

CONTRIBUTOR GUIDELINES

PREPARING YOUR MANUSCRIPT *for your*
OXFORD BIBLIOGRAPHIES
PUBLICATION *with*
OXFORD UNIVERSITY PRESS



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Overview of *Oxford Bibliographies*

Oxford Bibliographies is a peer-reviewed online reference resource authored by top scholars. The articles in *Oxford Bibliographies* are meant to be selective guides through the literature on your topic. As an *Oxford Bibliographies* contributor, your role is to create an annotated bibliography, arranged by source type and theme, that will lead a researcher or student through the most important sources on your topic.

Oxford Bibliographies is published online only, and the format and style are designed specifically for online readers. All articles follow these four style principles:

- Each article begins with a one-paragraph Introduction of approx. 400 words.
- Each article is organized by concise headings and subheadings.
- All sections include a commentary paragraph of up to approx. 400 words and up to 10 citations, each of which must have an annotation of up to approx. 70 words.

Articles range from approx. 5,000-10,000 words or 50-150 citations. The suggested number of citations in your contract is a general guide and not a strict limit. Please make every effort to meet the deadline specified in your contract and let your editor know at the earliest possible time if you will need an extension.

Author Checklist

Before submitting your article, please ensure the following:

- I have returned a signed copy of my contract.
- I am submitting the final version of my manuscript.
- I have provided the full names and affiliations of all authors as they should appear on the published article.
- My article is written in size 10 Arial Unicode MS font in a Word-compatible document (no PDFs).
- My article does not contain charts, images, or figures.
- My article uses gender neutral language and avoids first-person language.

Headings/Sections

- My article has an Introduction of no more than 400 words that does not contain citations.
- My article is divided into sections of no more than 10 citations per section.
- My headings are distinguished as follows: **first-level heading**, **second-level heading**, **third-level heading**.

Commentary Paragraphs

- Each section has its own commentary paragraph of no more than 400 words.
- My commentary paragraphs directly discuss the citations in the following section using the Author Year format (or ****Title**** format where Author Year format is not applicable)

Citations/Annotations

- I have verified the accuracy and completeness of all citations. I have included static URLs for any online sources.
- All of my citations have their own unique annotation.
- My annotations do not exceed 70 words each.
- Each citation only contains one version of a work. Information about other editions or translations for a work is included in the annotation, rather than in the citation.
- All annotations are written in my own words, not copied and pasted from outside sources. I understand my article will not be approved if we find instances of plagiarism in the annotations or commentary paragraphs.

Remember to retain electronic copies of all materials for your records.

If you have any questions about *Oxford Bibliographies* style after reading these guidelines, you are highly encouraged to [review a sample article or the site itself](#). Please contact your OUP editor for gratis access to *Oxford Bibliographies* or for a sample article.

Writing your article

Your *Oxford Bibliographies* article must begin with an Introduction section, followed by sections organized by citation type or topic. Each section is comprised of three main elements: a commentary paragraph, citations, and annotations.

Example

Heading: Headings should concisely identify the subject of this part of your entry.



Introduction

Callimachus of Cyrene was a central figure in the literary and scholarly community that flourished in Alexandria in the 3rd century BCE. His poetry was greatly admired by the best Roman poets, who embraced his stylistic principles, and by ancient grammarians, metricians, and lexicographers, who mined his work for examples of rare forms and usage. Of his prodigious body of work, only six Hymns and sixty-three epigrams have survived intact, though parts of his *Aitia*, *Iambi*, and *Hecale* have been recovered from papyrus fragments and quotations in later authors. The rest, including his scholarship and library catalogue, are known by title, a few fragments, or indirect references in the work of later authors.

Introduction. Each article should begin with a one-paragraph introduction to the topic of less than 400 words. The Introduction should define the topic and orient the reader to the subject of your article.



Commentary Paragraph: Each heading should be followed by a paragraph of context-setting text. You should mention each citation in the list that follows using the Author Date format, drawing connections between the citations in the section. This is not an overview of the topic, but rather an overview of the literature and resources cited.



General Overviews

A concise presentation of Callimachus's work is in Parsons 1998. More detailed general treatments can be found in the chapters on Callimachus in Gutzwiller 2007, Hutchinson 1988, and Fraser 1972. Ferguson 1980 provides a reliable book-length introduction for the general reader, while Callimachus is often the focus of Hunter and Fantuzzi 2004. Cameron 1995 is rich in scholarly detail though by no means a general introduction to the poet. There is still no systematic book-length account of his entire corpus in English.

