

MANUSCRIPTA SUBMISSION GUIDELINES AND STYLE SHEET

(Revised November 2014)

PDF Version

I. SUBMISSION GUIDELINES

SUBMISSIONS

1. Send articles as attachments via email to vfl@slu.edu. If an article includes images, these should be sent as well, but initially only as low resolution files for evaluation along with the article. If an article is accepted, the author will be responsible for providing images and permissions for reproducing them in print and online (see below).

“Manuscript Notes” are brief contributions intended to share preliminary observations, conjectures, and conclusions. The length of a note is up to 2,000 words, with up to five black-and-white illustrations.

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PEER REVIEW POLICY

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PREPARATION AND SUBMISSION OF TYPESCRIPT

3. The typescript of an article should be submitted with a title only. The name of the author should not appear at the head or at the end of the article, or in running heads.

On a separate cover sheet, provide the article title and the name and affiliation of the author as they should appear in print.

4. Articles should be submitted in Microsoft Word using 12-point type, double spacing between lines in text and notes, one-inch margins top, bottom, and sides, and single spacing following full stops. Use footnotes for documentation. Articles should be paginated. Text and notes must be proofread by the author before submission. The language of the journal is English.

5. Provide an abstract of 250–300 words that outlines the issue or thesis addressed in the article and the conclusion, and a list of 10 keywords that identify the most important concepts, items, or names in the article. This abstract may be revised after an article is accepted for publication and will be printed with the article.

PREPARATION AND SUBMISSION OF IMAGES

6. If an article includes illustrations, provide on a separate sheet a numbered list of these illustrations with their captions keyed to the text of the article. Include the full and official shelfmark and folio reference for each manuscript image.

7. Images for initial submissions (i.e., before an article has been peer reviewed or accepted) should be sent initially as low resolution files along with the article for evaluation.

8. If an article is accepted, the author will be responsible for providing images suitable for publication and requisite permissions (see below). The author is responsible for all applications and fees necessary to obtain reproductions and permissions.

9. Images for publication must be submitted as image files—TIFF preferred. Scans from printed books are not acceptable for reproduction.

Images must be capable of being reproduced at a minimum of 300dpi when printed at full-page size of the journal:

- Portrait: 104.65 mm. (w) x 193.9 mm. (h)
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II. STYLE SHEET

General style shall follow *The Chicago Manual of Style*, 16th ed. (2010), unless specifically directed otherwise. Subsequent citations to this work are given as *CMS*. The following sections present basic reminders, modifications, or exceptions to *CMS*.

BOOK CITATIONS

Basic Format

1. Give authors' names in full. Do not abbreviate forenames, even if they appear as initials on the title page.

Montague R. James **not** M.R. James

2. Omit publishers' names from publication information. Give only place and date of publication, separated by a comma. If two or more places of publication are given, use the first.

London, 2004

3. Use the conventional English form of place names and add the state when necessary to distinguish multiple use of the same name when confusion may arise.

Florence **not** Firenze

Cambridge [UK] **vs.** Cambridge, Mass.

4. Basic form examples.

Robert G. Calkins, *Illuminated Books of the Middle Ages* (Ithaca, N.Y., 1983), 62

Malcolm B. Parkes, *Pause and Effect: An Introduction to the History of Punctuation in the West* (Berkeley, 1993), 40–51

Rosamond McKitterick, *The Carolingians and the Written Word* (Cambridge, 1989), 100–106

Edward Kennard Rand, *Founders of the Middle Ages* (Cambridge, Mass., 1928), 73

Later Editions and Reprints

5. State the edition being used when not the first. Cite the edition of foreign language titles in English. For later reprints, provide publication information for both the reprint and the original edition on which it is based.

