

Guidelines for Authors

This document provides guidelines for preparing your typescript for publication in a volume within the English-language series on Medieval and Early Modern Studies.

This includes:

1. **Formatting your Typescript** – guidance on delivery format, footnotes, and fonts
2. **Essential Information** that should be supplied, including specific notes for:
 - contributions in essay collections
 - contributions in journal issues
 - monographs
3. **MHRA Style Guide Crib Sheet**: a summary of the MHRA style sheet, divided by citations, language, spelling, etc. We request all authors compose their Typescript as closely as possible to this sheet

1. Formatting your Typescript

A full **Table of Contents** listing all material to be included (including any acknowledgements, abbreviations, prefaces, index(es), appendices, and so on), should be supplied. We will assume that the material supplied is definitive and complete, based on the contents supplied.

In addition, please provide a full **list of illustrations** by article and by type (following the instructions and caption models in our *Image Guidelines*).

Any material not included in the contents and list of figures, and not supplied with the typescript, cannot be subsequently included.

Please supply text files electronically (by email) in separate, clearly labelled chapters (eg NMS55-Smith.doc or EER6-Chapter 2.doc). These text files should not include any embedded images (please see the document 'Images in Brepols Publications' for more information on the supply of images). A hard copy is not required; nor is a pdf required except in the case where we might need to check the fonts (see below) or where you have particular requirements for the presentation of block quotations.

Footnotes should be supplied using your Word processing software's standard note-making function, so that each note is embedded and connected to the text and can be automatically converted during copyediting. Note that footnotes should appear after punctuation, like so.¹

Do not include any **track changes** or comments in the file as this will cause confusion. All files should be in their final state.

A note on **fonts**: Brepols' copyeditors will transpose any text they work on into a special font (Garamond Premier Pro), chosen because it is attractive, but also offers character-sets covering

¹ [Sample footnote]

almost all historical alphabets that we encounter. In doing so, they will embed all text, special characters, and so forth, to make the whole document ready for digital printing. As a result, it is very important that the font of the text supplied be standardised and that any special characters are clearly marked. As far as possible, non-Roman alphabets and other characters should be written using the same font used in writing the rest of your book/chapter/article, and you should select a common (Unicode) font (e.g. Arial or Times New Roman). This means that if you are writing in Times New Roman, for example, you should use this same font for passages written in Greek, Arabic, Middle English, and so on. This can be achieved using the 'Insert-Symbol' option.

For alphabets or characters that are not available in the font you are using, a place-holder and key system can be used. Place-holders are characters that aren't used in regular prose, such as dollar signs (\$\$). A related key should be provided with the file indicating which characters must replace the place-holder character, for example:

And also ri\$ŧt bileeue þat I mai remoue hillis,

KEY: \$\$ - represents the yogh (ȝ)

NOTE: If there are a significant amount of special characters in your text and the place-holder system might be a problem, please contact us as soon as possible to get advice on the best way to proceed.

2. Essential Information that should be supplied:

i. *Contributions in **Essay Collections**:*

Each article should include a short biography of 15-30 words listing the author's professional affiliation and [optionally] professional email address. This should be provided on the first page underneath the title / before the start of the essay. This information will be printed as an unnumbered footnote.

Footnote references should be given using a **short-title system** (explained in more detail below). Each article in the collection should include a **comprehensive bibliography** for every work cited, provided at the end of the chapter, divided by:

- Manuscripts and Archival Sources, and other unedited material
- Primary Sources
- Secondary Works

If an article is not in English (i.e. in a multilingual essay collection), please provide a synopsis in English (after the conclusion of the text and before the bibliography).

ii. *Contributions in **Journal Issues***

Each article should include:

- a short biography of 15-30 words listing the author's professional affiliation and [optionally] professional email address
- an abstract, in English, of 80-130 words
- 5-10 keywords

This should be provided on the first page underneath the title / before the start of the essay. This information will be printed as an unnumbered footnote on the first page.

