



## **Information sheet for the preparation of written papers at the chair of Prof. Dr. iur. Alonso**

### **1 Structure, organization and formatting**

#### *1.1 Components of the paper*

- Title page
- Table of contents
- List of abbreviations
- Editions and translations of ancient sources
- Bibliography
- Text part (consisting of introduction, main part & conclusion)
- Declaration of independence

The title page is not numbered.

The table of contents, list of abbreviations and bibliography are numbered with Roman numerals (i, ii, iii, .../ I, II, III, ...). The text section is numbered with Arabic numerals (1, 2, 3, ...).

The main part is not given the heading “main part”, but rather meaningful headings that serve the purpose of the paper.

#### *1.2 Title page*

The title page must contain the following information

1. Indication of the university, faculty and chair
2. Title of the paper
3. Title and date of the seminar
4. Name of the supervisor(s): Prof. Dr. iur. José Luis Alonso (and name of the visiting professor, if applicable)
5. Specification proseminar, Bachelor’s or Master’s thesis
6. Last name, first name
7. Address
8. E-mail address (preferably the institutional one)
9. Matriculation number
10. Number of semesters
11. Date of submission



### 1.3 Table of contents

The table of contents contains all the headings used in the paper with the page number. Only the page number on which the respective chapter begins is given, not the page range of a chapter. A uniform font should be used. The heading “Table of contents” should not be listed in the table of contents.

### 1.4 Editions and translations of ancient sources

Sources are “alle Texte, Gegenstände oder Tatsachen, aus denen Kenntnis der Vergangenheit gewonnen werden kann [all texts, objects or facts from which knowledge [...] can be gained]”<sup>1</sup> and which are the subject of one’s own investigation. Sources include, for example, passages from the *Corpus Iuris Civilis*, papyri or works by ancient authors. In most cases, sources are not scientifically interpreted texts. The list is sorted alphabetically. For further information see below.

### 1.5 Bibliography

In the bibliography, all works used in the paper are listed alphabetically according to the authors’ last names. See below for the citation method. If several contributions by one author are used, they are listed in chronological order – the most recent contribution is listed first.

### 1.6 List of abbreviations

All abbreviations used in the work are listed in the list of abbreviations. Abbreviations that are assumed to be known should also be listed. This eliminates the need to consider what needs to be listed and what does not.

### 1.7 Structure of the text

The structure of the paper can be freely chosen, but must be coherent, adequately weighted and useful for answering the research question(s). The outline numbers must be used consistently. In addition, there must be at least two headings on one level (1.1 must be followed by 1.2). The lists do not have an outline symbol.

### 1.8 Formatting

The formatting of the work must be as follows:

- Margins
  - Top: 2.5 cm
  - Bottom: 2.5 cm
  - Left: 2.5 cm
  - Right: 4 cm
- Text:
  - Font size: 12 pt.
  - Font: Times New Roman
  - Line spacing: 1.5
  - Text alignment: Justification

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<sup>1</sup> PAUL KIRN, Einführung in die Geschichtswissenschaft, Sammlung Göschen 270, ed. by JOACHIM LEUSCHNER, 6<sup>th</sup> ed., Berlin/New York 1972, p. 29.



- Automatic hyphenation: Yes
- For quotations over three lines: Indentation of the citation (left and right: 1.5 cm, font size 10, line spacing 1.0)



- Footnotes:
  - Font size: 10 pt.
  - Font: Times New Roman
  - Line spacing: 1.0
  - Text alignment: Justification
  - Footnotes must be flush, i.e. the text indentation (also with the preceding footnotes) must be uniform for footnotes 9 and 10 as well as for 99 and 100 and at the beginning of a second line. We therefore recommend setting a space of 0.5 cm between the footnote number and the footnote text and a hanging paragraph of 0.5 cm as well.

### 1.9 Declaration of independence

The paper must be accompanied by a dated and signed declaration of independence, which is not listed in the table of contents and has neither an outline mark nor a page number:

I hereby declare that I completed this paper on my own using only the sources listed in the indexes or in the comments.

Subject to other restrictive requirements by the responsible supervisor of this work, the following applies to the use of technical instruments that at least partially autonomously generate text, data, code or image material: The essentially unchanged adoption of such content must be marked. The labeling requirement is to be fulfilled on the one hand by clearly marking all affected parts of the work graphically and on the other hand by listing all the instruments specifically used in the directories.

I also confirm that this paper has not already been used for any other assessment and that I will not use it in this way in the future.

