



BREPOLS

Guidelines for Authors

This document provides guidelines for preparing your typescript for publication in a volume/series in which English is the primary language of publication and which uses the author-date referencing system in footnotes.

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

Book parts of Brepols publications should be arranged in the order preferred by MHRA (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
- Glossary
- Bibliography
- Index or indexes



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.

The author-date system of referencing will be used, with references given in footnotes. Each article should include a comprehensive bibliography for every work cited, provided at the end of the chapter.

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.

Following the models for footnotes and bibliographic references in the Style Guide below, please follow the author-date system of referencing, giving references in footnotes, and provide a comprehensive bibliography for every work cited.

Monographs

Following the models for footnotes and bibliographic references in the Style Guide below, please follow the author-date system of referencing, giving references in footnotes, and provide a comprehensive bibliography for every work cited.

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:

- | | |
|-------------------------------------|---|
| • <u>Spelling</u> | • <u>Capitalization</u> |
| • <u>Names of Places and People</u> | • <u>Titles, Subtitles, and Subheadings</u> |
| • <u>Dates</u> | • <u>Italics, Roman, and Boldface</u> |
| • <u>Numbers</u> | • <u>Quotations</u> |
| • <u>Abbreviations</u> | • <u>References</u> |
| • <u>Punctuation</u> | |



Spelling

[1.1] English-language contributions should follow British English spellings as given in the Oxford English Dictionary: <http://www.oed.com/>,

e.g. honour, favour, defence, licence, centre, mitre, travelling, modelling.

Please use the ending -ize rather than -ise, except for those words that demand -ise,

e.g. standardization, historicize, Anglicize, acclimatize (but: analyse, advertise, exercise)

[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 Παράμυθιά.

[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 Bat-Zabbai.

Dates

[3.1] The anno Domini system may be rendered with 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.

[5.6] Please do not abbreviate journals or series (please also refer to the section on [Ancient Authors and Texts](#)).

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;

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).

[7.7] Monuments are capitalized:

e.g. Sanctuary of Zeus, Temple of Artemis, Oval Piazza.

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 prédestination*.
- 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’ān’, ‘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 within 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 pucele 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 Lanceloz 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 fëisse 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 requiring editorial intervention, use [...] to indicate words suppressed by the editor, [sic] to acknowledge any errors in the source, [] for editorial emendations of the text, < > for lost words restored by the editor, and *** for lacunae. For language-specific conventions, please ask your publishing manager.

[10.6] When using a translation of a text, please provide the translator’s name (or ‘translations are my own work’ if translated by yourself).

For more details about punctuation and citations, see above.

References

Citations and Footnotes (author-date system)

[11.1] The author-date system of referencing will be used. References should be given in the form of footnotes.

References to a particular page are to be in the form ‘Donner 1981, 122’; references to the work as a whole are to be in the form ‘Donner 1981’, ‘Lichtenberger and Raja (forthcoming)’.

[11.2] Where possible, give specific page ranges, and avoid use of passim, ff., etc.

[11.3] Do not use other abbreviations such as ibid., et al., id., ibidem, passim, idem, eadem, loc. cit., op. cit.

[11.4] References citing more than three authors should be abbreviated in the form first author surname followed by ‘and others’ (and not *et al.*). However all authors should be listed in the bibliography.

e.g. These burials should be considered a funerary tradition maintained by local women that lived in the *vicus*, many of them as partners of Roman soldiers; see Duran and others 2015, 304.

[11.5] Footnote numbers should be located in the main text at the end of a sentence after the punctuation mark; ; they should be marked with a superscript number using the automatic footnote functionality of your word-processing software. Avoid footnote numbers in titles, subtitles, or headings.

e.g. For placing Ephrem in his historical context and providing a historical analysis, Sidney Griffith’s article on ‘Ephraem, the Deacon of Edessa, and the Church of the Empire’ from 1986 remains the seminal contribution to the field.¹ To this article one should add — at least partially — several of Griffith’s further contributions on Ephrem in the following decades as well as Samuel Lieu’s *The Emperor Julian. Panegyric and Polemic*, Andrew Palmer’s articles on ‘A Single Human Being Divided in Himself: Ephraim the Syrian, the Man in the Middle’ and ‘The Prophet and the King: Mār Afrem’s Message to the Eastern Roman Emperor’, and most recently Christine Shepardson’s monograph on *Anti-Judaism and Christian Orthodoxy. Ephrem’s Hymns in Fourth-Century Syria*.² Griffith rightly noted that Ephrem has often been neglected



among ‘the mainstream of modern patristic scholarship’.³

¹Griffith 1986.

²Griffith 1987; 1999a; 1999b; Lieu 1989; Palmer 1998; 1999; Shepardson 2008.

³Griffith 1998, 54.

