

Manuscript Preparation for *Manuscript Studies*

Articles should be submitted via the Scholastica platform (<https://manuscriptstudies.scholasticahq.com>) as anonymized Microsoft Word documents and generally must not exceed 12,000 words, including footnotes. The author's name and contact information, an approximately 250-word abstract, and keywords are uploaded to Scholastica at the time of submission. For all style issues not referenced below, authors should follow the guidelines in the *Chicago Manual of Style* (CMS), 17th edition, and Merriam-Webster dictionary, 11th edition.

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Style Guide for *Manuscript Studies*

1. **File Format and Layout**

- a. Files should be submitted in Microsoft Word format, in 12 point Times New Roman font, double spaced, with footnotes in the same format.
- b. Image files for figures (see below) should be uploaded separately, with numbered captions and placement callouts included within the main text file.
- c. Cell-based numerical tables should be numbered as "Table 1" etc., and are considered distinct from graphs and other visualizations, which are considered figures.

2. **Spelling**

- a. Use American spellings (e.g., -ize for -ise) and defer to the Merriam-Webster dictionary as the preferred source.
- b. Premodern, postmodern, and related forms spelled without hyphen.
- c. Expand contractions, except in cases where they are employed for stylistic effect.

3. **Capitalization, Abbreviation, and Spacing**

- a. To enhance comprehension, abbreviations are generally to be avoided in running text but can be used in parentheses and footnotes (i.e. "circa" should be spelled in full, with no italics, when in running text, but as "ca." when in parentheses or footnotes). Similarly, "Figure" spelled in full in-text, abbreviated to "fig." in footnotes and callout parentheses.
- b. For US state abbreviations use postal code without periods, e.g., MA, but not M.A. or Mass.
- c. Era abbreviations use capitals without spaces or periods, e.g., CE, BCE, AH. These are made consistent across bibliographical entries as well, even if the original text used, e.g., "C.E."
- d. All centuries spelled in full, e.g., eighteenth, not 18th. Roman numerals and Latin abbreviations (i.e. "saec. XIV med.") are to be avoided.
- e. Mathematical marks (+, =) should be separated from alphanumerical characters by a space, but may abut other characters. E.g., "sigma = Σ ," but "sigma (= Σ)".

- f. Sentence-style capitalization needed for most foreign titles in bibliography, but headline title for all titles in English, even where they are UK publications with lower case titles.
- g. For titles of foreign works (i.e. French), the period between title and subtitle of a book or article should be changed to a colon with no space before it (CMS), and the first word after the colon capitalized.
- h. Note capitalization patterns for French libraries: Bibliothèque nationale de France, Bibliothèque municipale d'Orléans (but: Biblioteca Apostolica Vaticana).
- i. Titles of institutions should be given in full at the first mention: The Morgan Library & Museum, Walters Art Museum, Beinecke Rare Book & Manuscript Library, etc. These should be repeated in full in each figure caption, so that the image remains easily identifiable. However, abbreviations for subsequent mentions of major libraries are acceptable in the running text and in footnotes. Some of the most frequent ones are: BnF, BAV, BL, BM (for any Bibliothèque municipale), ÖNB, etc....

4. Foreign terms

- a. Simple use of foreign words in text should be generally italicized rather than in quotes.

5. Dates

- a. Use day-month-year format, e.g., 13 December 2015.
- b. Birth and death dates are not elided, i.e. (1803–1859), but other date ranges are, i.e. (r. 1803–14)

6. Numbers

- a. Follow CMS' "1–99" rule: all numbers 1–99 spelled out in full, unless a numeral is required for consistency with other numbers at the paragraph level.
- b. Follow CMS' rule for hundreds, thousands, etc.: spell in full for even numbers of hundreds, ten thousands, hundred thousands. E.g., one-hundred thousand, but 100, 203.
- c. Follow CMS' rule for percentages, millions, and larger numbers: initial numeral followed by the unit word. E.g., 29 percent, 1.8 billion; not 29%, 1,800,000,000.
- d. Where numbered, in-line lists are used, use commas rather than semi-colons, since the numerals are sufficient for clarifying the division of entities: (1) ..., (2) ..., (3)

7. Quotations

- a. No need for square brackets at start of a quote to indicate a change of initial capitalization. Use contextually appropriate capitalization regardless of original.
- b. Quotation posed as direct speech may begin with a capital letter; when integrated as part of the author's prose or as indirect speech, it should begin with lower case (except for proper nouns).
- c. Ellipses should be accompanied by appropriate punctuation mark when omission breaks across sentences. Spaces before ellipsis and after it/the following punctuation mark.

