

# MANUSCRIPTA

A Journal for Manuscript Research

## Submission Guidelines and Style Sheet

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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 global medieval and early 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.

### *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 style sheet below for guidance on writing and submitting alt text.
10. Images for publication must be submitted in JPEG or 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**

Once a submission is accepted for publication, the author will need to prepare their manuscript according to **CMOS 18 sections 13.18–101 and chapter 14 (Notes and Bibliography with Shortened Citations)**. Below are a few points of emphasis, along with some additions and exceptions to CMOS 18.

### *Overview: Notes and Bibliography*

1. Your first footnote should be an unnumbered note marked by an asterisk (\*) following the author's name (Insert → Footnote → Format → Symbol → \*). Use this note to list your corresponding email address. You may also include a few brief acknowledgements and/or general explanatory remarks. All other notes should be numbered sequentially with Arabic numerals.
2. Sources in the bibliography should be divided under the following three subheadings: **Manuscripts Cited, Primary Sources and Texts**, and **Secondary Sources**.

3. Bibliographies should list all works cited in the footnotes and include full bibliographic information. Note that it is no longer necessary to include a place of publication for works published after 1900. Contra *CMOS 18*, *Manuscripta* bibliographies still include inclusive page ranges for book chapters. The following four example entries model (1) an edited volume cited as a whole; (2) a monograph; (3) a journal article; and (4) a chapter within an edited volume.

Botana, Federico, and Laura Cleaver, eds. *The Economics of the Manuscript and Rare Book Trade, ca. 1890–1939: Collection, Development, Cultural Heritage, and Digital Humanities*. ARC Humanities Press, 2024.

Milne, Krista A. *The Destruction of Medieval Manuscripts in England: Institutional Collections*. Oxford University Press, 2025.

Parsons, Katelin Marit, and Silvia Hufnagel. "The Long Coexistence of Parchment and Paper in Late Medieval and Early Modern Icelandic Manuscript Culture." *Viator* 55, no. 2 (2024): 235–65.

Patel, Alka. "Stories and Pictures from All the World: South Asian Book Arts from the Twelfth to the Sixteenth Century." In *Toward a Global Middle Ages: Encountering the World Through Illuminated Manuscripts*, edited by Bryan C. Keene, 60–70. J. Paul Getty Museum, 2019.

4. Since *Manuscripta* articles include bibliographies, full citations are not necessary in the notes, even at first mention. Shortened citations—which typically include the author’s (or editor’s or translator’s) last name, a short form of the title, and a page reference—should be used instead.

<sup>15</sup> See the essays in Botana and Cleaver, *Economics*. See also Milne, *Destruction*, 34; Parsons and Hufnagel, "Long Coexistence," 239; and Patel, "Stories and Pictures," 63.

5. If you reference the same work multiple times in a row, you should repeat the short cite rather than using "ibid."

<sup>44</sup> Parsons and Hufnagel, "Long Coexistence," 239.

<sup>45</sup> Parsons and Hufnagel, "Long Coexistence," 258.

### Author Names

6. In general, you should not use initials for an author’s given name. In some cases, it is logical or necessary to not invert an author’s first and last names in the bibliography (in the case of, e.g., Icelandic names and some ancient and medieval names). You can search the name authority maintained by the Library of Congress for guidance on the presentation of author names: <https://authorities.loc.gov>. The Library of Congress name authority can also be consulted to determine the preferred spelling of an ancient, medieval, or early modern author whose name is spelled differently across different sources or editions. With few exceptions, all bibliography entries for a single author should be listed under the LOC-preferred spelling, regardless of the name printed on the title page.

### Books Published Prior to 1900

7. For books published prior to 1900, the place of publication is usually more relevant than the publisher. Place of publication and date of publication should be separated by a comma.

Manget, Jean-Jacques. *Bibliotheca chemica curiosa*. Geneva, 1702.

## Series

8. In the bibliography, series names should immediately precede the publication information. Series numbers should follow series names without intervening punctuation.

