

Lecture and seminar formats for *Gazette* publication

The *Gazette* prints a Lectures Supplement with the 0th week issue each term in which we aim to include all lectures and seminars for the term. **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*.

How to send us information about lectures/seminars

Please email your listings as text in the body of an email or as a Word document to gazette.ads@admin.ox.ac.uk as soon as you have them confirmed. Because we receive so many listings for the supplement we don't have time to retype notices, so we can't accept listings supplied in PDF or image formats. Please also avoid tables, text boxes.

We also ask that notices are formatted as close to our house style as possible, again because of our limited time; we understand, however, that sometimes your events will not fit neatly into one of our examples. In this case please just follow the most similar style and let us know what won't fit.

Style: general notes

Speakers' titles and affiliations

- Dr/Professor: don't use a full-stop after 'Dr', and write 'Professor' out in full
- If a speaker is based at Oxford University, don't give their affiliation (also omit their college/department)
- Give speakers' affiliations without the word 'University' (eg 'Professor John Smith, Cambridge') and using any standard abbreviations (eg 'UCL')

Abbreviations/initials

- Do not use full stops after abbreviations or initials
- When giving times of events, use 'am' and 'pm' closed up to the number and without full stops (eg '9am' or '4.30pm')
- Months used in lists of events are abbreviated using three letters (eg '9 Oct'), but spelt out in full in single event listings ('at 2pm on 9 October')

Capitalisation

- don't capitalise entire words or phrases
- in lecture titles capitalise the first word of the title and any proper nouns, not the whole title

Times, dates (or days) and locations

- Give event information in order of time >> date (or days) >> location (eg 'The Smith lecture will be held at 9am on 14 January in the Examination Schools.' or 'The following lectures will be given at 4.30pm on Thursdays in the Lecture Theatre, Denys Wilkinson Building.')
- In a list of events, if most of them are in the same place at the same time on the same day, use 'unless otherwise noted' to denote the odd one/s out, and give the different information in the relevant listing
- Do not use 'nd', 'th', etc after dates (eg '9 Oct' NOT '9th Oct')
- Always put the day before the month (eg '9 Oct' NOT 'Oct 9')
- Give sufficient information about rooms and buildings as is required for people to find the event

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; quotations within the lecture title should be set in double quotation marks

Text formatting

- Follow bold/italic as shown in the examples below, but don't worry about these if you are supplying plain text in the body of an email

Further information

- If you wish, you can include a URL or email address for people to find out more information about, or to register for, an event or a series of events (preferably an .ox.ac.uk link), as follows:
 - More information: [give URL or email address here]
 - Registration required: [give URL or email address here]
 - More information and to register: [give URL or email address here]

Style: examples

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

Example of a single lecture

Cyril Foster Lecture

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

Subject: 'International order after the financial crisis'

Example of a series given by one person

John Locke Lectures

Truth and content

Stephen Yablo, MIT, will deliver the John Locke Lectures at 5pm on the following days at the T S Eliot Theatre, Merton.

25 Apr: 'Semantic excuses'

2 May: 'The truth and something but the truth'

9 May: 'Extrapolation and its limits'

Example of a lecture series by different speakers

History of Art departmental research seminars

The following seminars will be given at 4pm 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 with a changed time/day/location

General Linguistics Seminars

The following seminars will be given at 5.15pm on Tuesdays in the Lecture Theatre, Clarendon Institute Building, unless otherwise noted.

Professor Judith Tonhauser, Berlin

Mon, 27 Apr: ' "She wasn't stupid to buy that computer." On the semantics and pragmatics of adjectives'

Dr Lior Laks, Bar-Ilan

5 May, Examination Schools: 'The formation of morphological doublets in Hebrew'

Professor Bas Aarts, UCL

2pm, 12 May: 'For-to constructions in English'

Example of an event with multiple speakers:

Clara Florio Cooper Memorial Lecture

Professor Laura Lepschy, UCL, **Dr Helena Sanson**, Cambridge, and **Dr Emmanuela Tandello** will give the Clara Florio Cooper Memorial Lecture at 5pm on 10 May in the Main Hall, Taylor Institution.

Subject: 'On translation: Primo Levi into and out of English'

Example of conferences/workshops/study day over one or more days:

McDonald Centre for Theology, Ethics and Public Life

Conference

A conference will take place on 21 and 22 May at Christ Church. Speakers include: **Nigel Biggar**; **Lord Brown**, former Justice of the Supreme Court; **Pierre Hazan**, Geneva; **Nicholas Mercer**, Liberty Human Rights Lawyer of the Year 2011–12; **John Milbank**, Nottingham; **Onora O'Neill**, Chair, Equality and Human Rights Commission; **Esther Reed**, Exeter; **Julian Rivers**, Bristol, **David Tombs**, Otago; **Tom Tugendhat**, former Principal Adviser to the Chief of the Defence Staff; and **Paul Yowell**. Fee, including lunch: £60 (£30 students). Register online:

www.mcdonaldcentre.org.uk. Convener: Professor Nigel Biggar

Subject: 'What's wrong with rights?'