

Department of Classical Philology  
**Instructions for formatting essays & theses (B.A., M.A.)**

**Components of essays / theses:**

- A Title Page including:
    - The name your institution, department and study programme
    - The title of your paper
    - The type of paper
    - The name of the student submitting the paper
    - The name of the course instructor or mentor
    - Place and year
  - A Statement on academic honesty (for theses only)<sup>1</sup>
  - An abstract\* written in both Croatian and English (for theses only)
  - Table of contents
  - The text of the paper itself (introduction\*, body,\* conclusion\*)
  - Works cited
- \* An abstract must include a precisely described aim of the paper, its methodology and research, the most important postulates and a conclusion. It must be brief and precise; the ideal length is approximately 150 words (or half of a page; see below for the definition of a page of writing).
- \* An introduction must include an explanation on their choice of topic, a description of the research methods used, and a definition of the aim of the research. In this chapter (or perhaps under a subsequent subheading) information on the author and literary work analyzed may be included, a survey of the results of up-to-date research on the topic, etc. The introduction need not be extensive; its length should be dictated by the breadth of the topic at hand. It is suggested that the introduction not be longer than a fifth of the length of the entire work itself.

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<sup>1</sup> A Title Page template (for the cover page and first page) for B.A. and M.A. theses as well as the Statement on Academic honesty can be found at <http://www.unizd.hr/sveucilisknjiznica/digitalni-repozitorij-sveucilista-uzadru/upute-i-obraci-za-studente>.

- \* The body of the work represents the central, most demanding and longest portion of the paper, and it is composed of a detailed elaboration of the topic using appropriate research methods, as described in the Introduction. The number of chapters making up the body of the work will depend on the topic chosen and the characteristics of the research. The chapters (and subchapters, if divided in such a manner) must help the reader to orient themselves in the text of the work, and it is necessary that they are clearly connected to one another in content in the most logical manner possible. In the introduction and body of the paper it is necessary to back up all data through direct citations or paraphrases of relevant sources through the use of careful and thorough citation techniques (see below).
- \* The conclusion must contain an answer to the problem posed (i.e. the aim of the research) as defined in the introductory portion of the text, as well as a cursory review of the most important contributions of the research (i.e. what was analyzed and proven) in the body of the work. The conclusion functions as a sort of summary of the entire work and should be clear and informative enough that it functions as an independent part of the work, for this reason some portions from earlier in the work may be repeated or paraphrased. It is necessary, however, to attempt to refrain from repeating large portions of that which was written before (i.e. copy-pasting from earlier in the work). A personal review is welcome (e.g., an interpretation of the results of the research, an evaluation of the literary value of the work or fragment analyzed, a review of the style, an examination of the motives and their treatment, personal thoughts on the problems touched upon in the literary work, etc.). Extensive citations and the paraphrasing of the thoughts of others must not be included in this portion of the work. It is suggested that the conclusion not be longer than a fifth of the length of the entire work itself.

### **Scope of the paper**

- An essay should be at least 5 pages in length, a B.A. thesis at least 10 pages, and an M.A. thesis at least 30 pages in length (from the Introduction to the Conclusion). A page of text is defined as 1800 characters, that is 60 (including spaces and interpunction) in a line x 30 lines.
- If a printed copy is needed, the paper must be printed in A4 paper format (210 mm x 297 mm).

## Page formatting

- Margins:
  - Left and right: 2.5 cm
  - Top and bottom: 2.5 cm
  - The title page has different margins and font sizes.<sup>2</sup>
- Font: Times New Roman
- Font size:
  - Headings in the text: 14 pt
  - Subheadings (or Heading 2) in the text: 12 pt
  - Body of the text: 12 pt
  - Page numbers: 12 pt
  - Free-standing citations along with their translation: 10 pt
  - Footnotes: 10 pt
  - Titles of tables, charts, graphs, etc.: 10 pt
- Pace
  - In the body of the text: 1.5 lines
  - In free-standing citations: single space
  - In footnotes: single space
- The text must be justified on both the right and left side.
- Pages must be numbered in the lower right hand corner
  - Cover pages, as well as the pages containing the Statement on academic honesty, Abstract and Table of contents are not numbered.
  - Numbered pages begin from the Introduction onward.
- Headings and subheadings (Heading 2) in the work as in the Table of Contents
  - Only the headings and subheading which refer to the text of the work itself are numbered (from the Introduction to the Conclusion).
  - It is suggested that headings be written using capital letters, and the subheadings be written using minuscule bolded letters. If there are further subheadings (Heading 3), they should be written in italics. They would be formatted thus:

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<sup>2</sup> See footnote 1.

