1 Footnotes and Bibliographies:

1.1 Footnotes and bibliographies must accord with one of the following models:

1.1.1 Humanities format

Footnotes, Book


["p." and "pp." are not used]

Footnotes, Article


[a colon separates the volume number from the page reference]

Footnotes, Collected Papers


["p." and "pp." are not used; "ed." stands for "edited by"; symposium title precedes editor’s name]

Bibliography, Book

Author, P. Q., and John Doe. The Book We Wrote. Series Information. Place: Publisher, Year.

[first author’s surname precedes; periods replace commas; no parentheses]

Bibliography, Article


(or: JAOS 108: etc.; "pp." not used)

Bibliography, Symposium


["pp." is used; page numbers precede facts of publication]

1.1.2 Social Sciences Format

Bibliography, Book

Author, P. Q.; Jane Dee; and John Doe. Year. The Book We Wrote. Place: Publisher.

[year follows authors' names]

Bibliography, Article


[no quotation marks are used]

Bibliography, Symposium


["pp." is used]

Notes in text have the form: (Author Year) or (Author Year: 12). But if the page number only is used, "p." or "pp." is appropriate: (p. 12). "P." or "pp." may be used at any time to distinguish pages from other kinds of numerical references (tables, lines, etc.).

1.2 The major and relevant place of publication only should be listed. E.g., “Leiden: Brill”; not “Leiden, Boston, Köln: Brill.”

1.3 In footnote citation and bibliography, abbreviate “University Press” as “Univ. Press.”

1.4 When the bibliography lists several works by a single author, his or her name should not be repeated, but replaced by “——.”

1.5 “Ibid.” refers to the single work cited in the note immediately preceding. It should not be used if more than one work is cited in the preceding note. It takes the place of the author’s name, the title of the work, and as much of the succeeding material as is identical. Ibid. may also be used in place of the name of a journal or book of essays in successive references to the same journal or book within one note. Instead of ibid., one may use an unambiguous short form (e.g., “Buck, Selected Synonyms, 293”).

1.6 “Idem” is used in place of an author’s name when successive references to several works are made within a single note. It is not used of titles or in bibliographies.

1.7 Note the distinction between “see” (or, _vide_: used of a supporting point) and “cf.” ( _confer_, compare: used of a contrasting or complementary point).

1.8 References to inclusive pages, as follows: for two-digit numbers repeat all digits ["pp. 56–58"]; for 100 or multiples thereof repeat all digits ["pp. 100–106"]; for numbers greater than 100 repeat only last two digits (or more, if necessary) ["pp. 117–19"; "1698–722"]; but do not repeat any zeroes ["pp. 103–8,” not “103–08”].

1.9 The use of footnotes in book reviews is discouraged; parenthetical references in lieu of footnotes should conform to the appropriate footnote style.

1.10 Footnotes to tables apart from text should be indicated by letters a to z, used consecutively.

1.11 The abbreviations “vol.,” “no.,” and “pt.” are normally not capitalized.

2 Quotation marks are placed generally _outside_ sentence punctuation (i.e., _American_, not _British_, style). Exceptions are made for linguistic glosses in single quotation marks, for colons and semicolons, and for certain exclamation points and question marks.

3 The following items should normally be _italicized_ : titles of works and periodicals; foreign terms cited in the process of inquiry. Foreign terms, however, which are employed by the author instead of translations, may be kept in roman, especially if commonly understood or frequently used (e.g., “karma,” “dharma”). _Not italicized_ are: books of the Bible, _classes_ of works (e.g., “purana,” “veda”), Latin scholarly terms and abbreviations (with the single exception of “sic”). The English plural ending on foreign words is not italicized: _śūtras_; idiosyncratic _italicization_, for emphasis, etc., is discouraged. Special conventions govern the transliteration of cuneiform.

4 American _spelling_ preferences are normally adopted.

5 The two-letter postal _abbreviations_ for the States are used only in addresses. Elsewhere, including in _publication_ information, spell out or use the unambiguous standard forms (e.g., “Miss.” not “MS”; “Nebr.” or “Neb.” not “NE”).