Cameron, Alan. 1995. *Callimachus and His Critics*. Princeton: Princeton University Press.

The only scholarly monograph on Callimachus in English. Not always in agreement with the general consensus on many issues.

Ferguson, John. 1980. *Callimachus*. Twayne World Author Series 589. Boston: Twayne.

Readable survey with a selection of graceful translations in context.

Fraser, P. M. 1972. *Ptolemaic Alexandria*. Oxford: Clarendon Press.

A seminal work that puts Callimachus in the context of his time and place, but better on history and culture than literature. Extensive and learned notes. On Callimachus, pp. 717-793.

Gutzwiller, Kathryn J. 2007. *A Guide to Hellenistic Literature*. Oxford: Blackwell.

A wide-ranging survey of the field that goes beyond the usual canon of poets. On Callimachus, pp. 60-74 and passim.

Hunter, Richard, and Marco Fantuzzi. 2004. *Tradition and Innovation in Hellenistic Poetry*. Cambridge: Cambridge University Press.

Discussion of major issues in Hellenistic poetry and poetics with sections on Callimachus throughout.

Hutchinson, G. O. 1988. *Hellenistic Poetry*. Oxford: Clarendon Press.

A more strictly literary approach illustrated with some brief quotations and summaries. On Callimachus, pp. 26-84.

Parsons, Peter J. 1998. "Callimachus." In *The Oxford Companion to Classical Civilization*. Edited by Simon Hornblower and Antony Spawforth. Oxford: Oxford University Press.

A short scholarly presentation of Callimachus' life and work in English.



Citation: Insert your citations following the text. Please include no more than 10 citations per section. Be selective, not comprehensive.



Annotation: Include an annotation for each of your citations. Annotations should describe the work and its importance.

Table of Contents and Headings

The first few sections should cite general and/or introductory resources. The rest of your article can be devoted to covering main topics and areas of interest, with separate headings for each of these.

Consistency between articles is an important part of usability, and therefore we suggest you use a few of the following common first-level headings to begin your article, as appropriate:

- **Introduction** (required)
- **General Overviews**
- **Reference Works**
- **Textbooks**
- **Anthologies**
- **Bibliographies**
- **Journals**

After your general/introductory sections you may divide your sections by topic. The main focus of your article should be themes and areas of interest in the scholarship on your subject. You may use up to three heading levels.

When choosing your section headings, the more specific and straightforward the heading, the more likely it is that it will be discoverable by users searching for content. A good heading should accurately and specifically describe the content, and avoid terms that are too general; put the most important keywords first; avoid punctuation; and consider how readers search for content by using frequently searched terminology without too much competition.

Introduction

The Introduction is a single paragraph of up to 400 words. It provides the reader with a summary of the topic, much like an abstract. The Introduction will be publicly available to all online users, even those without subscriptions, and its first few lines will likely show up in search engine results. Therefore please keep it broad and avoid referencing any citations.

Commentary Paragraph

Each section begins with a commentary paragraph of up to 400 words. The purpose of the commentary paragraph is to introduce the citations in that section. All citations in a given section should be mentioned in that section's commentary paragraph.

To refer to citations, please use the Author Year format (the author's last name and the year of publication): i.e., "Smith 2009", "Smith and Anderson 2009", or "Smith, et al. 2009". Please do not use parentheses, commas, or other text to separate the year when using the Author Year format.

✓ Correct: Smith 2009

✗ Incorrect:

- Smith (2009)
- Smith, 2009
- Smith's 2009 work...

If there are multiple citations with the same author and publication year in a section, please use letters to differentiate in both the commentary paragraph and in the citations: "Smith 2009a", "Smith 2009b", etc. If your citation does not have an Author or Year, you can use the ****Title**** format (i.e. ****Journal of Ecology****). **Asterisks are essential**, as they alert our production team to create an internal link from the title in the commentary paragraph directly to the relevant citation.

Citations

Each section can contain up to 10 citations. Refer to your contract to determine the total number of citations your article should include. The citations are the core of your article. Aim to be selective, not comprehensive.

Citation Style. *Oxford Bibliographies* uses two different citation styles, depending on the discipline of your topic. For Humanities articles, please use Chicago Manual of Style, 16th edition, and for Scientific articles, please use APA Style. If you are unsure of what style to use, please contact your editor. Note that *Oxford Bibliographies* style will remove the parentheses for citations, in both Chicago and APA styles.

