STYLE GUIDE

The Catholic Historical Review
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RULES FOR THE SUBMISSION OF MANUSCRIPTS

The maximum article length is 10,000 words or 30 double-spaced pages (text and notes).

Both electronic and paper copies of your work are required. Please submit your text by one of the following methods:

a) email attachment in Microsoft Word format followed by a hard (paper) copy **(preferred method)**, or

b) a flash drive or a CD-ROM accompanied by a hard (paper) copy

The paper copy is essential for reference in case of problems that can arise after file conversion (e.g., accents dropping out). For the same reason, retain a separate backup of all files in their final version. Please ensure all hard copies are double spaced throughout. All articles should be submitted directly to the editor.

Acceptable word processing software:

Windows users: Microsoft Word
Macintosh users: Microsoft Word or RTF (Rich Text Format).
The journal cannot accept manuscripts in WordPerfect.

a) Submission by email and hard copy

Do not include any macros in Word documents sent as attachments. You can ensure this by saving the document as Rich Text Format and attaching this version. All attachments are scanned for viruses, and macros will automatically be removed.

If sending by email attachment from an Apple Mac, please save your document as Rich Text Format before attaching it to the email.

b) Submission by disk and hard copy

Only disks and flash drives will be accepted.

Accompanying information

Please state clearly on the disk or email accompanying the attachment the following:

- Your name
- Title of article(s)
- Date of the document
- Word processing package and version used

Revisions

Once an article has been formally accepted by the editor and copyedited, it is not advisable for the author to send subsequent revisions of the manuscript, as confusion may result. If the author

needs to make minor changes, the author should send a version of the manuscript with changes noted in the Track Changes function or in boldface.

Formatting of Text

- Manuscripts must be printed in 12-point type (Times New Roman font) with **double spacing throughout, including notes**.
- The exception to this is the title, which should be in bolded, 14-point Times New Roman font, and the author's name, which should be in 14-point Times New Roman small-caps (no bolding).
- Between the title and author's name (in capital letters) and the beginning of the text, insert a double-spaced abstract of about 100 words in italic font and 4-5 keywords in roman font (for indexing purposes).
- As the first footnote, designated with an asterisk, provide one sentence indicating the author's title and institutional affiliation, or status as an independent scholar. Any acknowledgments, such as support received, may also be included here.
- Bold fonts should be avoided (use italics, not underscoring, to signal emphasized text).
- One-inch margins on all sides of the manuscript should be used; use ragged right rather than justified alignment.
- Please use the "tab" button on the left-hand side of the keyboard, set to a five-space width, to create indentations.
- No spaces before a hard return; no line spaces between paragraphs or between notes; use subheads to signal a division between sections of the text
- Type single-letter spaces; double spaces should be used after a period, but are not required after other punctuation.
- Use double, not single, quotation marks, except for a quote within a quote.
- Try to incorporate the following:
    i. (one hyphen) for a hyphen (e.g., ninth-century hermits)
    ii. (three hyphens unspaced) for a dash (this will appear as an em-dash in the printed version), as in "both traditions---the eremitic and the cenobitic---have coexisted on Athos."
- The parts of the manuscript should be printed in the following order: text (beginning with the title, author's name, abstract, and keywords), appendices, list of illustrations (if applicable).
- The manuscript should be paginated consecutively from start to finish. Page numbers should be inserted in the upper right-hand corner.
- Use either footnotes or endnotes, but endnotes will be converted to footnotes during typesetting. Please use the footnote function on your word document to insert footnotes. <u>Please do not use spacing or headers/footers to create footnotes.</u>
- Captions for illustrations should be placed at the end of the manuscript. Images should be provided in tif or jpeg files separate from the manuscript.
- Printouts must be proofread before submission. It is important to check for computer glitches and to ensure that all text is fully legible.

- Special characters and accents must print clearly and unambiguously: do not assume that if the accents display correctly on your screen, they will display correctly elsewhere. **The journal must always receive a hard copy to ensure that authors' intentions are correctly ascertained.**
- Be sure that all pages have been photocopied properly.

For matters not discussed herein, authors should refer to *The Chicago Manual of Style*, 17th ed. (Chicago, 2017). A version is available online at https://www.chicagomanualofstyle.org/home.html.

