

Instructions for Authors

Scope

The *Journal of Jesuit Studies (JJS)* is a peer-reviewed quarterly journal dedicated to the study of Jesuit history from the sixteenth to the twenty-first century. It welcomes articles on all aspects of the Jesuit past and present including, but not limited to, the Jesuit role in the arts and sciences, theology, philosophy, mission, literature, and interreligious/inter-cultural encounters. In its themed issues the *JJS* highlights studies with a given topical, chronological or geographical focus. In addition there are two open-topic issues per year. The journal publishes a significant number of book reviews as well. One of the key tasks of the *JJS* is to relate episodes in Jesuit history, particularly those which have suffered from scholarly neglect, to broader trends in global history over the past five centuries. The journal also aims to bring the highest quality non-Anglophone scholarship to an English-speaking audience by means of translated original articles.

Open Access

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Ethical and Legal Conditions

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behavior for all parties involved in the act of publishing: authors, editors, and reviewers. Authors, editors, and reviewers should thoroughly acquaint themselves with Brill's publication ethics, which may be downloaded here: brill.com/page/ethics/publication-ethics-cope-compliance.

Submission

In the last few months, we have received a significant amount of article proposals, and our Journal is now complete for at least four/five years. Because we publish usually only one "open" issue and three "thematic" issues (edited by guest editors) per year, there is very limited space for unsolicited articles. Before preparing your article for submission, please send an abstract to the executive editor, Dr. Emanuele Colombo, e-mail: emanuele.colombo@gmail.com.

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Additionally, please consider the following questions. If some of the answers are affirmative, please contact *JJS* editors in advance.

1. Have you published or submitted to another periodical the entire text or part of it prior to sending it to *JJS*? Is the article you are submitting part of a book you are submitting/ have already submitted to a publisher?
JJS will not send articles that have been submitted to other journals to peer-reviewers, and Brill will not publish articles that are part of a published book or under contract.
2. If you are not an English native speaker: has a *professional* English-speaking editor reviewed your manuscript?
Brill does not provide editing, if not cosmetic, and the authors are responsible for the editing of the articles they submit. Peer reviewers usually reject articles written in poor English.

Manuscripts that are in order must be submitted electronically as e-mail attachments in Microsoft Word format to Emanuele Colombo (emanuele.colombo@gmail.com). Please note that the journal is peer reviewed, which means that all manuscripts will be read by one or more outside readers before acceptance for publication. Manuscripts should therefore be complete, including all notes, bibliographical references, tables, etc. and adhere to the house style as close as possible.

Books for review should be addressed to:
JJS Reviews Office, Boston College, Institute for Advanced Jesuit Studies,
9 Lake Street, Brighton, MA 02135-3841, USA

Submission Requirements

General

The editors reserve the right to copy-edit contributions to conform to the volume's style and language requirements.

Please see the most recent edition of the *Chicago Manual of Style* for further details on style not contained here (17th ed., University of Chicago Press, 2017, or the most recent edition online at chicagomanualofstyle.org/contents.html).

Do not use desktop publishing features such as justification, centering, or different fonts within the body of the text. TAB should be restricted to a paragraph indent. Do not hyphenate words at the end of a line. If a special font is used, please provide a copy of the font.

Manuscript pages should be numbered consecutively and double-spaced with ample margins (at least 3cm) both left and right.

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Language

American spelling and punctuation style is required. Spelling should be consistent throughout. The author is responsible for a grammatically and stylistically correct manuscript.

Text Editions

Authors are required to submit reproductions of mss where an edition is included in an article.

Non-Roman Scripts and Non-English Texts

Single words or phrases in a non-Roman script must be fully transliterated; indented quotations may be given a non-Roman script, as long as they are clearly legible.

Unvocalized text should be used, unless the argument calls for a vocalized form. When transliteration is used, the system should be identified in a note. The first usage of a non-English word should be followed by the translation in parentheses, e.g., *affogati* (smothered). Diacritical marks should be used where appropriate (e.g. in German, umlauts should be used rather than spelling with an extra “e;” the “sharps,” however, may be rendered by “ss”).

Length

Articles **should not exceed** the maximum length (inclusive of notes, abstract, and keywords) of 8,000 words.

Manuscript Structure

Title Page

Please include a *separate* title page document to facilitate anonymous peer-review. This page should include the a) title of the article; b) name of author; c) institute with which the author is affiliated; d) the author’s address (both postal and e-mail). This information should appear only on this separate title page.

