent'). Note, however, that, notwithstanding the doubled 'o', the words 'cooperate' and 'coordinate' are usually spelt without a hyphen.

Use 'north-east', 'south-west' etc. rather than 'Northeast', 'Southwest' etc.

## 2.3   Punctuation

A hallmark of our house style is the serial comma, the comma before 'and' or 'or' in lists of three or more items: 'red, white, and blue', 'feminine, masculine, or neuter'.

We use single quotation marks, reserving double ones for quoted matter within a quotation. 'The noun "guerrilla" is variously spelt.' Note, however, that quotation marks are not used round displayed quotations.

We use three full points spaced from each other and from the words either side to indicate matter omitted from a quotation. An extra full point to indicate the end of a sentence before or after the ellipsis is optional: it is generally easier to omit it.

## 2.4   Capitalization

The use of capital initials should be kept to a minimum, both in text and in headings. In general, besides proper nouns, use capital initials for the full formal names of institutions, organizations, buildings, and the like, but do not use them for common nouns. (For capitalization in bibliographies see §5.)

## 2.5   Italics and bold

In open text italics are used for foreign words and terms unless these have become accepted in the usage of your discipline, in which case use roman type. The names of places and institutions are not italicized (e.g. Pont du Gard, Österreichische Nationalbibliothek). Commonly used Latin abbreviations, such as 'ibid.' and 'cf.', are not italicized, though *sic*, *passim*, and *circa* (abbreviated to *c.*) are. The *New Oxford Dictionary for Writers and Editors* (Oxford University Press, 2005) offers guidance on the use of italics.

Italics are also used for the titles of books, journals, works of art, films, and some other kinds of self-contained works. In some books, terms or concepts are distinguished at the point of introduction by setting them in bold, italic, or bold italic. The device of highlighting terms must be systematically used if readers are to find it helpful.

## 2.6   Numbers

In humanities publishing it is usual to spell out numbers up to and including ninety-nine and to use figures from 100. In the sciences the threshold is usually ten (spell out up to and including ten and use figures from 11). There are exceptions to the use both of words and figures:

- use figures for units of measure: '30 kilometres'
- use figures for dates: '9 September 2001'
- use figures for people's ages: 'she was 58 years old'

- use words at the beginning of a sentence: 'Two hundred and fifty gold bars were stolen.'
- use words for approximate numbers: 'At least a thousand people were present.'
- use a mixture of figures and words for round numbers of a million or more: '£8.5 million'

Note that a billion is now understood to mean a thousand million (1,000,000,000 or $10^9$) and not (as formerly in British practice) a million million ($10^{12}$).

For decimal quantities of less than one insert a zero before the point: '0.5'. (the decimal point should be typed on the line, not at mid-line.) In general, articulate numbers of four digits or more with commas, not spaces: '1,000', '250,000'. But in texts where numbers are used frequently close up four-figure numbers and use a thin space for those of five and more digits: '1000', '250 000'.

Omit as many digits as possible in number ranges, except between 10 and 19 in any hundred: 25–6, 100–2, *but* 10–11, 118–19. Do not elide figures when a range of years is referred to crossing between centuries: 1820–1910.

## 2.7   Dates

Use BC and AD in small capitals, without stops.

AD comes **before** the year: AD 365 (**not** 365 AD).

In British English style dates are formulated in the order day, month, year, without commas: 11 November 1918.

## 2.8   Units of measure

In general you should follow the practice current in your discipline or subject. Use metric measure, except where the historical context makes this unsuitable. In scientific disciplines use the Système International (SI), particularly in respect of styling symbols and units. Internal consistency is essential.

## 2.9   Abbreviations

Depending on the subject matter of your book you may need to include an abbreviations list in the prelims (unless only abbreviations that will be completely familiar to the readers are used). Construct the list in two columns, abbreviations on the left and the spelt-out version on the right, aligned on the same tab stop.

If no abbreviations list is supplied, spell out all but the commonest abbreviations at the first mention in each chapter; thereafter, within the chapter, an abbreviation may be used without explanation.

