Style Guide Summary

(Sept 2023 version)

Once a decision has been made to publish your manuscript, you will be asked to deliver the text in accordance with our house style. In general, Arc Humanities Press (hereafter Arc) follows the latest (17th) edition of the *Chicago Manual of Style*, http://www.chicagomanualofstyle.org/, with some minor modifications. This style guide should be available in most university libraries. Otherwise, several summaries of citation practice are available, such as the Chicago "Citation Quick Guide": https://www.chicagomanualofstyle.org/tools_citationguide.html.

Steps in the Process after Peer Review

1. You will need to consider and make changes requested by the peer review process and then submit your "definitive manuscript" (including images) to the press. **By "definitive" we mean text that, in your eyes, is complete and can be published as it stands today, without any subsequent changes by you**.

   It will comprise

   - the complete text, including introduction and bibliography, all in <u>one file</u>; if your text uses a lot of characters in a non-Roman font, please also supply a PDF so that we can cross-check

   - if requested, a detailed response to the readers' reports and what changes you have made

   - images (normally supplied in high-resolution digitally, with permissions statements, captions, and a completed Illustration Checklist), including the image to be used on the cover. See the separate guidance on submitting visual material under "Illustrations" on https://www.arc-humanities.org/resources/style-guide-and-indexing-guides/.

     the cover caption, a short author bio (250 characters max., without spaces) and a short blurb (800 characters max., without spaces). **Please note, we don't want you to generate a fresh blurb and bio from scratch at this point. We will send you edited versions of the bio and blurb you submitted at book proposal stage for you to review and amend as required.**

2. We put the text through a formal check that we call "gatekeeping," to ensure that the manuscript and any images conform sufficiently to the guidelines here. You may be asked to make changes if there are important discrepancies or required information is missing. This may take a few weeks.

3. We then make the final budgetary calculations and get the project approved at our monthly Publishers Meeting. This takes about a month.

4. You will then be contacted by the copy-editor for your book, and provided with a target publication date and estimated timetable. The process takes about five months and the upload of print-ready files and initial printing takes a further month.

Sections of a Book

The manuscript should contain the following:

1. Title page, comprising the title and subtitle and the name(s) of the authors or editors as they are to be presented. This must be consistent with what is stated in the contract or otherwise agreed with the press.

2. The Table of Contents, for guidance purposes only. This can omit pagination since the actual Table of Contents is automatically generated by the typesetter from the chapter headings.

3. List of Illustrations with the complete captions, including permissions statements. They should be arranged by type (Figures, Tables, Maps, Graphs) and each object given a unique number (see examples below; in other words, not "Fig. 1" in chapter/article 2 and also "Fig. 1" repeated in chapter/article 4).

4. Preface, if required, including any acknowledgements and/or a dedication at the head of the Preface.

5. Introduction (with acknowledgements and dedication if there is no Preface)

6. Chapters or articles, with any contributor information included in the opening (asterisked) footnote. Footnotes must be embedded (i.e., input within Word so that Word generates the footnote numbers).

   - Do not number subheadings within chapters. We also try and avoid subheadings (e.g., "Introduction") immediately following the chapter title. Subheadings should be consistently formatted throughout the manuscript in terms of (i) no numbers, (ii) using regular font, not capitals, and (iii) headline capitalization. This is particularly important for edited collections.

   - In the case of *thematic collections*, because more and more constituent articles are being read online out of the context of the whole book, we will:

     o Place the author biography and affiliation as an opening, asterisked, footnote, alongside any acknowledgements. The asterisk should be placed after the author name at the head of the chapter.

     o Repeat abbreviations for commonly cited sources or works in each chapter. These could be included in an opening or an early footnote.

     o Number images by chapter number and then numerically within the chapter, e.g., Fig. 12.1, Map 12.1 (for the first illustration or map in the 12th article of the collection). For monographs, the images can be numbered sequentially through the book.

7. Referencing System: see further below ("References," pp. 6–18).

8. Index: this will normally be blank at the submission stage and you will provide the lemmata and pages after typesetting when the pagination of the book is complete. If no index is required, omit this section. See our separate guidance on indexing at https://www.arc-humanities.org/resources/style-guide-and-indexing-guides/.

Please note that we do not publish a separate list of contributors (since each article needs to be self- sufficient), nor dedications pages Bibliographies are comprehensive only when following Option 2 of the three possible reference systems, outlined below (p. 6). If using Option 1 or 3 (Author-Date), bibliographies will be Select and will include no more than 100 major works that have been regularly cited in the work.

Some Features of the *Chicago Manual of Style*

For scholars not brought up on the *Chicago Manual of Style*, the following features may appear unfamiliar:

Essential (best changed by authors or editors and can lead to embarrassing errors if left to copyeditors)

1. Ensure the book title and subtitles, chapter titles, subheadings are in regular font, and not capitalized throughout ("AllCaps"). AllCaps should be restricted to abbreviations or acronyms (MGH, NATO), which in fact would ideally be presented in SmallCaps (MGH, NATO).