The paper may be reviewed for plagiarism and for parts of the work that can be traced back to the use of the technical instruments mentioned at any time using the corresponding software. The storage of the work is also permitted, in particular for the purpose of checking it at a later point in time or for the purpose of comparing it with the work of third parties.

### 1.10 Plagiarism

The **information sheet on correct citation and the avoidance of plagiarism** must be strictly followed.

## 2 Extent of the work

### 2.1 Proseminar papers

Proseminar papers should have a length of 20,000 to 25,000 characters (incl. spaces and footnotes, i.e. approx. 10 pages). Other components of the paper, such as the table of contents, bibliography, declaration of independence and the like, are not included in the guideline value.

### 2.2 Bachelor's thesis

The Bachelor's thesis (6 ECTS) should be around 62,500 characters in length (incl. spaces and footnotes, i.e. approx. 25 pages). Other components of the thesis such as table of contents, bibliography, declaration of independence and the like, are not included in the guideline value.



### 2.3 Master's thesis

The Master's thesis (12 ECTS) should be around 100,000 characters in length (incl. spaces and footnotes, i.e. approx. 40 pages). Other components of the thesis such as table of contents, bibliography, declaration of independence and the like, are not included in the guideline value.

## 3 Submission

The paper must be submitted both as a Word and a PDF document to [Ist.alonso@ius.uzh.ch](mailto:Ist.alonso@ius.uzh.ch) within the deadline specified in the course. The chair reserves the right to assess late submissions with a grade of 1.0 and "fail".

## 4 Citation

Anyone who incorporates another person's text or other ideas into their own work must make clear reference to the work used. Further information on when to cite can be found in FORSTMOSER/OGOREK/SCHINDLER, p. 51–64.<sup>2</sup> The citation rules for the most common forms of publication are explained below, together with examples of how they should be cited in the bibliography and footnotes.

### 4.1 General rules for the bibliography

- Author names in small caps in: 1. the bibliography, 2. the footnotes and 3. the body text
- Chronological order for several works by the same author (most recent first)
- Identification of dissertations and habilitations in the bibliography, unless they have been published in a publication series
- Differentiation of literature using a meaningful keyword in the footnote, e.g. if several works by one author are used. This must be shown in the bibliography with an indication.
- At the beginning of the bibliography, a note in the sense of "The following works are cited with the author's surname and page number or margin number, unless otherwise stated"<sup>3</sup> should be included.
- If there are four or more authors/publishers/publishing locations, the abbreviation "et al." should be used.
- English titles should be capitalized uniformly.
- When specifying annual periods and page ranges, either no spaces or blanks should be placed between the numbers and the semi-fourth bar (e.g. p. 54–67 or p. 54 – 67).
- Abbreviations of series can be looked up **here** and **here**.

### 4.2 General rules for the index "Editions and translations of ancient sources"

- If papyri are used, the note "For papyri editions, the abbreviations of the *Checklist of Editions of Greek, Latin, Demotic, and Coptic Papyri, Ostraca, and Tablets* are used in the work" can be added at the beginning of the list.
- For translations of Roman/Greek authors, the name of the ancient author should appear at the beginning of the respective entry.

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<sup>2</sup> FORSTMOSER PETER/OGOREK REGINA/SCHINDLER BENJAMIN, *Juristisches Arbeiten, Eine Anleitung für Studierende*, 7<sup>th</sup> ed., Zurich/Geneva 2023.

<sup>3</sup> HAAS RAPHAEL/BETSCHART FRANZISKA M./THURNHERR DANIELA, *Leitfaden zum Verfassen einer juristischen Arbeit*, 5<sup>th</sup> ed., Zurich/St. Gallen 2022, p. 57.



- If using translations of Roman authors, the cognomen should be used for alphabetical classification.
- For other editions/translations, the title of the work should appear at the beginning of the entry. Only then are the publisher and/or translator indicated.

#### 4.3 General rules for footnotes

- How a work is cited can/must be defined in the bibliography.
- Each footnote begins with a capital letter.
- Each footnote ends with a full stop.
- If the same author is cited with the same work in successive footnotes, this can be uniformly labelled either with “*ibidem*” or “*idem*”.
  - “**idem**” (= the same author and the same work): Used for consecutive entries that have the same author and the same work when different page numbers are used.
  - “**ibidem**” (= in the same place): Used for consecutive entries that have the same author and the same work as well as the same page number.
- In a paraphrase, “*cf.*” is used in the footnotes.
- In the case of a direct quotation, the citation is given directly in the footnote. A “*cf.*” is not necessary.
- If a paraphrase or a quotation is made that runs over two pages, ‘*f.*’ (‘following page’) is used (e.g.: ‘p. 15*f.*’). The use of ‘*ff.*’ (‘following pages’) is not recommended; it is better to specify the exact page range (e.g. ‘p. 15–18’).