If you are using a citation software, such as EndNote, to compile the citations for your article, *Oxford Bibliographies* recommends using the Chicago Author-Date style.

Repetition. If a work is relevant in more than one section, you may repeat the citation so that each section is its own, self-contained guide. However, all annotations need to be unique.

If you find that you are providing the same annotation for multiple citations of the same source, we recommend you cite it once, and refer to it again when needed in the appropriate commentary paragraphs or annotations using [Internal Cross References](#), p. 7.

Date of Publication. Include only one edition in the citation; it is preferable to cite the most accessible edition unless there is a specific reason not to (i.e., the most accessible edition is a flawed translation). When multiple editions are available, please make note in the annotation. If the original publication date is significantly older than the publication date being cited, make note in the annotation (e.g., “Originally published in 1888.”).

Forthcoming Titles. Do not include forthcoming titles of any sort as they will be inaccessible to the user. Works may be added once they are published.

English Translations and Works in Other Languages. Because many *Oxford Bibliographies* modules are multidisciplinary, we expect many articles to have non-English sources. However, if an English translation exists, we ask that you cite the English version. Please include the title and publication date for the original version in the annotation (see [Annotations](#), p. 7). *Oxford Bibliographies* does not allow unofficial translations.

Online Sources. One of the main goals of *Oxford Bibliographies* articles is to let its readers know which online or digital resources can be trusted. As such, inclusion of reputable online sources is highly encouraged wherever possible. These sources should be organized topically as would be a traditional print resource. Please be sure to use stable URLs wherever possible, to make sure the links will remain active. For formatting online sources, see [URLs](#), p. 8.

Be sure to choose credible online sources. High quality external links improves your article’s search engine optimization. We do not allow reference to or citations of Wikipedia, YouTube, Facebook, etc.

Citing Your Own Scholarship. You have been asked to write this article because of your knowledge and experience on the topic, and it is likely that some of your own scholarship will need to be represented in your bibliographic overview. This is perfectly acceptable, although we ask that you use discretion in your choices. As a rule, we recommend limiting self-references to approximately three.

Annotations

Each citation should be followed by an annotation of up to 70 words. Annotations may summarize the contents of the citation, indicate its importance or use, provide guidance about how to use a citation (i.e. “Best introduction for undergraduates”), note the critical or interpretive stance, indicate the language the source is written in or other translations of the work, indicate other publications of the citation, and indicate problems with availability.

Formatting Your Article

Please use Arial Unicode size 10 font, single spaced.

Headings

You can use up to three levels of headings. To distinguish between headings in the body of your bibliography, please format as follows: **first level headings are bolded**, **second level headings are bolded and underlined**, and third level headings are underlined.

Special Characters

Any symbol, character, or accented character available in the Unicode character set for Arial Unicode MS must be typed directly in the manuscript, or added by going to “Insert > Symbol” in Microsoft Word. Most commonly used special characters (including nonroman characters such as Greek, Hebrew, or Arabic) are available in Arial Unicode font.

If you have other formatting concerns (e.g., adding diacritics or setting block quotes), please add a comment bubble to the affected text.

Spelling and Punctuation

Use American English spelling and punctuation throughout (except for previously published primary source materials, which should appear as in the original). For spelling consistency, please refer to the *New Oxford American Dictionary* (Third Edition).

Internal Cross-References

Your commentary paragraph may refer to other sections in the article. For instance, you may suggest that a reader consult another section for more relevant sources. If you mention another section, put the heading title in asterisks (e.g., “see also Smith 1999 under *Transcendentalism and Naturalism*”), which will signal to our production team that an internal link should be created.

Do not use directional terms, such as “above,” “below,” or “previous” in your commentary paragraphs or in your annotations. We expect users to dip in and out of articles rather than read them top to bottom, which could make directional terms confusing.

Cross-References and Related Articles

Publishing online creates opportunities to cross-reference your article to related *Oxford Bibliographies* content. Guiding readers to related articles enhances the coverage of your article and makes full use of *Oxford Bibliographies’* online format.

To do so, please use the following format: “See the separate *Oxford Bibliographies* article *Aristotle’s Politics[obo-9780195389661-0159].*”

However, because *Oxford Bibliographies* offers subscription by module, you can only link to articles within the same *Oxford Bibliographies* module. A list of articles you may link to can be found on the [Subject Page](#) for the subject area you have been contracted to write within. If you would like to cite an article from a different *Oxford Bibliographies* module, you may include that article as one of your citations.