> In 1836 they had both been elected to the newly organised London Working Men's Association (LWMA), which became one of the constituent foundation organizations of the Chartist movement in Britain from 1838 . . . The LWMA, led by William Lovett, was the embodiment of the moderate element of Chartism.

Abbreviated words (that is, those that are truncated) usually take a full point in British English style (though in some disciplines no full points are used); contracted forms (that is, those in which at least the first and last letters of the word are retained) take none. So Professor is abbreviated to Prof. but Doctor is abbreviated to Dr without a full point. Initialisms (initials that are not pronounced as words—BBC, USA) and acronyms (initials that are pronounced as words—OPEC, UNESCO) do not take full points.

Follow normal practice in your discipline when dealing with units of measure: in the humanities they are not usually abbreviated in open text, but may be in notes, tables, and figures; in the sciences there are no such embargoes. Where units are abbreviated there needs to be a space between the number and the unit of measure, thus 34 km or 3.1 m, NOT 34km or 3.1m.

Similarly, 'e.g.' and 'i.e.' should not normally be used in the text but are acceptable in notes.

Abbreviations for work titles are given in italic if the full title appears so: *OED* (*Oxford English Dictionary*).

## 2.10  Acceptable language

While not strictly a matter of house style, this is a convenient point at which to draw attention to issues of language.

Before submitting your script, read it over carefully to ensure that it is as clear and concise as possible. Edit out repetition and make sure that your arguments unfold logically.

OUP's books have an international readership. Avoid parochial references to 'this country', a person's 'coming to London', 'our legal system', etc., and take all reasonable steps to identify people, places, institutions, and other entities that may be puzzling to readers from outside Britain.

Please make every effort to avoid any form of language or expression that might be interpreted by a reader as racist or sexist, derogatory of a particular religion or creed, or otherwise offensive.

The gender-specific pronouns 'he', 'his', 'him' should be avoided in any reference relevant to males and females; to achieve this, pluralize the reference, repeat the noun, use the passive voice, or use both pronoun forms (though the last solution is clumsy and undesirable for more than occasional use).

## 2.11  Common errors

When ordinal numbers are used as part of a compound adjective, the adjective should be
   hyphenated, but not otherwise, e.g. :
    'the third-century crisis' ,
   but: 'the crisis of the third century'

data = plural of datum, therefore takes a plural verb. 'These data show', not: 'This data
   shows'

The plural of 'amphora' is 'amphorae', not 'amphoras'. **Never** use 'amphora' as a plural
form.

# 3   TABLES

In this context by 'table' we mean an arrangement of data in columns and rows. Use these
notes as a guide, and consult your editor if you are in doubt about the inclusion of tables in
your book, or if you need further information on their preparation and presentation.

   A table based on one from another published work may need copyright clearance
depending on the nature and extent of the modifications you have made to the original. Data
itself is not subject to copyright law, but the arrangement of data is. It is not possible to make
clear rules about the need to seek permission: if in doubt consult your editor.

   Unless otherwise agreed or set out in your publishing agreement with OUP, you are
responsible for clearing permission to use previously published material, meeting the fees
charged by copyright holders, and providing a list of acknowledgements (or 'credits') for
inclusion in the book. (See §6.)

## 3.1   Keying and laying out tables

### 3.1.1   Sizing and placement

Do not try to give too much information in one table: a single-spaced table that fits a sheet of
A4 will probably not fit the printed page. For production reasons it is undesirable to create a
table so wide that it must be printed across an opening. Look at other OUP books to determine
the practical limitations on size and shape, and take advice from your editor if you wish to
include large or complex tables in your book.

   Do not include tables within notes.

   Signal the optimum position of each table in the text by keying a cue (the name and
number) in angle brackets indented on a line of its own, like this:

<Table 1.1>

Refer to each table in the text, using its name and number. References may occur in parentheses or in open text as appropriate. As the ultimate position of a table depends on the page layout, do not use phrases such as 'in the table below' or 'in the following table'.

### 3.1.2   Rules and alignment

Microsoft Word (our favoured word-processing package) provides a table function. If you use it please hide the gridlines: vertical rules between columns are not wanted and horizontal rules should be kept to a minimum (one above and below the column headings and one at the foot of the table, before notes and sources, if any).

