

***Manuscripta* Submission Guidelines and Style Sheet**

Revised 2020-08-20

I. SUBMISSIONS

1. Send articles or notes as attachments via email to vfl@slu.edu. 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 and permissions (see I.6–10 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 system of double-blind peer review for all submissions. Neither the author's name nor the evaluator's name will be revealed to one another. Peer review is performed by both a member of the editorial staff and an external reviewer.

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.

As a separate cover sheet, provide the title of the submission, the name of the author, and institutional affiliation as they should appear in published form.

4. Submit text as a Microsoft Word document formatted in 12-point type, double-spaced, with one-inch margins, and paginated. Use footnotes for documentation according to the *Chicago Manual of Style*. 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 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 editor.
9. 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.

10. Images are generally reproduced in grayscale. 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 editor will consult with the author on the form of image reproduction.

II. STYLE SHEET

The most recent edition of the *Chicago Manual of Style* shall guide usage and style for the preparation of texts. Documentation of texts should use footnotes. Basic practices, or modifications or exceptions to the *Chicago Manual of Style*, are given below.

Book Citations

1. Give authors' names in full. Do not abbreviate forenames, even if they appear as initials on the title page of a work.
 - Montague R. James not M. R. James

2. Omit publishers' names from publication information. Give only place and date of publication, separated by a comma. If two or more places of publication are given, use the first.

- London, 2004

3. Use the conventional English form of place names and add the state when necessary to distinguish multiple occurrence of the same name when confusion may arise.

- Florence not Firenze
- Cambridge [UK] vs. Cambridge, MA

4. Basic format examples.

- Robert G. Calkins, *Illuminated Books of the Middle Ages* (Ithaca, NY, 1983), 62
- Malcolm B. Parkes, *Pause and Effect: An Introduction to the History of Punctuation in the West* (Berkeley, 1993), 40–51
- Rosamond McKitterick, *The Carolingians and the Written Word* (Cambridge, 1989), 100–106
- Edward Kennard Rand, *Founders of the Middle Ages* (Cambridge, MA, 1928), 73

Later Editions and Reprints

5. State the edition being used when not the first. Cite the edition of foreign language titles in English. For later reprints, provide publication information for both the reprint and the original edition on which it is based.

- Maurice Prou, *Manuel de paléographie latine et française*, 4th ed. (Paris, 1924)
- Charles Trice Martin, *The Record Interpreter*, 2nd ed. (London, 1910; repr. Hildesheim, 1969)

Edited or Translated Works

6. Give the name of the translator or editor of a work.

- Erich Auerbach, *Mimesis: The Representation of Reality in Western Literature*, trans. Willard Trask (Princeton, 1953)
- Julius Caesar, *The Civil Wars*, trans. Arthur G. Peskett (Cambridge, MA, 1914)

- Asser, *Asser's Life of King Alfred: Together with the Annals of St. Neots, Erroneously Ascribed to Asser*, ed. William Henry Stevenson (Oxford, 1959)

Multi-Volume Works

7. In general, cite a multi-volume work in its entirety and include the total number of volumes along with references to the specific volume and page number (cf. *CMS* 14.123). Cite ongoing multi-volume works with an open date. Use arabic numbers in place of roman numerals for volume or numbers, plate numbers, etc. (e.g., 23 not XXIII), but do not substitute arabic numbers for roman numerals when used in titles and page numbers of original publication.

- John Williams, *The Illustrated Beatus: A Corpus of the Illustrations of the Commentary on the Apocalypse*, 5 vols. (London, 1994–2003), 1:62
- *Gesamtkatalog der Wiegendrucke*, 12 vols. to date (Leipzig, 1925–), 7:242–45
- Victor Leroquais, *Les bréviaires manuscrits des bibliothèques publiques de France*, 5 vols. (Paris, 1934), 1:xxxv

If a publication has an additional but unnumbered volume of plates, use the term “plates” to designate this volume.

- Victor Leroquais, *Les bréviaires manuscrits des bibliothèques publiques de France*, 5 vols. (Paris, 1934), plates:xxviii

8. In general, prefer a concise citation to a multi-volume work in its entirety unless identification of an individual volume titles materially assists in location of the page reference or in clarifying the context of the reference (cf. *CMS* 14.123).

- Veronica O’Mara and Suzanne Paul, *A Repertorium of Middle English Prose Sermons*, 4 vols. (Turnhout, 2007), 3:1827

not

- Veronica O’Mara and Suzanne Paul, *A Repertorium of Middle English Prose Sermons*, vol. 3, *Manchester, John Rylands University Library to Oxford, Bodleian Library* (Turnhout, 2007), 1827

unless identification of a specific volume is required

- Frederic G. Kenyon, *The Chester Beatty Biblical Papyri: Descriptions and Texts of Twelve Manuscripts on Papyrus of the Greek Bible*, vol. 4, *Genesis* (London, 1934), 31

Multi-Volume Multi-Author/Editor Works

9. Provide the author, title, volume number, and publication information of a specific volume in a multi-volume multi-author/editor work when citing an individual volume in a larger work (see CMS 14.127).