2. Separate titles and subtitles (chapter titles, subheadings, titles of books) with a colon (:), regardless of the punctuation of the original.

3. Multiple sources in footnotes should be separated with a semi-colon (;).

4. Capitalization of words, phrases, and citations should follow the convention of the language in question:

    - German: all nouns, including German words used in English such as *Zeitgeist*

    - Almost all other Indo-European languages, including Latin: the first word and all proper nouns

    - Capitalization of English headings and titles of works:

        o All nouns, pronouns (except the relative "that"), adjectives, verbs, adverbs, and subordinating conjunctions are capitalized.

        o Do not capitalize articles; prepositions; and the coordinating conjunctions *and*, *but*, *or*, and *nor*; *to*, whether as a preposition or as part of an infinitive; *as* in any function; and parts of proper names that would be lowercased in text, such as *de* or *von*.

5. Shortening number-ranges with one final digit, e.g., 96–7, 1996–8, is highly time-consuming to correct and may lead to the manuscript being returned for correction.

    Number ranges should ideally be presented as follows:

    - For page ranges, publication dates, and other numerical ranges: 96–97, 101–4, 246–48, 1996–98.

    - For years in a historical context, give the complete sequence, e.g., 683–689, 1014–1103, 1444–1489 (of course, "687/8" to indicate two numbering systems for the same year is acceptable).

Highly Desirable (can easily lead to errors by copyeditors when they are correcting these items)

6. Set dates in the format "February 19, 2018."

7. Measures, ideally in SI (International System of Units) or with rounded equivalents added: 22°C, 7 miles (11 km), 3 m (10 feet).

8. Numbers from zero to one hundred should be written out as words (so, nineteen, but 345), and round hundreds, thousands, millions ("five thousand died…"). This does not apply to numbers when used in a scientific context, e.g., "48 percent of the population…".

9. Titles (civil, military, religious, and professional) are capitalized when they immediately precede a personal name and are used as part of the name (e.g., the Archbishop of Canterbury, Bishop Wilberforce).

When following a name or used in place of a name, or talking about the office in general and not a specific office-holder, the title is normally lowercased (e.g., duke of Lancaster, the bishop, the pope).

Preferable

10. Serial ("Oxford") commas are used: commas appear before the final "and"/"or" in a list of three or more items (e.g., "truth, grace, and beauty").

11. The following scholarly abbreviations should be used:

    - ca. [not *ca.* or *c.*].

    - b. (birth / born), d. (died), r. (reigned)

    - Use full-stops / periods after Prof., Dr., vol., fol., no., ed., vol., chap., pp., n., trans., vols., eds., and so on; and periods and commas after e.g., i.e., .

12. Avoid p. or pp. in footnotes and bibliography entries unless it is necessary to avoid confusion with other numbers supplied, e.g., line or chapter numbers. An example of the latter would be: *Beowulf,* trans. R. M. Liuzza , 2nd ed. (Peterborough: Broadview, 2013), p. 95, lines 665–68.

Indexes, Italics, Foreign Words, Transliteration, and Foreign Diacritics

1. Guidance on indexing is provided at https://www.arc-humanities.org/resources/style-guide-and-indexing-guides/). You can start compiling your index as soon as your typescript is complete. While you won't be able to attribute page numbers until the print-proofs are available, you can begin to compile lists of entries and have your index well underway by the time page numbers are available.

2. Avoid the use of bold or underlining, other than in exceptional cases. Use All Caps for abbreviations or acronyms only.

3. Place single words or short phrases in a foreign language in italics: for instance: ...analogous terms and their adjectives—*medium tempus*, Middle Ages, *Moyen Âge*—began appearing.... Place direct quotations or more substantial quotations in a foreign language in Roman.

4. In the case of foreign words, an English translation may immediately follow in normal type, in parentheses—e.g., "the distinction between *exhortatio* (exhortation) and *praedicatio* (preaching) became very important in thirteenth-century discussions about lay preaching."

5. Authors may choose between a more traditional scholarly system or a more accessible means of transliterating from non-Roman scripts (e.g., Arabic, Cyrillic, Hebrew). Given Arc's attempt to open up new fields of research to largely new Western audiences, we would recommend a more accessible system where this is available and appropriate. Authors should make clear in an introduction what transliteration system they are adopting and why. The system selected should be one that is recognisable in English-speaking academic circles.

6. If your text includes unusual diacritics that may be lost or altered in file conversion, please supply your text using the Times New Roman font, and provide a PDF of your original version, so that copyeditors can crosscheck when in doubt.

