FÉDÉRATION INTERNATIONALE DES INSTITUTS D'ÉTUDES MÉDIÉVALES

Textes et Études du Moyen Âge

PUBLICATION GUIDELINES

General instructions

— In miscellaneous volumes each paper should begin with the AUTHOR'S NAME (in SMALL CAPS), with its title in normal font and subtitle in italics. In a footnote must be included the affiliation and other information on the Author:

AUTHOR NAME *
Title and *Subtitle*

* Footnote marked with an asterisk must include academic affiliation, address, and email.

— **Font:** Times new Roman, 12 point for text and 10 for footnotes

— The **text**, with minimal formatting, should be in its final state, submitted in a single, definitive file, not separate chapters. Files should be in MS Word format (.doc or .docx). Please do not embed images in the text file but supply them as individual files (as .jpg/jpeg or .tiff files). Images should be delivered in the highest possible resolution (at least 300 dpi) and should be clearly labelled (they should be numbered sequentially per chapter or per contribution. E.g.: Fig. 3.2). Captions and image placeholders with further typesetting instruction (preferred size, black/white, facing images etc.) should be mentioned in the text. Please note that it is the responsibility of the author/contributor to clear the necessary image rights. See Brepols image guidelines for further instructions. Pre-typeset and typeset proofs will be sent to the authors for revision. For technical reasons, substantial or long corrections will not be permitted once the proof has been typeset. Such corrections should be done in the pre-typeset proof.

—**Quotations** are to be set off in guillemets (« »). Use double quotation marks (“ ”) for emphasis and quotations within quotations only (« “ ” »). Although this system is preferred, typographical rules of the language of the volume or, for multilingual volumes, of the chapter may be used but consistently through the entire volume/chapter.

— **Long quotations** in the body of the text can be presented in a separated paragraph, detached, without guillemets (« »), and in type 10.

— **Bibliographic References.** must be included in the notes **(see the guidelines below)**. The full bibliography, divided in primary and secondary sources, should appear at the end of each chapter of multilingual volumes or at the end of the monographic volume, in alphabetical order of author last name(s); in the case of several works by the same author, these should be listed in chronological order, and in the case of several works by the same author in the same year, in alphabetical order of title.

— **Notes** must be numbered automatically and are to be presented as footnotes.

— The **footnotes** numbers should appear before any punctuation mark closing the clause («»[1].)

— **Italics** are to be used only for short Latin expressions or titles of books and journals.

— Apart from italics **no other graphic presentations** will be permitted (such as bold, underlined, full words in capital letters, or abnormal line spacing, etc.)

— Common **abbreviations** are allowed, preferably in their Latin form: f./ff. (folium, folia); v (verso), r (recto); col. (columna); ca. (circa); l./ll. (linea, lineae); q. (questio), d. (distinctio), a. (articulum), sol. (solutio); cf.; Id./Ead.; p./pp.; *ibid.*; e.g. The use of other kind of abbreviations is not allowed.

— 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.

Citations in notes

All citations must comply with the following indications and guidelines:

— The bibliographic information should allow a complete identification of the quoted text or study.

— The first citation must be complete. The following citations should be abbreviated in a clear manner and standardized throughout (AUTHOR'S LAST NAME, *Abbreviated title*, p./pp. or AUTHOR'S LAST NAME, «Abbreviated title», p./pp.).

— **Do not write** words or names in ALL CAPS, use SMALL CAPS only in modern authors names (names of medieval and ancient authors should be in normal face type).

Examples:

CITATIONS OF ARTICLES:

Initial(s) of the author's first name(s) with period + AUTHOR'S LAST NAME in small caps, «Title of the article in guillemets», *Title of the Journal in italics*, volume number (year of publication in round brackets) full page range and, if applicable, page number/s preceded by a colon

Ex.: J. DECORTE, «Medieval Philosophy as a "Second Voyage". The case of Anselm of Canterbury and of Nicholas of Cusa», *Mediaevalia. Textos e estudos*, 7-8 (1995) 127-151: 143-144 [Note: no p. or pp.]

Following citations: DECORTE, «Medieval Philosophy», p. 128 [*or* pp. 128-130].

Note: In the first citation of a Journal, the title of the Journal cannot be abbreviated.

When there are two or more first names, a space should be placed between names initials

Ex.: M. J. F. M. HOENEN, «*Propter dicta Augustini*. Die metaphysische Bedeutung der mittelalterlichen Ideenlehre», *Recherches de théologie et philosophie médiévales*, 64 (1997) 245-262

CITATIONS OF INDIVIDUAL BOOKS:

Initial(s) of the author's first name(s) with period + AUTHOR'S LAST NAME in small caps, *Title of the book in italics,* Publisher, place of publication (cities should be in the language of the country they belong to: Roma, London, Paris, Leiden) year of publication (no comma between the name of the editorial place and the year of publication), page numbers (collection, in brackets, after the year of publication: optional).

