Guidelines for Authors

This document provides guidelines for preparing your typescript for publication in a volume/series in which English is the sole or primary language of publication and which uses the full-title system for referencing.

This includes:

1. **Presentation of Typescript** — guidance on delivery format and fonts.
2. **Essential Information** that should be supplied, including specific notes for contributions in journal issues, contributions in edited volumes, and monographs.
3. **Style Guide** — the Brepols style guide largely follows the MHRA style guide, but has some important deviations. The style guide is divided by citations, language, spelling, etc. We request all authors compose their typescript as closely as possible to this style guide.
4. **References and Bibliographies** — a detailed reference system and formatting of bibliographies.
5. **Image Guidelines**

**Presentation of Typescript**

Please submit your text in a single, definitive file, not separate chapters. Files should be in MS Word format (.doc or .docx). If you are using another file format, please contact your publishing manager in advance. Please do not embed images in the text file but supply them as individual files (see below).

Use Times New Roman font, with minimal formatting. Use the formatting features of your word-processing program, such as italics, superscripts, small capitals, etc., but do not attempt to simulate the final layout, which will be produced by the publisher. Use the tab key and not the space bar for indentations, especially at the opening of paragraphs. Render notes as footnotes, numbered consecutively (see below for further information on references). Do not number subheadings, unless you rely on this numbering for cross referencing, such as ‘see Part 4.2 below’. 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 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 listed by author (for edited collections) or by type (for monographs) — see the instructions and caption models below for further details. Any material not included in the contents and list of figures, and not supplied with the typescript, cannot be subsequently included.

A hard copy is not required; nor is a pdf required except in the case where we might need to check the fonts, if the text contains non-roman script or special characters, or where you have particular layout requirements.
Please pay careful attention to the details given in the style guide below concerning spelling, punctuation, reference style, etc. It is expected that all manuscripts received will conform with this style guide.

Index(es)

It is highly recommended to start compiling your index(es) as soon as your typescript is complete, and certainly before submitting the final version of your text, as indexing will allow you to find and correct many inconsistencies, typos, and other avoidable errors. However, do not add page references until your text is typeset and the pagination final.

We can accommodate indexes generated either by the automatic index functionality offered by MS Word, or a traditional, manual index.

Fonts

Passages in non-roman alphabets (like Greek, Arabic, Hebrew, etc.), special characters, and characters with diacritics should be written in Times New Roman. If this is not possible, another Unicode font needs to be used. Do not use the Symbol font to insert characters, as it is not Unicode compliant.

Files in which TrueType fonts, pre-Unicode legacy fonts, and other non-Unicode fonts are used cannot be accepted. These fonts cannot be converted to the font we are using for typesetting, and therefore characters in these fonts will not be rendered correctly in the typeset text. Please note that for legal reasons we cannot use any embedded fonts for typesetting. Fonts are subject to copyright restrictions and come with licenses, so using embedded fonts for which we do not have a license in typesetting is an infringement of copyright.

If you have any doubts regarding the font that you are using or when no Unicode font exists for the character set you need, contact your publishing manager in advance.

Texts that include special characters or letters from non-Latin or extended Latin alphabets should be submitted with an accompanying pdf of the text.

Order of Parts of a Book

The parts of a book in Brepols publications should be arranged in the following order (please note that not all items listed below are required):

- Title page
- Dedication or epigraph
- Contents list
- List of illustrations
- List of contributors
- Foreword (by someone other than the author)
- Author’s preface
- Acknowledgements (if not included in the author’s preface)
- List of abbreviations
- Introduction
- Text
- Appendix or appendices
Essential Information

Contributions in Edited Volumes

Each article should include a short biography of 15–30 words listing the author’s professional affiliation (and ideally, email address). This should be provided on the first page underneath the title/before the start of the essay.

Footnote references should be given using a full-title system (explained in more detail below).

We encourage including an English-language abstract and 5–10 keywords for all articles. These abstracts and keywords should be provided on the first page underneath the title and before the start of the essay.

Contributions in Journal Issues

Each article should include:

- a short biography of 15–30 words listing the author’s professional affiliation and 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 and before the start of the essay.

Footnote references should be given using the full-title system (explained in more detail below).

Monographs

Following the models for footnotes and bibliographic references in the style guide below, please follow the full-title system in the footnotes.