#### 4.4 Rules for the most common types of literature

##### 4.4.1 Monographs and Handbooks

###### **Bibliography**

LAST NAME FIRST NAME, [title of the work,] [possibly subtitle of the work,] [possibly series and volume number of the series,] [possibly volume number of the book,] [ed. by FIRST NAME LAST NAME, if applicable,] [edition,] [place of publication] [year] [(possibly indication of how the work is cited)].

###### **Footnote**

LAST NAME, [possibly keyword for title,] [reference to source].

###### **Bibl.:**

KASER MAX, Das Römische Privatrecht, Zweiter Abschnitt, Die nachklassischen Entwicklungen, HdAW 10.3.3.2, 2<sup>nd</sup> ed., Munich 1975.

###### **Fn:**

KASER, p. 195. *or* KASER, Das Römische Privatrecht, p. 195.



#### 4.4.2 Dissertation<sup>4</sup>

##### **Bibliography**

LAST NAME FIRST NAME, [title of the work,] [possibly subtitle of the work,] [possibly volume number of the book,] [diss. univ. (name of the university),] [place of publication] [year] [(possibly indication of how the work is cited)].

##### **Footnote**

LAST NAME, [possibly keyword for title,] [reference to source].

##### **Bibl.:**

HEUSER GUSTAV, Die Katoche im Sarapieion bei Memphis, Diss. Univ. Marburg, Marburg 1935.

##### **Fn:**

HEUSER, p. 78. *or* HEUSER, Katoche, p. 78.

#### 4.4.3 Contributions to compilations

##### **Bibliography**

LAST NAME FIRST NAME, [title of the article,] [subtitle of the article, if applicable,] in: [LAST NAME FIRST NAME of the editor] (ed.), [title of the anthology,] [possibly subtitle of the anthology,] [possibly series and volume number of the series,] [place of publication] [year], [opening page–closing page].

##### **Footnote**

LAST NAME, [possibly keyword for title,] [reference to source].

##### **Bibl.:**

KEHOE DENNIS, Legal Order in the Rural Economy and the Enforcement of Debt in Roman Egypt, in: BERKES LAJOS, CLAYTOR W. GRAHAM, NOWAK MARIA (eds.), Papyrologische und althistorische Studien zum 65. Geburtstag von Andrea Jördens, Philippika 167, Wiesbaden 2023, p. 89–96.

##### **Fn:**

KEHOE, p. 92. *or* KEHOE, Legal Order, p. 92.

#### 4.4.4 Articles in periodicals

##### **Bibliography**

LAST NAME FIRST NAME, [title of the article,] [subtitle of the article, if applicable,] in: [abbreviation of the journal] [volume number] [(year),] [opening page–closing page].

##### **Footnote**

LAST NAME, [possibly keyword for title,] [reference to source].

##### **Bibl.:**

BABUSIAUX ULRIKE, Römisches Erbrecht im Gnomon des Idios Logos, in: ZRG 135 (2018), p. 108–177.

##### **Fn:**

<sup>4</sup> This information only applies to dissertations that have not been published by a regular publisher.



#### 4.4.5 Lexicon contributions

##### **Bibliography**

LAST NAME FIRST NAME, s.v. [indication of the lemma,] in: [abbreviation or name of the lexicon] [volume number] [(year),] [opening page–closing page].

##### **Footnote**

LAST NAME, [possibly s.v. (indication of the lemma)], [reference to source].

##### **Bibl.:**

THÜR GERHARD, s.v. Codex Hermopolis, in: DNP 3 (1997), p. 55f.

##### **Fn:**

THÜR, p. 56 *or* THÜR, s.v. Codex Hermopolis, p. 56.

#### 4.4.6 Online publications

##### **Bibliography**

NAME FIRST LAST NAME, [title,] [possibly subtitle,] in: [title of the Website] [creation date], [URL/link]<sup>5</sup> (visited on 00.00.0000).

##### **Footnote**

LAST NAME, [possibly keyword for title,] [reference to source].