R. SAARINEN, *Weakness of the Will in Medieval Thought. From Augustine to Buridan*, Brill, Leiden 1994 (Studien und Texte zur Geistesgeschichte des Mittelaters, 44), p. 12.

Following citations: SAARINEN, *Weakness of the Will*, p. 124.

The name of the publishing house should be given without secondary matter (so University of Notre Dame, *not* University of Notre Dame Press) and forenames or initials of publishers (so Brill, *not* E. J. Brill). For books published by the same publisher in more than one place, refer only to the first (so: Brill, Leiden *not* Brill, Leiden-Boston etc.).

When there are two or more authors, their names should be separated by a dash.

Ex.: L. BIANCHI – E. RANDI, *Le verità dissonanti. Aristotele alla fine del Medioevo*, Laterza, Bari 1990

CITATIONS OF STUDIES IN COLLECTIVE WORKS:

Initial(s) of the author's first name(s) with period + AUTHOR'S LAST NAME in small caps, «Title of the study, in guillemets», in EDITOR'S NAME (ed.), *Complete Title of the Volume in italics*, Publisher, place of publication (cities should be in the language of the country they belong to: Roma, London, Paris, Leiden) year of publication, full page range preceded by pp. and, if applicable, page number/s preceded by a colon and without p. or pp. (collection, in brackets, after the year of publication: optional).

When there are two or more editors, their names should be separated by a dash, and they should be referred to with the abbreviation (eds) without period.

Ex. 1: G. SPINOSA, «Neologismi aristotelici e neoplatonici nelle teorie medievali della conoscenza: *alteratio*, *alteritas*, *sensitivus*, *scientificus*, *cognoscitivus*», in J. HAMESSE (ed.), *Aux origines du lexique philosophique européen. L'influence de la latinitas*, FIDEM, Louvain-la-Neuve 1997 (Textes et Études du Moyen Âge, 8), pp. 181-220: 215-216.

Ex. 2: G. EMERY, «Trinity and Creation», in R. VAN NIEUWENHOVE – J. WAWRYKOW (eds), *The Theology of Thomas Aquinas*, University of Notre Dame, Notre Dame 2005, pp. 58-76: 63.

Note: when citing multiple articles from the same edited collection, provide full bibliographic details for the edited collection, not a short reference.

CITATIONS OF ANCIENT BOOKS AND CRITICAL EDITIONS:

Author's name, *Title in italics*, EDITOR'S NAME, Publisher, place of publication year of publication, part or question, page numbers or lines (collection: optional).

Ex. 1: John of La Rochelle, *Summa de anima*, ed. J. G. BOUGEROL, Vrin, Paris 1995, cap. 2, pp. 52-53.

Abbreviated form (subsequent reference(s)): John of La Rochelle, *Summa de anima*, cap. 3, p. 54

Ex. 2: Gregory the Great, *Moralia in Iob*, ed. M. ADRIAEN, vol. I, Brepols, Turnholti 1979 (CCSL, 143), I, 1, 5, p. 28

Abbreviated form (subsequent reference(s)): Gregory the Great, *Moralia in Iob*, I, 1, 16, p. 36

In special cases of easy recognition, an abbreviated form is allowed:

Ex. 1: Aristotle, *Phys.*, VIII, 4, 256a2-3.

Ex. 2: Augustine, *Ad Simpl.*, I, 2, 12.

Ex. 3: Thomas Aquinas, *S. th.*, I-II, q. 95, a. 3.

Ex. 4: Beda, *De temporum ratione*, PL 90, col. 1.

CITATIONS OF MANUSCRIPTS:

City, Library, Collection, shelfmark, folium.

Ex.: Lisboa, Biblioteca Nacional, Alc. 262, f. 149ra.

Note: In the first citation, the name of the library cannot be abbreviated.

CITATIONS OF ONLINE PUBLICATIONS (use the following example):

A. D. CONTI, «Walter Burley», in E. N. ZALTA & U. NODELMAN (eds.), *The Stanford Encyclopedia of Philosophy* (Summer 2024 Edition), https://plato.stanford.edu/archives/sum2024/entries/burley/ [accessed 20 June 2025]

C. MARMO, «*Fictiones* nelle filosofie medievali e filosofie medievali nelle *fictions*», *Mediaevalia. Textos e estudos*, 39-40 (2020-21) 11-49. <http://doi.org/10.21747/21836884/med40a1>.