[11.6] When quoting or paraphrasing an author in the footnotes, the in-text reference should omit the author’s name to avoid unnecessary repetition.

e.g. However, Hanns Christof Brennecke’s meticulous observation that Ephrem only started to promote Nicaea since 363 or 364 is notable, and even then Ephrem praised the ‘Arian’ emperor Constantius II for his piety.⁴

⁴Brennecke 1988, 84–85 and 199. Christian Lange (2008, 29), in his introduction to Ephrem’s *Commentary on the Diatessaron*, misinterprets Brennecke when he believes that Brennecke actually stated that Ephrem was a Homoian. Brennecke (1988, 84) clearly speaks of Ephrem as an author ‘aus den Kreisen der neunizänischen Orthodoxie’.

Bibliographical References (author-date system)

[12.1.1] The author-date system requires all bibliographical references to be placed at the end of a book, article, or thesis in alphabetical order by names of author(s) or editor(s), followed by date of publication. Note, however, that due to the complex nature of this material, exceptions are made for manuscripts and for texts by ancient or medieval authors, where it would be confusing to refer to the publication dates of modern editions. These sections are treated in detail below. If appropriate, the bibliography should also be divided into the following sections:

- Manuscripts and Archival Sources, and Other Unedited Material
- Primary Sources
- Secondary Studies

[12.1.2] The following general rules should be applied to all bibliographical entries:

- Publisher information as well as the place of publication.
- Full references to series and series numbers.
- The first name of an author should be referred to using their initial, and not their full name
e.g. Rubina, R.; Wood, I.
NB. The exception to this is name forms where the family name is commonly given before the first name; see [12.4.9] below for examples.
- Editors should be referred to with the abbreviation ‘(ed.)’ or ‘(eds)’.
- Bibliographical entries should be followed by a full stop.

Manuscripts, Archival Sources, and Other Unedited Material

[12.2.1] If manuscripts and archival documents are referred to, an abbreviated form of reference should appear in parentheses within the main text and a separate list should appear in the bibliography. 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.

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



*Abbreviated Form (References)**Full Form (Bibliography)*

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

[12.2.3] If objects from museums or collections are discussed prominently, the place and name of the institution should be specified in the footnotes, followed — if available — by an inventory number ('inv. no.'):

e.g. Museum of Fine Arts, Boston, inv. no. 01.8208
 Ny Carlsberg Glyptotek, Copenhagen, inv. no. 933
 Museo Nazionale, Naples, inv. no. 5598
 Louvre, Paris, inv. no. MA 1204
 Museo Capitolino atrio, Rome, inv. no. 9.49

Primary Sources

[12.3.1] If required, this can be broken into subsections, namely Ancient/Medieval Authors and Texts, and Encyclopaedias/Reference Material.

Ancient Authors and Texts

[12.3.2] Classical works should be cited according to the abbreviations found in Brill's *New Pauly*: <<https://referenceworks.brillonline.com/browse/brill-s-new-pauly>>. If not found in Brill's *New Pauly*, please write in full:

e.g. Ephrem the Syrian, *Carmina Nisibena*, XXI. 21–23.

Please do not italicize authors; italicize works, write book/song in roman numerals.

[12.3.3] 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.

[12.3.4] 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.

[12.3.5] If authors wish to include modern editions of ancient texts in their bibliography, they should



include the texts under ‘Primary Sources’. Works should be listed alphabetically by title, rather than by year of publication of a modern edition. (Note that in the bibliography, entries are entered under their abbreviated footnote form, followed by = and then the full bibliographical entry.)

<i>Abbreviated form (references)</i>	<i>Full form (bibliography)</i>
<i>Codex Theodosianus</i> , XI. 7. 5	<i>Codex Theodosianus</i> = <i>Theodosiani libri XVI cum constitutionibus Sirmondianis et leges novellae ad Theodosianum pertinentes</i> , ed. by T. Mommsen and P. Meyer (Berlin: Weidmann, 1905).
Ephrem the Syrian, <i>Carmina Nisibena</i> , XXI. 21–23	Ephrem the Syrian, <i>Carmina Nisibena</i> = <i>Des heiligen Ephraem des Syrers Carmina Nisibena</i> , ed. and trans. by E. Beck, <i>Corpus Scriptorum Christianorum Orientalium</i> , 218.9, 2 vols (Louvain: Secrétariat du Corpus SCO, 1961).
Theodoret of Cyrrhus, <i>Correspondance</i> (<i>Epistulae</i> 146)	Theodoret of Cyrrhus, <i>Correspondance</i> = <i>Théodore de Cyr Correspondance</i> , ed. and trans. by Y. Azéma, <i>Sources chrétiennes</i> , 111 (Paris: Éditions du Cerf, 1965).

[12.3.6] If ancient authors are cited, citations should be formatted as follows:

It was soon rebuilt, probably under the architect Koroibos (Plut., *Per.*, XIII. 4).
This is clear from the Homeric Hymn of Demeter (*Cer.*, 260–62), from Pindar (*Pyth. Frag.*, 137), from Aristophanes (*Ran.*, 311–459).

[12.3.7] 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 large capitals for sequential books of the same name.

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

Medieval Authors and Texts

[12.3.8] Medieval works should be cited by title rather than by year of publication of a modern edition, to avoid any confusion, and should be listed alphabetically by short title. (Note that in the bibliography, entries are entered under their abbreviated footnote form, followed by = and then the full bibliographical entry.)

[12.3.9] In those cases where the author of a work is unknown, a work should be listed by its title alone.

