

European Festival Studies, 1450–1700

Guidelines for Authors

Based on BREPOLs *Guidelines for Authors* and the MHRA *Style Guide*

GENERAL

Your Typescript should include:

A full list of illustrations including names of copyright holders: see *Images* section below.

Fonts: Please use Times New Roman, 12 for all text, footnotes and embedded quotes and *double space* text, footnotes and quotes.

Footnotes, not endnotes, should be supplied (see below for style and format). This applies to both monographs and essay collections.

Text files: to be supplied to your editor electronically (by email). Do not include embedded images in text files. All files should be in their final state, without track changes or comments. In the case of monographs, please label each chapter separately.

A Table of Contents will be supplied by your essay-collection editor. This will list all material including introduction, chapter titles and authors, acknowledgements, abbreviations, prefaces, appendices

Essay Collections

Each chapter should include a **biography** of 15-30 words specifying the author's current academic (college, university) or professional (e.g. museum, archive, library) affiliation. The biography should be located following the chapter title and before the start of the text. It will be printed as an unnumbered footnote. The affiliation of contributors will be included at the head of each chapter and/or appendix as appropriate.

A full bibliography including, but not necessarily limited to, all works cited, should follow each chapter.

Chapters will normally be supplied in English, unless agreed otherwise. If, rarely, a chapter is **not in English**, please provide a **short English synopsis** (c. 200 words).

List of Contributors: A list of Contributors will be drawn up by your editor. For this, authors should supply details of academic or other professional affiliation, research interests and up to five relevant publications. Academic training, including doctoral research and thesis title may be included if wished.

Monographs

An Author's biography will be included in monographs. For content please see instructions above for authors of chapter-length contributions (under 'List of Contributors').

Monographs should be divided into **chapters**.

Bibliography: In the case of monographs, a comprehensive bibliography should be included at the end of the typescript, not after individual chapters.

IMAGES

Supply and publication

Images must be supplied electronically, preferably by CD or email attachment.

Please indicate whether a colour plate or b/w figure is required in each case.

Plates will be gathered in a separate plate section.

Figures, numbered according to a sequence in the relevant chapter (e.g., 1.1, 1.2, 2.1, 2.2. etc.) will be embedded in your text, with each as close as possible to the related discussion.

When you submit your copy for publication you should number figures 0.1, 0.2 etc. Your editor will insert the correct chapter indicator.

You should indicate your preference for where each figure is to be placed by inserting at the relevant point a highlighted caption, with the highlighting normally in yellow.

Quality of images

All images must be of 'high res.' quality to facilitate clear printing. A minimum resolution of 300dpi (dots per inch) is required.

TIF format is preferred, or high-resolution JPGs.

For maps and other line art that is author-created, please supply editable format (e.g. EPS, AI, or PDF files) in addition to a TIF or JPG.

Permissions

Authors of monographs and chapters in collections must secure and pay for permission to reproduce copyright images. Brepols has no budget to pay for copyright permissions.

The copyright holder is usually the library, museum, gallery or archive where the original image is held.

The copyright holder should be informed that the permission must cover worldwide English-language rights, a print run of 250-400 copies, and both print and electronic publication (eBook, normally with 10-year rights). You should make clear to the copyright holder that the publication is academic in character. It may be worth stating that in the case of an essay collection contributors are unpaid.

If permission for electronic publication is not possible to attain, or onerous/costly to attain, the image can exceptionally be excluded from the e-version – this must be made clear in a separate note.

Captions

The caption associated with an image must specify the source of permission to publish, specifying the copyright owner and the location of the image (e.g. shelf-mark and pagination or foliation, including recto and/ or verso).

The copyright owner will usually specify the exact wording required (e.g. © Comune di Roma, Sovrintendenza Capitolina ai Beni Culturali, Museo di Roma).

Where possible, cite the name of the photographer of the image, or the institution authorizing the photography.

Where the image has been photographed by the writer of the monograph/ chapter, please state this (e.g. 'photo by the author').

Please note that a self-taken image (e.g. a photo of an image in an existing publication) does **not** excuse the author from obtaining copyright permission from the original source (library, archive, etc.).