Style Guide

Please use the following style guide for formatting the text and references of your book. This has been adapted from the MHRA style book (<http://www.mhra.org.uk/style/introduction.html>), which may have some further examples and details, but in some important aspects (especially the references) we have altered, adapted, or simplified the MHRA style for our publications, so please adopt the guidelines below. The following sections relate to:

- Spelling
- Names of Places and People
- Dates
- Numbers
- Abbreviations
- Punctuation
- Capitalization
- Titles, Subtitles, and Subheadings
- Italics, Roman, and Boldface
- Quotations
- References
Spelling

[1.1] Although Commonwealth and UK spelling (as given in the *Oxford English Dictionary* and its derivatives) is preferred, US spelling may be used, but either one should be followed consistently throughout the volume.

[1.2] The possessive form of names ending in -s, -z, -us, or -es use ’s as normal, except for Greek or Hellenized words ending in -es:

  e.g. Cyclops’s, Jesus’s, Alvarez’s, Tacitus’s, Jones’s (but: Sophocles’, Moses’, Xerxes’).

Names of Places and People

[2.1] English forms of place names should be used where they exist:

  e.g. Padua rather than Padova, Seville rather than Sevilla.

[2.2] Likewise, regions should remain in their English forms where these are well known:

  e.g. Flanders, Tuscany.

[2.3] In other cases, use the native-language spelling but always in Latin script:

  e.g. Paramythia rather than Παραμυθιά.

[2.4] Native-language forms of personal names should be used except in cases where the use of the Anglicized version has become ubiquitous:

  e.g. Zenobia, rather than Bar-Zabbai.

Dates

[3.1] The anno Domini system may be rendered with either the abbreviations BC/AD or BCE/CE, but must be consistent through the entire volume.

[3.2] Centuries should always be spelled out in full in the main prose:

  e.g. in the twelfth century; a thirteenth-century manuscript.

[3.3] Date ranges should always be given in full:

  e.g. AD 1300–1327 and not AD 1300–27.

[3.4] For calendar dates, use the format ‘1 January 793’ rather than ‘January 1, 793’.

[3.5] The plural of 860 is 860s, not 860’s or 860ies.

Numbers

[4.1] Spell out numbers up to one hundred except when expressing dimensions, in statistical contexts, or in tables; use Arabic for 101+ except when beginning a sentence; spell out approximate numbers over one hundred:

  e.g. Four different sites have now been excavated in this area. One hundred and thirty-seven glass beads were found. The cemetery contained 173 burials. The statue measured 62 × 72 cm at its base.

[4.2] No commas are required for four-digit numbers (i.e. up to 9999), but should be used for every three digits thereafter (i.e. 10,000 and higher):

  e.g. 5600, 24,000, 144,000, 1,200,000.
[4.3] With the exception of the full date ranges rule above, inclusive numbers falling within the same
hundred should include the last two figures:
e.g. 13–15, 44–48, 104–08, 100–22, 2533–39.

[4.4] Arabic numbers should be used for chapter numbers, journal numbers and the volume numbers
of book series (even when the journal or book series uses roman numbers), figures, plates etc.:
e.g. Chapter 1; Fig. 2.4; *Journal of Ancient History*, 25; Brill’s Series in Jewish Studies, 11.

[4.5] Use roman numerals, small capitals, for volume numbers, book numbers, and other major
subdivisions of books or long poems, and for acts in plays. Use roman numerals in small capitals for
sequential Bible books of the same name.
e.g. Herodotus, *Histories*, V, 2; *Hamlet*, X, 2; Weijers, *Le travail intellectuel*, VIII, p. 69; II Corinthians

[4.6] Use roman numerals, large capitals, for regnal numbers:
e.g. Edward IV, Pope Innocent III.

[4.7] Use Arabic for percentages and spell out per cent, except in statistical contexts or in tables (i.e. 50
per cent). Note the use of *per cent* and not *percent*.

[4.8] 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).

[4.9] Money expressed in pounds, shillings, and/or pence should appear as £197 12s. 6d. The symbols
for pound/lira, euro, dollar, yen, Deutschmark, and florin/guilder are £, €, $, ¥, DM, and fl; these
symbols precede the number without a space (e.g. €15). For other currencies the symbol or abbreviation
follows the number, number and currency separated with a space, e.g. 15 DKr.

**Abbreviations**

[5.1] Contracted forms of words that end in the same letter as the full form, including plural -s, do not
take a full stop; other abbreviations do:
e.g. Dr, edn, St, fols, vols, nos, eds, repr., trans., vol., pp., ed.