[12.3.10] Where possible, the parts of a work, such as book number and chapter number should be given. If you wish to add page references from the edition you are citing for clarity, please add them in parentheses using the format (pp. xx–xx).

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

<i>Abbreviated form (references)</i>	<i>Full form (bibliography)</i>
Isidore of Seville, <i>Chronica</i> , II. 291–93	Isidore of Seville, <i>Chronica</i> = Isidore of Seville, <i>Chronica</i> , ed. by J. C. Martin, <i>Corpus Christianorum Series Latina</i> , 112 (Turnhout: Brepols, 2003).



Theodoricus, *Historia*, ch. 9 (p. 16)

Theodoricus, *Historia* = Theodoricus monachus, *Historia de antiquitate regum Norwagiensium*, in *Monumenta Historica Norwegiae. Latinske kildeskrifter til Norges Historie i middelalderen*, ed. by G. Storm (Kristiania [Oslo]: Brøgger, 1880), pp. 1–68.

Radbod, *Libellus*

Radbod, *Libellus* = Radbod of Utrecht, *Libellus de miraculo Martini Turonensis*, ed. by O. Holder-Egger, *Monumenta Germaniae Historica: Scriptores*, 15 (Hanover: Hahn, 1888).

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

Abbreviated form (references)

Full form (bibliography)

Blessed Louis, ch. 1 (p. 47)

Blessed Louis = *Blessed Louis, the Most Glorious of Kings: Texts Relating to the Cult of Saint Louis of France*, ed. and trans. by M. C. Gaposchkin, with P. Katz, *Notre Dame Texts in Medieval Culture* (Notre Dame: University of Notre Dame Press, 2012).

Contemplations of the Dread and Love of God, ll. 86–87 (p. 7)

Contemplations of the Dread and Love of God, ed. by M. Connolly, *Early English Text Society*, o.s., 303 (Oxford: Oxford University Press, 1993).

For early printed texts, use the following examples:

Abbreviated form (references)

Full form (bibliography)

Ephrem the Syrian, *Opera omnia*

Ephrem the Syrian, *Opera omnia quae exstant Graece, Syriace, Latine*, ed. by J. S. Assemani, 6 vols (Rome: Ex typographia Vaticana, 1732–1746).

Nielsen, *Søgnir fraa Hallingdal*

Nielsen, J. E., *Søgnir fraa Hallingdal* (Christiania [Oslo]: Norske Samlaget, 1868).

Gentillet, *Discours sur les moyens de bien gouverner*

Gentillet, I., *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)

[12.3.11] If a work is cited several times in a volume, authors can elect to abbreviate key titles. These can then be included either on a separate list of abbreviations, or else as part of the bibliography. However, the author should also ensure that an abbreviation is explained in full the first time it is used in a text:

e.g. This information can be found in Bede's *Historica ecclesiastica gentis Anglorum* (hereafter *Hist. eccl.*).

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



<i>Abbreviated form (references)</i>	<i>Full form (bibliography)</i>
ALC, s.a. 1233	ALC = <i>The Annals of Loch Cé: A Chronicle of Irish Affairs from AD 1014 to AD 1590</i> , ed. by W. M. Hennessy, Rolls Series, 54 (London: Longmans, 1871).
ATHE 28: 18–23	ATHE = Kienast, B. (ed.), <i>Die altassyrischen Texte des orientalischen Seminars der Universität Heidelberg und der Sammlung Erlenmeyer-Basel</i> , Untersuchungen zur Assyriologie und vorderasiatischen Archäologie, 1 (Berlin: de Gruyter, 1960).
Bede, <i>Hist. eccl.</i> , II. 5	Bede, <i>Hist. eccl.</i> = <i>Bede's Ecclesiastical History of the English People</i> , ed. by B. Colgrave and R. Mynors, Oxford Medieval Texts (Oxford: Clarendon, 1969).
St Bertin, AD 840	St Bertin = <i>Annales Bertiniani</i> , ed. by G. Waitz, Monumenta Germaniae Historica: Scriptores rerum Germanicarum in usum scholarum separatim editi, 5 (Hanover: Hahn, 1883).

Secondary Studies

[12.4.1] If two or more works by the same author(s) have the same publication date, they should be arranged in alphabetical order of title and distinguished by adding letters after the date:

e.g.

Wood, I. 1998a. 'The Frontiers of Western Europe: Developments East of the Rhine', in R. Hodges and W. Bowden (eds), *The Sixth Century: Production, Distribution, and Demand*, Transformation of the Roman World, 3 (Leiden: Brill), pp. 231–53.

———. 1998b. 'Incest, Law, and the Bible in Sixth-Century Gaul', *Early Medieval Europe*, 7: 291–303.

[12.4.2] 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).

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

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

[12.4.5] Provide write out the names of journals and series in full, rather than giving abbreviations

e.g.

Annual of the Department of Antiquities of Jordan (not ADAJ)

Studies in the History and Archaeology of Jordan (not SHAJ)

[12.4.6] References to a footnote should be given as, e.g. Edwards 2002, 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. Smith 2017, 23 fig. 4; Krag 2019, 59 table 3.1. 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 2000, II, 123.

