

Essays in Medieval Studies

Publication Guide

Introduction

West Virginia University Press (WVUP) is the publisher of *Essays in Medieval Studies (EMS)* and distributes the volume online through Project MUSE. The primary contact for *EMS* at WVUP is Sara Georgi, managing editor, sara.georgi@mail.wvu.edu, 304.293.6186.

The volume editor of *EMS* acts as the liaison with the press. As the volume editor, you are responsible for coordinating with authors, arranging copyediting, and enforcing deadlines for reviewers and contributors. WVUP does not contact the author of each essay directly.

It takes about four months to produce a volume of *EMS* from the time the final, publish-ready files are delivered to WVUP. The requirements and schedule outlined in this document pertain to volume production only; they do not account for the volume editor's editorial tasks, such as peer review and copyediting, which should take place before delivering files to WVUP.

Conference proceedings are to be published the calendar year after the conference (e.g., for the 2017 conference, proceedings will be published in 2018). The final, publish-ready files are due to WVUP April 1 the calendar year following the conference.

Providing a Publish-Ready Package

Before WVUP can begin production, the volume editor must provide a complete, publish-ready package. This package includes the following materials:

- Complete, copyedited text
- Anomalies sheet
- Image files
- Permissions letters for all artwork and any reprinted text
- Contributor agreements/contracts

The final, publish-ready files may be submitted through Dropbox or by email to sara.georgi@mail.wvu.edu.

Complete, copyedited text

The volume editor must arrange for peer review (if necessary) and copyediting. Articles should be copyedited per the *EMS* style guide located toward the end of this document.

Complete text consists of:

- Title page with title, editor, and editorial board for the volume

- Table of contents listing order of articles
 - No page numbers needed; the press will insert final page numbers during production
- Editor’s introduction (if applicable)
- Articles

The maximum final size of the published volume is 200 pages. The number of articles per volume will vary depending on number of illustrations, density of text, etc. As a point of reference, Volume 30, which was 203 pages when printed, was about 89,700 words total and included some illustrations and charts.

Text should be provided as Microsoft Word documents. All authors should use the same word processing program if possible. If not, the volume editor must convert all chapters into Word documents.

Separate files may be provided for each section of text. Name files logically and in order (e.g., 00_frontmatter, 01_introduction, 02_lastname, 03_lastname, etc.). If a single file is provided for the whole volume, ensure endnotes appear at the end of each article and that numbering restarts for each article.

Word documents should be formatted with the following characteristics:

- Times New Roman, 12 point (except as required for special characters)
- Double spaced (including notes and block quotes)
- 1-inch margins
- Left justified, right ragged
- Italics and bold applied only as required for the text (e.g., book title, foreign word, emphasis)
- Small caps, if required, indicated by underline and strikethrough: news
- Headings and subheadings NOT specially formatted (e.g., bold/italics, extra paragraph returns, different font or size), but instead labeled in angle brackets according to their level (<h1> for main heading, <h2> for subheading, <h3> for sub-subheading, and so on):
 - <h1>The CPK’s Security Apparatus
 - <h2>The Executive Apparatus
 - <h2>The Consensus Apparatus
 - <h2>The Productive Apparatus
- Block quotes or verse that require special formatting (e.g., unique indentation or special line breaks) should be formatted as they should appear in the published volume, and these cases should be noted on the anomalies sheet

Anomalies Sheet

An anomalies sheet includes any special stylistic preferences for the volume, such as unusual spellings, specific spacing for verse, terms specific to the field, and special characters that may not translate into a page layout application. For example:

- On page 16 of 02_chavez.docx, a poem requires special formatting. The first and second lines should be left aligned, and the third and fourth lines should be right aligned.
- Throughout 03_smith.docx, the quoted letters include two-dot ellipses “. .”; this is not a mistake. Do not change to three- or four-dot ellipses.

- On page 3 of 01_introduction, author uses a special character ✓ [checkmark] in Windings font.
- On page 55 of 04_saunders.docx, the author uses the Arabic kaf character. See the PDF scan from another publication where the character has been highlighted as an example.

Image Files

Standalone, high-quality image files must be provided for all artwork (e.g., TIFF, JPEG, PSD, PDF), per the guidelines listed below.

No artwork should be embedded in Word documents. Articles should include callouts for placement of images in boldfaced angle brackets (e.g., **<place Figure 1 here>**). A list of figure captions should be supplied at the end of each article in which figures will appear.

Photographs

The resolution of photographs and other continuous tone images should be at least 300 ppi (pixels per inch) at the size you envision them being reproduced. To determine the ppi of an image, find the image's size in pixels (which you can often obtain from image-viewing programs like Mac's Preview or Windows Photo Viewer under "Info" or "Properties"). Then divide the size in pixels by 300 to find the size at which the image can be reproduced.

