

COMITATUS: A JOURNAL OF MEDIEVAL AND RENAISSANCE STUDIES

STYLE GUIDE AND DOCUMENT FORMATTING

FOOTNOTES

All primary- and secondary-source citations should be documented in the footnotes. Do not use in-text citations. Please refer to **Chapter 14: Notes and Bibliography** of the **17th edition of the *Chicago Manual of Style*** for detailed guidance and examples on formatting your footnote citations. Some general principles and specifications follow here.

- The 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 department, department address, and email (separated by commas). You may also include a few brief acknowledgements. All other notes should be numbered sequentially with Arabic numerals.
- The first time a work is referenced in a footnote, it should be cited in full

¹⁵ William Lindsay, *Studies in Early Medieval Latin Glossaries*, ed. Michael Lapidge (Aldershot: Ashgate, 1996), 72; and David Boruchoff, "Piety, Patriotism, and Empire: Lessons for England, Spain, and the New World in the Works of Richard Hakluyt," *Renaissance Quarterly* 62 (2009): 809–58, at 843.

Once the full reference has been cited, subsequent references should be shortened to include the author's last name, a short form of the title, and page number:

⁴⁰ Lindsay, *Studies*, 74; and Boruchoff, "Piety, Patriotism, and Empire," 811.

If you reference the same work twice in a row, you may use "Ibid."

⁴⁴ Lindsay, *Studies*, 75.

⁴⁵ Ibid., 76.

- Author first names should always be given in full, unless the title is published under an initialized name.
- Journal issue numbers should only be included if the issues are not consecutively numbered, e.g.:

¹¹ David Boruchoff, "Piety, Patriotism, and Empire: Lessons for England, Spain, and the New World in the Works of Richard Hakluyt," *Renaissance Quarterly* 62 (2009): 809–58.

¹² Kirsten Schut, "Death and a Clothing Swap: An Unusual Case of Death and Burial in the Religious Habit from Fourteenth-Century Naples," *Viator* 50, no. 2 (2019): 185–226.

- Only the first city listed on the title page should be included in the publication information (e.g., Leiden: Brill, 2020 *not* Leiden and Boston: Brill, 2020).
- Manuscript citations: At their first mention in the footnotes, manuscripts should be cited by location, institution, and shelf mark (e.g., Paris, Bibliothèque nationale de France, MS Hébreu 260). Subsequent mentions should be condensed to a short-form version of the institution followed by the shelf mark (e.g., BnF, MS Hébreu 260). "Folio/folios" should be abbreviated as "fol./fols."

- Common primary source series: Modern editor and publisher information for works included in commonly cited primary source series such as the CCCM, CCSL, EETS, MGH, and PL may be omitted in the footnotes, even at first mention. Footnote citations should include the primary source author name, title of the work, abbreviated series name and number, and page, line, or chapter locator:

¹² Thomas Ebendorfer, *Chronica pontificum Romanorum*, MGH SS rer. Germ. N. S. 16: 54.

¹³ Prudentius, *Liber Apotheosis*, CCSL 126: 501.

Note that the series number and page, line, or chapter locator are separated by a colon and a space. A full list of series abbreviations and digital editions for the MGH can be found at <https://www.dmgh.de>.

STYLE AND USAGE

Please refer to **Part II: Style and Usage** of the 17th edition of the *Chicago Manual of Style* for general guidance. Some points of emphasis and clarification follow here.

- All quotations in languages other than English should be accompanied by an English translation. When accompanying an in-line quotation, the translation should appear in parentheses () following the closing quotation mark. When accompanying a block quote, the translation should appear on a new line surrounded by brackets []. In both cases, quotation marks should not appear around the English translation. Both the original material and English translation should be set in roman (rather than italic) font.
- When not quoting directly, short words and phrases in languages other than English should be set in italics and accompanied by a parenthetical English translation or gloss at first use.
- “Circa” should be abbreviated as “ca.” and set in roman font.
- Hyphens and Dashes: Please be sure to distinguish hyphens from dashes. See the *Chicago Manual of Style* 6.75–6.94 for a full treatment of hyphens and dashes. Hyphens (-) generally connect compound words and serve as separators in ID numbers (e.g., in the twenty-first century; a thirteenth-century manuscript [*but* in the thirteenth century]; MS Mk-0000.029). En dashes (–) separate number ranges and compound adjectives (e.g., 72–73; 1174–86; post–World War II political divisions). Em dashes (—) are most commonly used to set off text, functioning similarly to parentheses, commas, and colons (e.g., “The text of the *DEB* survives in various literary works—including Bede’s *Historia ecclesiastica gentis Anglorum*, the *Historia Brittonum*, and Geoffrey of Monmouth’s *Historia regum Britanniae*”). Note that, in general, a space should not precede or follow a hyphen or dash.
- Use American English spelling (e.g., signaled instead of signalled; labored instead of laboured; defense instead of defence). Please refer to Merriam-Webster (www.merriam-webster.com), and set the language in Word to English (US).