DETAILS OF SERIES STYLE

Footnotes

Footnotes should be marked with a superscript number using your Word processing software's standard note-making function. The associated **reference numbers** should *follow* a full stop or other punctuation in your text.

Do not use a footnote number in a title or heading. If a note is required, use an asterisk, which will be reflected in a footnote following an asterisk.

Citations in the footnotes: the **first reference** to a work cited in footnotes should be given **in full** including place, publisher and date of publication. Thereafter, references to this work in footnotes and text should be abbreviated in a clear and consistent manner. *Ibid.* and *et al.* may be used. For an example, see below (Fenlon). Do not use *ID.*, *ibidem.*, *idem.*, *passim*, *loc. cit.* or *op. cit.*

Citing page numbers:

- For books: use p. or pp.
- For journals: cite the page numbers of the complete article *without* using p. or pp. Indicate in brackets the specific page(s) cited.

Citing on-line material: include the material's full URL plus your date of access.

Citing Biblical and Classical sources: follow these examples

II Corinthians 5. 13-15; Isaiah 22. 17; Plato, *Republic*, IX. 592b, Homer, *Odyssey*, XI. 2.

Bibliography, with examples

Bibliographies should be divided into the following sections: 1) Manuscripts and Archival Sources 2) Printed Primary Sources and 3) Secondary Works.

Entries should be alphabetized by the surname of the first-named author, with the surname preceding forename(s). Second and subsequent authors are cited in the normal fashion (e.g. Margaret Shewring).

Supply forenames of people cited (except in such cases as J. R. R. Tolkien).

Place of publication, publisher and date of publication are all required, unless the publisher of an early text is unknown. (The place of publication is usually specified in the original.)

Provide full references to series and series numbers.

Multiple entries by the same author should be listed chronologically by date of publication, from earliest to most recent, using the author's full name in each case.

1) In the case of Manuscript and Archival Sources both Bibliography and first footnote references should include the location as well as the name and shelf mark of the library/archive concerned with, in the case of the first footnote, foliation or pagination. Note that, as in footnotes, recto and verso should be abbreviated as r and v (**do not** use superscript), e.g. fols 17v-19r.

2) Printed primary sources in the bibliography and first footnote reference should give the original author, and editor and/or translator. For example: Christine de Pizan, *The Book of the*

City of Ladies, trans. by Earl Jeffrey Richards, foreword by Natalie Zemon Davis (New York: Persea, rev. edn, 1998).

3) Secondary works: in the first footnote reference, in subsequent footnotes, and in the bibliography, follow the examples below:

Referring to a monograph.

In the **first footnote-reference** to a monograph:

Iain Fenlon, *The Ceremonial City: History, Memory and Myth in Renaissance Venice* (New Haven and London: Yale University Press, 2007), pp. 46-52.

In **subsequent footnotes:**

Fenlon, *Ceremonial City*, p. 133.

In **the bibliography:**

Fenlon, Iain, *The Ceremonial City: History, Memory and Myth in Renaissance Venice* (New Haven and London: Yale University Press, 2007).

Referring to an edited collection:

In the **first footnote** referring to an edited collection:

J. R. Mulryne, Helen Watanabe-O’Kelly and Margaret Shewring (eds), *Europa Triumphans. Court and Civic Festivals in Early Modern Europe*, 2 vols (Aldershot: Ashgate, 2004), vol. 1, pp.162-73.

In **subsequent footnotes:**

Mulryne, Watanabe-O’Kelly and Shewring, *Europa Triumphans*, vol. 1, pp.100-06.

In **the bibliography:**

Mulryne, J. R., Helen Watanabe-O’Kelly and Margaret Shewring (eds), *Europa Triumphans. Court and Civic Festivals in Early Modern Europe*, 2 vols (Aldershot: Ashgate, 2004).

For collections with a single editor, use ‘ed.’ Note: ed. takes a full stop; eds does not.

Referring to a chapter in an edited collection.

In the **first footnote:**

Margaret M. McGowan, ‘Henri IV as Architect and Restorer of the State: His Entry into Rouen, 16 October 1596’, in J. R. Mulryne with Maria Ines Aliverti and Anna Maria Testaverde (eds), *Ceremonial Entries in Early Modern Europe: The Iconography of Power* (Farnham and Burlington, VT: Ashgate, 2015), pp. 53-75.