Arc's Exceptions from the Chicago *Manual of Style*

1. Since Arc is a UK-based press but operating globally it uses Canadian forms of English spelling since that is a form that is as inclusive as possible. A handy guide, with word-for-word comparisons of Canadian, British, and American variant spellings is available at http://www.lukemastin.com/testing/spelling/. The key usages to note are spellings ending in -ize/-ization, -re (e.g., centre), and -our (e.g., colour, honour). Where alternative spellings are permitted in these systems we prefer: artifact, program, catalogue.

2. Be consistent in transcribing and the use of foreign names:

   - As a general rule, use the native form of place-names and geographical features. In some cases the English form can be retained: Prague, Vienna, Florence, The Hague. Make sure that any maps you have made follow these spellings.

Guidance for Editors of Thematic Collections

The readership for such collections is twofold, but with contradictory requirements: libraries and specialists will buy the whole book, seeking a comprehensive treatment of the topic in hand; less immediately, many scholars will discover articles in the collection from footnotes, bibliographical guides, or suchlike and delve direct into a single chapter on its own. Increasingly, in a digital world, we have to bear the second group in mind.

Harmonizing contributions from multiple scholars using various personalized styles is an undervalued but time-consuming challenge. To assist with this work, may we draw your attention to the following:

1. Each contributor should prepare a short biography. You may wish to set a word-limit (e.g., 50 or 100 words) and should include current institutional affiliation, a line about their key fields of interest, and one or two major works in the field of the present article/chapter. When citing these works simply provide the main title (no subtitle) and the year of publication, to keep the details informative but brief. This biography can be entered in an opening asterisked footnote after the author's name at the head of the article.

   You will want to place these alongside each other and harmonize them for style, length, and consistency.

2. Each contributor should complete an Illustrations Checklist (downloadable at https://www.arc-humanities.org/resources/style-guide-and-indexing-guides/). Ensure that the numbers are unique for the entire book (e.g., Figure 13.1 for the first image in chapter 13), harmonize the captions, and ensure that maps, line art, tables, and graphs have been treated identically by all contributors (e.g., that a graph is listed as a graph, not a figure, throughout).

   Check that each contributor has the requisite permissions and has acknowledged the rights-holder correctly. You may wish to ensure the wording is consistent across the various contributions. Guidance on permissions is available on the webpage above.

   Guidance on the format for citing various types of images (e.g., manuscripts, paintings, maps) are provided online as Caption Guidance.

3. When editing each article or chapter, bear in mind the following items to ensure consistency across the volume:

   a. Chapter titles are short and simple, with headline capitalization (never full caps), and contain useful keywords (author or text names, keywords, dates) that will encourage ease of discovery in a digital environment.

   b. Subheadings are presented consistently (with headline capitalization, no numbering, and simple), and do not go beyond two levels of subheading (i.e., subheading and sub-subheading), or in extreme cases a sub-sub-subheading.

   c. The spelling of historical people, placenames or geographical features, and texts or named artifacts are done consistently (native or Latinized or Anglicized?).

   d. Abbreviations used are consistent throughout the book. Where a particular abbreviation is used by multiple contributors you may decide to have a consolidated list of abbreviations listed at the front of the book or at the top of any bibliography at the end.

e. The same book or source is cited identically if referred to by multiple contributors. Establish the correct, definitive form that you will use and apply that throughout the book: in short forms, in bibliographical citations, and even in how it is cited in the main body of the articles/chapters.

4. If you have a co-editor and have decided to split the editing of contributions between yourselves, you will need to set clear rules beforehand to ensure that you both work consistently. You may want to compare progress after editing one or two contributions to ensure that you are working identically to each other.

5. Be clear with your contributors what deadlines you are imposing and communicate with them any deadlines (e.g., reading of copyedited proofs) which may involve the contributors or where you will need them available to answer any urgent questions for you. Be aware that you may have to withdraw an article if a contributor fails to meet key deadlines, and have a back-up plan for this occurrence.

Past Imperfect Series

This series follows the guidance above about Chicago norms and below about citations, but in other respects is exceptional, since it is targeted at a different audience to monographs and they are printed pocket-sized.

Typical Volume Structure

Volumes in this series typically comprise the following sections:

- Preliminary pages and Table of Contents

- Foreword, including any acknowledgements

- Introduction

- Three or more chapters, each with endnotes

- Further Reading (for which see the further guidance below).

Key Points to Recall during Composition

Authors are asked to frame their proposal and to write their piece in order to:

1. provide an accessible critical overview of the field for non-specialists

2. present the very latest research; and they can do so in a provocative way, in relation to earlier or other research

3. draw out unambiguously the resonances and impacts of the topic today.

Specific guidelines are provided to authors with their contract. Please note in particular:

1. The word-length limits as stated in the author contact are strict, so that the press can ensure that the books can be published in a way that is affordable for students and scholars alike. Unless there are illustrations, the word-count should normally not be under 30,000 words nor above 35,000 words.