SOME NOTES ON JOURNAL STYLE

a) Use American, rather than British, spellings (e.g., color, defense, organize)
b) Avoid use of first person unless absolutely necessary
c) Indent all paragraphs with the tab button, set to a five-space width.
d) When citing in the notes the names of authors, provide their first names and render the names in upper- and lowercase letters (do *not* uppercase the whole name).
e) The arabic number indicating a note should be inserted in superscript after the period (or after the period and quotation mark) at the end of the relevant sentence.
f) The titles of articles and chapters are enclosed in double quotation marks, and the journal or book in which they appear is rendered in italics.
g) Spell out centuries; e.g., fifth century (not 5th century).
h) Use double quotation marks; single quotation marks are to be used only when quoting something within a text set off by double quotation marks.
i) Place all punctuation, with the exception of colons and semi-colons, inside quotation marks.
j) Lists of three or more items should be punctuated with a comma between the two final items ("Oxford" comma), e.g., Quince, Bottom, and Flute; not Quince, Bottom and Flute, except where additional clarity recommends its absence.
k) The period should not be omitted after abbreviations and should be used for such titles as Mr., Mrs., Ms., Dr., Fr., and St.
l) Never use *f.* or *ff.*, but cite the relevant page numbers.
m) Use *cf.* only when the meaning is "compare." Use "see" and not *vide*.
n) Avoid split infinitives; that is, "to go boldly" rather than "to boldly go."

Printouts

Ensure that the hard copy is an exact printout of the disk/email version. If you are submitting more than one article, save your manuscripts as separate files on your disk, rather than as one continuous file.

Don't forget to type your name (exactly as you wish it to appear in the journal) in small-caps at the beginning of each of your articles on the line immediately below the line with the title, and if you have not done so by this stage, to complete and return the *Memorandum of Agreement*. Please remember to keep journal staff informed of any change of details such as email address, phone number, institutional affiliation, and postal address.

Submission Checklist

- Double space your typescript (including notes) on U.S. letter-sized paper (8.5 x 11") in 12-point Times New Roman font.
- Provide a cover sheet that includes your name, mailing address, institutional affiliation and academic title (if any), telephone number, and email address.
- Be sure your name, as you wish it to appear on the article, is keyed at the beginning of your typescript.
- Observe the stipulated word/page length of your article (10,000 words [including end/footnotes], /30 pages). Authors of accepted articles that exceed the word limit will be required to provide a subsidy for the extra pages.
- Provide a hard (paper) and electronic (email attachment or CD-ROM) copy of your manuscript.
- Remember to include the abstract of your article and 4-5 keywords inserted between the title/author and the beginning of the text.
- Provide a list and printouts of prospective illustrations (if applicable).
- Submit your article to the Editor of *The Catholic Historical Review* at minnich@cua.edu

CITATION PRACTICE IN BRIEF

Footnotes or endnotes are to be indicated with superscript arabic numbers (in continuous sequence) inserted into the text at the appropriate place. They are always placed at the end of the relevant sentence after the period (and *not* between quotation marks and the period).

The author is responsible for the accuracy of quotations and citations, which should be verified before the manuscript is submitted.

The guiding principle for citations is maximum clarity for the reader rather than brevity. When in doubt, the author should err on the side of providing more rather than less information.

In books, roman numerals are to be used for volume numbers, and arabic numerals are to be used for part and section numbers and the full volume range. (In other words, "7 vols." but the individual volume is listed as VII.)

The exception to this is for medieval or ancient sources, which should be formatted following the **Primary sources** models below.

In journals, arabic numerals are to be used for both volume and issue numbers.

Roman numerals are retained when the original work uses them for page numbers. They are also retained for manuscript shelf marks, where as much as possible the usage of the library should be followed.

Primary sources

Models for the citation of classical and medieval works are the following:

1. Medieval Author, *Opus* 2.4.1, ed. Modern Editor (City, 1990), 135.
2. Medieval Author, *Opus* 2.4.1, ed. Editor, 135.
3. Medieval Author, *Opus* 2.4.1.
4. Medieval Author, *Opus* 2.4.1, line 5.

5. Medieval Author, *Opus* 2.4.1, 135.
6. Matt. 5:21; 1 Cor. 2:12.

Note 1 is a standard first citation. The subdivisions of the medieval work follow the title without punctuation, in descending order, separated by periods. For example, *Opus* is divided into books, sections, and chapters, and the sample citation should be read as book 2, section 4, chapter 1.

Once the edition of a work has been provided in the first citation, subsequent references are shortened as in note 2, or even more as in notes 3, 4, or 5. The nature of the work and its editorial history will determine which version is required.

Note 6 shows standard biblical citations, which use colons as the divider between subdivisions, in this instance between chapter and verse. If the reader might have difficulty deciphering this system, the reference should be spelled out in full.

Secondary works

Models for the citation of secondary works are the following:

7. John Doe, *Book Title* (City, 1995), 27-31.
8. Jane Smith, "Article Title," *Journal* 24, no. 1 (1992), 2-14.
9. Doe, *Short Title*, 76; Smith, "Short Title," 9.

The abbreviations "p." and "pp." are not to be used for page references to modern printed works, unless confusion would occur. Journal articles, where the convention of providing in sequence the volume number, publication date, and page numbers follow this pattern. Provide inclusive pages; do not use "f." or "ff."

1.

BOOK CITATIONS

Authors' names should be cited as they appear on the title page. Do not abbreviate given names to initials.