- Monique-Cécile Garand, Geneviève Grand, and Denis Muzerelle, *Ouest de la France et pays de Loire*, vol. 7 of *Catalogue des manuscrits en écriture latine portant des indications de date, de lieu ou de copiste*, ed. Charles Samaran and Robert Marichal, 2 vols. (Paris, 1984), 1:107 and pl. 152
- Linne R. Mooney, *Manuscripts in the Library of Trinity College, Cambridge*, vol. 11 of *The Index of Middle English Prose*, ed. Anthony S. G. Edwards (Cambridge, 1995), 87
- Robert Devreesse, *Codices 604–866*, vol. 3 of *Codices Vaticani graeci* (Vatican City, 1950)

Works in a Series

10. Provide the title of the series in which a work appears. It is not necessary to include the editor of the series. The use of “vol.” or “no.” or other designation may be omitted. Use arabic numbers, not roman numerals, for series numbering. Do not separate the series title from the series number with a comma (cf. CMS 14.128).

- Kenneth W. Humphreys, *The Friars’ Libraries*, Corpus of British Medieval Library Catalogues 1 (London, 1990)
- Jean Bignami Odier, “Le fonds de la reine à la Bibliothèque Vaticane,” in *Collectanea Vaticana in honorem Anselmi M. Card. Albareda*, 2 vols., Studi e testi 219–20 (Vatican City, 1962), 1:159–89

Series and Collections of Primary Sources

11. Give the title of a series in full in the first instance, but when suitable use the common abbreviation for the series, e.g.: *PL* (*Patrologiae cursus completus ... series latina*), *PG* (*Patrologiae cursus completus ... series graeca*), *MGH* (*Monumenta Germaniae historica*), *CCCM* (*Corpus Christianorum, continuatio mediaevalis*), *CCSL* (*Corpus Christianorum, series latina*), etc.

- *PL* 63:793
- *PG* 22:554

Journal Article or Book Volume Essay Citations

12. For the first citation of an article in a journal or an essay in a book, give the full range of pages occupied by the article or essay followed by the specific page reference using the designation “at.” Do not abbreviate journal titles. Do not give the issue number or month of issue for journals unless the pages of each issue are individually starting from 1, or it is necessary for clarity.

- Seymour de Ricci, “Liste sommaire des manuscrits grecs de la Bibliotheca Barberiniana,” *Revue des bibliothèques* 17 (1907): 81–125 at 93
- James J. O’Donnell, “The Pragmatics of the New: Trithemius, McLuhan, and Cassiodorus,” in *The Future of the Book*, ed. Geoffrey Nunberg (Berkeley, 1996), 37–62 at 46

13. Cite book reviews by author of review, title of book, author and editor and translator of book, and applicable journal citation. Follow *CMS* 14.215.

- Julian Hendrix, review of *Reading in Medieval St. Gall*, by Anna Grotans, *Manuscripta* 52 (2008): 345–48

Shortened and Subsequent Citations

14. For subsequent citations of books and articles, give the author’s surname and a shortened form of the main title. For citations to the same work immediately succeeding one another, use “*ibid.*” Follow *CMS* 14.24–29. Do not use “*idem*” or “*op. cit.*” (cf. *CMS* 14.30–31).

- Calkins, *Illuminated Books*, 55
- *Ibid.*, 82
- De Ricci, “Liste sommaire,” 100
- O’Donnell, “Pragmatics of the New,” 55

Dissertations and Theses

15. Give the titles of unpublished works, such as dissertations and theses, in quotation marks, not italics (*CMS* 14.224).

- Joan M. Naughton, “Manuscripts from the Dominican Monastery of Saint-Louis de Poissy” (PhD diss., University of Melbourne, 1995), 58

Auction and Bookseller Sales Catalogues

16. For an auction catalogue, give the author (if identified), title, date of the sale, name of the company, and other publication information. For a bookseller's catalogue, give the author (if identified), title, name of company, and other publication information.

- *Valuable Manuscripts and Printed Books*, Wednesday 20 November 2013, Christie's (London, 2013), 43, lot 56
- *Fifty Medieval and Renaissance Manuscripts*, H. P. Kraus (New York, 1958), 30

Manuscript Citations

17. Give the citation of 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) abbreviation for manuscript, "MS," 4) collection name, 5) codex designation, and 6) 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, MS Vat. lat. 560, fols. 35r–38v

The practice of some institutions is to incorporate the abbreviation "MS" or its equivalent as an element of the collection name. In such cases, follow institutional usage.

- London, British Library, Cotton MS Otho B.XII
- Munich, Bayerische Staatsbibliothek, Clm 6324
- Vienna, Österreichische Nationalbibliothek, Cod. 2572

Use abbreviated forms of the shelfmark for subsequent citations. Be careful to avoid lack of clarity or ambiguity when doing so, especially when context may not be obvious

- Vat. lat. 560
- Cotton Otho B.XII
- Clm 6324

Common Abbreviations

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

- circa = ca.
- folio = fol.
- folios = fols.
- manuscript = MS
- manuscripts = MSS
- millimeters = mm. (Use in preference to centimeters for measurements of manuscripts.)
- recto = r
- verso = v

Concise Date Expressions

19. 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.xiiⁱⁿ = beginning of the twelfth century
- s.xii^{1/4} = first quarter of the twelfth century
- s.xii¹ = first half of the twelfth century
- s.xii^{med} = middle of the twelfth century
- s.xii² = second half of the twelfth century
- s.xii^{4/4} = fourth or last quarter of the twelfth century
- s.xii^{ex} = end of the twelfth century