For example, if an image is 1024 pixels wide by 768 pixels high, then it will be about 3.4 inches wide ($1024 / 300 = 3.413$) and 2.56 inches high ($768 / 300 = 2.56$) on the printed page. This image could be reproduced as a small illustration surrounded by text, but it would look blurry or "pixelated" at a full-page size.

A full-page image in *EMS* must be at least 2250 x 1350 pixels. Images with smaller dimensions will be sized accordingly.

If an image does not meet the resolution requirements noted above for the size at which you would like it to print, then you must obtain a higher-resolution scan or digital photo. Do not attempt to scale up an image to the desired resolution.

Line Art

Line art, such as charts, graphs, diagrams, and some maps, should be provided as vector files when possible. Extensions for these types of files are usually .ai, .eps, or .pdf (though these file types can contain other types of images).

If the line art is a chart, graph, or diagram created in a visualization program like Graphpad Prism or Microsoft Excel, please provide the source file used to generate the graphic, as well as the .ai, .eps, or .pdf file generated from it, along with any necessary fonts.

Line art should be created as close as possible to the final size at which the art will be reproduced in the journal. Pay particular attention to font sizes and line weights to ensure that they will be readable when scaled to final size. Be sure to use a commonly available font, such as Verdana or Helvetica.

If an illustration is a pen-and-ink drawing, engraving, woodcut, or similar that can't be rendered as vector art because it is from a printed document or an internet source, it should be scanned at the highest practicable resolution, or a minimum of 600 dpi at approximate final printed size.

Permissions Letters

The volume editor and contributors are responsible for obtaining all permissions needed to publish artwork and copyrighted text (including a contributor's own work that was previously published, if the contributor did not retain the rights). A volume cannot be considered complete—and WVUP cannot proceed with production—until all permissions are cleared.

For two detailed overviews of obtaining permissions for copyrighted material and determining fair use, see “The Author’s Responsibilities” in Chapter 4 of the *Chicago Manual of Style* (17th ed.) and the Association of University Presses’ Author Responsibilities and Copyright Guidelines:

<http://www.aupresses.org/policy-areas/copyright-a-access/copyright-a-permissions/copyright-a-permissions/permissions-faq>

All permissions must be submitted to WVUP with the volume. You will be provided with a permissions log (Excel spreadsheet) to help you organize and track permissions for the illustrations and text in the journal volume. The permissions log and all permissions documents (letters, emails, etc.) must be submitted with your manuscript. Clearly name and organize all permissions documents before providing them to the Press (e.g., lastname_fig1_permission, lastname_articletitle_permission).

If you are in doubt about whether you must obtain permission for an illustration or reprinted text, please ask the managing editor as soon as the question arises.

Contributor Agreements

The volume editor should obtain written agreement from all contributors to publish their work in *EMS*, and forward these agreements on to WVUP as part of the publish-ready package. Contributors should acknowledge that they have obtained all permissions to reproduce any copyrighted work, assign copyright to WVUP, and allow WVUP to publish their articles in *EMS*. A sample contributor agreement can be provided to the volume editor on request.

Publication Schedule

The deadlines in the schedule below correspond to the publication year, not the year of the conference.

Approximate Date	Duration	Task	Responsible Party	Comments
April 1	1 day	Deliver complete, publish-ready package to WVU Press	Volume Editor	Delays in delivery (including incomplete or non-publish-ready files) may result in a corresponding delay in publication date.
May 15	6 weeks	Provide page proofs to volume editor	WVU Press	
June 15	4 weeks	Corrections to page proofs delivered	Volume Editor	Editor will be responsible for distributing proofs to contributors and collating corrections into single PDF
June 30	2 weeks	Files to printer	WVU Press	
August 1	4 weeks	Printing/shipping of print journal, final electronic files provided to MUSE and EBSCO	WVU Press, packager/shipper	

EMS Style Guide

WVUP follows the *Chicago Manual of Style*; in addition, *EMS* has traditionally used the *Speculum* Style Sheet published in *Speculum* 62/1 (1987), pp. 259-63. The guidelines below synthesize the salient features of these style sheets.

Punctuation

EMS uses American, not British, conventions of punctuation, modified as follows:

- use a single space after periods
- periods and commas go inside quotation marks, not outside
- use the indent function, as opposed to spaces or tabs, to indent your paragraphs
- for lengthy quoted passages (quotations over 10 typed lines), set them off simply by pressing the ENTER key before and after the passage (to create an extra blank line), instead of indenting each line of the passage
- double quotation marks come first, followed by single quotation marks, for quotations within quotations
- include the period with abbreviations such as St. (for Saint)
- write decade dates as “1350s” (not “1350's” or “thirteen-fifties”)
- spell out centuries: “eleventh-century manuscript”
- write the word “manuscript” (do not write simply “MS”) except when citing library shelf marks
- Do not italicize scholarly abbreviations such as et al., ibid., passim, e.g. and so forth

Quotations and Translations

Supply translations for all quotations in Latin and medieval languages.