[5.2] Avoid starting sentences or footnotes with abbreviations that normally begin in lower case:
e.g. pp., i.e., c., s.v.

[5.3] Do not use full stops for abbreviated standard reference works, journals, or series:
e.g. OED, OCD, PL, CSEL, CCSL.

[5.4] Please note the following abbreviations: c. (circa), not ca.; b. (birth/born), d. (died), r. (ruled), fl.
(flourished).

[5.5] Use MS and MSS for manuscript shelf-mark citations and references but otherwise write the word
‘manuscript’ in full.
Punctuation

[6.1] Please use single quotation marks, aka inverted commas (‘…’), for quotations. Only use double quotation marks (“…”) to denote quotations within quotations.

e.g. As Valérie Gonzalez suggests, the description of the glass produces a ‘sort of textual “icon”, which “represents” an architectural feature one can enter, made with an overall glass setting, transparent, bright, white or green, isotropic, with a perceptible linear design’, that conflates the isotropy of pattern with the deceptive nature of vision itself.

[6.2] When citing other languages, translate quotation marks from different systems (e.g. «…» or „…“) into the forms listed in [6.1]:

e.g. In a letter addressed to Emperor Charles V (1549) declared Beltenbros (Prince Philip) the champion as ‘garantie par les récits anciens’ (as guaranteed by ancient tales).

[6.3] Punctuation generally falls outside quotation marks unless the quotation forms a complete sentence and is separated from the preceding passage by a punctuation mark:

e.g. The anonymous author of the De spiritu et anima wrote: ‘Those at sea, for instance, may see objects on the land as moving, whereas actually they are still.’

e.g. Dante describes a sacral quality: ‘as in glass, in amber, or in crystal, a ray shines so that there is no interval between its coming and its pervading all, so did the triform effect ray forth from the Lord’.

[6.4] Place ellipses within square brackets when they indicate text omitted from a quotation. 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:

e.g. The king asked in his letter that Londoners grant le Heaumer ‘the greatest grace and favour [... ] in matters of business that shall concern [him]’.

[6.5] Commas should appear before the final ‘and’/‘or’ in a list of three or more items — the so-called ‘Oxford’ comma:

e.g. truth, grace, and beauty.

[6.6] Parentheses, aka round brackets, should be used for parenthetical statements within parentheses, rather than square brackets:

e.g. Such usage (which is also clear (but by no means ubiquitous) in the poetry of Horace) appears throughout the works under study here.

[6.7] Hyphenation is used where the first of two or more words is used adjectively:

e.g. ‘a second-century seal’ versus ‘in the second century’.

However, please note that where one of the words is an adverb ending in -ly, hyphenation should not be used:

e.g. a rarely discovered item.

[6.8] 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’.

[6.9] If two or more points of the compass are used together, they should be hyphenated:

e.g. The excavation area is located on the north-east of the peninsula.
Capitalization

[7.1] Places, persons, days, and months are capitalized; nationalities and nouns deriving from people or languages are capitalized:

e.g. Rome, Tiberius, Sunday, October, Libyan.

[7.2] Similarly, nouns and adjectives of movements derived from personal nouns remain capitalized:

e.g. Christian, Platonism.

However, note biblical, not Biblical; satanic, not Satanic.

[7.3] Capitalize references to particular parts of a book:

e.g. Chapter 1, Appendix 2, Figure 8, Map 4.

NB. Please note that if you are citing a figure, table, or plate from a different publication as part of a reference, these should be cited using a lower-case initial:

e.g. see above, Fig. 6.2

but Drake 2019, fig. 3; Pruss 2021, pl. 5; Fallgren, ‘Ritual Places’, p. 64, fig. 5.1.

[7.4] Capitalize recognized historical or cultural periods, and unique events; but use lower case for adjectival usages of historical periods, and do not hyphenate:

e.g. Early Bronze Age, Late Iron Age, Late Antiquity, the Middle Ages (but the early Middle Ages, the late Middle Ages);

e.g. late antique, early medieval, late medieval (not late-medieval or Late Medieval), early modern.

[7.5] Capitals are not used for seasons or points of the compass (southern Italy, the south of Gaul) except when they indicate an official name or specific concept:

e.g. in spring 349, south-western Italy, northern France, South America, the West.

[7.6] Capitals are used for titles when these appear in full or immediately preceding a personal name. Capitals are not used when the title is used appositively:

e.g. Emperor Nero, the King of Carthage (but: Xerxes, emperor of Persia).