Publishers should be omitted; the parentheses should include only the place and date of publication (and reprint information, where applicable). If the publisher lists more than one location, it is usually sufficient to include only the first or nearest location in the list. The conventional English form of place-names should be given ("Turin, not "Torino"; "Munich," not "Munchen"), with the addition of the country or state if required ("Cambridge, MA," or "Cambridge, UK"). When the place or date of publication cannot be identified, use n.p. (no place) or n.d. (no date).

Simplest form

- Robert Bireley, *The Refashioning of Catholicism: 1450-1700* (Washington, DC, 1999), 18-19, 92-93, and 118-19. [Note: the hundred and above unit number is not repeated if it is the same as in the immediately preceding number separated by a hyphen.]

Later editions and reprints

- James D. Tracy, *Europe's Reformations, 1450-1650: Doctrine, Politics, and Community,* 2nd ed. (Lanham, MD, 2006), 224-26.

- Charles H. Beeson, *A Primer of Medieval Latin. An Anthology of Prose and Poetry* (1925; repr. Washington, DC, 1986), 25-27.

Multiple volumes

-

[The citation is to volume 1, page 78. Please note that the full volume range, and date range of the volumes, must be listed in the first citation. .]

Max Manitius, *Geschichte der lateinischen des Mittelalters*, 3 vols. (Munich, 1911-1931), I, 78.

Monographs in a series

- Arno Borst, *Die Katharer*, [Schriften der Monumenta Germaniae Historica, 12], (Stuttgart, 1953), 112-15.

[Series are written in Roman font and enclosed in brackets. Series information is sometimes essential for locating books and ought to be included in such cases; editor(s) of series can usually be omitted. Series do not require a year span or the full number of books in the series.]

Edited or translated works

- Hildegard of Bingen, *The Letters of Hildegard of Bingen,* trans. Joseph L Baird and K. Ehrman, 3 vols. (New York, 1994), I, 34-35. [Here the abbreviation "trans." means "translated by" and does not change when there is more than one translator.]
- Emil Ludwig Richter, ed., *Corpus iuris canonici*, 2nd ed., ed. Emil Friedberg, 2 vols. (Leipzig, 1879-81, repr. Graz, 1959), II, lxiv. [Here the second abbreviation "ed." means "editor" or "edited by."]
- Georges Duby, *Love and Marriage in the Middle Ages*, trans. Jane Dunnet (Chicago, 1994), vii and 25.

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, Italian, and Spanish 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 square brackets and is not italicized; only the first word and proper nouns and adjectives are capitalized.

- Boris Porsnev, *Feodalism i narodnye massy* [Feudalism and the Masses] (Moscow, 1964), 22-50.

Subsequent references

- Bireley, *Refashioning Catholicism,* 97.

Use short titles and not "op. cit." Use "ibid." only when there is a long series of notes referring to the same work, making short titles redundant.

If there is a considerable gap between the first reference and the next citation, it is a help to the reader to use this form:

- Bireley, *Refashioning Catholicism* (see above, n. 5), 97.

If the work by Bireley is cited frequently throughout the article, the first reference may include the indication "hereafter cited as Bireley." Then subsequent references take the form "Bireley, 97."

EARLY PRINTED EDITIONS

When citing early printed books that do not have pagination, use the signature system. Each signature (a printed sheet folded to page size for binding together as a book) usually has, in the lower righthand corner, a symbol or letter of the alphabet often followed by an Arabic number or a Roman numeral (e.g., *1r, A1v, a1r-v, Biiir-v). When the signature indicator is not present, count the signature folios and place the signature citation in brackets:

- Sig. [A1r]
- Sigs. [A1r-2v]
- Sig. [Aivr-v]

ARTICLES AND CHAPTERS

First references

When first citing an article or chapter, provide the full bibliographical information, <u>including the pages on which the article or chapter is found,</u> and then add "here 129," indicating where the relevant material is to be found. In subsequent short-form titles, you do not need to include the full page range.

Do not abbreviate journal titles. One of the few exceptions is *PMLA*, where the abbreviation has become the main title of the journal.

Citations of sequentially paged journals do not need the number of the journal issue, but citations of individually paged issues of a journal require the number of the issue.

Place a comma between the name/volume number/date of the journal and the pages.

When citing a chapter in a book, make sure to place a colon after the word "in" before citing the book.

See the formats below for chapters in books, journal articles, magazine articles, and newspaper articles:

- Anne Walters Robertson, "The Mass of Guillaume de Machaut in the Cathedral of Reims," in: *Plainsong in the Age of Polyphon*y, ed. Thomas Forest Kelly, [Cambridge Studies in Performance Practice, II], (Cambridge, UK, 1991), 100-39.
- James M. Powell, "Church and Crusade: Frederick II and Louis IX," *The Catholic Historical Review,* 93 (2007), 251-64, here 262.
- Robert Bourgeois, "La théorie de la connaissance intellectuelle chez Henri de Gand," *Revue de philosophie*, n.s. 6 (1936), 238-59.
- Clay Javier Boggs, "'The Jews' and 'the Pharisees' in Early Quaker Polemic," *Quaker History,* 97, no. 2 (2008), 1-18.