2. The word-limit is comprehensive and includes citations. Indexes are not published for these volumes.

3. Footnotes should be kept to an absolute minimum, since the aim of these volumes is to bring cutting-edge research to a wide readership in an accessible manner. Citations should follow the press's standard practice. Notes are not intended to justify each assertion or lead readers to primary and secondary

literature, but to provide supplementary information in note format which is not suitable for the main body of the text. Where available, you may wish to provide references to online resources.

4. Authors are encouraged, if they find it suitable, to provide a few pages of Further Reading; perhaps a few dozen studies or articles to take the interested reader deeper into the topic. They can include information about key primary texts; where there are translations or accessible editions of such texts, please include these.

Footnotes

In keeping with the accessible nature of these volumes, footnotes should be kept to a minimum. A typical number might be fifty to sixty in a hundred-page book. The notes themselves should be limited in length, normally to one to three lines, only providing the key works that require citation or reference. If you are repeatedly citing a primary source, or even a secondary work, during a page or more of the main text, you can provide the line or page reference parenthetically, instead of including another note. For example:

> Nothing better exemplifies this topos than the introductory section in Horst Fuhrmann's 1997 *Einladung ins Mittelalter* in which he wishes that his book, intended as an "invitation" to medieval culture for a general audience, would close shut automatically if any professional historian tried to open and read it. Fuhrmann then confesses: "I hope it will be neither to the disadvantage of the subject matter nor the author if he admits that he had fun to explain himself to a readership of non-specialists: to sketch his own Middle Ages" (10).

Further Reading

Authors are asked to provide a list of approximately thirty key works that you would recommend a student or scholar to consult, in order to take their knowledge to a deeper level. These may include monographs, collections, primary sources, even digital or media resources. Ideally, you would supply a line or two of explanation of why this work is important and worth consulting. For example:

The Cambridge Companion to Medievalism. Edited by Louise D'Arcens. Cambridge: Cambridge University Press, 2016.

> Foundational for anyone venturing into medievalism studies

Utz, Richard. "Speaking of Medievalism: An Interview with Leslie J. Workman." In *Medievalism in the Modern World: Essays in Honour of Leslie Workman*, edited by Richard Utz and Tom Shippey, pp. 433–49. Turnhout: Brepols, 1998.

> Recounts the founding of Anglo-American medievalism studies within its founder's biographical context.

Warren, Michelle R. *Creole Medievalism: Colonial France and Joseph Bédier's Middle Ages*. Minneapolis: University of Minnesota Press, 2011.

> A study of one of the most famous modern medievalist scholars, and how his identity as a Frenchman from the island of Réunion shaped his nationalist academic work.

References (Footnote and Bibliographical Citations)

For *monographs*: select one of three alternatives:

1. Option 1 (preferred): Provide short-form citations throughout the footnotes, even at the first instance. Provide a comprehensive bibliography at the end of the book with complete citations for all sources cited. "Short Form" is of the type: "Hsy, *Antiracist Medievalisms*, 126."

2. Option 2: Provide a complete citation on the first occasion that a work is cited, and short-form citations for repeated citations thereafter. Provide a Select Bibliography at the end of the book with complete citations of no more than one hundred major works that have been regularly cited in the work.

3. Option 3: Author–Date system, which is suitable for archaeological publications or those in the social sciences. For guidance and examples see https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.

For *edited collections*: in an increasingly digital world individual articles are commonly now consulted, downloaded, and circulated as free-standing items, apart from the overall volume. Arc therefore asks volume editors to specify to their contributors that Option 1 should be followed: that is, short-form references throughout, with each article having its own separate bibliography at the end of each article.

For this reason, do not merge all citations into a consolidated bibliography for the entire volume. However, editors may also wish to consider including a Select Bibliography of fifty to one hundred major titles that span the contents of the volume; this would then supplement the comprehensive bibliography at the end of each article.

Editors of edited collections should ensure that all contributors apply these guidelines consistently, particularly where an important work is cited in different articles.

For *journals*: follow Option 1, unless the editor-in-chief of the journal instructs otherwise.

See the examples below under Examples of References, by type.

Remember, the most important thing, no matter the type of volume, is to be consistent in the citation of a particular work across your book.

Kindly pay attention to the following:

- Convert guillemets, German quotation marks, or other non-English punctuation to the English equivalent, according to the *Chicago Manual of Style*.

- In complete citations, provide the full forename of a cited author unless the author is known only by initials. Use a space to separate each initial if more than one is used (e.g., B. C. Cummings, not B.C. Cummings).

- Name both the publisher and the primary place of publication.

    - We shorten the information in bibliographical data to the bare minimum:

        - Publisher name: *Chicago Manual of Style* prefers abbreviated forms of publishers' names, dropping elements such as "The," "Inc.," "Ltd.," etc. "Press" may be dropped unless confusion would result. "University Press" should be retained and fully spelled out. Examples: Brill, rather than E. J. Brill, Norton rather than W. W. Norton & Co., Cambridge University Press rather than Cambridge UP or CUP.