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

[12.4.8] All author names should be listed in the bibliography. This includes those works written by three or more authors for which the abbreviated form 'first author surname and others' is used for in-text references.

[12.4.9] For name forms where the family name is commonly given before the first name, the family name and year should be used in citations, but the full name should be used in the bibliography.



e.g. Li 2018 = short reference in footnotes

Li Min. 2018. *Social Memory and State Formation in Early China* (Cambridge: Cambridge University Press) = full bibliographical entry

Xu 2017 = short reference in footnotes

Xu Hong. 2017. *Xianqin chengyi kaogu* [*The Archaeology of Pre-Qin Enclosed Settlement*] (Beijing: Jincheng and Xiyuan) = full bibliographical entry

The examples below provide template examples for formatting of references.

Monographs

Couturaud, B. 2018. *Les incrustations en coquille de Mari: nouvelles données sur les panneaux figuratifs incrustés au Proche-Orient ancien*, Subartu, 40 (Turnhout: Brepols).

Smallwood, E. M. 1976. *The Jews under Roman Rule: From Pompey to Diocletian*, Studies in Judaism in Late Antiquity, 20 (Leiden: Brill).

Edited Collections

Assmann, J., and M. Bommas (eds). 2002. *Ägyptische Mysterien?* (Munich: Fink).

Barrett, J. (ed.). 2003. *Contact, Continuity, and Collapse: The Norse Colonization of the North Atlantic*, Studies in the Early Middle Ages, 5 (Turnhout: Brepols).

Articles in Edited Collections

Bruun, M. B., and E. Jamroziak. 2013. 'Introduction', in M. Birkedal Bruun (ed.), *The Cambridge Companion to the Cistercian Order* (Cambridge: Cambridge University Press), pp.1–7.

Holst, M. K., and P. Jensen. 2015. 'The Idea of the Barrow', in M. K. Holst and M. Rasmussen (eds), *Skelhøj and the Bronze Age Barrows of Southern Scandinavia, II: The Bronze Age Barrow Tradition and the Excavation of Skelhøj* (Højbjerg: Jutland Archaeological Society), pp. 13–52.

Thomas, C. M. 1998. 'The Sanctuary of Demeter at Pergamon: Cultic Space for Women and its Eclipse', in H. Koester (ed.), *Pergamon, Citadel of the Gods: Archaeological Record, Literary Description, and Religious Development*, Harvard Theological Studies, 46 (Harrisburg: Trinity), pp. 277–98.

Journal Articles

Albero Santacreu, D. 2017. 'The Times They Were a-Changing: Cultural Encounters, Social Transformations and Technological Change in Iron Age Hand-Made Pottery from Mallorca (Spain)', *Journal of Mediterranean Archaeology*, 30.1: 105–31.

Allentoft, M. E., M. Sikora, K. Sjögren, S. Rasmussen, M. Rasmussen, J. Stenderup, P. B. Damgaard, H. Schroeder, T. Ahlström, L. Vinner, A. Malaspinas, A. Margaryan, T. Higham, D. Chivall, N. Lynnerup, L. Harvig, J. Baron, P. Della Casa, P. Dabrowski, P. R. Duffy, A. V. Ebel, A. Epimakhov, K. Frei, M. Furmanek, T. Gralak, A. Gromov, S. Gronkiewicz, G. Grupe, T. Hajdu, R. Jarysz, V. Khartanovich, A. Khokhlov, V. Kiss, J. Kolář, A. Kriiska, I. Lasak, C. Longhi, G. McGlynn, A. Merkevcicius, I. Merkyte, M. Metspalu, R. Mkrtchyan, V. Moiseyev, L. Paja, G. Pálfi, D. Pokutta, Ł. Pospieszny, T. Douglas Price, L. Saag, M. Sablin, N. Shishlina, V. Smrčka,



V. I. Soenov, V. Szeverényi, G. Tóth, S. V. Trifanova, L. Varul, M. Vicze, L. Yepiskoposyan, V. Zhitenev, L. Orlando, T. Sicheritz-Pontén, S. Brunak, R. Nielsen, K. Kristiansen, and E. Willerslev. 2015. 'Population Genomics of Bronze Age Eurasia', *Nature*, 522: 167–72.

Edwards, K. J. 2017. 'Pollen, Women, War and Other Things: Reflections on the History of Palynology', *Vegetation History and Archaeobotany*, 26: 1–17.

Genz, H., R. Daniel, K. Pustovoytov, and M. Woodworth. 2011. 'Excavations at Tell Fadous-Kfarabida: Preliminary Report on the 2011 Season of Excavations', *Bulletin d'archéologie et d'architecture libanaise*, 15: 151–74.

Manclossi, F., S. Rosen, and E. Boëda. 2019. 'From Stone to Metal: The Dynamics of Technological Change in the Decline of Chipped Stone Tool Production. A Case Study from the Southern Levant (5th-1st Millennia BCE)', *Journal of Archaeological Method and Theory*, 26.4: 1276–1326.