Titles, Subtitles, and Subheadings

[8.1] Capitalization in book, chapter, and article titles should be applied as follows.

- In titles of works in English, the following are capitalized:
  - the initial letter of the first word;
  - all nouns, pronouns (except the relative ‘that’), adjectives, verbs, adverbs, and subordinating conjunctions;
  - the first word after a colon in the title;

and the following are not capitalized:

  - articles, possessive determiners (‘my’, etc.), prepositions, and the co-ordinating conjunctions ‘and’, ‘but’, ‘or’, and ‘nor’:
    e.g. Gods, Demons and Symbols of Ancient Mesopotamia: An Illustrated Dictionary.
In works in ancient and medieval Latin, French, and most other Romance languages, only the first word and proper nouns should be capitalized:

e.g. Dendara V–VI: les cryptes du temple d’Hathor.

e.g. De civitate Dei.

e.g. Le virus de l’erreur: la controverse carolingienne sur la double prédétermination.

- In works in German only the first word and nouns should be capitalized:

  e.g. Antike Spolien in der Architektur des Mittelalters und der Renaissance.

[8.2] Do not number subheadings, unless you rely on this numbering for cross referencing, such as ‘see Part 4.2 below’.

[8.3] No punctuation, other than question marks, should occur at the end of titles, subtitles, or subheadings.

**Italics, Roman, and Boldface**

[9.1] Single words or short phrases in foreign languages, where these have not passed into regular English usage, should be italicized without quotation marks (e.g. ‘The passage between the classical world and the medieval world makes all this *tabula rasa*’); direct quotations or more substantial quotations should be given in roman (i.e. regular/non-italic font) within quotation marks. See ‘Quotations’ below for further details.

[9.2] Use italics for titles of books and journals, but use quotation marks for dissertations, journal articles, and book chapters. See examples under ‘Bibliographical References’ below.

[9.3] Do not italicize the titles of religious scripture like ‘the Bible’, ‘the Qur’an’, ‘the Talmud’ or the titles of biblical books.

[9.4] Do not set titles in roman when they are a part of a title; instead, use single quotation marks (*A Study of ‘Romeo and Juliet’ in American Theatre*).

[9.5] Use Italics for *sic*, *s.v.*, and *c*. Do not italicize cf., e.g., etc., viz.

[9.6] Use roman for punctuation following italicized text if the main sentence is in roman.

**Quotations**

[10.1] Set long quotations (more than forty words of prose or more than two lines of verse) as block quotations, by indenting or by using a smaller font size; do not enclose within quotation marks.

[10.2] Short quotations run on with the main text. Enclose short quotations within single quotation marks, aka inverted commas (‘.’), and only use double quotation marks (“…”) to denote quotations within quotations.

[10.3] Quotations from a primary source provided in the main body of the text should include both the original language and a translation in modern English. Both should be in roman typeface, not italics. The translation should directly follow the quotation (within parentheses without quotation marks for shorter quotations, or immediately below in a second block quotation without parentheses without quotation marks, for long quotations). If followed consistently throughout the volume, the translation can also be given in a footnote.
Example:

Lancelot has been given lodgings in her family house, and is introduced to the maid by her brothers as ‘li meldres chevaliers del monde’ (the greatest knight in the world). The following scene then unfolds:

Et lors vient la pucesle maintenant a Lancelot, si s’agenoille devant lui, et puis si li dist: ‘Gentil hom, done moi [un] don pour amor de la rien el monde que tu plus aimes’. Et quant Lancelotz vit devant lui si bele damoisele a jenouz et si avenanz come ele estoit, si en fu trop corociez, et si li dist molt doucement: ‘Ha! Damoiselle’, fet il, ‘levez sus, et si sachiez que il n’est riens en terre que gié poisse fere que gié n’en feïsse por ceste requeste qu vos m’avez orendroit ici fete’.

(And then the damsel went at once to Lancelot, and knelt before him, and then said to him: ‘Gentle sir, grant me a boon for love of the thing which you love most in the world’. And when Lancelot saw before him such a beautiful damsel on her knees and how charming she was, it made him very upset, and he said to her very gently: ‘Ah, damsel’, he said, ‘get up, and know that nothing on earth that I have the power to do I would not do for this request that you have made here and now.’)

[10.4] For verse citations, line breaks should be separated in consecutive text with a |.

[10.5] For passages of one or more words requiring editorial intervention, use [...] to indicate words suppressed by the editor, [sic] to acknowledge any errors in the source, ( ) for words added by the editor, and *** for lacunae. For language-specific conventions, please ask your publishing manager.