- Margaret R. Miles, "On Reading Augustine and on Augustine's Reading," *Christian Century*, May 21-28, 1997, 510-14.
- John Tracy Ellis, "Catholics and American History," *Washington Post*, November 4, 1951, B4.
    - If the newspaper uses numerical page numbers without a letter (e.g. "4" instead of "B4") please indicate this with a "p." or "pp." to indicate a difference from the date numbers.
- Thomas C. Fox, "Exiled in Life, Jeanne Jugan Soon to Gain Full Recognition," *National Catholic Reporter*, October 1, 2009. Retrieved on October 5, 2009, from http://ncronline.org/news/women-religious/exiled-life-jeanne-jugan-soon-gain-full-recognition.

Subsequent references

Powell, "Church and Crusade," 263.

MANUSCRIPTS

First references

Both in the text and in the notes the abbreviation "MS" (plural "MSS") can be omitted when it precedes a shelf mark. Cite the shelf mark according to the practice of the given library.

Folio numbers should always include a recto/verso reference, abbreviated and written on the line, not as a superscript. The abbreviation of "folio" is "fol." (plural "fols.").

The first, full reference to a manuscript should give the place-name, the name of the library, and the shelf mark:

- Paris, Bibliothèque nationale de France, lat. 4117, fols. 108v-45r.
- Vatican City, Biblioteca Apostolica Vaticana, Vat. lat. 6055, fols. 151r-228v.

Subsequent references

- BnF lat. 4117, fol. 108r. [If the context allows, "lat. 4117" may be sufficient.]
- Vat. lat. 6055, fol. 151r.

LETTERS:

Firstname Lastname (if applicable), Title of letter (usually From/To), Dates, City, Library name, Archive name, Series or Shelf name, folios or volumes, page numbers.

E,.g.: Letter from Rutten to van Rossum, November 5, 1923, Vatican City, the Propaganda Fide Historical Archives (hereafter referred to as APF), Nova Serie (hereafter referred to as N.S.), vol. 807, pp. 482-83.

If you choose to abbreviate an archive name, in the first citation naming the archive, please state the full name and then "(hereafter referred to as abrv.)".

ORAL AND ELECTRONIC COMMUNICATIONS

When citing interviews, telephone conversations, emails, and similar forms of communication, the author should cite the archive or Web site where the dates and contents of these materials are preserved. It is the responsibility of the author to see that a full written or electronic record of such communications has been deposited in an archive or on a Web site that is accessible to other scholars.

Example: John Doe, interview by Jane Doe, August 23, 1999, Library name, Archive name, Series or Shelf name, folios or volumes, page numbers.

ANCIENT AND MEDIEVAL WORKS, INCLUDING THE BIBLE

First references

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

- Bede, *Historia ecclesiastica* 2.3, ed. and trans. Bertram Colgrave and R. A. B. Mynors (Oxford, 1969), 142.
- Prov. 2:5 [Do not italicize books of the Bible. Use a colon rather than a period between chapter and verse.]

Subsequent references

- Bede, *Historia ecclesiastica* 2.3, p. 142 .
- Isidore of Seville, *Etymologiae* 12.1.59. [Page numbers of the edition are often not required.]

SERIES (text editions)

Series titles and abbreviations thereof are not italicized.

Although many series are familiar enough to specialists to allow the use of standard abbreviations, not all readers of the CHR know these abbreviations. One should therefore always provide the full bibliographical reference for the series when it is first cited and state that "hereafter cited as XX." For example,

[Patrologia cursus completus,] ed. Jacques-Paul Migne, [Series Graeca,] 167 vols. plus 2 vols. of Register (Paris, 1857-66, 1928-36)—hereafter cited as [PG]—and [Series Latina,] 1. Series, vols. 1-79, 2. Series, vols. 80-217, Index, 1-4 (Paris, 1841-64), [Patrologiae Latinae supplementum,] vols. 1-5 (Paris, 1958-70)—hereafter cited as [PL.]

Thereafter it often is permissible to eliminate the name of the editor and the place and date of publication. If in doubt, use the full title.

The volume number and page number are separated by a colon, with no space between the elements.

- PL 123:347.

- [MGH SS]13:229. =[Monumenta Germaniae historica inde ab a. C. 500 usque ad a. 1500, Scriptores,] vols. 1-32 (Hannover, 1826-1934), vol. 13, p. 229.