Bekker-Nielsen, T. 2009. Review of Richard J. A. Talbert and Richard W. Unher, *Cartography in Antiquity and the Middle Ages: Fresh Perspectives, New Methods* (2008), *Bryn Mawr Classical Review*, 2009.06.07 <<https://bmcr.brynmawr.edu/2009/2009.06.07/>> .

Encyclopaedia/Reference Material

Ackermann, H. C., and J. Gisler (eds). 1981–1999. *Lexicon iconographicum mythologiae classicae*, 16 pts in 8 vols and indexes (Zurich: Artemis).

Cancik, H. and H. Schneider (eds). 1996–. *Der neue Pauly: Enzyklopädie der Antike* (Stuttgart: Metzler).

Engelmann, W. (ed.). 1880–1883. *Bibliotheca scriptorum classicorum*, 8th edn (Leipzig: Engelmann).

Hornblower, S. and A. Spawforth. 1996. *The Oxford Classical Dictionary*, 3rd edn (Oxford: Oxford University Press).

Pauly, A. F. von, G. Wissowa, W. Kroll, K. Witte, K. Mittelhaus, and K. Ziegler (eds). 1893–1980, *Pauly's Realencyclopädie der classischen Altertumswissenschaft*, new edn, 68 pts, 15 suppl., and index (Stuttgart: Metzler).

Multi-authored, Multi-volume Works

Cassin, M., and S. Morlet. 2021. *Histoire de la littérature grecque chrétienne des origines à 451, IV: Du IV^e siècle au concile de Chalcédoine* (Paris: Les Belles).

Clackson, S., E. Hunter, and S. N. C. Lieu. 1999. *Dictionary of Manichaean Texts, I: Texts from the Roman Empire (Texts in Syriac, Greek, Coptic and Latin)* (Turnhout: Brepols).

Lichtenberger, A., and R. Raja (eds). 2021. *Architectural Elements, Wall Paintings, and Mosaics: Final Publications from the Danish-German Jerash Northwest Quarter Project IV, I: Architecture and Building Ceramics*, Jerash Papers, 9 (Turnhout: Brepols).

Strecker, I., and J. Lydall. 1979. *The Hamar of Southern Ethiopia, II: Baldambe Explains* (Hohenschäftlarn: Klaus Renner).



Newspaper or Magazine Articles

Amette, J. 1989. 'Thé et désespoir', *Le Point*, 8 October: 18.

Theses, Dissertations, and Other Unpublished Material

Davidson, D. L. 1983. 'Earl Hákon and his Poets' (unpublished doctoral thesis, University of Oxford).

Eilertsen, K. S. 2009. 'Arkeologisk undersøkelse av heller v/Fiskåvatnet, Søre Våge 89/2, Karmøy kommune. Mai — Juni 2008' (unpublished excavation report, Museum of Archaeology, University of Stavanger).

Online Sources

[12.5.1] 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).

[12.5.2] In addition to the standard details, please give a DOI (displayed as a full URL link in the form <<https://doi.org/xx.xxxx/xxxxx>>; 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.

[12.5.3] Avoid including DOI or URL details in footnotes, but continue to follow the standard author-date referencing system.

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

[12.5.5] 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.

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

[12.5.7] 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.

[12.5.8] 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.

The examples below provide template examples for formatting of references.

Online Publications

Aers, D. 1994. 'Figuring Forth the Body of Christ: Devotion and Politics', *Essays in Medieval Studies*, 11: 1–12 <<https://ima.wildapricot.org/EMS/index.html>> [accessed 3 February 2021].
Cantus: A Database for Latin Ecclesiastical Chant — Inventories of Chant Sources
<<https://cantus.uwaterloo.ca>> [accessed 10 June 2021].

DelCogliano, M. 2014. 'Basil of Caesarea versus Eunomius of Cyzicus on the Nature of Time: A Patristic Reception of the Critique of Plato', *Vigiliae Christianae*, 68.5: 498–532
<<https://doi.org/10.1163/15700720-12341201>>.

Desiderius Erasmus, *De libero arbitrio diatribe sive collatio*, ed. by J. von Walter (Leipzig: Deichert, 1935), consulted in *Library of Latin Texts*.



Gypen, M. ‘Herimannus Tornacensis, Liber de restauratione monasterii Sancti Martini Tornacensis; narratio restaurationis abbatis Sancti Martini Tornacensis’, in *The Narrative Sources from the Medieval Low Countries: De verhalende bronnen uit de Zuidelijke Nederlanden*, ed. by J. Deploige (Brussels: Commission royale d’Histoire, 2009–), id H030 <<http://www.narrative-sources.be/>> [accessed 10 June 2021].

Institut de recherche et d’histoire des textes (IRHT-CNRS). 2019. ‘Notice de Sermones, Aelredus Rievallensis (1109?-1166)’, in P. Bourgain and D. Stutzmann, *FAMA : Œuvres latines médiévales à succès* <<http://fama.irht.cnrs.fr/oeuvre/636229>> [accessed 10 June 2021].

Semmler, J. [1977]–1999. ‘Institutiones Aquisgranenses’, in *Lexikon des Mittelalters*, 10 vols (Stuttgart: Metzler), v, cols 451–52, consulted in *Brepolis Medieval Encyclopaedias — Lexikon des Mittelalters Online*.