        - Publisher location: Usually only the main place of publication is required, without state or country location unless (as with Cambridge, MA and Washington, DC) it is absolutely necessary to avoid confusion or follow convention. If multiple locations are listed on the title or copyright page of the source, only the first is normally included.

        Thus, we would cite a publication as: (Leiden: Brill, 1997) instead of: (Leiden, Cologne, and Boston: E. J. Brill, 1997)

- Complete citations and bibliography entries should be given in full, particularly in relation to series and series numbers. Series names are not italicized, and series numbers are given in Arabic without a comma between the name and number.

- Do not use *ibid*., *op cit*., *idem*, or similar; instead, repeat the short form of the citation.

- Journals use a colon after the date in parentheses, not a semi-colon, and omits p./pp.

Checking your citations, or finding missing information, is easily done via the Karlsruher Virtueller Katalog (KVK) at https://kvk.bibliothek.kit.edu:

- click on appropriate library catalogues under "Weltweit." For instance, information on an obscure Polish or Spanish book might be found in the national library (NB) or union catalogue (VK) for these countries.

- enter the author surname and distinctive key words from the title (best avoiding any punctuation) in the "Freitext" search field to find full bibliographical information. Press "Suchen" (Search).

ARCHUMANITIES PRESS

Examples of References for Consultation (click on a heading to jump to section)

If your study includes work on historical primary texts (which is the case for most Arc books) we recommend avoiding the Author–Date system (for which see p. 17) and so only give examples from Options 1 and 2 (differentiated at p. 6).

The examples below give the short form of a footnote citation (used for all citations if following the preferred Option 1, with a complete bibliography, and used for repeated citations in option 2); the full form of a footnote citation (used only for initial citations if using Option 2, followed by short-form citations for repeated uses); and the format for bibliography entries.

Primary Sources

Ancient and Medieval Texts (e.g., Classical Works)

Non-classicists delving into classical texts can access texts and English translations easily online via the Loeb Classical Library (paywall: https://www.loebclassics.com/volumes) or the free Perseus Library.

Either use the conventional classical abbreviations for authors, works, and parts of works (see, e.g., https://www.oxfordscholarlyeditions.com/page/abbreviations), or expand as in the example below, indicating the nature of the parts of the work (volumes, parts, books, chapters, sections) as well as, ideally, the pagination of the edition used.

Short form (Preferred Option 1 above)

> Epictetus, *Discourses*, ed. Oldfather, bk. 2, chap. 4, §2 at 1:228–29.

Initial note (full form; Option 2 above)

> Epictetus, *Discourses*, ed. and trans. W. A. Oldfather (Cambridge, MA: Harvard University Press, 1925–28), bk. 2, chap. 4, §2, at 1:228–29.

Bibliography

> Epictetus. *The Discourses as Reported by Arrian*. Edited and translated by W. A. Oldfather. 2 vols. Loeb Classical Library 131 and 218. Cambridge, MA: Harvard University Press, 1925–28.

Editions of Historical Texts (MGH and similar)

MGH series abbreviations are at http://webserver1.mgh.de/fileadmin/Downloads/pdf/DA-Siglenverzeichnis.pdf.

You can verify citations and quotations from MGH Online at https://www.dmgh.de/index.htm and scroll down the list of books per series in the left-hand menu. As well as being fully searchable to verify your quotations, this tool shows the correct series abbreviations and in the "Titelblatt" a copy of the original publication showing the editor(s), the publisher, and place of publication.

NB: MGH should be expanded in a List of Abbreviations or written in full on the first occurrence.

Short form (Preferred Option 1 above)

> Stephen of Ripon, *Vita Wilfridi I.,* ed. Krusch and Levison, 209.

> *Annales regni Francorum*, ed. Kurze, 58–64.

> Einhard, "Vita Karoli," ed. Rau, 174–76 (chap. 7).

Initial note (full form; Option 2 above)

> Stephen of Ripon, *Vita Wilfridi I. episcopi Eboracensis*, ed. Bruno Krusch and Wilhelm Levison, *Passiones vitaeque sanctorum aevi Merovingici (IV)*, ed. Bruno Krusch and Wilhelm Levison, MGH SS rer. Mer. 6 (Hannover: Hahn, 1913), 163–263.

> *Annales regni Francorum inde ab a. 741 usque ad a. 829, qui dicuntur Annales Lurissenses maiores et Einhardi*, ed. Frederick Kurze, MGH SS rer. Germ. 6 (Hannover: Hahn, 1895), 58–60.