Use the tab key to set out material in columns. Follow these guidelines in aligning the entries in a column:
- align textual data on the left
- align numbers that relate to the same measure on the right (for whole numbers) or on the decimal point
- align unrelated numbers on the left (this indicates that the figures are not to be compared)

### 3.1.3   Headings

Tables have headings, which consist of a name and number and a descriptive title and should be placed above (not beneath) the table. Number tables by the chapter, using decimal numbering: the tables in chapter 1 would be numbered Table 1.1, Table 1.2, Table 1.3, etc. The title should describe succinctly what the table shows; it may include (in parentheses at the end) any information (such as unit or ordering principle) that applies to the whole table. For example:

Table 5.2          Estimated populations in the main centres of colonial New England, 1680–1780 (in 000s, ranked by 1780 figures)

Each column must have a heading, explaining as briefly as possible the content of the data it governs. Use abbreviations ('%' not 'per cent') wherever possible, and ensure that (if necessary) a unit of measure relevant to all figures in the column is given.

Each row must have a heading, explaining as briefly as possible the content of the data it governs. Rows should be presented in a logical order and the logic should be readily detectable; if no other order is possible, order rows alphabetically by the first word of the row heading.

### 3.1.4   Data

The terminology used in tables must exactly match that used in the text and table heading. Editorial style (spelling, hyphenation, capitalization, etc.) must also follow the conventions of

the book. If you have taken data from other sources, take particular care to standardize wording and style.

If you use capital initials at all, do so only for the first word in each cell and for proper nouns. All cells in the table must contain an entry, even if it consists of 'n/a' ('not applicable') or a dash ('no data'). Any abbreviations or other devices used exclusively in a table should be spelt out in notes at the foot.

### 3.1.5  Notes and sources

Explanatory notes are keyed to the data in a table using lower-case superscript letters (a, b, c, etc.), to avoid confusion with numbered notes in the main text. They appear below the horizontal rule at the foot of the table.

After any cued notes, appear any general notes to the table, and sources of data; these have italic side headings *Notes:* and *Sources:* (respectively). Use the same form of reference for sources as is used elsewhere in the text (for example, author–date references, or a full bibliographical citation; see §5.3).

## 3.2  Presenting tables

Tables should be printed out and presented separately from the text in a single sequence at the end of the script. Do not embed tables in the text. Start a new folio (or page) for each table.

Each table, with its heading, should be saved in its own file. Use a clear, logical naming system for folders and files, ensuring that they fall in the same order in which they occur in the script. For example:

*folder*    ch01_tables

                                      *files*    ch01_tab1
                                                  ch01_tab2
                                                  ch01_tab3

*folder*    ch02_tables

                                        *files*    ch02_tab1
                                                  ch02_tab2
                                                  ch02_tab3

Submit table files in electronic form, following the instructions given in 'Preparing and presenting the script' (§1).

## 4   IMAGES AND COLOUR REPRODUCTION

TIFF files are preferred wherever possible.

For halftones, the resolution should be 300 dpi at the size at which you would like the image to be reproduced; for line drawings or bitmap files, this should be 1200 dpi. If you have only prints or hard copy of an illustration, it may be worthwhile to send us this for scanning rather than as an electronic file, as OUP have suppliers who can produce scans of the right quality. If you have any queries about a particular image, please contact us so that we can check it at an early stage.

As a rule, the publication will not be in colour. Therefore, pictures, maps, and charts should be legible when converted to grey. Some particularly rich data, like GIS, can often only be presented in colour. If you believe that one or more images should be included in colour, please send the full-colour images to OXREP as soon as possible so that adequate reproduction can be provided.

Number all illustrations, photos, graphs, maps etc. in a single sequence, as Figures (abbreviated in textual cross references to Fig. 1 etc.). Do not have separate sequences for Figs, Maps, Graphs etc.

Do not include Tables in the figures, because they are not Figures, they are Tables.

Please avoid 3-D graphs and charts because while they may look fancy they are in fact much less clear and easy to read than 2-D ones, and some (such as 3-D pie-charts) can be positively misleading.

