

## Submission Guidelines

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### I. SUBMISSIONS

1. Upload articles or notes to <https://manuscripta.manuscriptmanager.net>. If a submission includes images, these may be submitted initially as low-resolution files either embedded in the text or as a separate document. If a submission is accepted, the author will be responsible for providing image files according to specifications, any necessary permissions, captions, and alt text (see I.6–11 below).

Articles and notes may be of any length. Notes are usually shorter than ten pages and are intended to share preliminary observations, conjectures, and conclusions.

Submissions are welcome on the material and textual aspects of the production, distribution, reception, and transmission of pre-modern manuscripts, including such topics as paleography, codicology, illumination, library history and provenance, reading and literacy, textual editing and transmission, and catalogues.

#### *Peer Review Policy*

2. *Manuscripta* employs a fully anonymous peer review system for all submissions. Neither the author's name nor the evaluator's name will be revealed to one another. Initial evaluation is carried out by a member of the Editorial Board, and peer review is performed by two external reviewers.

#### *Preparation of Text for Submission*

3. Submit the text of an article or note with the title only at its head. Do not include the name of the author at the head or end of the text or in the running heads or footers.

4. Submit text as a Microsoft Word document formatted in 12-point type, double-spaced, with one-inch margins, and paginated. Use footnotes and bibliography according to the 18<sup>th</sup> edition of the *Chicago Manual of Style* (see especially CMS 13.18, "Notes and Bibliography – An Overview"). Text should be thoroughly proofread before submission. The publication language of the journal is English.

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

### *Preparation, Technical Specifications, and Submission of Images*

6. If a submission includes images, provide a numbered list of these images with the full manuscript shelfmarks, folio references, and any other captions.
7. Images for initial submissions may be provided as low-resolution files either embedded in the text or as a separate document.
8. If a submission is accepted, the author will be responsible for providing image files suitable for publication and requisite permissions. The author is responsible for all applications and fees necessary to obtain reproductions and permissions. Before obtaining permissions or commissioning reproductions, the author should discuss images with the managing editor.
9. Authors of accepted submissions are also responsible for submitting alt text for each of their images. See the full *Manuscripta* style sheet for guidance on writing and submitting alt text.
10. Images for publication must be submitted in TIFF format. Scans from printed books are not acceptable for reproduction.

Images must be capable of reproduction at a minimum of 300 dpi when printed at full-page size of the journal. Orientation dimensions are as follows:

- Portrait: 104.65 mm (width) x 193.9 mm (height)
- Landscape: 193.9 mm (width) x 104.65 mm (height)

If uncertain of resolution, images at 600 dpi are usually sufficient.

11. Color reproduction is limited and must be justified based on necessity to the argument or exposition of the submission. If a submission is accepted, the managing editor will consult with the author on the form of image reproduction.

## **II. STYLE SHEET (*Selections*)**

Submissions should roughly adhere to the 18th edition of the *Chicago Manual of Style*. A few basic practices for the journal are given below. Authors will be sent the full *Manuscripta* style sheet upon acceptance of their article and will be expected to style their papers accordingly prior to copyediting.

### *Manuscript Citations*

1. In the footnotes, give the citation of a manuscript shelfmark in full at the first instance. Follow the practice of the holding institution. A manuscript citation normally consists of the following elements: (1) city, (2) institution, (3) institutional shelfmark, and (4) folio number(s). When giving folio numbers, indicate whether the reference is to the recto (r) or verso (v) side of the leaf.

- Vatican City, Biblioteca Apostolica Vaticana, Vat.lat.560, fols. 35r–38v
- London, British Library, Cotton MS Otho A VI, fol. 9r–v
- Munich, Bayerische Staatsbibliothek, Clm 6324, fols. 2v–4r
- Vienna, Österreichische Nationalbibliothek, Cod. 2572, fol. 30v

Use the shelfmark only for subsequent citations.

- Vat.lat.560
- Cotton MS Otho A VI
- Clm 6324

List all manuscripts cited in the footnotes at the top of the bibliography under the subheading "Manuscripts Cited."

#### *Common Abbreviations*

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

- *circa* = ca.
- *folio* = fol.
- *folios* = fols.
- *manuscript* = MS (to be used only in notes and parentheticals or as part of a shelfmark as dictated by the institution)
- *manuscripts* = MSS (to be used only in notes and parentheticals or as part of a shelfmark as dictated by the institution)
- *millimeters* = mm (use in preference to centimeters for measurements of manuscripts)
- *recto* = r
- *verso* = v

#### *Concise Date Expressions*

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

- s.xii = twelfth century
- s.xii<sup>in</sup> = beginning of the twelfth century
- s.xii<sup>1/4</sup> = first quarter of the twelfth century
- s.xii<sup>1</sup> = first half of the twelfth century
- s.xii<sup>med</sup> = middle of the twelfth century
- s.xii<sup>2</sup> = second half of the twelfth century
- s.xii<sup>4/4</sup> = fourth or last quarter of the twelfth century
- s.xii<sup>ex</sup> = end of the twelfth century