> Einhard, "Vita Karoli," ed. Reinhold Rau, in *Die Reichsannalen / Leben Karls des Grossen, Einhard / Zwei Leben Ludwigs / Geschichten, Nithard*, ed. O. Abel et al., Quellen zur karolingischen Reichsgeschichte 1 / Ausgewählte Quellen zur deutschen Geschichte des Mittelalters 5, ed. Reinhold Rau (Berlin: Deutscher Verlag der Wissenschaften, 1955; repr. Darmstadt: Wissenschaftliche Buchgesellschaft, 1974), 174–76 (chap. 7).

Bibliography

> Stephen of Ripon. *Vita Wilfridi I. episcopi Eboracensis*. Edited by Bruno Krusch and Wilhelm Levison. In *Passiones vitaeque sanctorum aevi Merovingici (IV)*, edited by Bruno Krusch and Wilhelm Levison, 163–263. MGH Scriptores rerum Merovingicarum 6. Hannover: Hahn, 1913.

> *Annales regni Francorum inde ab a. 741 usque ad a. 829, qui dicuntur Annales Lurissenses maiores et Einhardi*. Edited by Frederick Kurze, 58–60. MGH SS rer. Germ. 6. Hannover: Hahn, 1895; available online at http://www.mgh.de/dmgh/resolving/MGH_SS_rer._Germ._6.

> Einhard, "Vita Karoli." Edited by Reinhold Rau. In *Die Reichsannalen / Leben Karls des Grossen, Einhard / Zwei Leben Ludwigs / Geschichten, Nithard*, edited by O. Abel et al. Quellen zur karolingischen Reichsgeschichte 1 / Ausgewählte Quellen zur deutschen Geschichte des Mittelalters 5. Berlin: Deutscher Verlag der Wissenschaften, 1955; repr. Darmstadt: Wissenschaftliche Buchgesellschaft, 1974.

Edited or Translated Works

Short form (Preferred Option 1 above)

Hofmannsthal, *Sämtliche Werke*, vol. 13, *Dramen*, ed. Haltmeier, 16.

Layamon's Brut, ed. Brook and Leslie, 6936–55.

Initial note (full form; Option 2 above)

Hugo von Hofmannsthal, *Sämtliche Werke*, ed. Rudolf Hirsch et al., vol. 13, *Dramen*, ed. Roland Haltmeier (Frankfurt a. M.: Fischer, 1986), 12–22. *["ed." = edited by. Replace "ed." with "trans." or "rev." where necessary.]*

Layamon's Brut. Vol.1 Text (lines 1-8020), ed. G. L. Brook and R. F. Leslie, Early English Text Society, o.s., 250 (London: Oxford University Press, 1963).

Bibliography

Hofmannsthal, Hugo von. *Sämtliche Werke*. Edited by Rudolf Hirsch et al. 40 vols. Frankfurt a. M.: Fischer, 1975–2017 *[if multiple volumes in the series are cited, but if only one the following is preferable:]*

Hofmannsthal, Hugo von. *Sämtliche Werke*. Edited by Rudolf Hirsch et al. 40 vols. Vol. 13, *Dramen*, edited by Roland Haltmeier. Frankfurt a. M.: Fischer, 1975–2017.

Layamon's Brut: Edited from British Museum MS. Cotton Caligula A.IX and British Museum MS. Cotton Otho C.XIII, ed. G. L. Brook and R. F. Leslie. 2 vols. Early English Text Society, o.s., 250 and o.s., 277. London: Oxford University Press, 1963 and 1979.

Historical Anthologies

Short form (Preferred Option 1 above)

Oliver of Paderborn, "The Capture of Damietta," in Bird, Peters, and Powell, eds., *Crusade and Christendom*, 179.

Initial note (full form; Option 2 above)

Matthew Paris, "The Sack of Jerusalem, 1244," in Jessalynn Bird, Edward Peters and James M. Powell, eds., *Crusade and Christendom: Annotated Documents in Translation from Innocent III to the Fall of Acre, 1187–1291* (Philadelphia: University of Pennsylvania Press, 2013), 301.

Jessalynn Bird, Edward Peters, and James M. Powell, eds., *Crusade and Christendom: Annotated Documents in Translation from Innocent III to the Fall of Acre, 1187–1291* (Philadelphia: University of Pennsylvania Press, 2013).

Bibliography

Bird, Jessalynn, Edward Peters, and James M. Powell, eds. *Crusade and Christendom: Annotated Documents in Translation from Innocent III to the Fall of Acre, 1187–1291*. Philadelphia: University of Pennsylvania Press, 2013.

Secondary Studies

Monograph

Short form (Preferred Option 1 above)

Chadwick and Chadwick, *Growth of Literature*, 3:x–xvii.

Initial note (full form; Option 2 above)

H. Munro Chadwick and N. Kershaw Chadwick, *The Growth of Literature*, 3 vols. (Cambridge: Cambridge University Press, 1932–40; repr. 1986), 3:xiii.