If the series is subdivided

a) [MGH LL] 2/1:263. =[Monumenta Germaniae historica inde ab a. C. 500 usque ad a. 1500, Libelli de lite imperatorum et pontificum saeculis XI et XII conscripti,] 3 vols. (Hannover, 1891-97), section 2, volume 1, page 263.]

Full citation of an edited work in a series

b) Alcuin, *Vita Willibrordi*, ed. Wilhelm Levison, [MGH SRM] 7 (1920), 113-41. =[Monumenta Germaniae historica inde ab a. C. 500 usque ad a. 1500, Scriptores rerum Merovingicarum,] 7 vols. (Hannover, 1884-1920).

OTHER MATTERS

References to people

The first mention of people in the text should include their full name (or initials, if that is the individual's preferred form) on first reference, surname on subsequent reference—e.g., Martin Luther (first reference), Luther (subsequent references). For individuals who have a place name as part of their name, cite the full name on first reference and the first name in subsequent references; e.g., St. Bonaventure of Bagnoregio (first reference), Bonaventure (subsequent reference); St. Benedict of Nursia (first reference), Benedict (on subsequence references, unless ambiguity may result due to references to individuals with the same name; e.g., St. Benedict of Aniane.)

In the case of the honorifics "Dom" and "Don," used respectively by Benedictines and Salesians, use the honorific on first reference and surname on subsequent references—e.g., Dom Helder Pessoa Camara (first reference), Helder (subsequent references); Don Giovanni Melchior Bosco or St. John Bosco (first reference), Bosco (subsequent references).

If an individual is a member of an order, congregation, or religious institute, use the appropriate abbreviation after the name or provide the name of the appropriate group—e.g., Cardinal Seán O'Malley, O.F.M.Cap., or Cardinal Seán O'Malley, a Capuchin friar.

Place names

Place names should be written as done by the people who live there, unless there is a conventional or current English form: Aachen, not Aix-la-Chapelle; Regensburg, not Ratisbon; Liége, not Lüttich; *but* Milan, not Milano; Lisbon, not Lisboa. When the place of publication cannot be determined in a citation, use "n.p." (no place).

Notes

Notes should be succinct and should be confined to material necessary to support assertions in the text. They will be printed as footnotes.

Scholarly reference words

Common Latin words and abbreviations such as "et al.," "ibid." "idem," "passim," "ca." "i.e.," and e.g.," should not be italicized. However, [*sic*] should be italicized.

Note that *"cf."* means "compare" and should not be used when "see" or "see also" is the accurate expression.

Capitalization

In general, be parsimonious with capitalization. Names of significant offices (e.g., papacy, presidency) or words derived from proper names (e.g., board of trustees, brussels sprouts) may be lowercased with no loss of clarity or respect.

"Middle Ages" is capitalized, but "medieval" is not.

On religious names and terms see the *Chicago Manual,* 17th ed.:

8.21 Capitalize a title when it immediately precedes a personal name (e.g., Emperor Charles V, Queen Elizabeth II, Pope Benedict XVI, but lowercase it when used in place of the name or following a name—e.g., the queen, the pope).

8.26 Religious titles are capitalized before a name (e.g., the archbishop of Washington; Archbishop Donald Wuerl; the Sacred College of Cardinals; Cardinal Francis George, O.M.I.).

8.33 Honorific titles and terms of respect are capitalized (e.g., the Reverend, the Most Reverend, His Excellency, His Eminence, His Holiness, Her Royal Highness, the Right-Honorable).

8.36 Kinship names used in connection with religious offices or callings are capitalized when they precede a personal name or are used alone (e.g., Mother Superior, Brother Thomas, Father Trisco, the Holy Father).

8.79 Religious and other movements are generally lowercased (e.g., modernism, civil rights movement). But they should be capitalized if lowercase usage will result in ambiguity (e.g., Catholic Action [to indicate the lay Catholic movement]; Scholasticism [to indicate the school of thought rather than general scholastic pursuits]; First Crusade, *but* the crusades)

8.97 Religious holy days, seasons, and holidays are capitalized (e.g., Good Friday, Lent, St. Patrick's Day, Yuletide).

8.99 Alternative names for God are capitalized (e.g., the Lord, Providence, the Paraclete, the Almighty).

8.100 Designation of prophets, apostles, saints, and other revered persons often are capitalized, (e.g., John the Baptist; St. John; Venerable Mother Mary Angeline Teresa McCrory, O.Carm.; the Beloved Apostle; the Blessed Virgin Mary; the Messiah; the Prophet [Muhammad]; *but* the apostles, the patriarchs, the psalmist David, the apostle Paul).

8.102 Pronouns referring to God or Jesus are not capitalized.

8.104 Major religions are capitalized (e.g., Christianity, Christendom, Christian; Judaism, Jewry, Jewish, Jew; Islam, Muslim, Islamic; *but* atheism, agnosticism)

8.106 "Church" is generally lowercased, unless it is part of the official name of a denomination or building, or unless it refers to the universal or Catholic Church. When used as an adjective it is always lowercased.