Maurice Prou, *Manuel de paléographie latine et française*, 4th ed. (Paris, 1924)

Charles Trice Martin, *The Record Interpreter*, 2nd ed. (London, 1910; repr. Hildesheim, 1969)

Edited or Translated Works

6. Give the name of the translator or editor of a work.

Erich Auerbach, *Mimesis: The Representation of Reality in Western Literature*, trans. Willard Trask (Princeton, 1953)

Julius Caesar, *The Civil Wars*, trans. Arthur G. Peskett (Cambridge, Mass., 1914)

Asser, *Asser's Life of King Alfred: Together with the Annals of St. Neots, Erroneously Ascribed to Asser*, ed. William Henry Stevenson (Oxford, 1959)

Multi-Volume Works

7. In general, cite a multi-volume work in its entirety and include the total number of volumes along with references to the specific volume and page number (cf. *CMS* 14.123). Cite ongoing multi-volume works with an open date. Use arabic numbers in place of roman numerals for volume or numbers, plate numbers, etc. (e.g., 23 **not** XXIII), but do not substitute arabic numbers for roman numerals when used in titles and page numbers of original publication.

John Williams, *The Illustrated Beatus: A Corpus of the Illustrations of the Commentary on the Apocalypse*, 5 vols. (London, 1994–2003), 1:62

Gesamtkatalog der Wiegendrucke, 11 vols. to date (Leipzig, 1925–), 7:242–45

Victor Leroquais, *Les bréviaires manuscrits des bibliothèques publiques de France*, 5 vols. (Paris, 1934), 1:xxxv

If a publication has an additional but unnumbered volume of plates, use the term “plates” to designate this volume.

Victor Leroquais, *Les bréviaires manuscrits des bibliothèques publiques de France*, 5 vols. (Paris, 1934), plates:xxviii

8. In general, prefer a concise citation to a multi-volume work in its entirety unless identification of an individual volume titles materially assists in location of the page reference or in clarifying the context of the reference (cf. *CMS* 14.123).

Veronica O’Mara and Suzanne Paul, *A Repertorium of Middle English Prose Sermons*, 4 vols. (Turnhout, 2007), 3:1827

not

Veronica O’Mara and Suzanne Paul, *A Repertorium of Middle English Prose Sermons*, vol. 3, *Manchester, John Rylands University Library to Oxford, Bodleian Library* (Turnhout, 2007), 1827

but

Frederic G. Kenyon, *The Chester Beatty Biblical Papyri: Descriptions and Texts of Twelve Manuscripts on Papyrus of the Greek Bible*, vol. 4, *Genesis* (London, 1934), 31

Multi-Volume Multi-Author/Editor Works

9. Provide the author, title, volume number, and publication information of a specific volume in a multi-volume multi-author/editor work when citing an individual volume in a larger work (see *CMS* 14.127).

Monique-Cécile Garand, Geneviève Grand, and Denis Muzerelle, *Ouest de la France et pays de Loire*, vol. 7 of *Catalogue des manuscrits en écriture latine portant des indications de date, de lieu ou de copiste*, eds. Charles Samaran and Robert Marichal, 2 vols. (Paris, 1984), 1:107 and pl. 152

Linne R. Mooney, *Manuscripts in the Library of Trinity College, Cambridge*, vol. 11 of *The Index of Middle English Prose*, ed. Anthony S.G. Edwards (Cambridge, 1995), 87

Robert Devresse, *Codices 604–866*, vol. 3 of *Codices Vaticani graeci* (Vatican City, 1950)

Works in a Series

10. Provide the title of the series in which a work appears. It is not necessary to include the editor of the series. The use of “vol.” or “no.” or other designation may be omitted. Use arabic numbers, not roman

numerals, for series numbering. Do not separate the series title from the series number with a comma (cf. *CMS* 14.128).

Kenneth W. Humphreys, *The Friars' Libraries*, Corpus of British Medieval Library Catalogues 1 (London, 1990)

Jean Bignami Odier, "Le Fonds de la Reine à la Bibliothèque Vaticane," in *Collectanea Vaticana in honorem Anselmi M. Card. Albareda*, 2 vols., Studi e testi 219–20 (Vatican City, 1962), 1:159–89

Series and Collections of Primary Sources

11. Give the title of a series in full in the first instance, e.g., *PL* (Patrologiae cursus completus ... series latina), *PG* (Patrologiae cursus completus ... series graeca), *MGH* (Monumenta Germaniae historica), *CCCM* (Corpus Christianorum, continuatio mediaevalis), *CCSL* Corpus Christianorum, series latina), etc.