Bibliography

Chadwick, H. Munro and N. Kershaw Chadwick. *The Growth of Literature*. 3 vols. Cambridge: Cambridge University Press, 1932–40. Reprint, 1986. *[= Reprint volumes were all published in the same year by the same press]*

Work in Non-Western Language or Non-Roman Script

Short form (Preferred Option 1 above)

Komendov. et al., *Письменность Галицко–Волынского княжества*.

Tóth, "A lengyel–magyar vegyes krónika," 223.

Initial note (full form; Option 2 above)

Jitka Komendov. et al., *Письменность Галицко–Волынского княжества: историко–филологические исследования* [Literature of the Galician–Volhynian Principality: Historical and Philological Analyses] (Olomouc: Univerzita Palackiého, 2016).

Péter Tóth, "A lengyel–magyar vegyes krónika [The Hungarian-Polish Chronicle]," *Publicationes Universitatis Miskolciensis, Sectio philosophica* 9 (2004): 223–42 at 223.

Bibliography

Komendov, Jitka et al. *Письменность Галицко–Волынского княжества: историко–филологические исследования* [Literature of the Galician–Volhynian Principality: Historical and Philological Analyses]. Olomouc: Univerzita Palackiého, 2016.

Tóth, Péter. "A lengyel–magyar vegyes krónika [The Hungarian-Polish Chronicle]." *Publicationes Universitatis Miskolciensis, Sectio philosophica* 9 (2004): 223–42.

Chapters or Articles in a Collection (Edited Book)

Please provide the complete page-range for articles, since readers may need to access the entire article or chapter by inter-library loan.

Short form (Preferred Option 1 above)

> Sullivan, "Transmogrification," 559.

Initial note (full form; Option 2 above)

> Nikki Sullivan, "Transmogrification: (Un)becoming Other(s)," in *The Transgender Studies Reader*, ed. Susan Stryker and Stephen Whittle (New York: Routledge, 2013), 552–64.

Bibliography

> Sullivan, Nikki. "Transmogrification: (Un)becoming Other(s)." In *The Transgender Studies Reader*. Edited by Susan Stryker and Stephen Whittle, 552–64. New York: Routledge, 2013.

Thematic Collection as a Whole

Short form (Preferred Option 1 above)

> Mostert, ed., *New Approaches*, 29.

Initial note (full form; Option 2 above)

> Marco Mostert, ed., *New Approaches to Medieval Communication*, Utrecht Studies in Medieval Literacy 1 (Turnhout: Brepols, 1999), 29.

Bibliography

> Mostert, Marco, ed. *New Approaches to Medieval Communication*. Utrecht Studies in Medieval Literacy 1. Turnhout: Brepols, 1999.

Article in Journal (One Issue per Year)

Please provide the complete page-range for articles, since readers may need to access the entire article or chapter by inter-library loan.

Short form (Preferred Option 1 above)

> Cook, "Baudouin de Sebourc," 129.

Initial note (full form; Option 2 above)

> Robert F. Cook, "Baudouin de Sebourc: Un poème édifiant?," *Olifant* 14 (1989): 115–35 at 118–19.

Bibliography

> Cook, Robert F. "Baudouin de Sebourc: Un poème édifiant?" *Olifant* 14 (1989): 115–35.

Article in Journal (Multiple Issues per Year)

Short form (Preferred Option 1 above)

> Melchert, "The Piety of the Hadith Folk," 429–30.

Initial note (full form; Option 2 above)

> Christopher Melchert, "The Piety of the Hadith Folk," *The International Journal of Middle Eastern Studies*, 34, no. 3 (August 2002): 425–39.

Bibliography

> Melchert, Christopher. "The Piety of the Hadith Folk." *The International Journal of Middle Eastern Studies*, 34, no. 3 (August 2002): 425–39.

Article in a Special Issue of a Journal

Short form (Preferred Option 1 above)

> Mittman, "Are the 'Monstrous Races' Races?," 36–41.

Initial note (full form; Option 2 above)

> Asa Simon Mittman, "Are the 'Monstrous Races' Races?," in "Making Race Matter in the Middle Ages," ed. Cord. J. Whitaker, special issue, *postmedieval* 6, no. 1 (Spring 2015): 36–51.

Bibliography

> Mittman, Asa Simon. "Are the 'Monstrous Races' Races?," in "Making Race Matter in the Middle Ages," ed. Cord. J. Whitaker, special issue, *postmedieval* 6, no. 1 (Spring 2015): 36–51.

For the entire issue:

> Whitaker, Cord J., ed. "Making Race Matter in the Middle Ages." Special issue, *postmedieval* 6, no. 1 (2015).

Thesis or Dissertation

Short form (Preferred Option 1 above)

Lane Taylor, "The Will and Society," 46.