Footnote references should be given using the **short-title system** (explained in more detail below). Each article should also include a **comprehensive bibliography** for every work cited, provided at the end of the chapter, divided by

- Manuscripts and Archival Sources, and other unedited material
- Primary Sources
- Secondary Works

iii. **Monographs**

Following the models for footnotes and bibliographic references in the Style Crib Sheet below, please follow the **short-title system** in the footnotes and provide a **comprehensive bibliography** for every work cited. The bibliography should be divided by

- Manuscripts and Archival Sources, and other unedited material
- Primary Sources
- Secondary Works

3. Style Sheet: Citations and Spelling

For the majority of series in which English is the sole or primary language of publication, the following Style Sheet should be followed: *MHRA Style Guide: A Handbook for Authors, Editors, and Writers of Theses*, 3rd edition (London: Modern Humanities Research Association, 2013). ISBN 978-1-78188-009-8.

We recommend that all authors use this Style Book. You can access or download (for free) an up-to-date, searchable version at:

<http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>

However, the following 'cribsheet' is a more straightforward, simplified digest for authors, with certain additional information on place-names and abbreviations applicable to Brepols' publications.

The sections below relate to:

- Spacing
- Spelling & Proper-Names
- Dates & Time Periods
- Punctuation
- Capitalization
- Quotations
- Numbers
- Italics, Roman & Boldface
- Abbreviations
- Footnotes
- Footnotes and Bibliographic References (with examples)

SPACING:

- A single space (not two) should follow full-stops at the end of sentences; a single space should follow commas, colons, and other punctuation marks.
- A space should separate each initial of an author or editor's surname, e.g. B. C. Cummings and not B.C. Cummings (although use of full names is encouraged, see below)
- Use the Tab key and not the Space bar for indentations, especially at the opening of paragraphs

SPELLING & PROPER-NAMES:

- Commonwealth and UK spelling (as given in the *Oxford English Dictionary* and its derivatives) is preferred (e.g., honour, defence, centre, travelling, etc.)
- For words ending in -ize or -ise, the -ize form is preferred; but note where other words demand -ise (e.g., advertise, exercise) and the case of 'analyse'
- Use the English form of the place name, unless there are specific reasons to avoid doing so (see list below for the most common examples)

East-Central Europe
Prague, Warsaw

Italy
Florence, Milan, Naples, Rome,
Venice

*Germany, Switzerland
and Austria*
Cologne, Munich, Vienna

Low Countries
Antwerp, Brussels, The Hague

Iberian peninsula
Lisbon, Seville

Scandinavia
Copenhagen

- Likewise, regions should remain in their English forms (e.g., Flanders) where these forms are well known.
- For countries using Greek and Cyrillic scripts (which should always be Romanized), use Athens, Belgrade, Moscow, Warsaw; likewise Bucharest can be Anglicized

- **DATES & TIME PERIODS:** for usage in general prose:

Use lower case for adjectival usages of historical periods: late antique, early medieval, late medieval, early modern (not late-medieval, or Late Medieval), e.g. a late medieval manuscript

Capitalize recognized historical or cultural periods e.g. Late Antiquity, the Middle Ages (but the early Middle Ages, the late Middle Ages), the Renaissance

- Centuries should always be spelt out in full. E.g. in the twelfth century; a thirteenth-century manuscript
- Set dates as 23 April 1999, 21 January 1564/5

- The plural of 860 is 860s, not 860's or 860ies

PUNCTUATION:

- Punctuation generally goes outside quotation marks
- Commas should appear before the final 'and' / 'or' in a list of three or more items (e.g. truth, grace, and beauty) — the so-called serial or 'Oxford' comma
- No punctuation, other than question marks, should occur at the end of headings or subheadings
- Use single quotation marks; double quotation marks only within single quotation marks; translate quotation marks from different systems or languages (e.g. «...» or „...“) into the forms here
- Place ellipses within square brackets when they indicate omitted text from a quotation (e.g. [...]); if the beginning of the sentence is omitted following the ellipses, begin with a capital letter; do not use ellipses at the beginning of a quotation or at the end, unless there is a specific reason
- Names ending in –s or other sibilants take the 's (e.g. Jesus's, Berlioz's); names with –es endings have no s (e.g. Moses' leadership, Sophocles' plays)
- Hyphenation is used where the first of two or more words is used adjectively (e.g. 'a tenth-century manuscript' versus 'in the tenth century'); where one of the words is an adverb ending in –ly, do not hyphenate (e.g. 'a handsomely bound codex')
- Hyphenate adjectives and participles before a noun but do not hyphenate when following a noun; e.g., 'the well-known scholar' vs 'the scholar that is well known'