PL 63:793

PG 22:554

ARTICLE CITATIONS

12. For the first citation of an article in a journal or a book, give the full range of pages occupied by the article in addition to the specific page reference using "at." Do not abbreviate journal titles. Do not give the issue number or month of issue for journals unless the issues are individually paginated or it is necessary for clarity.

Seymour de Ricci, "Liste sommaire des manuscrits grecs de la Bibliotheca Barberiniana," *Revue des bibliothèques* 17 (1907): 81–125 at 93

James J. O'Donnell, "The Pragmatics of the New: Trithemius, McLuhan, and Cassiodorus," in *The Future of the Book*, ed. Geoffrey Nunberg (Berkeley, 1996), 37–62 at 46

13. Cite book reviews by author of review, title of book, author and editor and translator of book, and applicable journal citation. Follow *CMS* 14.215.

Julian Hendrix, review of *Reading in Medieval St. Gall*, by Anna Grotans, *Manuscripta* 52 (2008): 345–48

SHORTENED AND SUBSEQUENT CITATIONS

14. For subsequent citations of books and articles, give the author's surname and a shortened form of the main title. For citations to the same work immediately succeeding one another, use "ibid." Follow *CMS* 14.24–29. Do not use "idem" or "op. cit." (cf. *CMS* 14.30–31).

Calkins, *Illuminated Books*, 55

Ibid., 82

De Ricci, "Liste sommaire," 100

O'Donnell, "Pragmatics of the New," 55

DISSERTATIONS AND THESES

15. The titles of unpublished works, such as dissertations and theses, are given in quotation marks, not italics. Follow *CMS* 14.224.

Joan M. Naughton, "Manuscripts from the Dominican Monastery of Saint-Louis de Poissy" (PhD diss., University of Melbourne, 1995), 58

AUCTION AND BOOKSELLER SALES CATALOGUES

16. For an auction catalogue, give the author (if identified), title, date of the sale, name of the company, and other publication information. For a bookseller's catalogue, give the author (if identified), title, name of company, and other publication information.

Valuable Manuscripts and Printed Books, Wednesday 20 November 2013, Christie's (London, 2013), 43, lot 56

Fifty Medieval and Renaissance Manuscripts, H.P. Kraus (New York, 1958), 30

MANUSCRIPT CITATIONS

17. Give the citation of manuscript shelfmark in full at the first instance. Follow the practice of the holding institution. A manuscript citation normally consists of the following elements: 1) city, 2) institution, 3) abbreviation for manuscript, "MS," 4) collection name, 5) codex designation, and 6) folio number(s). When giving folio numbers, indicate whether the reference is to the recto (r) or verso (v) side of the leaf.

Vatican City, Biblioteca Apostolica Vaticana, MS Vat. lat. 560, fols. 35r–38v

The practice of some institutions is to incorporate the abbreviation "MS" or its equivalent as an element of the collection name. In such cases, follow institutional usage.

London, British Library, Cotton MS Otho B.XII

Munich, Bayerische Staatsbibliothek, Clm 6324

Vienna, Österreichische Nationalbibliothek, Cod. 2572

Use abbreviated forms of the shelfmark for subsequent citations. Be careful to avoid lack of clarity or ambiguity when doing so.

Vat. lat. 560

Cotton Otho B.XII

Clm 6324

COMMON ABBREVIATIONS

18. In general, abbreviate according to conventions given in *CMS* chap. 10. Take note of the following common abbreviations.

circa = ca.

folio = fol.

folios = fols.

manuscript = MS

manuscripts = MSS

millimeters = mm. (Use in preference to centimeters for measurements of manuscripts.)

recto = r

verso = v

CONCISE DATE EXPRESSIONS

19. Use the following conventions to express dates in a concise manner when and where appropriate (e.g., parenthetical statements, tables, etc.). Do not use as a substitute in the text where a date should be written out. Use the designation "s." for *saeculo* followed by the century given as a lower case roman numeral.

s.xii = twelfth century

s.xii¹ = first half of the twelfth century

s.xii² = second half of the twelfth century

s.xii^{med} = middle of the twelfth century

s.xiiⁱⁿ = beginning or first quarter of the twelfth century

s.xii^{ex} = end or last quarter of the twelfth century