Initial note (full form; Option 2 above)

Nathaniel Lane Taylor, "The Will and Society in Medieval Catalonia and Languedoc, 800–1200" (PhD diss., Harvard University, 1995), 46.

Stefan Striegler, "'Die littauischen Wegeberichte': Rekonstruktion und Konstruktion eines historischen Grenzraumes, 1384–1402" (master's thesis, Universität Greifswald, 2016), 23.

Bibliography

Lane Taylor, Nathaniel. "The Will and Society in Medieval Catalonia and Languedoc, 800– 1200." PhD. diss., Harvard University, 1995.

Striegler, Stefan. "'Die littauischen Wegeberichte': Rekonstruktion und Konstruktion eines historischen Grenzraumes, 1384–1402." Master's thesis, Universität Greifswald, 2016.

Multi-Authored and/or Multi-Volume Works (e.g., Encyclopaedia or Handbook)

Short form (Preferred Option 1 above)

Dictionary of the Middle Ages, ed. Strayer, vol. 6 (1985), 26.

Rocacher, "Toulouse: Martyrium," 197–99.

Initial note (full form; Option 2 above)

Dictionary of the Middle Ages, ed. Joseph R. Strayer et al. (New York: Scribner, 1985), 6:26. *[Citing a particular volume in a multivolume work printed over a span of several years]*.

Jean Rocacher, "Toulouse: Martyrium de saint Saturnin a Saint-Sernin," in *Les Premiers monuments chrétiens de la France*, ed. Noël Duval, Atlas archéologiques de la France, 3 vols, vol. 2, *Sud-ouest et Centre*, ed. Jean Pierre Adam (Paris: Picard, 1995–98), 197–99. *Or alternatively:*

Jean Rocacher, "Toulouse: Martyrium de saint Saturnin a Saint-Sernin," in *Sud-ouest et Centre*, ed. Jean Pierre Adam, vol. 2 of *Les Premiers monuments chrétiens de la France*, ed. Noël Duval, Atlas archéologiques de la France, 3 vols. (Paris: Picard, 1995–98), 197–99

Bibliography

Dictionary of the Middle Ages. Edited by Joseph R. Strayer et al. 13 vols. New York: Scribner, 1982–89.

Rocacher, Jean. "Toulouse: Martyrium de saint Saturnin a Saint-Sernin." In *Sud-ouest et Centre*, edited by Jean Pierre Adam, 197–99. Vol. 2 of *Les Premiers monuments chrétiens de la France*. Edited by Noël Duval, Atlas archéologiques de la France, 3 vols. Paris: Picard, 1995–98.

Article in a Newspaper or Magazine

Short form (Preferred Option 1 above)

> Amette, "Thé et désespoir," 18.

> Beckett, "A User's Guide to Artspeak." *[referring to the entire article.]*

Initial note (full form; Option 2 above)

> Jacques-Pierre Amette, "Thé et désespoir," *Le Point*, October 8, 1989, p. 18.

> Andy Beckett, "A User's Guide to Artspeak," *The Guardian*, January 27, 2013.

Bibliography

> Amette, Jacques-Pierre. "Thé et désespoir." *Le Point*, October 8, 1989. Pp. 18–25.

> Beckett, Andy. "A User's Guide to Artspeak." *The Guardian*, January 27, 2013. https://www.theguardian.com/artanddesign/2013/jan/27/users-guide-international-art-english.

Website

Access dates are advisable but not compulsory. When possible, cite the name of the page, the creator or owner of that page, and the URL.

Short form (Preferred Option 1 above)

> "Google Privacy Policy."

> Mike Nizza, "Go Ahead," *The Lede* (blog), *New York Times*, July 15, 2008.

> "Sibelius, Jean," in Encyclopedia Britannica Online.

Initial note (full form; Option 2 above)

> "Google Privacy Policy," Google, http://www.google.com/intl/en/privacypolicy.html

> Mike Nizza, "Go Ahead, Annoy Away, and Australian Court Says," *The Lede* (blog), *New York Times*, July 15, 2008, http://thelede.blogs.nytimes.com/2008/07/15/.

> "Sibelius, Jean," in Encyclopedia Britannica Online, https://www.britannica.com/biography/Jean-Sibelius, accessed December 31, 2022.

Bibliography

> "Google Privacy Policy." Google. http://www.google.com/intl/en/privacypolicy.html, accessed December 31, 2022.

> Nizza, Mike. "Go Ahead, Annoy Away, and Australian Court Says." *The Lede* (blog), *New York Times*, July 15, 2008. http://thelede.blogs.nytimes.com/2008/07/15/, accessed December 31, 2022.

> Encyclopedia Britannica Online, s.v. "Sibelius, Jean." https://www.britannica.com/biography/Jean-Sibelius, accessed December 31, 2022.

The Author–Date System

Use the Author–Date system for archaeological publications or those in the social sciences.

For guidance and examples see https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.