The following table shows the preferred image sizes in the normal format for the series (Royal):

| Trimmed page size | Usual text measure | For full page, image should be supplied as | For half page, image should be supplied as | For quarter page, image should be supplied as |
|---|---|---|---|---|
| 234 x 156 mm | Width: 114 mm Depth: 183 mm | Width: 125 mm Depth: 190 mm | Width: 60–125 mm Depth: 95 mm | Width: 60–125 mm Depth: 50 mm |

## 5   BIBLIOGRAPHY, NOTES, AND REFERENCES

The bibliographical citations and referencing system in your book acknowledge your indebtedness to the work of other authors, cite the sources of direct quotations, and provide for the reader a resource for further research. This element of the text often takes a disproportionate amount of time and attention during copy-editing, and your book will move more quickly and smoothly through the production process if you have checked all bibliographical matter carefully as you prepare the script.

## 5.1 Bibliographical lists

### 5.1.1 Definitions

A 'Bibliography' lists all works referred to in the text and other works that you have consulted and that are relevant to the subject. A list of 'References' contains only those works referred to in the text. A 'Further Reading' list consists of works not otherwise referred to in the text.

### 5.1.2 Citation forms

Use the author–date system (also called the Harvard system), in footnotes only, not in main text. This system requires that the author's name and the date of publication appear at the head of the citation. Guidance on the form and content of bibliographical citations and the configuration of notes and references is given in *New Hart's Rules: The Handbook of Style for Writers and Editors* (Oxford University Press, 2005).

### 5.1.3 Order of the bibliographical list

Bibliographical lists are ordered alphabetically by the surname of the author, which therefore appears at the head of the citation (the forename or initial(s) following, usually after a comma).

In the author–date system, multiple works by the same author or authors published in the same year are ordered alphabetically by title and distinguished by lower-case letters appended to the date.

> Lyons, J. (1981a). Language and Linguistics: An Introduction. Cambridge.
> Lyons, J. (1981b). Language, Meaning and Context. London.

### 5.1.4 Citation style

Bibliographical citations should follow the title page of the original in all matters of wording, such as the form of the author's name and the spelling of the title. However, capitalization and punctuation should be changed to ensure a consistent approach. OUP's house style for English-language titles is to capitalize the first word of the title and any subtitle and all important words; a colon is imposed between title and subtitle. For works in other languages we adopt normal sentence case for the language concerned.

Formats for the bibliography:

Please include a space between an author's initials.
Please use en-dashes – not hyphens - for page ranges.

Book
Lastname, F. N. (date). *Title in Italics* (series numberinseries). Placeofpub.

Lastname, F. N. and Otherlastname, O. F. N. (date). *Title in Italics* (series numberinseries). Placeofpub.

Lastname, F. N., Otherlastname, O. F. N., and Thirdlastname, T. F. N. (date). *Title in Italics* (series numberinseries). Placeofpub.

> Parker, A. J. (1992). *Ancient Shipwrecks of the Mediterranean and the Roman Provinces* (BAR International Series 580). Oxford.

Article in book

Lastname, F. N. (date). 'Title of Article', in F. N. Lastname (ed.), *Title in Italics* (series numberinseries). Placeofpub, firstpage–lastpage.

Lastname, F. N. (date). 'Title of Article', in F. N. Lastname and O. F. N. Otherlastname (eds.), *Title in Italics* (numberinseries). Placeofpub, firstpage–lastpage.

> Bagnall, R. S. (2002b). 'Public administration and the documentation of Roman Panopolis,' in A. Egberts, B. P. Muhs, and J. van der Vliet (eds.), *Perspectives on Panopolis: an Egyptian town from Alexander the Great to the Arab Conquest; Acts from an International Symposium held in Leiden on 16, 17 and 18 December 1998* (Papyrologica Lugduno-Batava 31). Leiden, 1–12.

Where the book title includes 'vol.' or 'part', format as follows:

Lastname, F. N. (date). 'Title of Article', in F. N. Lastname (ed.), *Title in Italics*, vol. [or part etc.] number: *Volume title* (series numberinseries). Placeofpub, firstpage–lastpage.