In **subsequent footnotes:**

McGowan, ‘Henri IV as Architect and Restorer of the State’, pp. 53-57 (p. 65).

In **the bibliography:**

McGowan, Margaret M., ‘Henri IV as Architect and Restorer of the State: His Entry into Rouen, 16 October 1596’, in J. R. Mulryne with Maria Ines Aliverti and Anna Maria Testaverde (eds), *Ceremonial Entries in Early Modern Europe: The Iconography of Power* (Farnham and Burlington, VT: Ashgate, 2015), pp. 53-75.

Referring to a journal article:

In the **first footnote** referring to a journal article:

Pamela Askew, 'Ferdinando Gonzaga's Patronage of the Pictorial Arts: The Villa Favorita', *The Art Bulletin*, 60 (1978), 274-95 (273).

Michaela Antoniou, 'Aristophanes' *The Birds*, the Epidaurus Festival, and the Onassis Cultural Centre', *New Theatre Quarterly*, 34 (3) (2018), 272-82 (280).

In subsequent footnotes:

Askew, 'Ferdinando Gonzaga's Patronage', 273.

Antoniou, 'Aristophanes' *The Birds*', 280.

In the bibliography:

Askew, Pamela, 'Ferdinando Gonzaga's Patronage of the Pictorial Arts: The Villa Favorita', *The Art Bulletin*, 60 (1978), 274-95.

Antoniou, Michaela, 'Aristophanes' *The Birds*, the Epidaurus Festival, and the Onassis Cultural Centre', *New Theatre Quarterly*, 34 (3) (2018), 272-82.

Referring to plays in footnotes and bibliography.

Author, act, scene and line numbers should be cited thus: William Shakespeare, *King Lear* 5.3.104-12. The edition used should be identified by series, editor and date of publication: R. A. Foakes (ed.), *The Arden Shakespeare*, Third Series (Walton-on-Thames, Surrey: Thomas Nelson and Sons, 1997), pp. 85-97.

Text Spacing

A single space (not two) should follow full-stops at the end of sentences, as well as commas, colons, and other punctuation marks.

A space should separate each initial of an author or editor's name, e.g. B. C. Cummings, not B.C. Cummings. (The use of full forenames is encouraged, where these are known; see above).

Spelling

Please use UK spelling: e.g., honour, theatre, defence, centre, travelling, etc.

For words ending either in -ize or -ise, please use the -ize form. There are exceptions, for example advertise, exercise and analyse.

For place names use the familiar English-language form unless there is a particular reason for not doing so (e.g. Florence, not Firenze).

Abbreviations

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.

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., p./pp., repr., trans., viz.

Avoid starting sentences and footnotes with abbreviations: Use 'For example', not 'E.g.'.

Use MS and MSS (plural) for manuscript shelf-mark citations and references; otherwise spell out the word 'manuscript' in full.

Numbers

In the body of the text spell out numbers from one to ten (one, two, three); use Arabic for 11+ except when beginning a sentence (i.e. write eleven, twenty two); spell out approximate numbers (e.g. 'about a hundred people').

Use Arabic for percentages and spell out per cent (i.e. 50 per cent).

Use Arabic numerals for chapter numbers, journal numbers, series numbers, figure and plate numbers.

When writing 'zero' and 'one' please use the number keys (0 and 1) *not* the letter keys 'O' and 'I'.

Use arabic numerals for volume numbers, book numbers, and other major subdivisions of books or long poems; use roman capitals for titles of monarchs (Edward IV).

For page references, inclusive numbers from 1 to 99 should be given in full (using a hyphen, *not* an 'en' dash), e.g. 1-7, 10-15, 22-23, 44-48, 70-78. For three-digit numbers or over, use two digits at the end of the reference, e.g. 101-09, 567-69, 1933-39.

Money expressed in pounds, shillings and pence should appear as £197 12s. 6d; the symbols for pound, euro, dollar, and yen are £, €, \$, ¥ and these precede the number; for other currencies the symbol or abbreviation follows the number, e.g. 15 DKr.