Brief phrases cited within the text should be placed in quotation marks (“”). Give translations of brief quotations in-text, placing the translation within [square brackets] immediately after the quotation.

Short excerpts (less than 10 typed lines) included within the text should be italicized, followed by a Modern English translation in parentheses.

Quotations longer than ten typed lines should be treated as block quotations. Set off blocked quotations by pressing the ENTER key before and after them (to create a blank line before and after the block quotation) rather than by indenting each left line of the quotation. For long quotations, set off as a block quote, leave a blank line after the original quotation, then follow with a Modern English translation in [square brackets].

Special Characters

In works of medieval scholarship, special characters and fonts can be very important. Whenever possible use your word-processors character set for special characters.

In most cases, the following characters transfer well:

- À, à, Á, á, Â, â, Ã, ã, Ä, ä, Å, Æ, æ
- Ç, ç
- È, è, É, é, Ê, ê, Ë, ë
- Ì, ì, Í, í, Î, î, Ï, ï
- Ñ, ñ,
- Ò, ò, Ó, ó, Ô, ô, Õ, õ, Ö, ö, Ø, ø
- Ù, ù, Ú, ú, Û, û, Ü, ü,
- ß
- eths, thorns, and the long S usually also transfer accurately

For all other special characters, please note their location on the anomalies sheet and show what it should look like in case it is lost in transfer. If special fonts are needed (i.e., Greek, Coptic, Hebrew), please note their presence on the anomalies sheet and provide the typefaces.

Citation and Documentation

Chapters in *EMS* do not include a “list of works cited” or “bibliography,” so do not use parenthetical references to a list of works cited (as in MLA or similar styles of documentation).

Instead, generally following the *Speculum* style sheet, *EMS* uses endnotes with in-text citations only for frequent quotations from a single text, after the first reference to the text in an endnote, in order to avoid distracting the reader. For example: “let’s say this is the in-text quotation from a previously end-noted text” (*Text*, 45) refers to page 45 of a text whose full reference has already appeared in a note, which also informs the reader that “Subsequent references to this edition are given by page number in the text.”

Endnotes

Authors should use their word processor’s endnote function to insert endnotes, following the text. All notes should:

- use Arabic numerals for the note numbers.
- run continuously throughout each chapter (essay) in a volume of *EMS*

General notes about the actual chapter should be unnumbered and appear first in the notes section.

Citation and Bibliographic References

The first time you refer to a modern scholar in your text, include the given name (or initials, if that is how the author normally appears in print).

Use Arabic numerals for:

- volume numbers of journals, series, and multi-volume works
- sections of medieval texts (even if the published text uses Roman numerals)

Use Roman numerals:

- in references to the preliminary pages of books, if that is how they are numbered
- in manuscript shelf marks when that is the library's convention

In bibliographic entries:

- omit publishers; use the city-date format for publication information
- give only the first listed place of publication
- use conventional English name for cities
- include the country or state in case of possible confusion (Cambridge, MA or Cambridge, UK).
- use the abbreviations "p." or "pp." where no volume number precedes a page number
- omit the abbreviation "p." when a volume number precedes page numbers (see model immediately below)

Use the following models for first references:

- Jane Doe, *Book Title* (City, 2001), pp. 29-31.
- John Roe, "Article Title," *Journal* 35 (1970), 4-11.

For numerous subsequent references to a primary or secondary text, use in-text citation, as outlined above. For subsequent references that are few or at some distance from one another, use this model in endnotes:

- Doe, *Short Title*, p. 100; Roe, "Short Title," p. 10.
- use short titles rather than "op. cit."
- avoid "ibid." since *EMS* prefers in-text references for frequent references to the same work

For subsequent references to all ancient and medieval works, including the Bible, cite the works in this way:

- "Medieval Author's Name, *Title of Work*, 2.4.1." listing subdivisions of the work in descending order (part, book, chapter, section, paragraph, etc).
- indicate line numbers or page numbers separately, separated by a comma, in this fashion: "Medieval Author's Name, *Title of Work*, 2.4.1, p. 27."
- spell out the word line to distinguish it from the numeral one, for example: "Medieval Author's Name, *Title of Work*, 2.4.1, line 27."

USAGE (CAPITALIZATION, ETC.)

For general grammatical and stylistic concerns, refer to the *Chicago Manual of Style*; for spelling, refer to a *Webster's* or *Merriam-Webster's* dictionaries.

Some specific conventions of capitalization to note are:

- capitalize “Middle Ages”, but not “medieval”
- capitalize “Bible”, but not “biblical”
- “church” generally should appear in lower case unless used as part of a building’s official name (such as “St. Dunstan’s Church”) or to the entire body of Christians: the universal Church