CAPITALIZATION:

- Places, persons, days, and months take capitals; nationalities and nouns deriving from people or languages are capitalized (e.g. Latinate, the Lombards)
- Nouns and adjectives of movements derived from personal nouns are capitalized (e.g. Christian, Platonism); but note biblical, not Biblical; satanic, not Satanic
- Unique events and periods take capitals (e.g. the Last Judgement, the Peasants' Revolt)
- Capitalize references to particular parts of a book (e.g. Chapter 1; Appendix 2; Part II, Figure 8)
- Capitalize references to specific dignities (e.g. the Archbishop of Canterbury, Bishop Wilberforce), but elsewhere use lower-case, e.g.:

The Archbishop of Canterbury met with the king and several bishops.

- In most European languages (except English, French and Romance languages, Latin, and certain Slavonic languages), titles are set as per regular prose, with an initial capital

- For journals, follow the preferred capitals style of the journal
- In ancient and medieval Latin works, as well as most Romance languages, only the first word and proper nouns are capitalized (e.g. *De civitate Dei*)
- Seasons of the year are not capitalized (e.g. in spring 1349); nor are points of the compass (north of England, northern England, north-west France), except when they indicate an official name or specific concept (South America, the Western world)
- In titles of works in English, the following are capitalized:
 1. the initial letters of the first word
 2. all nouns, pronouns (except the relative 'that'), adjectives, verbs, adverbs, and subordinating conjunctions
 3. the first word after a colon in the title, e.g. *Three Women of Liège: A Critical Edition*
- and the following are NOT capitalized:
 4. articles, possessive determiners ('my', etc.), prepositions, and the coordinating conjunctions 'and', 'but', 'or', and 'nor'

QUOTATIONS:

- Quotations from a primary source should be presented initially within quotation marks in the original language; directly following, within parentheses, a translation should be provided in modern English (*not* in quotation marks).
- For longer quotations of more than forty words of prose, or more than two lines of verse, block quotes should be used both for the original-language quotation and for the translation. Quotation marks are not used for block quotations *except* where there is a quote within the quote.
- Separate line breaks for verse citations in consecutive text with a | (single space on either side)

NUMBERS:

- Spell out numbers one up to one hundred; use Arabic for 101+ except when beginning a sentence; spell out approximate numbers over one hundred (i.e., two thousand)
- Use Arabic for percentages and spell out per cent (i.e., 50 per cent). Note the use of *per cent* and not *percent*
- Use Arabic numerals for chapter numbers, journal numbers, series numbers, figure and plate numbers
- Use Roman numerals, small capitals, for volume numbers, book numbers, and other major subdivisions of books or long poems, and for acts in plays; small capitals for xvie siècle, siglo; use **large** capitals for monarch titles (Edward IV)
- Inclusive numbers falling within the same hundred should include the last two figures: 13-15, 44-48, 104-08, 100-22, 1933-39

- No comma in numbers up to 9999; 10,000 and higher include comma for every three digits (e.g. 1,330,865)
- Money expressed in pounds, shilling and/or pence should appear as £197 12s. 6d.; the symbols for pound/lira, dollar, yen, deutschmark and florin/guilder are £, \$, ¥, DM and fl; for other currencies the symbol or abbreviation follows the number, e.g. 15 DKr
- In non-statistical contexts, express weights and measures in words (e.g. 'He carried an ounce of sugar'); in statistical contexts express as figures with the appropriate abbreviations (e.g. 1 kg, 3½ in., 45 mm, 100 lb).

ITALICS, ROMAN, & BOLDFACE:

- Single words or short phrases in a foreign language should be given in italics (no quotation marks); direct quotations or more substantial quotations in Roman (within quotation marks)
- Words used as words and letters used as letters in italics; definition following in single quotation
- Use italics for titles of books, journals, but use quotation marks for dissertations or journal / book series
- Italics for: *sic*, *c.*
- Do not use italics for *cf.*, *e.g.*, *etc.*, *viz* [but note however that *ibid.*, *et al.*, *passim*, and *idem* should not be used]
- Use Roman for punctuation following italicized text if the main sentence is in Roman
- Do not set titles in Roman when they are part of a title; instead, use single quotation marks (*A Study of 'Romeo and Juliet' in American Theatre*)
- Use Roman for religious works such as 'the Bible', 'the Koran', and 'the Talmud', and do not place individual books of the Bible in italics or within quotation marks (e.g. II Corinthians 5. 13-15)