8.108 The names of official divisions within organized religions are capitalized, but generic terms used alone are lowercased (e.g., the Holy See; the Archdiocese of Chicago, the archdiocese; the Bishopric of Utrecht; the Missouri Synod, the synod; the New York Province of the Society of Jesus).

8.109 The proper names of religious buildings are capitalized (e.g., St. Jerome's Church, Hope Lutheran Church, the Basilica of the National Shrine of the Immaculate Conception)

8.110 The official name of historic councils and synods is capitalized (e.g., the Council of Chalcedon, the Fourth General Council; the Synod of Whitby; the Colloquy of Poissy; the Synod of Dort; the Second Vatican Council, Vatican II).

8.111-14 Names of scriptures or parts thereof and other highly revered words are capitalized but not italicized (e.g., the Holy Bible, Holy Writ, the Hebrew Bible, the Old Testament, Sacred Scripture, Talmud, the Vulgate, Complutensian Polyglot Bible, the Rheims-Douay Version, the New Revised Standard Version, Genesis, 2 Chronicles, the Psalter, the synoptic Gospels, Acts, the pastoral Epistles, the Apocrypha; the Book of Common Prayer, the Roman Missal. "Bible" is capitalized, but "biblical" and "scriptural" are not.).

8.115 Named prayers, canticles, creeds, and scriptural terms of special importance are generally capitalized (e.g., the Decalogue, the Lord's Prayer, the Sermon on the Mount, the Nicene Creed, Luther's Ninety-five Theses, the Tridentine Profession of Faith, *but* the doxology). Parables and miracles are usually lowercased (e.g., the parable of the prodigal son, the miracle of the loaves and fishes, the star of Bethlehem).

8.116-17 Religious events and concepts of major theological importance often are capitalized, but when used generically are lowercased (e.g., the Creation, the Faith, the Fall, the Exodus, the Crucifixion, the Second Coming, *but* creation myths, executed by crucifixion). Doctrines are usually lowercased (e.g., original sin, concupiscence, atonement, transubstantiation, heaven, paradise, hell, limbo, purgatory)

8.118 Rites and sacraments are usually lowercased (e.g., matins, lauds, vespers, baptism, penance, reconciliation, confirmation, marriage, ordination, extreme unction, last anointing, *but* terms related to the Eucharistic sacrament are traditionally capitalized—e.g., the Eucharist, the Most Blessed Sacrament, Holy Communion, Last Supper, Mass, High Mass, Low Mass, Benediction).

8.119 Religious objects are usually lowercased (e.g., altar, chalice, rosary, stations of the cross, sanctuary).

9.53 Places of worship containing ordinal numbers are spelled out (e.g., Third Baptist Church)

Spelling

a) Use American-English spellings (e.g., honor, not honour). Therefore, use "-ize," not "-ise" spelling where both forms are in use (e.g., criticize, recognize, analyze).
b) Preferred forms of common words are acknowledgment, among (not amongst), antisemitism, while (not whilst), cooperate (not co-operate), coordinate (not co-ordinate), elite (not élite), judgment (not judgement), naive (not naïve), role (not rôle). Generally, be consistent.

Punctuation

a) Use double quotation marks throughout. Single quotation marks should be used only for a quote within a quote.

b) Use a double space after a period (except when followed by a quotation mark) and a single space after other punctuation marks such as commas and colons. Do not put a space in front of a question mark or in front of a closing quotation mark.
c) All punctuation with the exception of colons and semicolons is placed inside quotation marks.
d) Possessive "s" should be used except on classical names ending with s and x (Achilles', Ajax', *but* James's).
e) Ellipsis (…): Treat this like a word, placing a space on either side of the three dots. If an ellipsis ends a sentence, add a final period.
f) Lists of three or more items should be punctuated with a comma between the two final items ("Oxford" comma)—e.g., Quince, Bottom, and Flute; not Quince, Bottom and Flute, except where additional clarity recommends its absence.
g) When citing a chapter in a book, make sure to place a colon after the word "in" before citing the book.

Abbreviations

a) Abbreviations should be consistent and easily identifiable throughout.
b) Do not insert an apostrophe in plurals such as 1970s or NGOs.
c) The period should not be omitted after abbreviations and should be used for such titles as Mr., Mrs., Ms., Dr., Fr., and St.
c) Omit periods after contractions indicating units of measurement (cm, mm), but not time (a.m., p.m.). In proper names, initials are followed by a period with a space in between (e.g., T. S. Eliot. Note the space between the final initial and the surname).
d) Use periods with designations of orders, congregations, and the like after a name (e.g., Cardinal Avery Dulles, S.J.). Note the *lack* of space between the S. and the J.
e) Page references should be typed with a space between the coma and the page number (e.g., 27)
f) The word "saint" is often abbreviated before the name of a Christian saint as St., plural Ss. (not Sts.).
g) State names may be abbreviated in the notes by using the abbreviations preferred by the U.S. Postal Service [*Chicago Manual of Style,*15.29]

