

# *MEDIAEVALIA*

## Style Sheet

### General notes

Article manuscripts should be without particulars identifying the author so they can be sent anonymously to external reviewers. Figures and images should not exceed the number of 5, should be formatted as tiff or jpeg files, and should be 300 dpi or greater at the size you wish for them to appear in the journal, with a width of at least 4.5 inches. Please accompany all images with reproduction permissions. If you also wish to submit a hard copy, it may be sent to Olivia Holmes, Editor-in-Chief of *Mediaevalia*, CEMERS, Binghamton University, Binghamton, NY, 13902-6000. In general, a manuscript should be double-spaced and should have a minimum of 15 pages and a maximum of 40.

### Punctuation

- \* Use American punctuation: commas and periods go inside terminal quotation marks.
- \* Use double quotation marks; only use single quotation marks when a quotation is inside another quotation.'
- \* When using dashes as punctuation, use em-dashes with no spaces on either side.
- \* Use series comma (e.g., “red, blue, and green.” OR “red, blue, or green.”).
- \* To indicate *individual* ownership or authorship when more than one name is cited, 's is added to *both* names (“Alter's and Sokoloff's conflicting studies”); to indicate *joint* ownership or authorship, 's is added to the final name only (“Virgil and Sordello's embrace”), thus indicating the shared nature of the gesture.
- \* No comma should precede *et al.* Thus, “Lewis et al.,” **not** “Lewis, et al.” Furthermore, *al.* is an abbreviation (*et* is not), and thus should be followed by a period.
- \* Put foreign language words in *italics* rather than in “quotation marks.”
- \* Avoid overuse of quotation marks for defining terms. Generally, use quotation marks the first time the term is introduced and defined, and no punctuation thereafter. However, if discussing etymological distinctions, words should be italicized (e.g., *suffrance* has various uses in Middle English texts; the use of *meretrix* in Latin has a muddled history).

### Abbreviations

- \*Refer to the Chicago Manual for abbreviations.

Use ca. (for *circa*), not c.

Use v. for verse, vv. for verses

Use l. for line; “lines” should be spelled (rather than ll.) when referring to multiple lines

Use fol. for folio (rather than f.)

Use pl. for plate

\* Use MS and MSS, not Ms or ms.

\* “Versus” should be spelled out, except in court cases or within parentheses.

\* Spell out all acronyms at first mention. Depending on the subject matter, some may be commonly used and may not need to be spelled out. Check on common abbreviations for the field. Change all subsequent instances to only the abbreviation or the acronym with no further spelling out, but do not begin a sentence with an abbreviation or an acronym.

\* Avoid abbreviations of states, countries, etc. as nouns (in the United States, but the US economy).

## Citations

\* When referring to chapters, books, cantos, etc., capitalize only when referring to a specific section as a proper noun (e.g., “Canto 5,” but “the fifth canto”).

\* Do not use Roman numerals for book sections (e.g. *Purgatorio* 8, not *Purgatorio* VIII)

\* For Bible verses, use a period instead of a colon (e.g., Job 19.1-4, not 19:1-4).

\* Give the full reference in the notes the first time you cite a work. For subsequent citations, use the author’s name with abbreviated title (plus page number), generally in a note. Do not use “op. cit.” or “Ibid.” A bibliography/works cited page is not necessary.

\* You may generally leave out p. or pp. If it is necessary for clarity, use p. or pages.

\* For citing verse, do not use vv, only use the line numbers, unless necessary for clarity.

\* When citing primary text, put the numerical citation (whether it be page, chapter, canto, line, etc.) within the text. The first citation should have a footnote with the full bibliographic information; for all citations thereafter, only the in-text numerical citation is necessary.

\* In general, leave out ellipses at the beginning of citations (unless you are citing poetry and are starting mid-line). Do not put brackets or parentheses around ellipses.

\* Generally, citations longer than 3 or 4 lines should be set off from the text as block quotes.