URLs

If your source has a URL, we ask that you include it in the citation itself rather than in your commentary paragraph. Please use the following format to include a URL:

Oxford African American Studies Center[<http://www.oxfordaasc.com/>]

If print and online versions exist, cite the online version and note the print version in the annotation. Or if the online version of your source requires a password or subscription, include the URL in your annotation rather than in the citation, as in the example below:

Latour, Bruno. "Whose Cosmos, Which Cosmopolitics? Comments on the Peace Terms of Ulrich Beck." *Common Knowledge* 10.3 (2004): 450–462.

Defines fundamentalism as a belief in de facto, unmediated reality. Available
online[<http://muse.jhu.edu/article/171401>] by subscription.

We cannot allow for external links (URLs) in commentary paragraphs. Though you are highly encouraged to include links to credible external websites, we ask that you provide full citations and annotations for any pertinent online sources. See also [Online Sources](#), p. 6.

Submitting Your Article

How to Submit

Save your manuscript in a Word-compatible format, using size 10 Arial Unicode MS font. Instructions for submitting your article via the *Oxford Bibliographies* ScholarOne site have been sent to you in your initial acceptance email, and in subsequent reminder emails. Please make every effort to meet the deadline specified in your contract. Before submitting your article, please refer to the [Author Checklist](#) to make sure you have followed the *Oxford Bibliographies* style.

Next Steps

Once you submit your article, it will undergo internal and peer review, after which you'll be able to revise your article before it's sent to the Editor-in-Chief for final approval.

1. OUP Review

Upon submission, your OUP editor will review your article according to the guidelines described in this document. If your article does not conform to the guidelines, you will be contacted by your OUP editor for pre-peer review revisions.

2. Peer Review

Your article will receive qualified, anonymous peer review. Your peer reviewer(s) may suggest restructuring your article, or the addition of new sections and/or citations. Reviewer comments are meant to be taken as editorial suggestions rather than required revisions. Please expect your article to take up to a month in peer review. Securing qualified reviewers can take some time. Feel free to suggest names of potential reviewers to your OUP editors to expedite this process.

3. *Post-Peer Review Revisions*

Your article will then be returned to you with formatting and style comments from OUP editor, and comments on content from the peer reviewer(s). The standard time allotted for you to respond to these comments and resubmit your revised article is 2 weeks.

4. *Final Editor in Chief Approval*

Once all queries and revisions have been appropriately addressed, your article will be submitted to the EIC for final approval. It is possible the EIC will ask for a few final revisions before approving. Upon approval, your article will be officially accepted for copyediting and production. At this point, OUP will process your honorarium.

5. *Copyediting and Your Final Review*

In handing your manuscript to Production, your Editor will pass the responsibility of day-to-day management of the manuscript to a Project Manager (PM), who, until the article is published, will remain your primary contact throughout the production process. Given the size and complexity of *Oxford Bibliographies*, OUP has brought on board a dedicated project management firm called SPi. They will be overseeing the end-to-end production process starting with copyediting. SPi works with a pool of freelance copyeditors that are based in the US and the UK and have been tested and approved by OUP. Once your article is sent to the copyeditor, the text of your article will be edited for style and grammar. Your article will also be coded for *Oxford Bibliographies'* online format during this stage.

Your copyedited article will be sent to you for your review and final approval. Please watch for this email from SPi approximately 6 weeks after your article has been approved. The more quickly you attend to your copyedited article, the sooner it will be published.

6. *Online Publication*

Once you have returned your copyedited manuscript, it will be converted to XML in preparation for online publication. It will then be reviewed in-house by the editorial team before it is published. You will be contacted by the editorial team once your article has published online.

7. *Updating Your Article*

As an online publication, it is essential to update and revise *Oxford Bibliographies* articles on a regular basis. To ensure that *Oxford Bibliographies* remains up to date, the Editor in Chief and editorial board for your subject area will review all articles periodically. Following the formal review, we may contact you directly with a request to update your article. If you are unable to make the changes, we may commission another scholar to make the necessary update. Their name would be added as a co-author.

As new scholarship is published, we encourage you to contact your *Oxford Bibliographies* editor directly anytime post-acceptance to update and revise your article. This may mean minor corrections, adding a new source, adding a new section, or reworking content to respond to emerging ideas in your field. Any substantive revisions may be subject to an editorial board review.