For more details about punctuation and citations, see above.

References

Citations and Footnotes (full-title system)

[11.1] 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 the automatic footnote functionality of your word-processing software.

[11.2] Each footnote should end with a full stop or other punctuation sign.

[11.3] The first citation of a particular author or work in each chapter should be a full reference. Subsequent citations of a work should be abbreviated (surname of the author, followed by shortened form of book or chapter/article title, and page numbers (if applicable)). Please make sure that the short form reference is clear and standardized throughout.

[11.4] Place of publication and publisher required; use English forms for place of publication (thus Rome: Carocci, not Roma). For books published by the same publisher in more than one place, refer only to the first (so Leiden: Brill not Leiden-Boston: Brill).


[11.7] For references citing three or more authors, all authors should be listed in the first reference; in subsequent reference(s), authors should be abbreviated in the form first author surname followed by ‘and others’ (rather than et al.).

[11.8] Where possible, give specific page ranges, and avoid use of passim, ff., etc.
Bibliographical References (Full-title system)

The examples below provide template examples for formatting of references, both in the first reference and the subsequent reference(s).

Manuscripts, Archival Sources, and Other Unedited Material

[12.1.1] Place names must accompany all MS short forms in the footnotes except for the most well-known archives, namely the BL (London), BnF (Paris), and BAV (Città del Vaticano); see examples below.

[12.1.2] In footnotes, recto and verso should be abbreviated as r and v and given in superscript, e.g. fols 17v–19r.

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arras, Bibliothèque municipale, MS 1068</td>
<td>Arras, BM, MS 1068</td>
</tr>
<tr>
<td>Cambridge, Fitzwilliam Museum, MS 20</td>
<td>Cambridge, FM, MS 20</td>
</tr>
<tr>
<td>Città della Vaticano, Biblioteca Apostolica Vaticana, MS Vat. Barb. 513</td>
<td>BAV, MS Vat. Barb. 513, fol. 98v</td>
</tr>
<tr>
<td>Durham, Cathedral Library, MS B. II. 1</td>
<td>Durham, Cath. Libr., MS B. II. 1</td>
</tr>
<tr>
<td>Leiden, Bibliotheek der Rijksuniversiteit, MS Voss. Lat. F. 18</td>
<td>Leiden, Bibl. RU, MS Voss. Lat. F. 18</td>
</tr>
<tr>
<td>London, British Library, MS Arundel 155</td>
<td>BL, MS Arundel 155</td>
</tr>
<tr>
<td>London, British Library, MS Cotton Caligula D.iii</td>
<td>BL, MS Cotton Caligula D.iii, fol. 15v</td>
</tr>
<tr>
<td>Munich, Bayerisches Staatsbibliothek, MS Clm. 4452</td>
<td>Munich, Bayerisches SB, MS Clm. 4452</td>
</tr>
<tr>
<td>New York, Morgan Library and Museum (formerly Pierpont Morgan Library), MS 162</td>
<td>New York, Morgan Libr., MS 162, fol. 62v</td>
</tr>
<tr>
<td>New York, Morgan Library and Museum, MS 736</td>
<td>New York, Morgan Libr., MS 736</td>
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<tr>
<td>Oxford, Bodleian Library, MS Bodley 483</td>
<td>Oxford, Bodl. Lib., MS Bodley 483, fols 82v–117v</td>
</tr>
<tr>
<td>Oxford, Bodleian Library, MS Hatton 23</td>
<td>Oxford, Bodl., MS Hatton 23</td>
</tr>
<tr>
<td>Paris, Bibliothèque nationale de France, MS fonds latin 14859</td>
<td>BnF, MS lat. 14859, fol. 233vs-b</td>
</tr>
<tr>
<td>Paris, Bibliothèque nationale de France, MS fonds latin 6784</td>
<td>BnF, MS lat. 6784</td>
</tr>
<tr>
<td>Princeton, University Library, MS Garrett 114</td>
<td>Princeton, UL, MS Garrett 114</td>
</tr>
</tbody>
</table>

Primary Sources

[12.2.1] References to primary sources should give both a work’s internal structure (where available) and also page number of edition/translation being used. When you are using two or more editions of the same source, include the editor’s name. Thus:

Frechulf, Historiae, i. 2. 17, p. 116

Jordanes, De summa temporum vel origine actibusque gentis Romanorum, ch. 85, pp. 9–10

Farid al-Dīn ʿAṭṭār, Memorial of God’s Friends, p. 48

Bertha, Vita Adelheidis, ed. by Piesik, ch. 3, p. 29
[12.2.2] References to biblical books, deuterocanonical books, and apocryphal books need only cite internal division (i.e. chapter and verse). Separate chapter and verse with a full stop and space. Use roman numerals in small capitals for sequential books of the same name.