Abstract and Keywords

Each article should be accompanied by a ten-line abstract (max. 150 words), which should state the principal conclusions of the paper, as well as six–ten keywords for indexing purposes. Both abstract and keywords should be in English.

Headings

If used, section headings should be in **bold-faced type**, followed by a carriage return; sub-sections should

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be bold *italics*, followed by a carriage return. Section breaks with no heading should be preceded by an extra, blank line to designate them. Do not indent the first paragraph following a section heading.

Abbreviations and Acronyms

Any abbreviation or acronyms used should appear in full on its first appearance in the article, with the abbreviation or acronym in parentheses: e.g. *Journal of Jesuit Studies (JJS)*. The shortened version may be used thereafter. This includes abbreviations that might sound familiar to scholars of Jesuit history, such as ARSI.

Capitalization

Follow the most recent edition of Webster's Collegiate Dictionary for questions on capitalization.

Standard rule is that caps should be used for titles prior to a name (Superior General Acquaviva).

However, when a title is given with a modifier followed by a name, then the title uses lower case, as per CMS (the superior general of the Jesuit order Muzio Vitelleschi).

Note that non-English words are not capitalized in the titles, except for proper names or if required by the grammar of the language (for instance, nouns in German are always capitalized). For example:

L'architettura della Compagnia di Gesù in Toscana: Saggi e documenti di storia dell'architettura.

Ratio studiorum superiorum Societatis Iesu.

Jesuitische Frömmigkeitskulturen: Konfessionelle Interaktion in Ostmitteleuropa 1570–1700.

Note that the names of the institutions and buildings in foreign languages are capitalized but should not be written in italics. For example, Ministero dei Beni Culturali, Towarzystwo Jezusowe, St. Michael Kirche, etc.

Dates and Time

Use the month, day, year, format. In referring to time periods, please observe the following styles:

- Do not use “in the 16th century,” rather, say “in the sixteenth century” (noun) or “in sixteenth-century literature” (adjective)
- Use “mid-seventeenth century” (noun) or “mid-seventeenth-century movement” (adjective)
- In “the 1580s,” or “the mid-1400s” (note there is no apostrophe between the “s” and the number);
- “Between 1780 and 1785” but “the 1780–85 period.”

For all historical figures biographical dates; dates of reign must be provided for monarchs and popes; and dates of office for superiors general and other officers. The two dates are separated by en-dash (–), and when the first two numbers are the same, they are abbreviated.

Example: (1625–97); not (1625-97), and not (1625–1697).

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Footnotes and References

Please *use footnotes*, not endnotes. References in texts and notes should be written in *Chicago* style. References to recent literature should preferably be to the original editions, not or not only to reprints or translations. Please do not include a separate bibliography. (See the *Chicago Manual of Style* for additional guidelines.)

Sample Citations

The following examples illustrate citations used in the footnotes. Examples of notes are followed by shortened versions of citations to the same source. For more details and many more examples, see chapter 14 of *The Chicago Manual of Style*.

Note on Abbreviations

If you are using abbreviations, even the common ones (such as ARSI), please explain the meaning of the abbreviation the first time you are quoting it: Archivum Romanum Societatis Iesu [hereafter ARSI].

Book, Single Author

Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

Pollan, *Omnivore's Dilemma*.

Book, Two Authors

Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Ward and Burns, *War*, 59–61.

Book, Multi-volume Work

John M. Wickersham, ed., *Myths and Legends of the World* (New York: Macmillan Reference, 2000), 3:81–83. [No space between volume and page number]

Wickersham, ed., *Myths and Legends*, 3:81–83.

Book, Four or More Authors

List only the first author, followed by *et al.* [“and others”; there is no dot after “et”]

Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s*.

Barnes et al., *Plastics*, 46.

Book, Editor, Translator, or Compiler Instead of Author

Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

Lattimore, *Iliad*, 24.

Last revised on 25 April 2022

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Book, Editor, Translator, or Compiler in Addition to Author

Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.

García Márquez, *Love in the Time*, 33.

Book Chapter or Other Part of a Book

John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 68–98, here 77.

Kelly, "Seeing Red," 81–82.

Book, Chapter of an Edited Volume Originally Published Elsewhere (as in Primary Sources)

Quintus Tullius Cicero, "Handbook on Canvassing for the Consulship," in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

Cicero, "Canvassing for the Consulship," 35.