Dates & time periods:

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 used non-adjectivally: e.g. Late Antiquity, the Middle Ages (but the early Middle Ages, the late Middle Ages), the Renaissance.

Centuries should always be written in full: e.g. a thirteenth-century manuscript, in the sixteenth century.

Cite dates as 23 April 1999, 21 January 1564/5. Do not use a comma after the month.

For time periods use the form 1570–1585 (dash not hyphen, giving both years in full).

The plural of 1570 is 1570s not 1570's or 1570ties.

Quotations

Short quotation(s) from a primary or secondary source should be presented initially within quotation marks in the original language, using italics except for quotations in English. Directly following short non-English quotations, a translation should be provided within parentheses in modern English (do *not* use quotation marks). Use single quotation marks. Double quotation marks are used only for quotations which are within single quotation marks.

For longer quotations of more than forty words of prose, or more than two lines of verse, indented block quotations should be used both for the original-language quotation (using italics except for quotations in English) and for the translation (of non-English quotations). Quotation marks are *not* used around block quotations. *Quotation marks are used* where there is a quotation within the quotation.

Punctuation

Commas should appear before the final ‘and’ / ‘or’ in a list of three or more items (e.g. truth, grace, and beauty).

Punctuation generally goes *outside* quotation marks.

No punctuation, other than question marks, should occur at the end of headings or subheadings.

Place ellipses within square brackets when they indicate text omitted from a quotation (e.g. [...]).

Names ending in s or another sibilant take an apostrophe s when possessive (e.g. Jesus’s, Berlioz’s). Names with ‘es’ endings have no apostrophe 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’. 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’ but ‘the scholar who is well known’).

Capitalization

Places, persons, days, and months take capitals, as do nationalities and nouns deriving from people or languages (e.g. Latinate, the Lombards).

Nouns and adjectives of movements derived from personal nouns are capitalized (e.g. Christian, Platonism). But use 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; Figure 8).

Capitalize references to specific dignities (e.g. the Archbishop of Canterbury, Bishop Wilberforce), including within subsequent references to that person (the Archbishop, the Bishop). But do not capitalize titles and dignitaries otherwise. (For example: The Archbishop of Canterbury and several other bishops were present, but Bishop Wilberforce was not).

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 (Northern Ireland, South America, the Western world).

In **titles of works in English**, the following are capitalized: the initial letter of the first word; all nouns, pronouns (but not the relative ‘that’), adjectives, verbs, adverbs, and subordinating conjunctions; the first word after a colon in the title, e.g. *Three Women of Liège: A Critical Edition*. The following are NOT capitalized: definite and indefinite articles (a, the), ownership determiners (‘my’ etc.), prepositions, and the co-ordinating conjunctions ‘and’, ‘but’, ‘or’ and ‘nor’.

In titles of works **in ancient and medieval Latin** only the first word and proper nouns are capitalized (e.g. *De civitate Dei*). In **French and most Romance languages**, only the first word or letter are capitalised and only proper names capitalised thereafter, e.g. 'L'album Canini du Louvre et la collection d'antiques de Richelieu'.

Italics and Roman

Use italics for titles of books, journals and newspapers, but use quotation marks, not italics, for the titles of chapters or articles *within* books/journals, as well as for dissertations or journal/book series.

Do not use italics for cf., e.g., etc., viz.

Do not use Roman for titles when they are *part of* a longer title. Instead use single quotation marks round the included title (e.g. *A Study of 'Romeo and Juliet' in American Theatre*).

Use Roman for religious works such as ‘the Bible’, ‘the Koran’, and ‘the Talmud’. Do not italicize individual books of the Bible or place them within quotation marks (e.g., write ‘II Corinthians 5. 13-15’).

Oriental, Arabic, and Cyrillic alphabets

For key terminology / source quotations etc. – retain the original script (not in italics) in the main body of the text (so do not relegate to a footnote); then provide a transliteration, and then an English translation. As there will probably be relatively few cases, this will not interrupt the flow much and will give the novice reader a feel for the original text in a roman alphabet. Footnote references should not use the original script, just transliteration.

In the bibliography original script and transliteration should be included, so readers familiar with the script can always find this in the bibliography, even if not given in the footnotes.