

## **Utrecht Studies in Medieval Literacy**

### **Instructions for the preparation of manuscripts in English**

When manuscripts are in English, they are to follow the conventions of the *Oxford Spelling Dictionary*, second edition (Oxford, 2005) for spelling (British usage) and hyphenation.

The series *Utrecht Studies in Medieval Literacy (USML)* follows the conventions of the *MHRA Style Book* (<http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>), although some minor modifications have been made to the guidelines on references. These will be seen to by the copy-editor(s). It would nevertheless be very helpful if you would keep the following in mind when preparing your manuscript for copy-editing:

#### ***The use of capitals in titles***

Use capitals in titles sparingly. The rule to be observed is, that some personal titles (such as ‘king’) take a capital:

i) when the full title is used:

Andrew, King of Scotland

or ii) in combinations of the title with a personal name, provided that there is no likelihood of confusion:

King Richard

or

King Richard III.

An exception is made for Popes, whose title always takes a capital, to avoid confusion with the lowly ‘popes’ known from eastern Europe.

Empires, kingdoms, bishoprics, cathedrals, abbeys etc. do not take a capital.

#### ***Italics, double inverted commas, and single inverted commas***

All words in languages other than that in which your text is written need to be *italicised*, irrespective of whether they are direct quotations or not. Direct quotations in other languages are to be *italicised* and put between double inverted commas:

*“Et tu, Brute”.*

In any other case, words in other languages are simply *italicised* without quotation marks:

The word *tu* (‘you’) in “*Et tu Brute*” is a translation of Greek σὺ in Julius Caesar’s reputed last words as related by Suetonius, “καὶ σὺ τέκνον” (‘you too, my child’).

Single inverted commas can be used to indicate that a word or expression is given emphasis:

In the previous example, the translation of Latin *tu*, i.e. ‘you’, is put in single inverted commas to

indicate that it has to be read as a word, rather than as a quotation.

Some might consider the difference between ‘historiographic’ and ‘historiographical’ to be ‘cosmetic’; others might see a real difference of meaning between the two.

### **Footnotes**

Give full publication data in first references:

H.-W. GOETZ, *Leben im Mittelalter vom 7. bis zum 14. Jahrhundert* (München, 1986), pp. 46-49.  
O. GUILLOT, *Le comte d’Anjou et son entourage au XI<sup>e</sup> siècle*, 2 vols. (Paris, 1972), 2, p. 10.  
*Urkundenbuch der Stadt und Landschaft Zürich*, ed. J. ESCHER and P. SCHWEIZER, 2 vols. (Zürich, 1888-1890), 1, No. 159, p. 160.  
A.L. KLINCK, “Anglo-Saxon women and the law”, *Journal of Medieval History* 8 (1982), pp. 107-121.  
F.W.J. KOORN, “Van ‘coniunx’ naar ‘comitissa’: Een onderzoek naar de positie van de gravinnen van het Hollandse huis”, in *Ad fontes: Opstellen aangeboden aan prof. dr. C. van de Kieft...*, ed. C.M. CAPPON *et al.* (Amsterdam, 1984), pp. 153-166.

References to published sources:

Nithardus, *Historiae*, I, c. 2, ed. and trans. Ph. LAUER, *Nithard, Histoire des fils de Louis le Pieux* (Paris, 1926: *Les classiques de l’histoire de France au Moyen Âge* 7), pp. 4-9.  
Bonifatius, *Epistola* 10, in: E. DÜMMLER, *S. Bonifatii et Lulli Epistolae*, in: *Epistolae Karolini aevi [I]*, ed. W. GUNDLACH, E. DÜMMLER *et al.* (Berlin, 1892: *MGH Epp.* 3), pp. 252-257, at p. 253.  
“Testament van mr. Arnoud Pot, deken van St. Pieter te Utrecht” (1408 Feb. 16), ed. in: *Honderd Noord-Nederlandse oorkonden en akten uit de jaren 1254-1501*, ed. J.F. NIERMEYER (Groningen, 1939; 1970<sup>2</sup>), No. 2 66 A, pp. 82-85.

Second and later references may use abbreviated titles, e.g.:

GOETZ, *Leben im Mittelalter*, pp. 50-54.  
GUILLOT, *Le comte d’Anjou*, 2, p. 15.  
KLINCK, “Anglo-Saxon women”, p. 118.  
KOORN, “Van ‘coniunx’ naar ‘comitissa’ ”, p. 157.  
Nithardus, *Historiae*, I, c. 1, pp. 4-5.  
Bonifatius, *Epistola* 10, p. 257.  
“Testament van mr. Arnoud Pot”, p. 84.  
*Urkundenbuch Zürich*, 1, No. 159, p. 160.

The expressions *loc. cit.* and *op. cit.* are vague and should not be used. The term *ibid.* should be used very sparingly and limited to those situations where there is no possibility of confusion.

### **Manuscripts**

The abbreviations ‘f.’ and ‘ff.’ are used. The abbreviated forms for ‘recto’ and ‘verso’ are used, e.g.:

MS London, British Library, Cotton Caligula D III, ff. 17v–19r  
MS Florence, Biblioteca Riccardiana 2306, f. 10r

Note the abbreviation for ‘recto’, and ‘verso’.

## ***Quotations***

Short quotations should be enclosed in double quotation marks and run on with the main text. For a quotation within a quotation, single quotation marks should be used.

Long quotations (of three lines or over) should be broken off by an increased space from the preceding and following lines of typescript. A long quotation should never be used in the middle of a sentence of the main text. Long quotations should not be enclosed within quotation marks.

## ***Abbreviations***

Abbreviations are to be used sparingly. If this is thought useful, a list of abbreviations will be compiled by the editor(s) of the volume.

## ***Dates***

With reference to centuries, all of these, including 'AD', follow:

in the third century AD

In references to decades, an *s* without an apostrophe should be used:

the 1920s

(*not* the 1920's).

In references to centuries the ordinal should be spelled out:

the sixteenth century

(*not* the 16th century)

sixteenth-century drama

In giving approximate dates *circa* should be abbreviated as *c.* followed by a space:

*c.* 1490

*c.* 300 BC

## ***Roman numerals***

The use of roman numerals should be confined to a:

- (a) small capitals for the ordinals of monarchs, popes, etc. (Edward VII), and for major subdivisions within a text;
- (b) small capitals for the acts of plays, for 'books' or other major subdivisions of long poems, novels, etc., and for certain documents.
- (c) small capitals for centuries in some languages other than English ("XVI<sup>e</sup> siècle", "siglo XVII").

Shelf-marks (e.g. of manuscripts in libraries or documents in archives) should always respect the usage of the institution holding the items.