> Mattingly, D. J. (2003). *The Archaeology of Fazzan*, vol. 1: *Synthesis*. London.

Article in journal

Lastname, F. N. (date). 'Title of Article', *Title of Journal abbr. Année Phil.* Arabic volume number.issue number: firstpage–lastpage.

> Greene, K. (2008). 'Learning to consume: consumption and consumerism in the Roman Empire', *JRA* 21.1: 64–82.

Thesis

Lastname, F. N. (date). *Title in Italics*. D.Phil./Ph.D. Thesis, University.

> Nacef, J. (2010). *Production de la céramique antique et ateliers dans la région de Salakta et Ksour Essef.* Ph.D. thesis, Université de Tunis.

> Sharp, M. (1998). *The Food Supply in Roman Egypt*. D.Phil. thesis, University of Oxford.

URL
Lastname, F. N. (date). 'Title of Site', http://www.xxxxxxxxxx/ (accessed day month year).

Ancient literary text
Auth., *Titl.* reference in Arabic numerals [abbr. according to *Oxford Classical Dictionary*].

## 5.2   Notes

### 5.2.1   *Purpose*

Notes are used to deliver references to other authorities (including sources for quoted matter) and supplementary information. Please keep the second kind to a minimum; the writing style for explanatory notes may be as brief as is consistent with clarity, and abbreviations may be freely used.

### 5.2.2   *Footnotes and endnotes*

We use footnotes, not endnotes.

Number notes by the chapter, reverting to 1 at the start of each new chapter. In most cases note cues in the text are set as superscript arabic numerals, and should follow terminal punctuation.

Use the automatic footnoting/endnoting function of your software to create and number notes. Notes begin with a capital letter (except where the first word is cf., e.g., i.e., or the like) and end with a full point.

## 5.3   Author–date references

Author–date references obviate the use of full bibliographical citations when other authorities are quoted or invoked. Avoid putting the author-date references in open text; confine them to the footnotes. They consist of the author's surname, and, in parentheses, the date of publication of the work and (if required) a location—volume and page reference, for example.

In author–date references to works by multiple authors, up to three are individually named; but where there are four or more the author element is reduced to the name of the first followed by '*et al.*' (Note, however, that in the bibliographical list all are named.)

Citation format in footnotes:
Lastname (date: page–page); Lastname (date: page–page).
e.g. Wolf (1998: 193–202); Morley (2007: 98).

# 6   COPYRIGHT PERMISSIONS

Submissions will be published in accordance to UK copyright law. Please note that this system does not allow for *fair use* exceptions. The original contributor is responsible for obtaining permission for all copyright material. It is important that such permissions are obtained as early in the process as possible. Material that may be copyrighted are:

–   Photographs
–   Charts
–   Tables (unless they have been substantially adapted and reset)
–   Maps (unless they have been substantially adapted and redrawn)

The quotation of 'insubstantial' amounts of text are not copyrightable.[3] OUP holds a licence to reproduce crown copyright materials, but their use must still be acknowledged.[4] If you have a specific question about copyright, please contact OXREP.

## 6.1   Whom to approach

Copyright resides in the creator of the work—the author, artist, or other originator. However, when a work is published, the creator usually licenses the copyright to the publisher and loses control over it while the licence is in force. It is very important to recognize the implications of this: it means that the agreement of the author to re-use material does not constitute copyright permission—to seek permission to reproduce a published work, you must approach the publisher.

Authors are often under a misapprehension about their own material, especially images and tables: even though you may have originated text, images, or tables you may not re-use them without seeking permission from the publisher to whom the copyright has been licensed. Further, if you wish to reproduce material from an OUP publication you still need to clear permission through our rights department.

The holder of copyright in an image or figure may be unrelated to that of the book in which you see the material. You may be able to save time by consulting the acknowledgements page, which will enable you to establish a direct approach to the original copyright holder.

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[3] Usually, anything less than 400 words, as long as it does not constitute a 'significant portion' of the original work.

[4] Crown copyright extends to Ordnance Survey maps and Ministry of Defence naval Charts, which some contributors may find useful to include.