Blog Posts

Hiltner, S. A., ‘On Press with “The Paris Review”’ <<http://www.theparisreview.org/blog/2012/03/01/on-press-with-the-paris-review/>> [accessed 3 March 2012].

Online Digital Media

Borchert, T. 8 May 2020. *BRAFA Art Talk 2020. Jan van Eyck and his Workshop. Thoughts about Organization, Collaborators and Legacy*, online video recording, YouTube <<https://www.youtube.com/watch?v=qOG03z8TvEs>> [accessed 9 June 2021].

Van Bogaert, J., interview with Steven Vanderputten. 29 June 2018. *Geheugenissen: Dark Age Nunneries. The Secret Lives of Medieval Nuns*, podcast, Soundcloud <<https://soundcloud.com/user-711326240/dark-age-nunneries-the-secret-lives-of-medieval-nuns>> [accessed 3 June 2021].

E-books

Rose, E. 2014. *The Apocryphal Acts of the Apostles in Latin Christianity. Proceedings of the First International Summer School on Christian Apocryphal Literature, Strasbourg 2012* (Turnhout: Brepols, 2014), e-book (pdf).

Wolf, K. and D. Bullita (eds). 2021. *Saints and their Legacies in Medieval Iceland*, Studies in Old Norse Literature (Cambridge: Brewer), e-book (epub).



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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:

- *Figures*, including maps/plans, charts, and graphs
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- *Plates*

Please add the caption and specific typesetting instructions (preferred size, including **clear notes if an image needs reproducing to a specific size or scale**, black & white/colour, facing images, cropping, etc.) to the list of illustrations or to the image placeholder in the text.

Example:

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 portrait, black & white.

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

© Montecassino, Archivio dell'Abbazia.

Image Sizing and Preparation of Catalogues

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The quality of your images will only be as good as the copy we receive. Therefore, please ensure you send us images of the highest quality possible, to the following specifications (specifications can be confirmed by checking the 'properties' of the image file):

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- Do not crop images. If only a detail of an image needs to be reproduced, send us the high-resolution file and an example of how it should be cropped.
- Line art that is author-created (e.g. maps)
 - All maps must conform to accepted cartographic standards and as a minimum must contain a north arrow and a metric scale appropriate to the size of the area shown (contact your publishing manager for editable versions of these in various file formats).
 - Place names in maps must be spelled as they appear in the text. Note that the legend/key should be in the language of the contribution.
 - In an editable vector format, eps is preferred.
 - If providing line art as a vector file, and the formatting/font of embedded text is required to be retained, please ensure that all text is converted to outlines before submitting the images.
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 - In editable format, not as an exported image (tiff, jpg, or another image format).
 - Personal or place names must be spelled as they appear in the text.
 - Must include a clear legend (as required).
 - Use greyscales or patterns to make sure the charts/graphs can be understood when printing in black & white.

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In order for the typesetter to know where to include your images within the flow of your text, please ensure that you have indicated where each image is to be placed with a full highlighted caption/placeholder line, along with any preferences regarding size, orientation, and (if necessary) colour, followed by the caption. It is particularly important that you highlight here if an image needs to be **reproduced to a specific size or scale**. If we do not have this information in advance, images will be laid out at the discretion of the typesetter and we cannot guarantee changing them. We also recommend that you give an in-text reference to the image within the text flow where it is discussed, so that we can position the image at an optimum place in the text, and as a guide to your readers.

Example

In Area C, a group of beakers with a height between *c.* 7–13 cm forms a small variant (Fig. 1.8). These vessels, which are only rarely fully preserved, form part of the range of mass-produced vessels typical of the region in the early third millennium BC.

[Figure 1.8 goes here, figure to be reproduced at a scale of 1:3, colour]

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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Please note that it is the responsibility of the author/contributor to check whether their images require formal permission (from a library or museum etc.), and they should apply for and purchase those



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Museums, libraries, and galleries will often request certain information (print run, distribution, publication format, type of publication). See the details below for this information:

- Print run: ask your publishing manager for an estimated print run
- Worldwide distribution; one language (English)
- Print *and* online publication
- Academic publication

For images that have been released into the public domain or made available under a Creative Commons (CC) license, please include this information in your caption as a standard source/acknowledgement and so we know the image is free from restrictions. See examples below.

Captions

Please note that captions must follow the templates below strictly in order to keep your images consistent with our style sheet, and a permission or copyright statement is essential. Captions can either be included within the body of the text, located directly after the place holder, or else in a list at the end of each chapter.

Objects (e.g. coins, sculptures, paintings, engravings, artefacts from a museum or gallery)

[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 Veggervlev, Denmark, in the shape of a stylized horse, Copenhagen, Nationalmuseet. Seventh or eighth century. Photo courtesy of Nationalmuseet.

Plate 2.1. Sebastiano del Piombo, *Portrait of Giulia Gonzago*, Florence, Galleria degli Uffizi. 1530s. Courtesy of the Ministero Beni e Att. Culturali.