# 1. INTRODUCTION

## 2. HEADING

### 2.1. Subheading

### 2.2. Subheading

#### 2.2.1. Subheading

#### 2.2.2. Subheading etc.

## 3. HEADING

### 3.1. Subheading

#### 3.1.1. Subheading

#### 3.1.2. Subheading etc.

## 4. CONCLUSION

## WORKS CITED

- It is not necessary to begin a new page for a new heading or subheading.
- Paragraphs:
  - The first line of a paragraph should be indented 1.25 cm (in the menu **Home** – **Paragraph** choose under *Indentation* option *First line*), without any extra spacing added between paragraphs (in Word, under paragraph spacing click *Don't add space between paragraphs of the same style*).
  - In the Works Cited section, bibliographic references should be formatted such that from the second line onward of each reference the beginning of the line is tabbed to 1.25 cm (in the menu **Home** – **Paragraph** choose under *Indentation* option *Hanging*).
- Citations in paragraphs:
  - All citations in the text, both free-standing quotes (“long quotes”) and short quotes, must be enclosed in quotation marks.
  - Translations of Greek or Latin citations, which must be done by the author of the paper (that is, they must not be taken from published translations) are not enclosed in quotation marks.
  - The first translation in the text must include a footnote in which the student indicates that they personally translated all of the classical citations in the work.

- Incorporated citations: shorter Greek and Latin direct citations should be incorporated into the sentence, and their translation given in a footnote.
- Free-standing citations: prose citations longer than five lines of text or citations consisting of more than two lines of poetry must be cited as free-standing citations, that is, as indented citations separated into a paragraph of its own (An example of formatting may be found in the Appendix of these Instructions).
  - ✓ A free-standing citation should be indented by 6 typographic spaces, as is the case with the translation which follows.
  - ✓ The translation will follow the free-standing citation in brackets, which will be separated from the following text by 12 typographic spaces.
  - ✓ Poetry should be translated as prose, with the lines separated by a forward slash (/).
- If a citation is shortened, it must be done in a way that makes sense, and excluded text must be marked by an ellipsis in between brackets, thus: (...). For example, “Thucydides states (5.26) that after the loss of Amphipolis he was in exile for 20 years, which leads to no doubt about the fact that he returned to Athens after its defeat in 404 B.C. (...) A return to Athens corresponds well with news of his grave (...).”
- Adding images and tables to the body of the text:
  - All tables and images (graphics, photographs, diagrams, maps) must have a title and be numbered.
  - Titles are always written above the tables.
  - Titles are always written below images.
  - If the illustration is a reproduction of a work of art, the name of the author, if known, must be included, as well as the title of the work, and any other important facts related to the work.
- Appendices, if included, are placed at the end of the work, and are titled APPENDIX 1, APPENDIX 2, etc.

## Writing footnotes

- When directly citing or paraphrasing someone’s thoughts (sentences)<sup>3</sup> footnotes should include only the author’s last name, publication year, and page number; e.g., Dupont, 2008: 72. The use of such abbreviations such as *Ibidem*, *Idem* is discouraged.
- If a longer portion of someone’s text is being paraphrased, the footnote is placed at the end of the paragraph and the footnote contains, e.g. Cf. Dupont, 2008: 72–74. A text paraphrased in such a manner is contained in its own paragraph.
- When citing a dictionary or encyclopaedia entry the footnote should state: v. Beekes 2010: s. v. πέλομαι; v. Beekes 2010: s. vv. τέλλομαι, τέλος; Der Kleine Pauly: s. v. “Hannibal”, etc.
- It is suggested that ancient sources should be cited in the footnote according to the Perseus digital library, e.g. Hom. *Il.* 1.–5; Plat. *Rep.* 1.327a; Tac. *Ann.* 11.4–12.1, etc.
  - If, in the reference offered, by Perseus a title or abbreviation of a title in English is used, it must be replaced with an abbreviation of the title in the original language, e.g., Aristoph. *Birds* 1–50 should be replaced with Aristoph. *Or.* 1–50; Aristoph. *Cl.* 67–68 should be replaced with Aristoph. *Nef.* 67–68.
- When citing or paraphrasing secondary sources (i.e. indirect citation), first write the name of the author cited and the year of publication, then the surname of the author of the original work, the year of publication, and the pages cited (e.g. Dupont, 2008: 31 cited in Finley, 1973: 49).
- Footnotes containing commentary or referring to certain literature generally related to certain issues are also written in the page footer. A footnote including commentary ends with citation(s) in parentheses, e.g. (Cf. Dupont, 2008: 72).
- Text in footnotes must begin with a capital letter and conclude with a period.
- Wikipedia must not be included as a source in the footnotes or Works Cited as it often contains unconfirmed facts.
- When citing web pages it is not necessary to note the date of access which is mentioned in the Works Cited.

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<sup>3</sup> Citing is the direct quotation of others’ words, with the citations placed in between quotation marks. Paraphrasing is the recounting of others’ words or thoughts, and the paraphrased text is not placed in between quotation marks. Paraphrasing must be done in accordance with your own style of writing. Students are advised to use brief citations, and to paraphrase longer citations, paragraphs or pages.

