

 **National and Kapodistrian University of Athens**

 University of Patras

 University of Crete

**Essay Guidelines**

1. Your work should be in 11 or 12” point font, 1.5 spacing and full alignment. Footnotes should be in size 10” and single-spaced. The pages must be numbered. There must be a bibliography at the end of the essay. The word count must be stated at the beginning or the end.
2. Word limit: Specified for each course by the instructor. For the Master’s thesis see 7.
3. **Bibliography**
* The bibliography should list all works directly quoted or referred to in the essay. Works which have influenced your thinking ought to be included too, even if you have not referred to them in your footnotes. But in the case of such works, you should consider the possibility of adding a footnote to the essay at the appropriate place, explaining how the item has influenced you, or even just drawing attention to its existence. Works should be included in the bibliography only if you have used them yourself.
* The bibliography should normally contain no more than two sections: (i) published translations of primary sources and (ii) other modern works. There is no need to list primary sources in the bibliography if all you have done is to cite the ancient reference, but if a translation is actually quoted, then it should appear in the bibliography. Websites should be listed either in alphabetical sequence among the modern works or (especially if several websites are listed) in a separate section, following the modern works.
* Items in the bibliography should be listed in alphabetical order by author’s surname.
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So for books you need to cite five things (Harvard Style):

* + **Author’s surname and initials**
	+ **Year of publication (in brackets)**
	+ **Title of the book** (in italics, using initial capitals)
	+ **Place of publication**
	+ **Publisher**

If the book is an edition or a translation, add ‘ed.’ or ‘tr.’ as appropriate between the date of publication and the title.)

For articles, you need to cite six things:

* + - author (with initials)
		- year of journal
		- title of article (in quotation marks, without initial capitals)
		- name of journal (in italics)
		- volume number of journal
		- and pages (just the page numbers, not ‘pp.’)

Note: Do not forget to include the page numbers of journal articles.

* The name of the journal may be given in abbreviated form (in italics), if you prefer, as long as the correct abbreviation is used. A list of the standard abbreviations for journals may be found at <http://guides.lib.berkeley.edu/c.php?g=381579&p=2585381>
* If you consulted a journal article in an internet archive (i.e. online), the article should be cited as if in the print form.

**Examples**

**Edited and translated edition**

Aristotle (1991) *De anima*. Edited by D.W. Hamlyn. Oxford: Clarendon Press.

**Book**

**Burnyeat, M.F.** (1990) The Theaetetus of Plato. Indianapolis: Hackett Publishing.

**Edited Volume**

Fine, G. (ed.) (2008) *The Oxford Handbook of Plato*. Oxford: Oxford University Press.

**Contribution to multi-author volume, collection of essays** etc.:

Annas, J. (2001) ‘Plato’s ethics’, in G. Fine (ed.), *The Oxford Handbook of Plato*. Oxford: Oxford University Press, 260–280.

**Article**

Sedley, D. (2002) ‘The origins of Stoic god’, *Ancient Philosophy*, 22(1) 129–150.

**Electronic Sources**

Kraut, R. (2022) *Plato*. Stanford Encyclopedia of Philosophy. Available at: https://plato.stanford.edu/entries/plato/ (Accessed: 28 June 2025).

**4. References**

* Whenever you make a point based on something you have taken from another author, you should give the reference. As a general rule, references to primary sources are best put in brackets in the body of the essay and references to modern works in footnotes at the bottom of the page.
* The footnote number should normally be placed at the end of a sentence. It must always follow the punctuation.

References to ancient authors should be in the following form:

Plato, *Republic*  382b2–3

Aristotle, *Poetics* 1449b3

Diogenes Laertius 8.77

* If you are quoting from an ancient author in translation, it is not necessary to give a reference in the course of the essay to the translation from which you are quoting. The translation should appear in the bibliography and it will be assumed that that is the one from which your quotations have been taken. If you quote from more than one translation of the same text, however, a reference to the relevant translation should be given with each quotation.
* Never cite ancient works by the page number of a translation. Every ancient author has their own standard system of reference (line number, section number): you must use this system and no other. Do not forget to state which work of the author it is that you are referring to, even if you think it is obvious (a reference such as ‘Plato 172a’ is meaningless).
* Never cite primary sources via a secondary work. If the text of your essay refers to Plato, the footnote should give the complete Plato reference, rather than saying, i.e. ‘Sedley (2004) ...’ You do not need to acknowledge the fact that you came across the reference by reading Sedley rather than by reading through the works of Plato independently.

References to secondary works (whether books or articles) should be put in footnotes in the following form:

Sedley (2004), 45

* The author’s initials should not be given in footnotes unless you need to distinguish between authors with the same surname.
* You must not cite the full bibliographical details in footnotes: they should appear in the bibliography only.
* You only ever need to use the abbreviation ‘p.’ or ‘pp.’ if it is not obvious that the number which follows is a page number. Note that the abbreviation is ‘p.’, not ‘pg.’ (similarly, the abbreviation for ‘fragment’ is ‘fr.’, not ‘frg.’). Never use id. and ibid., or ‘f.’/‘ff.’ (give the closing reference). The abbreviation ‘ed.’ (‘editor’, ‘edited by’) is followed by a full stop, but ‘eds’ (‘editors’) has no full stop.
* Footnotes must always end with a full stop.

**5. Use of italics**

* Ancient words and phrases (*logos*, *polis*, *aporia*), foreign words and phrases (raison d’être) and titles of ancient works and modern books should be put in italics.
* Titles of articles should not be put in italics, but in quotation marks. Greek should never be put in italics.

**6. Quotations**

* Quotations from English and other modern languages should be put in quotation marks. Quotations from Greek and Latin should not be put in quotation marks. Quotations that are several lines long should be set out as a separate block of text and indented (not centred); neither quotation marks nor italics should be used.
* If passages of Greek or Latin are quoted, there is usually no need to give a translation. You should only give a translation (or translations) if the passage is obscure, corrupt or difficult, and its meaning needs to be established or explained. Never quote only in translation texts that you are supposed to have read in Greek or Latin.
* Quotations of Greek must show the correct breathings and accents. There are several Greek fonts that can be downloaded from the internet

**7.** The Thesis has a length of 12,000-15,000 words. This word count does not include the bibliography and possible appendices.

**8.** Plagiarism: When writing essays in the context of individual courses, as well as the Thesis, the student is obliged to respect the copyright of the authors of the sources used and strictly adhere to the current academic rules to avoid plagiarism. Plagiarism is considered a serious academic misconduct.

Plagiarism is: a. The verbatim copying of text from any written source (published or unpublished) without placing the text in quotation marks and/or without properly citing the source from which it is taken. b. The transfer of a text with minimal phrasal changes and without making proper reference to the source from which it is taken. c. Quoting any material, even from already published studies of the author himself, without a relevant reference.

In the event that plagiarism (even of a limited extent) is detected, the work in which it has been committed will be graded "zero" (0).