Matthew 25. 6; II Kings 15. 5; I Peter 1. 3

[12.2.3] For Bible references, 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.

[12.2.4] For references to classical sources, please follow the conventional layout, as provided in the Loeb Classical Library or the Perseus Tufts Digital Library (references should be rendered according to standard book/chapter divisions):

e.g. Euseb., Hist. eccl., i. 3; Tac., Ann., iv. 34; Suet., Aug.; Amm. Marc., Res gestae, xxv. 7. 11

For editions and translations of texts written by known, historical authors, use the following examples:

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alain de Lille, <em>De fide catholica contra hereticos</em>, ed. by Jacques-Paul Migne, Patrologiae</td>
<td>Alain de Lille, *De fide catholica contra \</td>
</tr>
<tr>
<td>cursus complectus: series latina, 210 (Paris: Garnier, 1855), cols 305–430</td>
<td>hereticos, i. 48, col. 354c</td>
</tr>
<tr>
<td>Latina, 112 (Turnhout: Brepols, 2003)</td>
<td>93, p. 141</td>
</tr>
<tr>
<td>Christine de Pizan, <em>The Book of the City of Ladies</em>, trans. by Earl Jeffrey Richards,</td>
<td>Christine de Pizan, *The Book of the City</td>
</tr>
<tr>
<td>Christianorum Continuatio Mediaevalis, 191 (Turnhout: Brepols, 2005)</td>
<td>p. 54</td>
</tr>
<tr>
<td>(Paris: Picard, 1906)</td>
<td></td>
</tr>
<tr>
<td>Farīd al-Dīn ʿAṭṭār, *Farīd Ad-Dīn ʿAṭṭār’s Memorial of God’s Friends: Lives and Sayings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friends*, p. 48</td>
</tr>
<tr>
<td>Piesik (Bonn: Stadt Bonn Stadtarchiv, 2003), pp. 16–54</td>
<td>ch. 3, p. 29</td>
</tr>
</tbody>
</table>

Bertha, *Vita Adelheidis*, ed. by Holder-Egger, ch. 3, p. 756

### For editions and translations of anonymous historical texts, use the following examples:

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
</table>

### For early printed texts, use the following examples:

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ephrem the Syrian, <em>Opera omnia quae exstant Grace</em>, <em>Syriæ, Latine</em>, ed. by Joseph S. Assemani, 6 vols (Rome: Ex typographia Vaticana, 1732–1746)</td>
<td>Ephrem the Syrian, <em>Opera omnia</em></td>
</tr>
</tbody>
</table>
Nielsen, Johan Eberhard, *Sognir fraa Hallingdal* (Christiania [Oslo]: Norske Samlaget, 1868)

Gentillet, Innocent, *Discours sur les moyens de bien gouverner et maintenir en bonne paix un royaume ou autre principauté [...] contre Nicolas Machiavel* ([n.p.]: [n. pub.], 1576)

*Dits die Excellente Cronike van Vlaenderen* (Antwerp: Willem Vorstermann, 1531)

*Hortulus devotionis, variis orationum et exercitiorum piorum, quae mentem in Dei amorem rapiunt [...]* (Köln: Jaspar von Gennep, 1514)

---

**Secondary Studies**

[12.3.1] Supply forenames for names of people cited.

[12.3.2] List multiple entries by one author alphabetically by title (not by date), using the full name for the first entry.

[12.3.3] Editors should be referred to with the abbreviation ‘(ed.)’ or ‘(eds)’.

[12.3.4] Both publisher and place of publication are required. The name of the publishing house should be given without secondary matter (so Blackwell, *not* Blackwell Publishing) and forenames or initials of publishers (so de Gruyter, *not* Walter de Gruyter). For books published by the same publisher in more than one place, refer only to the first (so Leiden: Brill *not* Leiden-Boston: Brill).

[12.3.5] Provide full references to series and series numbers, where appropriate.

[12.3.6] The journal number (and part number, if applicable), should be included in the reference.