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

Maps, Drawings, Photos

[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, Sycamore Gap, 2009. Photo by J. Clay.

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 14.5. *Map of Matthew Paris (copy)*, London, British Library, Cotton Nero D.V, pt 1, fol. IV^r. Second half of the thirteenth century. Reproduced with the permission of the British Library.

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^r. 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).

Image Sizing Options

The below image sizing options offer further instructions for preparing (complex) plates for books in format 156 x 234 and 216 x 280.

IMAGE SIZING OPTIONS for standard books (156 x 234)

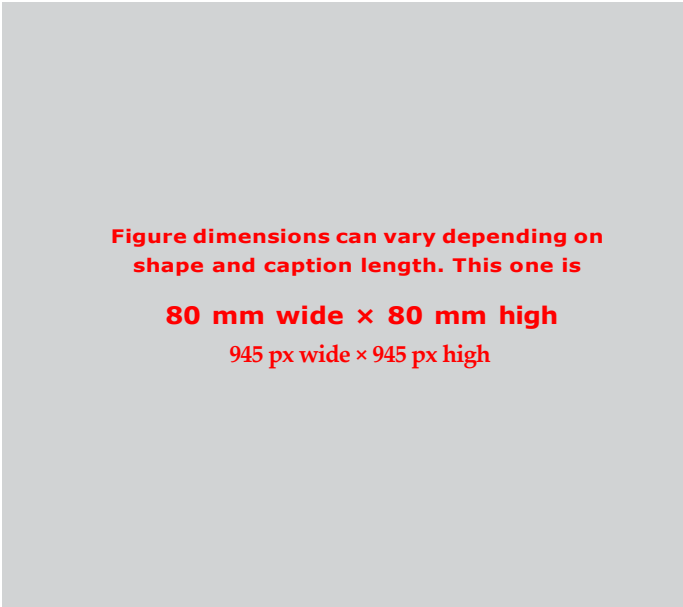


Figure 00:
Sample caption text etc.
Photo by the author.

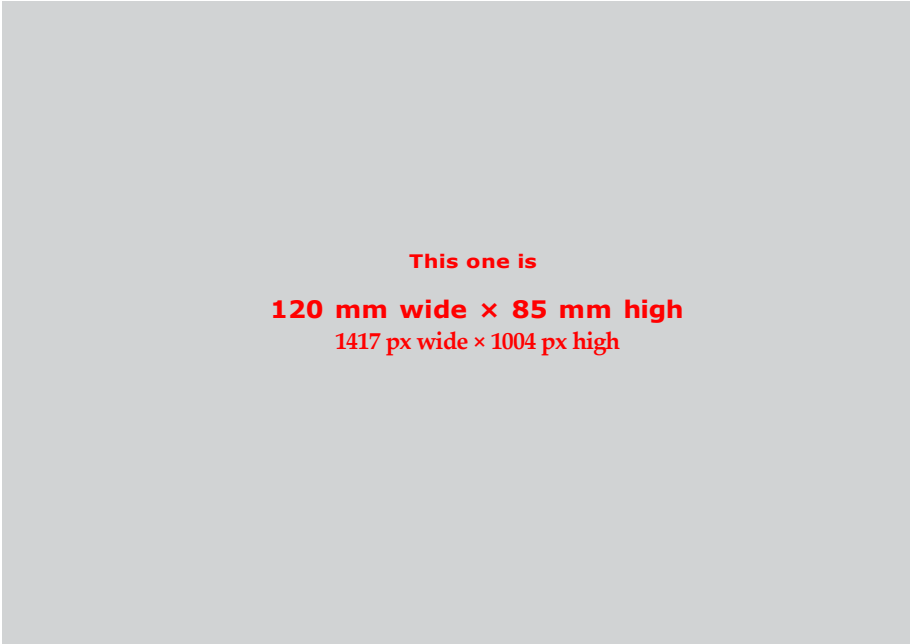


Figure 00: *Sample Caption.* Map by the author.

Figure dimensions with 2-line caption below:

120 mm wide × 170 mm high

1417 px wide × 2008 px high

Figure 00: *Sample Caption extérieur, intérieur, intime, divin*, in Jean Aumont, *Abbrégé de l'Agneau occis* (Rennes, 1669). Reproduced with permission.

Figure dimensions with caption superimposed:

120 mm wide × 180 mm high
1417 px wide × 2126 px high

Figure 00:
Sample Caption Abbregé de
l'Agneau occis (Rennes, 1669).
Reproduced with permission.

Figure dimensions for double-page spread:

270 mm wide × 170 mm high

3189 px wide × 2007 px high

(or 180 mm high if caption is superimposed)

3189 px wide × 2126 px high

Allow for a bit of overlap in the middle.