\* “ff.” means “and folios forward.” As a general rule, 259ff., for example, means p. 259 and what follows. It is not a substitute for “pp.” A page range is preferable (see below).

\*Do not add extra spaces between numbers in citations (thus, *Convivio* 1.1.1 rather than *Convivio* 1. 1. 1.)

\*Page and note number should be indicated thus: 269n.14

\*For a book, mention only the first place of publication listed, that is “Cambridge: Cambridge University Press, 2011,” NOT “Cambridge; New York: Cambridge University Press, 2011.”

### **Citing a book:**

Elizabeth Casteen, *From She-Wolf to Martyr: The Reign and Disputed Reputation of Johanna I of Naples* (Ithaca: Cornell University Press, 2015).

### **Citing a chapter from a book:**

Cynthia J. Brown, “Reconstruction of an Author in Print: Christine de Pizan in the Fifteenth and Sixteenth Centuries,” in *Christine de Pizan and the Categories of Difference*, ed. Marilyn Desmond (Minneapolis: University of Minnesota Press, 1998), 215-35.

### **Citing a journal article:**

Bridget Whearty, “The Leper on the Road to Canterbury: The Summoner, Digital Manuscripts, and Possible Futures,” *Mediaevalia* 36/37 (2015/2016): 223-61.

Tina Chronopoulos, “Ganymede in the Medieval Classroom: Reading an Ode by the Roman Poet Horace,” *Medium Ævum* 86, no. 2 (2017): 224-48.

### **Citing electronic sources:**

\* When citing URLs (Uniform Resource Locators, i.e., computer “addresses”), no underlining is required. Further, it is unnecessary to omit following punctuation or bracket the URL for fear of typographically corrupting the citation.

## **Translations**

PLEASE TRANSLATE ALL CITATIONS.

\* All quoted material in foreign languages should be followed by an English translation, with SQUARE BRACKETS around the English; both the original and the translation go within one set of quotation marks:

“Quae vero pestis efficacior ad nocendum quam familiaris inimicus? [And what plague is more able to hurt a man than an enemy who was once a familiar friend?]” (*Consolation*, 3.5).

The translation may alternatively be provided in the notes for the purposes of a more streamlined text, if you prefer, but please keep in mind that we have a diverse readership and that many

readers may need the translation to make sense of your text. (You are also welcome to cite only the translation in the body of your text and put the original in your notes, if that better serves your purposes.)

\* If translating a title, put the translation in italics as well. In this case only, the translation goes in parenthesis, not brackets: e.g., *Philosophiae consolationis* (*The Consolation of Philosophy*).

\* Poems with foreign language titles, consisting of the poem's first verse, that require translation should be formatted like this:

“Venite a ’ntender li sospiri miei” (“Come listen to my sighs, O gracious hearts”)

\* For most foreign-language titles, only the first word should be capitalized, although the translation should be capitalized as an English language publication would be: e.g., *Philosophiae consolationis* (*The Consolation of Philosophy*). An exception to this rule is German-language titles, in which all nouns should be capitalized, as is normal in German.

## Numbers

\* In accordance with *Chicago* style, all whole numbers between one and ninety-nine should be spelled out, except with units of measure.

\* 5 million people

\* \$50

\* 2,000/20,000/200,000

\* Percentages and decimal fractions should be set in numerals rather than spelled out. However, except in scientific or statistical copy, the percent sign (%) is not used; instead, *percent* should be spelled out.

\* All ordinal numbers should be spelled out. Thus, *one thirty-second*, not *a 32<sup>nd</sup>*.

\* When writing out fractions, the correct form is hyphenated. Thus, *one-third* rather than *one third* or *a third*.

\* Compress inclusive number ranges as follows:

If the first number is 1–99 or 100, 200, and so on: the second number is given in full (e.g., 5–37, 66–68, 200–201).

If the first number is 101–109, 201–209, and so on: only the changed element of the second number is given (e.g., 108–9).

If the first number is 110–199, 210–299, and so on: the second number uses two or more digits (e.g., 145–48, 1324–27, 1265–1321).