Margrét Eggertsdóttir. *Icelandic Baroque: Poetic Art and Erudition in the Works of Hallgrímur Pétursson*. Translated by Andrew Wawn. *Islandica* 56. Cornell University Press, 2014.

## Primary Source Editions

9. Citations to primary sources in the notes should similarly be shortened to include only the author's name, a short title, and internal reference numbers or page locators. It may be necessary to include the editor, translator, or series name and number in order to differentiate modern editions of the same text and/or separate internal reference numbers from the modern edition's page locator.

<sup>12</sup> Porete, *Mirror*, ch. 54, ed. and trans. Colledge et al., 73; and Porete, *Mirror*, ch. 54, ed. Babinsky, 131.

Sometimes, the relevant work will only constitute part of a modern edition. In that case, the work can be treated much like a book chapter (see the first example below) in the bibliography. If the source constitutes a part of a volume within a commonly cited primary source series (e.g., MGH, PL), the inclusive page range should be given after the series name (see the second example):

Gairdner, James, ed. *Gregory's Chronicle*. In *Historical Collections of a Citizen of London in the Fifteenth Century*, 57–239. London, 1876.  
Gregory of Tours. *De Gloria Martyrum*. Edited by Bruno Krusch. MGH SS rer. Merov. 1.2: 34–111. Hanover, 1885.

(A full list of series abbreviations and digital editions for the MGH can be found at <https://www.dmgh.de>.)

## Manuscript Citations

10. 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

## Common Abbreviations

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

circa = ca.  
folio = fol.  
folios = fols.  
manuscript = MS (to be used only in notes and parentheses or as part of a shelfmark as dictated by the institution)  
manuscripts = MSS (to be used only in notes and parentheses 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

12. 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

## Manuscript Preparation

13. The formatting specifications below are for preparing the post-reviewed version of your paper. After you return your formatted paper to the managing editor, it will be copyedited and set for print. If you have trouble implementing any of the following specifications using Word's document and paragraph formatting functions, it is better to leave a text block unformatted. A paper cannot be properly formatting using returns and tabs.

Fonts: Set all text in Times New Roman  
Margins: 1" on all sides  
Spacing: single.  
Title: 11 pt, CAPS, centered  
Author name: 11 pt, centered  
Abstract and keywords: 9 pt, left justified  
Body text: 11 pt, left justified, indent first line .5"  
Block quotes: 10 pt, left justified, indent entire block .5"  
Subheads (A-level): 11 pt, bold, centered  
Subheads (B-level): 11 pt, italic, left justified  
Footnotes: 9 pt, left justified, indent first line .5"  
Bibliography entries: 11 pt, left justified, hanging indent .5"

## Images

14. We cannot accept final images below 1 mb and 300 dpi. When you deliver the final version of your manuscript to the managing editor, send all image files individually, not embedded in your manuscript or compiled into a single document. Files should be named consistently and according to their corresponding in-text callouts (e.g., "Fig\_01.tiff"). They should be accompanied by a separate captions list that includes alt text. All appropriate permissions should be obtained by the time you deliver the final version of your manuscript.

Alt-text descriptions should be supplied for each image in the captions list. See *CMOS* 3.28 and <http://diagramcenter.org/table-of-contents-2.html> for further guidance. Below you'll find an example figure with caption and accompanying alt text.



Fig. 1. Heinrich Sleeping and St. Hedwig Praying (*above*); Heinrich and St. Hedwig with Their Children (*below*). From the *Vita beatae Hedwigis*, 1353, tempera colors, colored washes, and ink on parchment. Los Angeles, J. Paul Getty Museum, Ms. Ludwig XI 7, fol. 11r.

Alt text: A smudged parchment page is divided into two illustrated registers. In the top register, a crowned figure sleeps in a bed while a robed and haloed figure kneels at an altar at the foot of the bed. In the bottom register, the two figures from the scene above sit side-by-side on a throne, symmetrically flanked by two standing figures on each side and two smaller figures seated at the foot of the throne. The two registers and the flanking figures are each accompanied by red-ink captions.