DOCUMENT FORMATTING

- Fonts: Set all text in Times New Roman.

Title: 10-pt, CAPS, bold, centered, single-spaced

Author name: 10-pt, centered, single-spaced

Abstract and keywords: 8-pt, justified, single-spaced (the words “abstract” and “keywords” should be bold).

Body text: 10-pt, justified, multiple-spaced @ 1.1, indent first line .17” (except the first paragraph, the first paragraph of any new section, and any paragraph immediately following a block quote, all of which should **not** be indented)

Block quotes: 9-pt, justified, single-spaced, indent entire block .17”

Subheads: 10-pt, SMALL CAPS, centered, single-spaced

Footnotes: 8-pt, justified, single-spaced, indent first line .17” (except the initial unnumbered note, which should not be indented)

- Document Margins: Top 2.1” / Bottom 2” / Left & Right 2.25” / Header & Footer 1.75”
- Headers and footers: Leave the headers and footers blank; we’ll insert the text for you.
- Images: We cannot accept images below 1 mb and 300 dpi. When you deliver the final version of your manuscript to the publications manager, please send all files individually, not embedded in another document. Files should be named consistently and according to their corresponding in-text callouts. They should be accompanied by a separate captions list. All appropriate permissions should be obtained by the time you deliver the final version of your manuscript.

TITLE: SUBTITLE

Author Name*

Abstract: Lorem ipsum dolor sit amet, simul iudico semper eu vim, altera urbanitas te mea, mel legendos ullamcorper ad. Et sed mazim incorrupte signiferumque, ei decore graeco indoctum sit. Ridens mnesarchum pro at, at nulla deleniti apeirian vel. An eum eius inani nulla, vel aliquip definiebas ad, mei aliquip gloriatur democritum eu. Pro et causae conceptam, ne aliquam eruditi persequeris nam. Corpora corrumpit vulputate ius an, nam ne dicit consul, in ullum veritus indoctum est. Lorem ipsum dolor sit amet, simul iudico semper eu vim, altera urbanitas te mea, mel legendos ullamcorper ad. Et sed mazim incorrupte signiferumque, ei decore graeco indoctum sit. Ridens mnesarchum pro at, at nulla deleniti apeirian vel. An eum eius inani nulla, vel aliquip definiebas ad, mei aliquip gloriatur democritum eu. Pro et causae conceptam, ne aliquam eruditi persequeris nam. Corpora corrumpit vulputate ius an, nam ne dicit consul, in ullum veritus indoctum est.

Keywords: *Viator*, medieval, Renaissance.

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* Department Name, University Name, address, email address. I wish to express my gratitude to X, Y, and Z for their assistance.

¹ David Boruchoff, "Piety, Patriotism, and Empire: Lessons for England, Spain, and the New World in the Works of Richard Hakluyt," *Renaissance Quarterly* 62 (2009): 809–58, at 810; and Edina Bozoky, "L'Invention du passé liégeois chez Jean d'Outremeuse," in *Le passé à l'épreuve du présent: Appropriations et usages du passé du moyen âge à la Renaissance*, ed. Pierre Chastang (Paris: PUPS, 2008), 77.

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SUBHEAD TITLE

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² Boruchoff, "Piety, Patriotism, and Empire," 812.

³ Ibid., 813.

⁴ Thomas Ebendorfer, *Chronica pontificum Romanorum*, MGH SS rer. Germ. N. S.

16: 54; translation mine.

⁵ Boruchoff, "Piety, Patriotism, and Empire," 812.

⁶ Ibid., 813.