- d. Limit use of “scare quotes” where possible, especially if not citing a specifically quoted term or phrase.

8. Citation Guidelines

a. Placement

- i. All citations must occur as footnotes with full publication information upon first citation.

b. Formatting

- i. Location/order of basic info (omit vol. #/series #/etc. if not applicable):
 - Author name, *Title: Subtitle*, # vols. (Series #; City: Publisher, Year), vol.#:pages
 - Editor name, ed., *Title: Subtitle*, # vols. (Series #; City: Publisher, Year), vol.#:pages
 - Name, *Title*, vol. #, *Volume Title* (Series #; City: Publisher, Year), pages
 - Name, “Title: Subtitle,” *Journal #* (Year): pages.
- ii. Ibid, idem, eadem, et al., etc.
 - 1. Do not use these. Repeat last name or use short citation as appropriate.
 - 2. Do not use et al. for the first citation; et al. may be used in short citations after the full citation when authors/editors number more than three.
- iii. Reviews do not accommodate footnote citations.
- iv. Series titles in citations of books should be omitted (but not in the headers of book reviews).

c. Author/editor

- i. Authors/editors in citations may be given as either full name or first/middle initial, so long as it is internally consistent within the article.
- ii. If initials are used, periods and spaces are used, e.g.: A. J. Ramos.
- iii. For a translation of a primary source, where the original author is not given as author, put translator first. Where the original author is put in author position, the translator follows the title as the first entry within the parentheses. For a translation of a secondary source, the translator follows the title as the first entry within the parentheses.

d. Publisher Information

- i. The citation should include city, publisher, and year.
- ii. Generally, omit publisher initials, except when needed for clarity or conventional (as in T&T Clark).
- iii. Omit “Press” or equivalent, except in cases such as “University Press.”
- iv. Where publisher is multiple names with an ampersand (&) without a comma preceding it, e.g.: Joe, Schmoe & Co.

e. Page Numbers

- i. When citing an entire multi-volume work rather than a single volume of it, give the full number of volumes after title and before parenthesis, and include the volume with the page citation, separate by colon and no space, e.g.: Name, *Title*, 3 vols. (City: Publisher, Year): 2:212–15.

- ii. When citing a full page range for an article as well as citing a particular page, render as in the following example: Author, "Title," *Journal #* (Year): 114–27 at 116.

f. Journals

- i. Issue number is not required unless the journal volume does not maintain continuous pagination across annual issues. Month of issue may be omitted on the same principle. Digital publications without page numbers must retain issue/month numbers for ease of tracing.
- ii. For reprints, original publication years are placed in square brackets after the publication info but within the parentheses.

g. Classical, Biblical, and Medieval References

- i. Citations of classical texts should follow the CMS guidelines, avoiding discipline-specific abbreviations that may be unfamiliar to non-specialist readers.
- ii. For Biblical citations, follow SBL style (roman font, abbreviated if followed by chapter/verse, colon between chapter and verse, semicolons separating items of a list when from different chapters).
- iii. For citations of medieval works, follow the *Speculum* style sheet.

h. Manuscript Citation Practices

i. Call numbers/shelf marks:

1. For manuscript shelf marks, the journal defaults to MS (capitalized, with no periods), unless the repository has an internal, linguistically distinctive, or universally cited shelf mark system. In general our practice follows that of the *Speculum* style sheet. Some common distinctive examples include:

