

Lecture and seminar formats for Gazette publication

We now print a Lectures Supplement with the noughth week Gazette each term and are trying to include all forthcoming lectures and seminars in that supplement. This creates a pull-out reference guide for the whole term. Please do your best to get your information to us in time for inclusion in the supplement, where it will reach the widest audience possible.

Please note: if you are not able to get lecture notices to us in time for the supplement, we will publish the information in the next available issue of the *Gazette*.

Style

Please follow the style below as closely as possible, adding any necessary additional information in brief form. Please pay particular attention to the punctuation, spacing and abbreviations.

NOTES:

- Don't use a full-stop after 'Dr' and write 'Professor' out in full
- Follow bold and italic type, as shown below
- Do not capitalise entire words or phrases
- Do not include college or department affiliations of lecturers from Oxford University
- Months (except May, June and July) are abbreviated, using three letters followed by a full-stop: ex.: 'Oct.'
- Do not use 'nd', 'th', etc after dates (i.e. don't write '9th Oct.', but use '9 Oct.')
- Do not use full-stops for 'am' and 'pm'
- Lecture titles:
 - enclose them using single quotation marks
 - only capitalise the first word and proper nouns
 - titles of books, plays etc within the lecture title should be italicised and quotations within the lecture title should be set in double quotation marks

Example of a single lecture:

Cyril Foster Lecture

Professor Harold James, Professor of History and International Affairs, Princeton, will deliver the Cyril Foster Lecture at 5 pm on 4 November in the Examination Schools.

Subject: 'International order after the financial crisis'

Example of a series given by one person:

Hensley Henson lectures

Faith and fiction: the history painter as apologist

Timothy Gorringe, Professor of Theology, Exeter, will deliver the Hensley Henson Lectures at 5 pm on the following days in the Examination Schools.

9 Oct.: 'History, history painting and the end of history'

16 Oct.: 'History and imagination'

23 Oct.: 'Quomodo Deus Homo?'

Example of a lecture series by different speakers:

History of Art departmental research seminar

The following seminars will be given at 4 pm on Thursdays in the Lecture Theatre, History Faculty.
Convener: Dr H. Grootenboer.

Dr Michael Squire, Cambridge

14 Oct.: ‘Troy story: playing with Homer on the “Iliac tablets”’

Dr Elisabeth Findlay

21 Oct.: ‘Portraiture, fame and the Enlightenment: images of Sir Joseph Banks’

Professor Leonard Barkan, Princeton

4 Nov.: ‘Michelangelo: a life on paper’

Example of a lecture series in different locations:

News International Visiting Professor of Media Lectures

Please, mister, can we have our ball back? Sport, the media and the people

Professor Matthew Engel, columnist, *Financial Times*, will deliver the News International Visiting Professor of Media Lectures at 5.15 pm on Tuesdays in St Anne’s and Green Templeton.

25 Jan. (St Anne’s): ‘How sport turned into big business, big news—and a global obsession’

1 Feb. (St Anne’s): ‘“It’s the cat’s whisker.” How sport and the media developed together’

8 Feb. (Green Templeton): ‘The great days of sport on BBC TV. And how they ended’

Examples of conferences/workshops/study days over one or more days:

Study day

There will be a study day commemorating the tercentenary of the death of Henry Aldrich (1648–1710) and accompanying the exhibition ‘Henry Aldrich—An Oxford Universal Man’, beginning at 9.30 am on 21 January at Blue Boar Lecture Theatre, Christ Church. Fee £20, including lunch (£15 students). Convenors: Dr Brian Young and Jacqueline Thalmann. To register: picturegallery@chch.ox.ac.uk or (2)76172.

Conference

Emily McLaughlin, Kate Morris and Jessica Goodman will organise a poetry evening from 5.30 pm to 7.30 pm on 18 February in the auditorium, St Anne’s.

Subject: ‘Words in action’