

***Journal of the Oriental Numismatic Society***  
*Style guide and bibliographical conventions*

**General**

Please supply material in electronic form if possible. Illustrations will need to be at a resolution of at least 300 ppi. Contact the editor directly with any queries at [onseditor@gmail.com](mailto:onseditor@gmail.com). UK spellings should be used. For general style and spelling points follow *The New Oxford Style Manual* (Oxford 2003). The work should be the author's own, unless permission has been granted for the use of third-party material of any kind. Documentations will need to be supplied. Contact the editor if there are any questions about this.

**References**

The author/date system is used, with a full list of references at the end of the text, e.g

The resulting sequence is similar in many respects to those established by Nicholas Rhodes (2002). Rhodes, N. G.. (2002) 'The coinage of Samatata: some thoughts', *Quarterly Journal of Historical Research* **42**, 1–12

Style for edited volumes

Cribb, J. (1986) 'Dating South East Asia's earliest coins', in G. Bhattacharya (ed.), *Deyadharmā: papers in memory of Professor D. C. Sircar*, New Delhi, 111–28, pls 1–4

Basic requirements

Use initials for authors, not full names.

For books, the place of publication (not publisher)

For journals, the title, volume number and page names

Note the use of ed., ch., col., pl. and vol. (singular), eds, chs, cols, pls and vols (plural); edn or edns denotes edition(s).

Use *ibid.* for consecutive references to the same work, but please avoid *op. cit.* or *loc. cit.*

**Notes**

Footnotes may be used for discursive material but should be kept to a minimum.

**Captions**

Each illustration or table should have a numbered caption and a cue in the text ('see figure 2') so that they can be placed appropriately. All captions should indicate the source of the material, including authors' photographs or artwork. Include permissions from third parties using the form 'courtesy of' unless the permission requires specific wording.

**Figures**

Write figures up to ten in words: (six Kārṣāpaṇas), and over ten in figures; (16 coins found in a jar) unless they occur with units: 6 inches; 5 miles. Percentages to be given in figures and in full ('25 per cent', 'per annum') except in tables and in endnotes where '%', and 'p.a.' should be used. Avoid numbers of more than five figures in the text wherever possible; spell out round numbers up to ten, but '5.5 million' rather than 5,500,000 or 'five and a half million'. Fractions with hyphens: two-thirds. Ordinal numbers should always be written out unless in a title: fifteenth.

### **Dates**

Use 1801–4 when from 1801 to 1804 is meant; use 1801/2 when a calendar year (or part thereof) over those two years is meant. Use 1852–72 not 1852–1872. Wherever possible give dates in full, as 30 January 1938. In footnotes and references abbreviate the months as follows: Jan., Feb., Mar., Apr., May, Jun., Jul., Aug., Sep., Oct., Nov., Dec.

BC(E, CE and AH (Anno Hegirae) appear after a date (55 BCE, 2022 CE, 1443 AH) and AD (Anno Domini) appears before a date (AD 197). Centuries should be written in full: seventeenth century not 17<sup>th</sup> century.

### **Quotations and quotation marks**

Within single quotation marks ‘ ’.

Quotations within quotation, within double quotation marks ‘ “ ” ’.

Quotations of more than 50 words should be broken off from the text and displayed.

Spelling and punctuation in quoted matter should remain as in the original. If clarification is necessary, or if there is editorial interpolation, this can be inserted in square brackets.

### **Italics**

Commonly used abbreviations should be roman type, thus et al., i.e., e.g.; foreign words and phrases should be in italics (e.g. *nom de plume*), but not names of foreign services or organizations (e.g. Monnaie de Paris). Denominations do not need to be italicized. Names of journals, newspapers and books should be in italics but not unpublished theses.

### **Non-roman scripts**

It should be possible to accommodate these via Microsoft Word but for other sorts or scripts we can use artwork.

### **Hyphens**

In general, hyphens should be used as sparingly as possible. However, when two words are used attributively (provided one of the two is not an adverb) the two words should be hyphenated, thus,

‘well-known book’ but ‘he was well known’; ‘nineteenth-century coins’, but ‘coins in the nineteenth century’; and ‘newly discovered’.

Use hyphens where two vowels are next to each other: ‘macro-economic’ and co-operation’.