Book, Preface, Foreword, Introduction, or Similar Part of a Book

James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

Rieger, introduction, xxxiii.

Note on the Use of Ed. and Eds.

When "ed(s)" follows the name(s) of the editor(s), please differentiate between singular and plural.

Kathryn Petras and Ross Petras, eds., *Very Bad Poetry...*

Kathryn Petras, ed., *Very Bad Poetry...*

When "ed." precedes the name(s) of the editor(s), please do not differentiate between singular and plural.

Anne Carr and Douglas J. Schuurman, "Religion and Feminism: A Reformist Christian Analysis," in *Religion, Feminism, and the Family*, ed. Anne Carr (Louisville, KY: Westminster John Knox Press, 1996), 14.

Journal Article Print Journal

Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104, no. 4 (2009): 440–53, here 444.

Weinstein, "Plato's *Republic*," 452–53.



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Online Journal Article

Always include a DOI (Digital Object Identifier) if the publisher lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Do not insert an accessed date.

Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411–57, doi:10.1086/599247.

Kossinets and Watts, "Origins of Homophily," 439.

Book Review

David Kamp, "Deconstructing Dinner," review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, *The New York Times*, April 23, 2006, Sunday Book Review,

<http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

Kamp, "Deconstructing Dinner."

Thesis or Dissertation

Mihwa Choi, "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty" (PhD diss., University of Chicago, 2008).

Choi, "Contesting *Imaginaires*."

Page-range

The numbers of the page-range are separated by **en-dash**, and **not by hyphen**.

Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): 440–53 [NOT 440-53]

When quoting an article or a book chapter for the first time, always provide **the full page-range**, and then indicate the page you are referring to, preceded by "here" or "at."

Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): 440–53, here 444.

Inclusive numbers are abbreviated as follow:

First Number	Second Number	Examples
Less than 100	Use all digits	3–10 71–72 96–117
100 and multiples of 100	Use all digits	100–104 1100–1113
101 through 109 201 through 209, etc.	Use changed parts only	101–8 808–33

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		1103–4
110 through 199 210 through 299, etc.	Use two digits unless more are needed to include all changed parts	321–28 498–532 1496–500 11564–615

Roman numerals are always given in full: xxv–xxviii, cvi–cix.

Several Works by the Same Person

When several works by the same person are cited successively in the same note, we recommend that the author's last name be repeated. Please do not use *Idem* or *Id.*

Cities of Commonly Used Publishers

Some of the most commonly used publishers are now present in different cities of the world. We ask to use only the main city for the following publishers:

- (Oxford: Oxford University Press, xxy)
- (Cambridge: Cambridge University Press, xxy)
- (Cambridge, MA: Harvard University Press, xxy)
- (Leiden: Brill, xxy)
- (Farnham: Ashgate, xxy)

ARSI Documents

How to Cite ARSI Documents

Each unit of the ARSI is identified by the archival collection to which it belongs and an Arabic number. For example, “ARSI, *Rom.* 2” refers to the second volume of the collection “Provincia Romana.” The units that, due to the restoration, have been divided into two or three parts, have the same Arabic number, followed by a Roman numeral, for example: “ARSI, *Rom.* 5-I,” “ARSI, *Rom.* 5-II,” etc.

Always quote the folios in this way:

ARSI, *Rom.* 5-II, f. 104^r.

ARSI, *Rom.* 5-II, f. 104^{r-v}.

ARSI, *Rom.* 5-II, ff. 104^r–105^v.

Recto and verso, [r] and [v] should always be superscript.

To cite a document of the “old” Society, simply provide the abbreviated name for each collection (see the list of abbreviations in Appendix B) and the number of the binder, followed by the number of folios. For

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example: “ARSI, *Rom.* 10, ff. 75^r–76^v” refers to the indicated folios in the tenth volume of the series “Roman Province.”

For the Fondo Gesuitico, however, the subsequent numbers should be used (1 to 1663), followed by the number of a file (or of a single document) and the number of folios, for example: “ARSI, *FG* 667, ff. 61^r and 61^{2r},” or “ARSI, *FG* 722, doc. 17.”

To avoid confusion between the volumes by the same name belonging to the “old” and “new” Society, the numbers of the units of the archival series of the “new” Society start from 1000. Thus, the tenth volume in the series “Roman Province” of the “old” Society should be cited “ARSI, *Rom.* 10,” while the tenth volume of the homonymous series of the “new” Society should be cited “ARSI, *Rom.* 1010.”