ABBREVIATIONS:

- Follow two-letter postal abbreviations for US states; but for other place-names, note Vic. for Victoria, Ont. for Ontario
- Do not use *loc. cit.* or *op. cit.*
- *c.* [not *ca.*]
- *b.* (birth / born) *d.* (died) *r.* (ruled) *fl.* (flourished)
- Do not use full-stops / periods after Mr, St, Dr, USA, UK, ad, vols, fols, nos, eds, edn, pls
- Do not use full-stops / periods in abbreviated standard reference works, journals, or series: *OED*, *MLR*, *EETS*

- Do use full-stops / periods with e.g., i.e., vol., fol., no., ed., pl., p./pp., repr., ps., vol., trans., viz. and so on.
- Avoid starting sentences and footnotes with abbreviations: 'For example', not e.g.
- MS and MSS for manuscript shelf-mark citations and references; but otherwise the word 'manuscript' in full

FOOTNOTES:

- Footnote reference numbers should be located in the main text after a full stop or other punctuation; they should be marked with a superscript number using your Word processing software's standard note-making function.
- Do not use a footnote number in a title or heading; if a note is required, use an asterisk
- Citations in the footnotes should be abbreviated using the short title system (surname of author, followed by shortened form of book or chapter title), and followed with a full reference in the bibliography. Please make sure that the short form reference is clear and standardized throughout and that there is always a corresponding full reference in the bibliography.
- Do not use *ibid.*, *ID.*, *ibidem*, *et al.*, *passim*, *idem*, or other abbreviations.

REFERENCES: BIBLIOGRAPHY AND RELATED SHORT FORMS

- Bibliographies should be divided into the following sections:
Manuscripts and Archival Sources, and other unedited material
Primary Sources
Secondary Studies
- Both publisher and place of publication are required
- Provide full references to series and series numbers
- Reference to a footnotes should be given as, e.g., p. 23 n. 2 (not with as a comma, e.g., p. 23, n. 2)
- Supply forenames for names of people cited (but for obvious exceptions such as J. R. R. Tolkien)
- List multiple entries by one author alphabetically by title, using the full name for the first entry and '—' for subsequent entries eg:
 - Lapidge, Michael, 'Author's Variants in the Textual Transmission of Bede's *Historia ecclesiastica?*', *Filologia Mediolatina*, 16 (2009), 1-15
 - —, 'Versifying the Bible in the Middle Ages', in *The Text in the Community: Essays on Medieval Works, Manuscripts, Authors, and Readers*, ed. by Jill Mann and Maura Nolan (Notre Dame: University of Notre Dame Press, 2006), pp. 11-40

- The examples below provide template examples for formatting of references, both in the full bibliography and the related footnote references.

Manuscripts and Archival Sources, and other unedited material

MS short forms

Place-names must accompany all MS short forms in the footnotes (i.e., do not simply give the library or institution name). The only exceptions are those cases of MSS located at the BL (London), BnF (Paris), and BAV (Città del Vaticano); see examples below

For manuscript references, follow example	
<i>BIBLIOGRAPHY</i>	<i>FOOTNOTE REFERENCE</i>
Oxford, Bodleian Library, MS Bodley 483	Oxford, Bodl. Lib., MS Bodley 483, fols 82 ^r –117 ^v
New York, Morgan Library and Museum (formerly Pierpont Morgan Library), MS 162	New York, Morgan Libr., MS 162, fol. 62 ^v
London, British Library, MS Cotton Caligula D.iii	BL, MS Cotton Caligula D.iii, fol. 15 ^r
Paris, Bibliothèque nationale de France, MS fonds latin 14859	BnF, MS lat. 14859, fol. 233 ^{va-b}
Città della Vaticano, Biblioteca Apostolica Vaticana, MS Vat. barb. 513	BAV, MS Vat. barb. 513, fol. 98 ^v
Note that in footnotes, recto and verso should be abbreviated as r and v and given in superscript, e.g. fols 17^v-19^r	

