

VIATOR: MEDIEVAL AND RENAISSANCE STUDIES

STYLE GUIDE AND POST-REVIEWED MANUSCRIPT PREPARATION

NOTES AND BIBLIOGRAPHY

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 and bibliography entries. 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.

- Bibliography entries are similar to footnote citations, with a few key changes to name presentation and punctuation.

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

- Author first names should be given in full in both footnotes and bibliography, unless the title is published under an initialized name.
- For books published prior to 1900, publisher names should be omitted, with place of publication and date of publication separated by a comma.
- Journal issue numbers should only be included if the issues are not consecutively paginated, e.g.:

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

Schut, Kirsten. "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").
- Bibliographies should list all works cited in the footnotes. Sources should be divided under the following three subheadings: Manuscripts Cited, Primary Sources and Texts, and Secondary Sources (see formatting example at the end of this document).
- Manuscript citations: At their first mention in the footnotes, manuscripts should be cited by holding location, institution, and shelf mark (e.g., Paris, Bibliothèque nationale de France, Hébreu 260). Subsequent mentions should be condensed to a short-form version of the institution followed by the shelf mark (e.g., BnF, Hébreu 260). Shelf marks should be presented according to institutional standards and should be checked against digital records prior to copyediting. "Folio/folios" should be abbreviated as "fol./fols." See the formatting example at the end of this document for how to itemize multiple manuscripts from the same institution in your bibliography.
- Common primary source series: Modern editor and publisher information for works included in commonly cited primary source series such as CCCM, CCSL, EETS, MGH, and PL may be omitted in the footnotes, even at first mention. Initial footnote citations should include the primary source author name; title of the work; internal reference numbers (if available; note that there is no punctuation between title and ref. numbers); abbreviated series name and number; and page, line, and/or chapter locator within the modern edition used.

¹² Gregory of Tours, *De Gloria Martyrum* 3–4, MGH SS rer. Merov. 1.2: 39.

¹³ Bede, *De temporum ratione liber* 7, CCSL 123B: 299, lines 66–78.

Subsequent citations should exclude series information. When both internal reference numbers and page, line, or chapter numbers of the modern edition are used, the edition numbers should follow the internal reference numbers in parentheses.

¹⁴ Gregory of Tours, *De Gloria Martyrum* 7 (42–43).

¹⁵ Bede, *De temporum ratione liber* 7 (66).

In the bibliography, the editor(s), the full page range of the cited work (when applicable), and publication information should be included:

Bede. *De temporum ratione liber*. Edited by C. W. Jones. CCSL 123B. Turnhout: Brepols, 1977.
Gregory of Tours. *De Gloria Martyrum*. Edited by Bruno Krusch. MGH SS rer. Merov. 1.2: 34–111. Hanover, 1885.

A full list of series abbreviations and digital editions for the MGH can be found at <https://www.dmgh.de>.

- Most other series names can be omitted from footnote entries but should be included in the bibliography. In the bibliography, series names should immediately precede the publication information. Series numbers should follow series names without intervening punctuation.

Canalis, Rinaldo F., and Massimo Ciavolella, eds. *Disease and Disability in Medieval and Early Modern Art and Literature*. *Cursor Mundi* 38. Turnhout: Brepols, 2021.

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).

MANUSCRIPT PREPARATION

The formatting specifications below are for preparing the post-reviewed version of your paper. After you return your formatted paper to the publications manager, it will be copyedited and set for print. A formatting example can be found at the end of this document.

- Fonts: Set all text in Times New Roman.

Title: 11 pt, CAPS, centered

Author name: 11 pt, centered

Abstract and keywords: 9 pt, left justified

Body text: 11 pt, left justified, indent first line .5”

Block quotes: 10 pt, left justified, indent entire block .5”

Subheads: 11 pt, bold, centered

Footnotes: 9 pt, left justified, indent first line .5”

Bibliography entries: 11 pt, left justified, hanging indent (.5")

- Margins: 1" on all sides.
- Spacing: single.
- Images: Brepols will not 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 inductum sit. Ridens mnesarchum pro at, at nulla deleniti apeiarian 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 inductum 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 inductum sit. Ridens mnesarchum pro at, at nulla deleniti apeiarian 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 inductum est.

Keywords: *Viator*, medieval, Renaissance.

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Subhead Title

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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 passe 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.

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

³ *Ibid.*, 813; and 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.

⁴ Gregory of Tours, *De Gloria Martyrum* 3, MGH SS rer. Merov. 1.2: 39; translation mine.

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Ms. Ludwig XI 7.
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Cod.slav. 13.
- Paris, Bibliothèque nationale de France, Hébreu 7.
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AM Dipl. Isl. Fasc. LXX, 13.
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Vat.lat.6055.

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