##### **Bibl.:**

MÜLLER FELIX, Durchbruch dank KI. ETH Zürich-Absolvent entziffert 2000 Jahre alte Schriftrolle, in: Tagesanzeiger from 08.02.2024, 15:26, <https://www.tagesanzeiger.ch/durchbruch-dank-ki-zuercher-eth-absolvent-entziffert-2000-jahre-alte-schriftrolle-231035053900> (visited on 10.07.2024).

##### **Fn:**

#### *4.5 Rules for the most common ancient source types<sup>6</sup>*

Since there are often several editions of an ancient literary sources and these can differ from one another (in the original text and translation), it is very important to list in the bibliography which edition was used in your own work.

##### 4.5.1 Documentary sources

The documentary sources include papyri, ostraca and inscriptions.

###### a) Papyri

The edition abbreviations for the papyri can be found using the “Checklist of Editions” on papyri.info: <https://papyri.info/docs/checklist> (visited on 10.07.2024). In the index “Editions

<sup>5</sup> In the case of a hyperlink, the font color and underlining must be adjusted.

<sup>6</sup> See here «FAQ Papyrologische Forschung» on the chair’s website: <https://www.ius.uzh.ch/de/staff/professorships/alphabetical/alonso/faq-papyrologische-Forschung.html> (visited on 10.07.2024).

and translations of ancient sources” (hereinafter: index of sources) it is sufficient to list the edition volume used.

### Index of sources

[Title of the edition,] [if applicable, subtitle of the edition,] ed. by [FIRST NAME LAST NAME of the editor(s),] (if applicable: transl. by [FIRST NAME LAST NAME of the translator,]) [if applicable, volume number for multi-volume works,] [if applicable, series and series number,] [place of publication] [year].

### Footnote

*First reference:* P.[edition abbreviation][edition volume][edition number] [possibly = P.(edition abbreviation) etc.] ([date], [place of discovery]) ([transl. by translator’s FIRST NAME LAST NAME]), [possibly reference to place of discovery = column/line numbering].

*Follow-up reference:* P.[edition abbreviation][edition volume][edition number,] [possibly reference to place of discovery = column/line numbering] ([date], [place of discovery]).

#### E&T:

Griechische Papyri aus Ägypten als Zeugnisse des öffentlichen und privaten Lebens. Griechisch – Deutsch, Hans Julius Wolff zum 75. Geburtstag, ed. by Joachim Hengstl, Munich 1978.

#### Fn:

*First reference:* P.Eleph. 2 = M.Chr. 311 = Sel.Pap. I 82 = C.Pap. Hengstl 78 = Jur. Pap. 23 (31.05.–29.06.284 B.C., Elephantine) (transl. by JOACHIM HENGSTL), l. 15f.

*Follow-up reference:* P.Eleph. 2, l. 15f. (31.05.–29.06.284 B.C., Elephantine).

(If the papyrus in question is mentioned again in close proximity to the first reference, the date and place of discovery do not need to be repeated in the follow-up reference.)

## b) Inscriptions

### Index of sources

[Title of the corpus,] [subtitle of the corpus, if applicable,] ed. by [FIRST NAME LAST NAME of the editor(s),] (if applicable: transl. by [FIRST NAME LAST NAME of the translator,]) [volume number for multi-volume works, if applicable,] [series and series number, if applicable,] [place of publication] [year].

### Footnote

*First reference:* [edition abbreviation][edition volume][edition number] ([date, if datable], [place of discovery]) ([transl. by translator’s FIRST NAME LAST NAME],<sup>7</sup>) [possibly reference to place of discovery = column/line numbering].

*Follow-up reference:* [edition abbreviation][edition volume][edition number,] [possibly reference to place of discovery = column/line numbering] ([date, if datable], [place of discovery]).

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<sup>7</sup> If no translation is used, but only the original text (see the follow-up reference in the example), the indication ‘(transl. by FIRST NAME LAST NAME of the translator)’ is omitted.



**E&T:**

Supplementum Epigraphicum Graecum, ed. by ANGELOS CHANIOTIS et. al, vol. 60 (2010),  
Leiden/Boston 2014

**Fn:**

*First reference:* SEG LX 585 (March 222 B.C., Azoros, Thessaly).

*Follow-up reference:* SEG LX 585 (March 222 B.C., Azoros, Thessaly).

(If the respective inscription is mentioned again in the immediate vicinity of the first reference, the date and place of discovery do not need to be repeated in the follow-up reference.)