Primary Sources

For editions and translations of texts written by known, historical authors, use the following examples:	
<i>BIBLIOGRAPHY</i>	<i>FOOTNOTE REFERENCE</i>
Alain de Lille, <i>De fide catholica contra hereticos</i> in <i>Patrologiae cursus completus: series latina</i> , ed. by ed. by Jacques-Paul Migne, CCX (Paris: Garnier, 1844-64), cols 303–430	Alain de Lille, <i>De fide catholica contra hereticos</i> , col. 354c
Aldhelm, <i>Prosa de virginitate cum glosa Latina atque anglosaxonica</i> , ed. by Scott Gwara, <i>Corpus Christianorum Series Latina</i> , 124, 2 vols (Turnhout, Brepols, 2001)	Aldhelm, <i>Prosa de virginitate</i> , ed. by Gwara, iv. 13
Christine de Pizan, <i>The Book of the City of Ladies</i> , trans. by Earl Jeffrey Richards, foreword by Natalie Zemon Davis, rev. edn (New York: Persea, 1998)	Christine de Pizan, <i>The Book of the City of Ladies</i> , trans. by Richards, pp. 3–4

For editions and translations of anonymous historical texts, use the following examples:	
<i>BIBLIOGRAPHY</i>	<i>FOOTNOTE REFERENCE</i>
'Egerton sermon', in <i>The Works of a Lollard Preacher: The 'Sermon Omnis plantacio', the Tract 'Fundamentum aliud nemo potest ponere' and the Tract 'De oblacione iugis sacrificii'</i> , ed. by Anne Hudson, Early English Text Society, o.s., 317 (Oxford: Oxford University Press, 2001), pp. 2–143	'Egerton sermon', ed. by Hudson, pp. 56–59
<i>Vita sanctae Eadburgae</i> , in Susan J. Ridyard, <i>Royal Saints of Anglo-Saxon England: A Study of West Saxon and East Anglian Cults</i> (Cambridge: Cambridge University Press, 1988), pp. 259–308	<i>Vita sanctae Eadburge</i> , ed. by Ridyard, pp. 305–08
<i>Blessed Louis, the Most Glorious of Kings: Texts relating to the Cult of Saint Louis of France</i> , ed. and trans. by M. Cecilia Gaposchkin, with Phyllis Katz, <i>Notre Dame Texts in Medieval Culture</i> (Notre Dame: University of Notre Dame Press, 2012)	<i>Blessed Louis</i> , ed. and trans. by Gaposchkin and Katz, p. 47
<i>Die Annales Quedlinburgenses</i> , ed. by Martina Giese, in <i>Monumenta Germaniae Historica: Scriptores rerum Germanicarum in usum scholarum separatim editi</i> , LXXII (Hannover: Hahn, 2004)	<i>Die Annales Quedlinburgenses</i> , ed. by Giese, p. 63
<i>The Romance of Flamenca</i> , ed. and trans. by Edward D. Blodgett, <i>Garland Library of Medieval Literature</i> , 101A (New York: Garland, 1995)	<i>The Romance of Flamenca</i> , ed. and trans. by Blodgett, ll. 2587–2610 (pp. 134–37)
For an edition of a primary source within a series, follow example:	
<i>BIBLIOGRAPHY</i>	<i>FOOTNOTE REFERENCE</i>
Fuentes, Carlos, <i>Aura</i> , ed. by Peter Standish, <i>Durham Modern Language Series: Hispanic Texts</i> , 1 (Durham: University of Durham, 1986)	Fuentes, <i>Aura</i> , ed. by Standish, p. 93
Petrus Comestor, <i>Scolastica historia: Liber Genesis</i> , ed. by Agneta Sylwan, <i>Corpus Christianorum Continuatio Mediaevalis</i> , 191 (Turnhout: Brepols, 2005)	Petrus Comestor, <i>Scolastica historia</i> , ed. by Sylwan, p. 54
For Bible references*, follow example:	
II Corinthians 5. 13-15	
Isaiah 22. 17	

In the cases where the Vulgate numbering differs from modern versions (i.e. the Psalms), use the modern numbering and add the Vulgate in parentheses.
For references to Classical sources*, please follow the conventional layout, as provided in the Loeb Classical Library or the Perseus Tufts Digital Library (http://www.perseus.tufts.edu). Thus:
Plato, <i>Republic</i> , ix. 592b
Homer, <i>Odyssey</i> , xi. 2
*Biblical and Classical texts can normally be cited in the footnotes alone, unless there is a specific need to provide the edition / translation used in the bibliography (in which case, follow the model for edited and translated works above)