AK	Alaska
AL	Alabama
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii

IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MI	Michigan
MN	Minnesota
MO	Missouri
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming

Some common abbreviations for orders, congregations, and religious institutes

A.A.	Augustinians of the Assumption (Assumptionists)
B.V.M.	Sisters of Charity of the Blessed Virgin Mary
C.F.X.	Congregation of the Brothers of St. Francis Xavier (Xaverian Brothers)
C.M.	Congregation of the Mission (Lazarites, Vincentians)
C.N.D.	Congregation of Notre Dame
C.O., Cong. Orat.	Oratory of St. Philip Neri (Oratorians)
C.P.	Congregation of the Passion (Passionists)
C.PP.S.	Missionaries of the Precious Blood
C.R.	Congregation of the Resurrection (Resurrectionists)
C.R.S.A.	Canons Regular of St. Augustine (Augustinians)
C.S.C.	Congregation of Holy Cross, Sisters of the Holy Cross
C.S.P.	Missionary Society of St. Paul the Apostle (Paulist Fathers)
C.S.Sp.	Congregation of the Holy Spirit (Spiritans)
C.Ss.R.	Congregation of the Most Holy Redeemer (Redemptorists)
C.S.V.	Clerics of St. Viator (Viatorians)
D.C.	Daughters of Charity
F.S.C.	Institute of the Brothers of Christian Schools (Christian Brothers)
F.S.P.	Brothers of St. Patrick (Patrician Brothers)
M. Afr.	Society of the Missionaries of Africa (White Fathers)
M.C.	Missionaries of Charity
M.C.C.I.	Congregation of the Comboni Missionaries of the Heart of Jesus (Comboni Missionaries)
O.Carm.	Order of Our Lady of Mt. Carmel (Carmelites)
O.C.D.	Discalced Carmelites (Carmelites)
O.C.D.S.	Secular Order of Discalced Carmelites (Carmelites)
O.Cist.	Cistercians of the Common Observance (Cistercians)
O.C.S.O.	Order of Cistercians of the Strict Observance (Trappists)
O.F.M.	Order of Franciscan Friars Minor (Franciscans)
O.F.M.Cap.	Capuchin-Franciscan Friars (Franciscans)
O.F.M. Conv.	Order of Franciscan Friars Minor Conventuals (Franciscans)
O.M.I.	Congregation of the Missionary Oblates of Mary Immaculate
O.P.	Order of Preachers (Dominicans)
O.Praem.	Canons Regular of Prémontré (Norbertines, Premonstratensians)
O.S.A.	Order of the Friars of St. Augustine (Augustinians)
O.S.B.	Order of St. Benedict (Benedictines)
O.S.C.	Order of St. Clare (Poor Clares)
O.S.F.	Franciscan Brothers or Sisters
O.S.F.S.	Oblates of St. Francis de Sales (Salesians)
O.S.M.	Order of Friars, Servants of Mary (Servites)
O.S.P.P.E.	Order of St. Paul the First Hermit (Pauline Fathers)
O.SS.T.	Order of the Most Holy Trinity (Trinitarians)
O.S.U.	Ursuline Nuns of the Roman Union (Ursulines)
R.S.M.	Sisters of Mercy
S.C.	Sisters of Charity

S.D.B.	Salesians of Don Bosco (Society of St. Francis de Sales)
S.D.N. de N	Sisters of Notre Dame de Namur
S.J.	Society of Jesus (Jesuits)
S.M.	Society of Mary (Marists)
S.M.	Society of Mary (Marianists)
S.S.	Society of the Priests of St. Sulpice (Sulpicians)
S.S.N.D.	School Sisters of Notre Dame
T.O.R.	Third Order Regulars of St. Francis (Franciscans)

Dates and numbers

a) Use AD and BC rather than C.E. and B.C.E. to indicate era.
b) February 6, 1957 (not the British style)
c) 1990s (no apostrophe)
d) fifth century (not 5th century); nineteenth century (not 19th century)
-hyphenate if used as an adjective: early-eighteenth-century art
e) in spans.: 1985-86, 1939-45, 1914-18, 1998-2002
f) Note *c*. 1873 (italic, followed by a space)
g) In references, etc., where using numerals: 9-10, 11-16, 21-22, 101-02, 113-14, 134-36, 238-53.
h) Spell out numbers one to one hundred in continuous prose, except in large amounts pertaining to currency ($8 million), or in mathematical work or measurements. Do not start sentences with numerals.
i) Include a space between numbers and units in measurements (e.g., 3 cm, not 3cm).
j) With abbreviations of SI units [Système Internationale d'unités or the modern form of the metric system], never add an s or full point to the abbreviation. Write 9 kg or nine kilograms, not nine kg.
k) Write out percent (one word, not %).
l) Use a full point on the line for decimal points.
m) In numbers with five or more digits, comma off the digits in threes (1000; 10,000; 100,000).
n) Spell out fractions using a hyphen: one-third; four-fifths.