### **Citing bibliographic information in the Works Cited**

- In the Works Cited, the references must be written in alphabetic order according to the surname of the first author, without numeration.
- If the same author has a number of references, they should be written in descending chronological order (i.e., the newest references should be written first).
- If the same author has a number of references dating from the same year, the references are written alphabetically according to title, with the year of publication accompanied by a letter in ascending order (a, b, c, etc.). The letters are also included with the year of publication when citing in footnotes (e.g., Raukar, 1997a: 20; Raukar, 1997b: 45).

### **Examples of references cited:**

#### ***1. Books and published sources:***

Apollonius Rhodius. 2009. *Argonautica*. Edited and translated by William H. Race. Loeb Classical Library 1. Cambridge, MA: Harvard University Press.

Dupont, Florence. 2008. *Daily Life in Ancient Rome*. Translated by Christopher Woodall. Blackwell Publishing.

Horrocks, Geoffrey. 2010. *Greek. A History of the Language and its Speakers*. Second edition. Oxford: Oxford University Press.

Hutchinson, Gregory Owen. 1998. *Cicero's Correspondence. A Literary Study*. Oxford: Clarendon Press.

#### ***2. Chapters in edited volumes to which various authors contributed or papers/chapters in conference proceedings:***

Elmer, David F. 2020. The *Odyssey* and the Desires of Traditional Narrative. In: *Zbornik radova Međunarodnoga znanstvenog skupa „Natales grate numeras?*, edited by Diana Sorić et al., 3–22. Zadar: Sveučilište u Zadru.

Noegel, Scott B. 2010. Greek Religion and the Ancient Near East. In: *A Companion to Greek Religion*, edited by Daniel Ogden, 21–37. Blackwell Publishing Ltd.

#### ***3. Journals:***

Belemore, Jane. 2016. Caesar's Gallic Woman under Siege. *Latomus: revue d'études latines*, 75(4), 888–909.

Evans, J. Richard. 2005. Rome's Cimbric Wars (114–101 BC) and Their Impact on the Iberian Peninsula". *Acta Classica* 48, 37–56.

**4. Electronic sources (published sources, electronic encyclopaedias, e-books, journal articles, conference proceedings):**

Caesar, Gaius Iulius. *De bello Gallico*. Available at: <http://www.perseus.tufts.edu/>. Accessed on August 4th, 2018.

Fagan, Garrett G. 2004. Augustus. *De Imperatoribus Romanis. An Online Encyclopedia of Roman Rulers and Their Families*. 2007. Editors Richard D. Weigel et al. Available at: <http://www.roman-emperors.org/>. Accessed on May 5<sup>th</sup>, 2017.

Tacitus, Cornelius. 1906. *Annales*. Ed. C. D. Fisher. In: *Diogenes* (v3.1.6), editor Peter J. Heslin.

Toynbee, Arnold Joseph. 2019. "Julius Caesar". *Encyclopædia Britannica*. Available at: <https://www.britannica.com/biography/Julius-Caesar-Roman-ruler>. Accessed on December 6th, 2020.

**5. Dictionaries and encyclopaedias:**

Beekes, Robert. 2010. *Etymological Dictionary of Greek*. Leiden: Brill.

Fauth, Wolfgang. 2013. Ares. *Der Kleine Pauly. Lexikon der Antike*. Band 1. Bearbeitet und herausgegeben von Konrat Ziegler und Walther Sontheimer. Stuttgart – Weimer: Verlag.

Jennings Rose, Herbert; Pritchett, W. Kendrick. 1970. *Calendars. The Oxford Classical Dictionary*. Second edition. Edited by Nicholas Geoffrey Lemprière Hammond i Howard Hayes Scullard. Oxford: Clarendon Press.



## APPENDIX

### An example of the formatting of a free-standing citation:

(...) Ona mu neumoljivo odgovara da će se u bijedi i nevoljama mučiti sve do smrti te da će se uzalud pokušavati razriješiti muke.<sup>4</sup> Na kraju mu još jednom prijeteći iznosi svoje strašne moći:

„vectabor umeris tunc ego inimicis eques  
meaeque terra cedet insolentiae.

an quae movere cereas imagines,  
ut ipse nosti curiosus, et polo  
deripere lunam vocibus possim meis,

possim crematos excitare mortuos  
desiderique temperare pocula,  
plorem artis in te nil agentis exitus?”<sup>5</sup>

(Tada ću ja kao konjanik na neprijateljskim ramenima jahati / i zemlja će pasti pod mojom obiješću. / Zar koja mogu pomicati voštane figure, / kao što si i sam znatiželjan saznao, i s neba / svojim glasom skin mjesec, / spaljene mrtve mogu podignuti / i smiješati pića za strast, / (zar) da plačem što nad tobom ishod umijeća nema?)

Iz navedenih stihova može se (...)

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<sup>4</sup> Hor. *Epod.* 17.62–64, 70–73.

<sup>5</sup> Hor. *Epod.* 17.74–81.