Secondary Studies

For a monograph, follow examples:	
<i>BIBLIOGRAPHY</i>	<i>FOOTNOTE REFERENCE</i>
Arens, Hans, <i>Aristotle's Theory of Language and its Tradition: Texts from 500–1750</i> , Studies in the History of the Language Sciences, 29 (Amsterdam: Benjamins, 1984)	Arens, <i>Aristotle's Theory of Language and its Tradition</i> , p. 147
For a chapter or an article in a book, follow examples:	
<i>BIBLIOGRAPHY</i>	<i>FOOTNOTE REFERENCE</i>
Schendl, Herbert, 'Linguistic Aspects of Code-Switching in Medieval English Texts', in <i>Multilingualism in Later Medieval Britain</i> , ed. by David A. Trotter (Cambridge: Brewer, 2000), pp. 77–92	Schendl, 'Linguistic Aspects of Code-Switching', p. 81
Bruun, Mette Birkedal, and Emilia Jamroziak, 'Introduction', in <i>The Cambridge Companion to the Cistercian Order</i> , ed. by Mette Birkedal Bruun (Cambridge: Cambridge University Press, 2013), pp. 1–7	Bruun and Jamroziak, 'Introduction', p. 5 n. 7
Where you would like to give a general reference to an edited collection, follow the example below with the reference included alphabetically by title (so excluding 'A', 'The', and suchlike)	
Hamburger, Jeffrey F, and Susan Marti, ed., <i>Crown and Veil: Female Monasticism from the Fifth to the Fifteenth Centuries</i> (New York: Columbia University Press, 2008)	Hamburger and Marti ed., <i>Crown and Veil</i>

For a multi-authored, multi-volume work, follow examples:	
<i>BIBLIOGRAPHY</i>	<i>FOOTNOTE REFERENCE</i>
Stow, Kenneth R., 'The Church and the Jews', in <i>The New Cambridge Medieval History</i> , vol. 5: c. 1198–c. 1300, ed. by David Abulafia (Cambridge, Cambridge University Press, 1995), pp. 204–19	Stow, 'The Church and the Jews', p.208
For a journal article, follow example:	
<i>BIBLIOGRAPHY</i>	<i>FOOTNOTE REFERENCE</i>
Cook, Robert F., 'Baudouin de Sebourc: un poème édifiant?', <i>Olifant</i> , 14 (1989), 115-35	Cook, 'Baudouin de Sebourc', p. 129
For an article in a newspaper or magazine, follow example:	
<i>BIBLIOGRAPHY</i>	<i>FOOTNOTE REFERENCE</i>
Amette, Jacques-Pierre, 'Thé et désespoir', <i>Le Point</i> , 8 October 1989, p. 18	Amette, 'Thé et désespoir', p. 18
For a thesis or dissertation, follow examples:	
<i>BIBLIOGRAPHY</i>	<i>FOOTNOTE REFERENCE</i>
<i>European example:</i> Ingram, Robert, 'Historical Drama in Great Britain from 1935 to the Present' (unpublished doctoral thesis, University of London, 1988).	Ingram, 'Historical Drama', p. 17
<i>North American example:</i> Burke, James Franklin, 'A Critical and Artistic Study of the Libro del Cavallero Cifar' (unpublished doctoral dissertation, University of North Carolina, 1966; abstract in <i>Dissertation Abstracts</i> , 27 (1966-67), 2525-A).	Burke, 'A Critical and Artistic Study of the Libro del Cavallero Cifar', p.28
For online publications, follow the guidelines above as far as possible, according to publication type (note that many online resources still provide pagination or other details, that should be given in the footnote). In addition to the standard details, please give the full URL and also an access date. Avoid including URL details in footnotes. Examples:	
Aers, David, 'Figuring Forth the Body of Christ: Devotion and Politics', <i>Essays in Medieval Studies</i> , 11 (1994), 1–12 < http://www.illinoismedieval.org/ems/index.html > [accessed 17 September 2013]	Aers, 'Figuring Forth the Body of Christ', p. 3