[12.3.7] References to a footnote should be given as, e.g. p. 23 n. 2 (page and note number not separated by a comma), references to figures and tables quoted from a secondary publication should be given as, e.g. p. 23 fig. 4; p. 59 table 3. References to a volume number (in roman numerals, small caps) should be included when it is not clear from the bibliographical entry alone which volume is being used, e.g. Foot, *Veiled Women*, II, p. 123.

[12.3.8] When citing multiple articles from the same edited collection, always provide full bibliographic details for the edited collection, not a short reference.

[12.3.9] If a work is cited several times in a volume, authors can elect to abbreviate key titles. Even when these are included in a separate list of abbreviations, the author should also ensure that an abbreviation is explained in full the first time it is used in a text:

*This information can be found in Bede’s *Historia ecclesiastica gentis Anglorum* (hereafter *Hist. ecl.*).

*According to the *Annals of Loch Cé* (hereafter *ALC*).*

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**For a monograph, use the following examples:**
<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
</table>

**For a chapter or an article in a book, use the following examples:**

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
</table>

**For an article in a dictionary or encyclopaedia, use the following examples:**
<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancik, Hubert, and Helmuth Schneider, eds, <em>Der neue Pauly: Enzyklopädie der Antike</em> (Stuttgart: Metzler, 1996–)</td>
<td>Cancik and Schneider, <em>Der neue Pauly</em></td>
</tr>
</tbody>
</table>

For a general reference to an edited collection, use the following examples:

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
</table>

For a multi-authored, multivolume work, use the following examples:

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
</table>


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**For a journal article, use the following examples:**

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<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
</table>
For an article in a newspaper or magazine, use the following example:

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
</table>

For a thesis or dissertation, use the following examples:

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
</table>

**Online Sources**

[12.4.1] For online publications, follow style used for printed publications as detailed 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).

[12.4.2] In addition to the standard details, please give a DOI (displayed as a full URL link in the form <https://doi.org/xx.xxxx/xxxx>; no access date) or full URL (in the shortest form possible, so <https://cantus.uwaterloo.ca>, not <https://cantus.uwaterloo.ca/home>), followed by an access date between square brackets. Do not quote URLs from services such as tinyurl or bitly which abbreviate other URLs (for example, to fit into a tweet) but quote the originals.

[12.4.3] When online databases provide collections of electronic existing printed publications, cite the details of original print edition, followed by the reference of the database.

[12.4.4] When citing social media, postings should be given in full. Original spelling, punctuation, and @handles and #hashtags should be preserved. Postings should be identified by the writer (real name and, in parentheses, username or handle) and date (without specifying the time of day). No URL is given.

[12.4.5] Blog postings should be cited by URL, with access date between square brackets

[12.4.6] For citing of online digital media, the author, the title (in italics), the type of source, the title of the website, the date of publication, the URL, and the date of access should be given.

[12.4.7] For e-books, give the place of publication (which would be based on the location of the offices of the publisher), the publisher, the year, and an indication of the kind of digital file. Give page numbers or section details only if these are fixed and stable; or refer to the location of a citation by giving section numbers or numbered paragraphs.
For online publications, use the following examples:

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desiderius Erasmus, De libero arbitrio diatribae sive collatio, ed. by Johannes von Walter (Leipzig: Deichert, 1935), consulted in Library of Latin Texts</td>
<td>Erasmus, De libero arbitrio, I b 9, p. 18</td>
</tr>
</tbody>
</table>
For blog posts, use the following example:

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
</table>

For online digital media, use the following examples:

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borchert, Till-Holger, BRAFA Art Talk 2020. Jan van Eyck and his Workshop. Thoughts about Organization, Collaborators and Legacy, online video recording, YouTube, 8 May 2020</td>
<td>Borchert, BRAFA Art Talk</td>
</tr>
<tr>
<td><a href="https://www.youtube.com/watch?v=qOGo32TvEs">https://www.youtube.com/watch?v=qOGo32TvEs</a> [accessed 9 June 2021]</td>
<td></td>
</tr>
</tbody>
</table>

For e-books, use the following examples:

<table>
<thead>
<tr>
<th>Full Form (First Reference)</th>
<th>Abbreviated Form (Subsequent Reference(s))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wolf, Kirsten, and Dario Bullitta, eds, Saints and their Legacies in Medieval Iceland, Studies in Old Norse Literature (Cambridge: Brewer, 2021), e-book (epub)</td>
<td>Woolf and Bullita, eds, Saints and their Legacies in Medieval Iceland</td>
</tr>
</tbody>
</table>

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Delivery of Images

All images should be supplied electronically, as individual files, in tiff or jpg format. Please do not embed images within a Word document. For single-authored monographs, one batch of images for the whole volume would be preferred. In the case of an edited volume or a journal issue, it may be appropriate and more convenient to supply separate batches for each chapter or article. Please ensure that image files are
clearly labelled to match the caption or in-text reference (i.e. the image file for Figure 3.7 should be labelled ‘Fig_3.7.tif’).

