

Speculum Style Sheet



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Speculum Style Sheet

SUBMISSION

North American authors should submit two copies of their articles (overseas authors may send only one copy).

Xerox copies of photographs or artwork, not the originals, should be submitted with the typescript. If an article is accepted, the author will be responsible for supplying good-quality originals and for obtaining permission to reproduce them.

Articles are considered on the assumptions that they have not been published elsewhere, in whole or in part, and that they are not being considered for publication by another journal.

MANUSCRIPT PREPARATION

All submissions must be typewritten, double-spaced (including indented block quotations), with ample margins (no less than one inch on all sides). Footnotes should follow the text, also double-spaced.

If a word processor is used, the right margin should not be justified. A dot-matrix printer may be used if letter forms and diacritics are unambiguous and if the text is dense enough to be easily legible. Italic and bold fonts and varying type sizes should not be used. Ease of making changes on a word processor should not be given as an excuse for submitting an incomplete text.

The author is responsible for the accuracy of all citations, which should be verified before the manuscript is submitted. It is particularly important that quotations in the text and notes be free from errors. *Authors should verify all quotations, especially from primary sources, and not expect the editors to do this for them.*

This style sheet deals primarily with the form of footnotes. The guiding principle is maximum clarity for the reader rather than brevity. Matters not discussed below should be referred to *The Chicago Manual of Style*, 13th ed. (Chicago, 1982), which is usually closer to *Speculum's* style than is *The MLA Style Manual*.

GENERAL PRINCIPLES

Arabic numerals will be used for all volume numbers, whether of journals, series, or multi-volume works, and for sections of medieval texts. (Roman numerals must be used, however, in references to the preliminary pages of books and in manuscript shelfmarks when such is the practice of the library in question.) The elimination of Roman numerals requires other means to maintain the distinction between the different levels in a citation (volume numbers, page numbers, and subdivisions in primary sources). This will be accomplished by the use of "p." and "pp." and different systems of punctuation.

Primary Sources. The model for the citation of primary sources is the following:

¹Medieval Author, *Work* 2.4.1.

All ancient and medieval works, including the Bible, are to be cited in this fashion, with the particular subdivisions of the given work listed in descending order: book, section, paragraph, or whatever. If the *Work* above is divided into books, sections, and chapters, the reference is read as book 2, section 4, chapter 1. Line numbers and the page numbers of the edition should be cited separately, following a comma. The word *line* should be spelled out to avoid confusion with the number one.

²Medieval Author, *Work* 2.4.1, line 5.

³Medieval Author, *Work* 2.4.1, p. 25.

If the reader might have difficulty in deciphering this system as it applies to a given work, the reference should be spelled out in full.

Secondary Sources. The models for the citation of secondary works are the following:

⁴John Doe, *Book Title* (City, 1965), pp. 27–31.

⁵Jane Smith, "Article Title," *Journal* 24 (1950), 2–14.

⁶Doe, *Short Title*, p. 76; Smith, "Short Title," p. 9.

The abbreviations "p." and "pp." are used when no volume number precedes (examples 4, 6). When there is a preceding volume number, "p." and "pp." are not necessary (example 5).

The particulars of the above style of citation are explained in greater detail by way of the examples that follow.

BOOKS

Publishers should be omitted; the parentheses should include only the place of publication and date (and reprint information: see the example under "Later Editions and Reprints"). Only one place of publication is necessary, the first one on the title page. The conventional English form of the place name should be given (Turin, not Torino; Munich, not München), including the country or state if there is possible confusion (Cambridge, Mass., or Cambridge, Eng.). More detailed publication information may be justified for rare or obscure works.

Cite the first name of book authors unless the author uses initials.

Simplest Form

S. E. Thorne, *Essays in English Legal History* (London, 1985), pp. 93–110.

Later Editions and Reprints

Tenney Frank, *An Economic History of Rome*, 2nd ed. (Baltimore, 1927), p. 124.

Charles H. Beeson, *A Primer of Medieval Latin: An Anthology of Prose and Poetry* (1925; repr. Washington, D.C., 1986), pp. 25–27. [Avoid pp. 25 ff.]

Multiple Volumes

Max Manitius, *Geschichte der lateinischen Literatur des Mittelalters*, 3 vols. (Munich, 1911–31), 1:78. [Indicates vol. 1, p. 78, in the three-volume work.]

Monographs in a Series

Arno Borst, *Die Katharer*, *Schriften der Monumenta Germaniae Historica* 12 (Stuttgart, 1953), pp. 45–50. [Omit editor(s) of series. Do not italicize series title.]

Edited or Translated Works

Charles d'Orléans, *Choix de poésies*, ed. John Fox (Exeter, Eng., 1973), p. 12. [Here the abbreviation "ed." means "edited by" and does not change when there is more than one editor.]

Emil Friedberg, ed., *Corpus iuris canonici*, 2 vols. (Leipzig, 1879–81), 2:lxiv. [Here the abbreviation "ed." means "editor"; the plural is "eds."]

Marc Bloch, *Feudal Society*, trans. L. A. Manyon (Chicago, 1961), pp. 57–62.