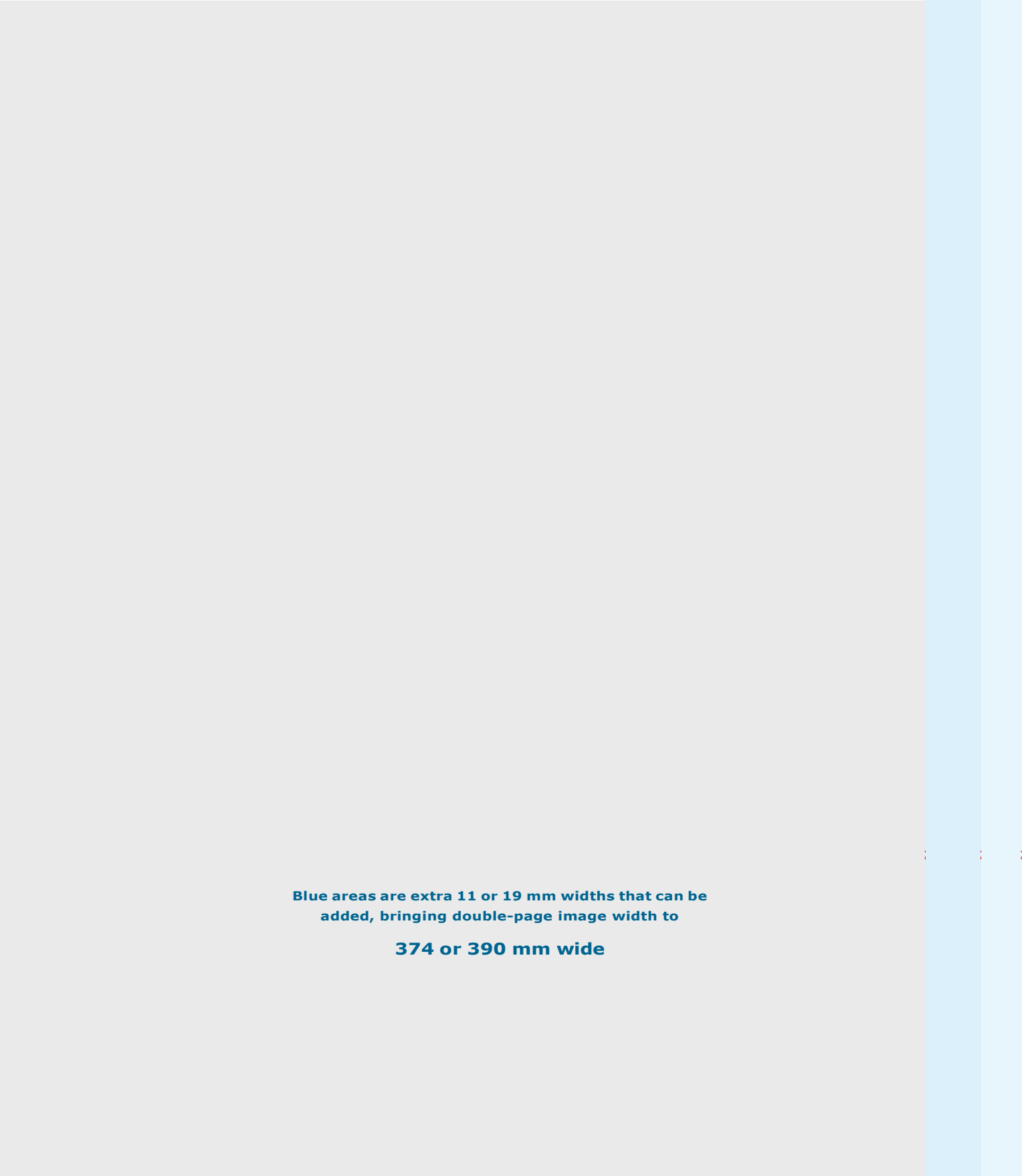
Figure 00: *Sample Caption extérieur, intérieur, intime, divin*, in Jean Aumont, *Abbégé de l'Agneau occis* (Rennes, 1669). Reproduced with permission.

**Grey box shows image across double-page
spread within text margins,
allowing for a bit of doubling-up in the gutter**

352 mm wide x 233 mm high

Figure 00: Caption can be superimposed on the image. *Sample caption text*
Abbrege de l'Agneau occis (Rennes, 1669). Reproduced with permission.

Figure 00: Or the caption can be placed outside the margin. *Sample caption text*. Reproduced with permission.



The diagram illustrates image sizing options. It features a large, light grey rectangular area representing the main image. To the right of this area are two vertical blue bars of different widths, representing additional space that can be added to the image. The text at the bottom explains that these blue areas are extra widths of 11 mm or 19 mm, which can be added to the double-page image width to reach 374 mm or 390 mm respectively.

Blue areas are extra 11 or 19 mm widths that can be added, bringing double-page image width to 374 or 390 mm wide

Grey box shows full-page image within text margins

163 mm wide x 233 mm high

**Blue areas are extra 11 or 19 mm widths that can be added
(aligning with header or page no.) bringing the full-page image width to**

174 or 182 mm wide

**The pink area is an additional 8 mm extending into the inside margin
which could be added for a maximum image size of**

190 mm wide x 233 mm high

Figure 00: Caption can be superimposed on the image. *Sample caption text*
Abbrege de l'Agneau occis (Rennes, 1669). Reproduced with permission.

Figure 00: Or the caption can be placed outside the margin. *Sample caption text*. Reproduced with permission.