- London, British Library, Add. MS 19725; Cotton MS Otho C V; Harley MS 6298; Royal MS 1 B X
- Munich, Bayerische Staatsbibliothek, Clm 2652, fols. 12r–13v
- New York City, The Morgan Library & Museum, MS M.732, fol. 1r
- Paris, Bibliothèque nationale de France, MS nouv. acq. lat. 734; MS lat. 9474; MS héb. 345; MS grec 580
- Philadelphia, University of Pennsylvania, Kislak Center for Special Collections, Rare Books, and Manuscripts, Ms. Codex 2234; Ms. Coll. 990, Item 1; LJS 292.
- Stuttgart, Württembergische Landesbibliothek, Cod. theol. et phil. 4° 246
- Vatican City, Biblioteca Apostolica Vaticana, MS Vat. lat. 6055

ii. Folio numbers:

1. Fol. and fols. should be used for citing manuscript folios in brackets and footnotes. In the main running text, the full words folio and folios should be written out.

2. Recto and verso sides should be specified (i.e. fol. 18r), except for rare cases when the citation concerns the *entire* folio (i.e. “folio 18 was added at a later date”).
3. As with all number ranges, folios ranges should use an em-dash “–” NOT a hyphen “-”. Numbers in a folio range are never shortened.

9. **Citing Electronic Resources**

- a. Titles of blogs should be in italics (CMS 14:208).
- b. If a cited source is published in a traditional print format or in an established online journal, no URL or access date need be given. Links to copies of published articles available on platforms such as [Academia.edu](https://www.academia.edu) should be avoided.
- c. DOIs should always be used in place of longer URLs, which are subject to change; should start with https.
- d. Long URLs containing search terms should be avoided; point instead to the stable record, or (preferably), the base URL of the search engine or database.

10. **Images/figures**

- a. **Size and Formatting**
 - i. Authors are responsible for obtaining images files of adequate resolution for publication and uploading these as part of the initial submission, or later to the editors or editorial assistant via file transfer service.
 - ii. Image files must in TIFF, JPG/JPEG, or PNG format.
 - iii. Images must have a minimum DPI of 300. Screenshots of online images are strongly discouraged and only acceptable if no other option is available.
- b. **Image Rights and Permissions**
 - i. Authors are responsible for ascertaining the rights status of the images they choose to reproduce. Under prevailing US copyright doctrine, most photographs of out-of-copyright works (including historical manuscripts) are themselves free of copyright. Nevertheless, repository institutions may claim that publication requires obtention of permission or authorization: it is the author’s responsibility to obtain such authorization, where necessary.
 - ii. Image source statements can be added to figure captions where requested by supplying institutions, i.e.: “By permission of the British Library.” or “Courtesy of HathiTrust.” Similarly, “Photograph by author.” May be added where relevant.
- c. **Captions**
 - i. For manuscript images, use the following: Descriptive text, Author name, *Work name or conventional title in italics*, Provenance, date range. City, Institution, Shelfmark, Folio(s). Permission statement if required. E.g.
 - Christ in the garden of Gethsemane and Annunciation, from a Book of Hours and Gallican Psalter (The Pembroke Hours), Netherlands, ca. 1465–70. Philadelphia, Philadelphia Museum of Art, 1945-65-2, fols. 27v–28r.

- *Miracoli e leggende*, Tuscany, ca. 1400–1450. Philadelphia, University of Pennsylvania Libraries, Kislak Center for Special Collections, Rare Books and Manuscripts, Ms. Codex 331, fol. 1r.
 - Alain Chartier, *Le Quadrilogue Invectif* and Other Works (The Clumber Park Chartier). New Haven, CT, Beinecke Rare Books & Manuscript Library, MS 1216, fols. 97v–98r.
- ii. If a narrative discussion of the figure is needed, it should be grammatically complete and precede the remainder of the caption.
 - iii. If captions for figures cite a bibliographical source, this should be the CMS short-form format (provided the source is quoted in full in the article).

11. Miscellaneous

- a. The journal avoids the use of social titles (i.e., “Professor John McFadden,” “Dr. Jean Hyde”) for living individuals.