#### 4.5.2 Literary sources

##### **Index of sources**

[NAME of the Antique Author,]<sup>8</sup> [title of the work,] [subtitle if applicable,] ed. by [FIRST NAME LAST NAME of the editor(s),] transl. by [FIRST NAME LAST NAME of the translator,] [volume number if multi-volume work,] [series and series number if applicable,] [place of publication] [year].

##### **Footnote**

In order to be able to work independently of editions, the following procedure has become established for the citation of ancient literary sources.

[AUTHOR'S NAME]<sup>9</sup> [title of the work] [book number] [chapter/verse number] [sentence number, if applicable] ([transl. by translator's FIRST NAME LAST NAME]).

**E&T:**

TITUS LIVIUS, History of Rome, vol. 9: Books 31–34, ed. by and transl. by J.C. YARDLEY with an Introduction by DEXTER HOYOS, LCL 295, Cambridge, MA 2017.

**Fn:**

Liv. 31.4.6 (transl. by J. C. YARDLEY).

#### 4.5.3 Roman legal sources

##### **Index of sources**

[Name of the source,] edited by [FIRST NAME LAST NAME of the editor(s),] [transl. by [FIRST NAME LAST NAME of the translator(s),] [series and volume number of the series, if applicable,] [place of publication] [year].

##### **Footnote**

[Abbreviation of source] [reference to place of discovery] ([transl. by translator's FIRST NAME LAST NAME]).

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<sup>8</sup> Classification in the list of sources alphabetically according to the cognomen.

<sup>9</sup> The abbreviations for ancient authors and their works can be looked up **here** and **here**.



When citing Roman legal sources in the footnotes, students must adhere to the following citation style. The citation style used in the script «ALONSO JOSÉ LUIS/BABUSIAUX ULRIKE, Römisches Privatrecht, Skript 2023/24, Zurich 2023» should be avoided.

a) Digests

**E&T:**

The Digest of Justinian, ed. by and transl. by ALAN WATSON, vol. 1, Philadelphia 1985.

**Fn:**

*Alt. 1:* Ulp. 43 Sab.–D. 50.17.32 (transl. by ALAN WATSON).

*Alt. 2:* Ulp.–D. 50.17.32 (transl. by ALAN WATSON).

(cf. text no. 30 in the script: D. 50.17.32 Ulpianus im 43. Buch zu Sabinus becomes *either* Ulp. 43 Sab.–D. 50.17.32 *or* Ulp.–D. 50.17.32. If the first alternative is followed, the respective ancient book titles and volumes should be labelled with Latin abbreviations and included in the reference. Alternatively, these can be omitted. The student's preferred citation style must be used consistently throughout the thesis.)

b) Codex

**E&T:**

The Codex of Justinian, A New Annotated Translation, with Parallel Latin and Greek Text, vol. 2, ed. by BRUCE W. FRIER, transl. by FRED H. BLUME, Cambridge 2016.

**Fn:**

Alex.–C. 4.39.6 (transl. by FRED H. BLUME).

(cf. text no. 156 in the script: C. 4.39.6 [230 n. Chr.] becomes Alex.–C. 4.39.6)

c) Institutes

**E&T:**

Corpus Iuris Civilis, Die Institutionen, Text und Übersetzung, ed. by ROLF KNÜTEL et al., transl. by OKKO BEHRENDTS et al., 4<sup>th</sup> ed., Heidelberg et al. 2013.

**Fn:**

I. 3.13.1 (transl. by OKKO BEHRENDTS).

(cf. text no. 269 in the script: Inst. Just. 3.13.1 becomes I. 3.13.1)

d) Institutes of Gaius

**E&T:**

Gaius Institutiones, Die Institutionen des Gaius, ed. by and transl. by ULRICH MANTHE, Texte zur Forschung 81, 2<sup>th</sup> ed., Darmstadt 2015.

**Fn:**

Gai. 3.135 (transl. by ULRICH MANTHE).

(cf. text no. 377 in the script: Gai. Inst. 3,135 becomes Gai. 3.135)



e) *Fragmenta Vaticana* and other Roman legal sources

**Bibl. (!):**

KASER MAX/KNÜTEL ROLF/LOHSSE SEBASTIAN, *Römisches Privatrecht*, Ein Studienbuch, 22<sup>th</sup> ed., Munich 2021.

**Fn:**

Pap.-Vat. 2 (transl. by MAX KASER/ROLF KNÜTEL/SEBASTIAN LOHSSE).

(cf. text no. 393 in the script: Vat. 2 Papinianus im 3. Buch seiner Rechtsgutachten becomes Pap.-Vat. 2)