Foreign Titles

Follow the prevailing rules for the given language in the capitalization of foreign titles. In Latin titles capitalize only the first word, proper nouns, and proper adjectives. In French titles capitalize only the first word and proper nouns.

Titles in languages other than classical and medieval Latin and Greek, French, Italian, German, and Spanish may be translated. The translation follows the title in brackets and is not italicized; only the first word and proper nouns and adjectives are capitalized.

Boris Poršnev, *Feodalism i narodnye massy* [Feudalism and the masses] (Moscow, 1964), p. 22.

Subsequent References

Thorne, *Essays*, p. 97.

Use short titles rather than "op. cit." Use "ibid." (do not italicize) only when there is a long series of notes referring to the same work, making short titles unnecessarily cumbersome. If a work is cited very frequently throughout the article, the first reference may include the indication "hereafter cited as Thorne," with subsequent references in this form: Thorne, p. 9. If the subsequent reference is far removed from the first reference, use this form: Thorne, *Essays* (see above, n. 5), p. 7.

ARTICLES

Do not abbreviate journal titles (exception: *PMLA*).

André Wilmart, "Les réponses de Priscien le philosophe sous le nom de Saint Augustine," *Revue bénédictine* 49 (1937), 3–12.

George Makdisi, "The Sunni Revival," in *Islamic Civilization, 950–1150*, ed. D. S. Richards, *Papers on Islamic History* 3 (Oxford, 1973), pp. 156–68.

Robert Bourgeois, "La theorie de la connaissance intellectuelle chez Henri de Gand," *Revue de philosophe*, n.s. 6 (1936), 238–59.

Subsequent References

Wilmart, "Les réponses," p. 10.

MANUSCRIPTS

Both in the text and in the notes the abbreviation "MS" (plural: MSS) is used only when it precedes a shelfmark. Cite the shelfmark according to the practice of the given library, followed by "fol. 259r" (not f. 259, not 259^r, not 259^a). The plural of "fol." is "fols."

The first reference to a manuscript should give the place name, the name of the library, and the shelfmark.

Paris, Bibliothèque Nationale, MS lat. 4117, fols. 108r–145r.

Vatican City, Biblioteca Apostolica Vaticana, MS Vat. lat. 6055, fols. 151r–228r.

Subsequent references may be abbreviated:

BN lat. 4117 [or simply lat. 4117], fol. 108r.

Vat. lat. 6055, fol. 151r.

ANCIENT AND MEDIEVAL WORKS, INCLUDING THE BIBLE

The system of citation used in the following examples is explained above under "General Principles." For canonical collections, registers, etc., the prevailing abbreviations and style of citation should be used.

Bede, *Historia ecclesiastica* 2.3, ed. Bertram Colgrave and R. A. B. Mynors (Oxford, 1969), p. 143.

Bede, *Historia ecclesiastica* 2.3, p. 143. [For subsequent references.]

Isidore, *Etymologiae* 12.1.59. [Page numbers of the edition are often superfluous.]

Prov. 2.5. [Do not italicize books of the Bible.]

1 Thess. 4.11, 14. [Verses 11 and 14.]

SERIES

Many series are familiar enough to allow the use of standard abbreviations; some examples are given below. If in doubt, use the full title of the series (not italicized), with the same form of citation: volume number followed by a colon followed by the page or column number, with no space between the individual elements.

PL 123:347.

CSEL 24:95.

MGH SS 13:229. [Editor's name and date may usually be omitted.]

If the series is subdivided:

MGH LL 2/1:263. [Section 2, volume 1, page 263.]

OTHER MATTERS

1. *References to contemporary scholars*: The first mention of a modern author in the text should include the given name (or initials if that is the author's preferred form).

2. *Footnotes*: Footnotes should be succinct and should be confined to material necessary to support assertions in the text. Footnotes should be avoided in reviews.

3. *Abbreviations*: The period should not be omitted after abbreviations such as St.

4. *Italics and quotation marks*: Italics will be used for isolated words and phrases in foreign languages. Italics will not be used for direct quotations of Latin and other foreign languages. Quotations run into the text are placed in quotation marks. Quotations longer than ten typed lines should be treated as block quotations (typed double-spaced and indented, without quotation marks).

Single quotation marks will be used for quotations within quotations and may be used in linguistic contexts for definitions. Note that in the latter case any following punctuation must be placed outside the quotation mark:

Etrusia might be associated with *extrusus* 'pushed out, thrust forth'.

5. *Scholarly reference words*: When it is necessary to use words and abbreviations such as:

et al., *ibid.*, *idem*, *passim*, e.g., i.e., c.

they should not be italicized. The only exception is [*sic*]. Note that "cf." means "compare" and should not be used when "see" or "see also" is the accurate expression.

6. *Dates*: The correct form is "1390s," not "1390's" or spelled out. Centuries should be spelled out; the adjectival form requires a hyphen, as in "twelfth-century manuscript."

7. *Capitalization*: Middle Ages is capitalized. On religious names and terms see the *Chicago Manual*, pp. 208–14. Note that *church* is generally lowercased, unless it is part of the official name of a denomination or building, or unless it refers to the whole body of Christians in all times and places (the universal Church). *Bible* is always capitalized, but *biblical* is not.