Hyphenation

Hyphenation is optional in many cases, and in many words the hyphen is being used less and less; e.g., socioeconomic. NB French place names containing "Saint" are normally spelled out, and the hyphen is essential: "Saint-Denis."

Italics and roman type

Italicize the following:

a) Titles of published books, except for the Bible (and books of the Bible) and the Quran (Koran)
b) Names of plays, screenplays, radio and television plays, operas, ballets
c) Titles of newspapers: *New York Times*, *The Times*, *Le Monde*, *Die Welt*
d) Titles of magazines, journals, periodicals, whether English language or not: *Journal of Literary Translation*, *World Literature*, *Cahiers du Cinema*, *Mundo Nuevo*

e) Titles of paintings, sculpture, and other works of art
f) Words and short phrases in foreign languages (unless anglicized)

BUT NOT:

g) Titles of chapters, essays, and short stories—roman in double quotation marks
h) i.e. and e.g. are in roman, not italic, font; insert comma before and after

Quotations

a) Do not change the spelling or punctuation in a quotation. If there is a spelling error in the original, write [*sic*] afterwards. E.g., "In the monastrey [*sic*] there were six monks."

b) Use double quotation marks throughout, but single for quotations within quotations.

c) Leader dots should be avoided at the beginning and end of a quotation.

d) Quotations of more than 40 words should begin on a new line and be indented. Quotation marks are not necessary for quotations set out in this way. However, leader dots may be used if the quotation begins mid-sentence.

e) For translations of quotations, place the quotation in the text in an English translation and place the quotation in the original language in a note. If the translation is your own, make sure to explain this in the note.

Translation and Transliteration

a) Excerpts from Latin and modern language texts in the body of the article should normally be rendered in English translation, or be paraphrased, with the original language given in the footnotes.

b) All Arabic, Hebrew, and Slavic characters must be transliterated. Authors are free to employ any system of transliteration that is intelligible and reasonably consistent. In quotations, authors wanting Arabic, Greek, Hebrew, or Slavic letters printed must submit them typed rather than written by hand. Titles in the notes must be left in the original form and typed.

Illustrations

a) Contributions may be accompanied by a small number of illustrations necessary for the reader to understand the author's analysis and arguments. Frequently reproduced works of art should be omitted if at all possible. Photocopies may be submitted instead of originals when an article is first sent to the editor. The author will be notified when originals are required.
b) After an article that includes images is accepted, the journal requires images to be provided in either tif or jpeg format, scanned at a minimum of 300 dpi.
c) Photographs and drawings must be given consecutive figure numbers and cited in appropriate places in the text (i.e., "see figure 1") before punctuation.
d) Any special instructions regarding the reproduction of illustrations should be included when they are submitted. Authors should crop images to eliminate unnecessary background and to emphasize the features being discussed.
e) **Authors are responsible for obtaining all necessary permissions for the reproduction of images and paying any required fees.** They also are responsible

for respecting copyright restrictions and observing specific requests for the citation of image sources in photo credits.

f) A separate, double-spaced list of prospective illustrations must accompany the article when submitted; see sample formats below:

FIGURE 1. Aachen, Palace Chapel, galleries, *c*. 790-800. Photograph courtesy of the author.

FIGURE 2. *Matthew, Lindisfarne Gospels, c*. 700, illuminated manuscript, London, British Library MS Cotton Nero B IV, fol. 25v. Photograph courtesy of the British Library. Reproduced by permission.

FIGURE 3. Coppo di Marcovaldo, *Madonna del Bordone,* 1261, color on panel, Siena, Santa Maria dei Servi. Photograph courtesy of the Istituto Centrale di Restauro, Rome. Reproduced by permission.

FIGURE 4. *Madonna del Bordone,* detail of head (photo: Alinari/Art Resource, NY)

g) Illustrations should not be embedded in Word or RTF files. Please indicate in the text where an illustration should be placed and send the image as a separate file.

DEADLINES:

Winter Issue
February 5: Last day for book reviews to arrive.
February 9: Last day to send any revisions to the copyeditor.
February 14: Last day to return galleys.

Spring Issue
May 5: Last day for book reviews to arrive.
May 9: Last day to send any revisions to the copyeditor.
May 14: Last day to return galleys.

Summer Issue:
August 5: Last day for book reviews to arrive.
August 9: Last day to send any revisions to the copyeditor.
August 14: Last day to return galleys.

Autumn Issue:
November 5: Last day for book reviews to arrive.
November 9: Last day to send any revisions to the copyeditor.
November 14: Last day to return galleys.