Figures should be divided according to type (for monographs: Figures, Tables, and Plates) or by author (for edited collections) and should be numbered sequentially per chapter or per contribution. For example, the second figure in Chapter 3 or Article 3 would be Fig. 3.2; the fourth table in Chapter 5 or Article 5 would be Table 5.4, etc.

In addition, please supply a comprehensive list of all images in the volume, separated by chapter or contributor, and then by image type:

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- **Tables** (both separate files and tables that have been drawn within the Word document text, i.e. not supplied as a separate file)
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*In-text reference example:* The main text is emphasized by monumental decorated initials of the geometric type, whose visual impact is enhanced by sumptuous ornamentation and further enriched with glossy, enamel-like colours (Fig. 3.4).

*Note to typesetter example:* Insert Fig. 3.1 here, approx. ½ page, black & white.

*Full caption placeholder example:* Fig. 3.4. Montecassino, Archivio dell’Abbazia, Cod. 759, p. 129 © Montecassino, Archivio dell’Abbazia.

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  - Do not crop images. If only a detail of an image needs to reproduced, send us the high-resolution file and an example of how it should be cropped.

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  - In an editable vector format, eps is preferred.
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required to be retained, please ensure that all text is converted to outlines before submitting the images.

- Monochrome images should be supplied as monochrome (bitmap), not as greyscale images.

- Charts or graphs
  - In editable format, not as an exported image (tiff, jpg, or another image format).
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Example:

[Figure 1 goes here, approximately half page portrait, colour]

followed by the caption, e.g.:

Figure 1.3. Mount from Veggerslev, Denmark, in the shape of a stylized horse, Copenhagen, Nationalmuseet. Seventh or eighth century. Photo courtesy of the Nationalmuseet.

The placeholder line should appear close to the relevant point in the text, located at the start or end of a paragraph. If you do not provide a placeholder or in-text reference, we will automatically place all images at the end of the book/chapter.

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[Label and Number.] [Name of creator/artist (where known),] [Description of object or Title of object,] [Location of museum/gallery,] [Name of museum/gallery in its native form,] [Date of creation where known,] [Copyright ownership statement or Reproduced with the permission of X / CC BY-SA licence or available in public domain.]

Examples:

Figure 1.3. Mount from Veggerslev, Denmark, in the shape of a stylized horse, Copenhagen, Nationalmuseet. Seventh or eighth century. Photo courtesy of the Nationalmuseet.


Figure 11.6. Part of the propylaeum as it appears today (2014). Photo by Michael Gunther, CC BY-SA 3.0, via Wikimedia Commons.

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[Label and Number.] [Title or description of image,] [Copyright ownership statement,]

Examples:

Figure 5.4. Map showing place names discussed in the text. Map by author.

Figure 8.2. Graph showing interest burden and revenue in Holland, 1574–1794. Figure by author.

Figure 1.5. Hadrian’s Wall, Sicamore Gap, 2009. Photo by Michiel Hendryckx.

Historical Maps, Manuscript Images, Archival Documents

[Label and Number.] [Description of document or Title of Document,] [Location of repository,] [Name of repository in its native form,] [Shelf-mark,] [Folio number or equivalent,] [Date of Document/creation where known,] [Location of creation where known,] [Copyright ownership statement or Reproduced with the permission of X / CC BY-SA licence or available in public domain,]

Examples:

Figure 8.1. The water-dwelling inhabitants off the northern Norwegian coast. Detail from Olaus Magnus, *Carta marina*, Uppsala University Library. 1539. Digital version released into public domain by Uppsala University Library.

Figure 12.6. *Exeter Book Riddle 74*, Exeter, Cathedral Library, MS 3501, fol. 127'. Early eleventh century. Reproduced with permission of the Dean and Chapter of Exeter Cathedral.

Tables

[Label and Number.] [Title or description of table.]

Examples:

Table 3.1. Distribution of buyers of urban bonds over occupational categories (percentages); our sample (1584–1604) and Tracy’s sample (1542–1565).