## Dates

- \* 1990s, mid-1990s, from 1990 to 1999
- \* thirteenth and early fourteenth centuries
- \* for life dates, both numbers should be given in full (e.g., 1304–1374, **not** 1304–74).
- \* The names of centuries should be spelled out in full, in lower case. Thus, the *nineteenth century*, rather than the *19<sup>th</sup> century* or the *Nineteenth Century*.
- \* See last note under “Hyphens” for proper use of *early*, *mid*, and *late* when used to designate time periods.
- \* “ca.” is preferred over “about” for approximate dates.
- \* dates appear in the format *September 7, 1303* in the body of an article, but *7 September 1303* in the notes

## Spelling

- \* Use American, rather than British, spelling (*legitimize*, not *legitimise*, for instance).
- \* Use English names for cities (*Milan*, not *Milano*, etc.).
- \* Do not use contractions.
- \* The *possessive* of proper nouns (names) ending in *s*, *x*, or *z* is formed by adding *'s*. Thus, Boethius's, de Troyes's, etc. This convention is followed even when the final *s* is silent (Descartes's, Camus's) and in the case of names that end in an *eez* sound (Socrates's).

## Word Usage

- \* With regard to examples, *such as* is preferred to *like*.
- \* Use *which* with restrictive clauses and *that* with nonrestrictive clauses. *Which* is generally preceded by a comma, and the information that follows is considered additional, parenthetical, or nonessential. *That* is not preceded by a comma, and the information that follows is considered essential or related to a specific preceding object in the sentence.
- \* Farther is used with regard to physical distance; further is used with regard to quantity or degree, and means “additional.” This holds even when the realm of usage is metaphorical, e.g., “The farthest reaches of the mind’s domain.”
- \* *Insofar as* is used, rather than *in so far as*.

\**Toward* is preferred to *towards*.

\* When indicating quantity, *more than* is preferred to *over*, which denotes physical position.

\* Also regarding quantity, *fewer than* should be used, rather than *less than*, which denotes quality. Thus, *fewer than a dozen* but *less than perfect*.

\*Gender-neutral terms for humanity are preferred (*humankind* rather than *mankind*).

## Hyphens

\* Modifiers ending in LY do not take a hyphen.

\* *Self-* is always hyphenated.

\*Compound nouns formed by combining a noun and a participle should *not* be hyphenated. Thus: *decision making*, rather than decision-making; *problem solving*, rather than problem-solving; *child raising*, rather than child-raising. This applies as well to related compound nouns such as *decision makers*, etc. However, when these same compounds are used as modifiers that directly precede their objects (the *decision-making process*), they should be hyphenated. When detached from their objects, they may be left open.

\* All compound words are only hyphenated when used as an adjective BEFORE the noun (she is a *well-known* scientist; the scientist is well known; *short-term* effects, *nineteenth-century* art, *decision-making* process, *ten-year* plan).

\* Use English rather than Latin, when possible. For example, use *namely* rather than *viz*. However, *etc.* is acceptable, and *e.g.* and *i.e.* are acceptable in parentheses. Note that a comma is needed after *e.g.* and *i.e.* Also, note that the “et” in *et al.* is not an abbreviation, and therefore needs no period (*et al.*, not *et. al.*). Also, *i.e.* and *e.g.* may be used in parentheses, notes, and references, but within the text, they should be replaced by the whole phrases they represent, such as *that is*, *namely*, *for example*, and the like.

\* Adjectives formed by combining with *-based* should be hyphenated. Thus: *theory-based*, *uncertainty-based*, etc.

\* Compounds formed by combining with *self* should be hyphenated. Thus: *self-interest*, *self-sufficient*, etc.

\* In general, adverbs that end in *ly* do not invite a hyphen when they are included in a compound adjective. Thus: *dearly beloved*, not *dearly-beloved*.

\* *So-called* should be hyphenated. The words or phrases referenced by *so-called* should not be placed in quotes.

\* When *well* is used in a compound adjective that adheres directly to its object, that adjective should be hyphenated (“the *well-tempered* clavier”); when the modifier is detached from its

object, however, *well* should be treated as an independent adverb, and not hyphenated (“Your clavier has been *well tempered*, Johan”).

\**Mid* as a prefix is hyphenated when used to designate time periods (mid-1300s), and follows a different rule from *early* and *late* in this usage (thus, “mid-fourteenth-century monasteries” but “early fourteenth-century poets” and “late fourteenth-century castles”).

## Capitals

\*See last note under “Translations” for proper capitalization in foreign-language titles.

\* The names of *academic courses* should be lowercased except in the context of an official department title. Thus: “He was appointed to the Department of Religious Studies,” but “He taught religious studies.”

\*BC (or BCE) and AD (or CE) should be written in full capitals, without punctuation or spacing. Further, AD should precede the year number, while the others follow.

\* Referring to the Scriptures, *Bible* should be capitalized. However, *biblical* (adj.) should not be.

\*As geocultural or geopolitical designations, *North*, *South*, *East*, and *West* (and *Northern*, *Southern*, *Eastern*, and *Western*) should be capitalized. As purely geographical designations (*southern* Italy, the *western* mountains), they are lowercased.

\* Periods and movements in history should be initial capped. Thus, the *Enlightenment*, the *Renaissance*, etc. Concerning artistic and cultural periods and movements, *Romanticism* (and *Romantics*) should be capitalized, but it is an exception; others (modernism, pointillism, bebop) should not.

\* Do not capitalize *medieval* (do capitalize *Middle Ages*, however).

\* Prepositions are lowercased in all titles.

\* Civil, military, religious, and professional *titles*, as well as titles of nobility, should be capitalized when they append directly to a person’s name, as part of the name (President Fillmore, General Grant, Pope Pius, Justice Brandeis, King Arthur). When such titles are used in apposition to a name they are not considered part of the name and so are lowercased (Boston mayor James Michael Curley, American general Black Jack Pershing). When such titles are used independently of a name they are lowercased (the mayor, the duke, the pope, the secretary of state).

\**Canon* does not need to be capitalized, unless it is the title of a text (ex.: Canon 12).

\*Capitalization of religious terminology:

Terms in theological usage as proper nouns with reference to divinity (ex. Godhead, Trinity, Holy Spirit; the Logos, the Absolute) or to a revered figure (the Messiah, the Prophet [when used for Muhammad]) should be capitalized. Terms with broader applications (ex. creator, messiah [in more general usage], redeemer) do not require capitalization. Singular mytho-religious events are capitalized according to common theological usage (ex. “the Deluge,” “the Exodus,” “the Annunciation,” “the Resurrection,” “the Night Journey”).

## **Italics**

\* The following should be italicized: titles of books; names of newspapers, magazines, journals, and periodicals; titles of movies.

\* Do not italicize foreign words or phrases if they are common in Standard English usage, and which can be found in the English dictionary (e.g., *par excellence*, *quid pro quo*, *per se*).

## **Commas, Colons, and Semicolons**

\*Commas generally appear after introductory words and phrases, including, although not restricted to: Now, Thus, Rather, Indeed, However, In fact, etc.

\* I.e. is followed by a comma, as is e.g.

\* When a colon is used within a sentence, the first word following the colon is lowercased unless it is a proper name. However, when the colon introduces two or more sentences, or when it introduces a question, a speech in dialogue, or an extract, the first word following is capitalized.

## **Parentheses and Brackets**

\* When one or more independent sentences are enclosed in parentheses, final punctuation belongs inside the closing parenthesis; otherwise not.

\*Brackets are used to signify an insertion into quoted material (viz., [*sic*]). Parentheses appear within a quote only if they appear in the source material.

\*Parenthetical material that appears within already delineated parentheses should be bracketed; parenthetical material within these brackets should appear in parentheses.

\*Brackets are unnecessary when changing a capital letter to a lower case one, and vice versa, at the beginning of a quotation.