The following system should be used in order to distinguish different kinds of documents in each province, as specified below:

Litterae: 1000

Schede vicarie: 1300-

Negotia specialia: 1400-

Litterae annuae: 1500-

Historia domus: 1600-

Summaria vitae: 1700-

Catalogus primus: 1800-

Elenchi: 1900-

Varia historica: 2000-.

Abbreviations of ARSI Documents

<i>Aquit.</i>	Provincia Aquitaniae
<i>Angl.</i>	Provincia Angliae
<i>Arag.</i>	Provincia Aragoniae
<i>Austr.</i>	Provincia Austriae
<i>Baet.</i>	Provincia Baetica
<i>Boh.</i>	Provincia Bohemiae
<i>Bras.</i>	Provincia Brasiliae et Maragnonensis
<i>Camp.</i>	Provincia Campaniae
<i>Cast.</i>	Provincia Castellana
<i>Chil.</i>	Provincia Chilensis
<i>Congr.</i>	Congregationes
<i>Epp. Ext.</i>	Epistolae Externorum
<i>Epp. NN.</i>	Epistolae Generalium ad Nostros
<i>Exerc.</i>	Exercitia Spiritualia

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<i>Franc.</i>	Provincia Franciae
<i>Fl. Belg.</i>	Provincia Flandro-Belgica
<i>Gall. Belg.</i>	Provincia Gallo-Belgica
<i>Germ.</i>	Assistentia Germaniae
<i>Germ. Sup.</i>	Provincia Germaniae Superioris
<i>Goan.</i>	Provincia Goana et Malabarica
<i>Gall.</i>	Assistentia Galliae
<i>Hisp.</i>	Assistentia Hispaniae
<i>Hist. Soc.</i>	Historia Societatis
<i>Inst.</i>	Institutum
<i>Ital.</i>	Assistentia Italiae
<i>Jap. Sin.</i>	Provincia Iaponiae et Vice-Provincia Sinensis
<i>Lith.</i>	Provincia Lithuaniae
<i>Lugd.</i>	Provincia Lugdunensis
<i>Lus.</i>	Assistentia et Provincia Lusitaniae
<i>Mediol.</i>	Provincia Mediolanensis
<i>Mex.</i>	Provincia Mexicana
<i>Miscell.</i>	Miscellanea
<i>Neap.</i>	Provincia Neapolitana
<i>Opp. NN.</i>	Opera Nostrorum
<i>Paraq.</i>	Provincia Paraquariae
<i>Per.</i>	Provincia Peruana
<i>Philipp.</i>	Provincia Philippinarum
<i>Pol.</i>	Provincia Poloniae
<i>Polem.</i>	Polemica
<i>Quit.</i>	Provincia Novi Regni et Quitensis
<i>Rhen. Inf.</i>	Provincia Rheni et Rheni Inferioris
<i>Rhen. Sup.</i>	Provincia Rheni et Rheni Superioris
<i>Rom.</i>	Provincia Romana
<i>Sard.</i>	Provincia Sardiniae
<i>Sic.</i>	Provincia Sicula
<i>Tolet.</i>	Provincia Toletana
<i>Tolos.</i>	Provincia Tolosana
<i>Venet.</i>	Provincia Veneta
<i>Vitae</i>	

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Figures

Charts, graphs, and illustrations should be submitted electronically as a separate file (clearly marked in the filename) or at the end of your article, with corresponding reference(s) in the text of the article (e.g., see Figure 1). When necessary, crops, horizontal or vertical orientation, enlargement of details, etc. should be indicated.

The preferred format for illustrations files is TIFF (or EPS for maps), but high-resolution JPG will also be acceptable. Line drawings should have a minimum resolution of 600 dpi (dots per inch), black and white illustrations should have a minimum resolution of 400 dpi. Maps can only be reproduced in black and white. Files should be the size of the original or sized to the approximate measurements of reproduction, 11 x 11 cm. Please note that if you wish to include copyrighted material, you should seek permission (in writing) from the copyright holder, and include a copy of that with your submission.

Captions (including proper acknowledgements) should be placed at the appropriate position with the map or illustration or sent separately, clearly labeled in the filename.

Italics

Italics should be limited to non-English words, book titles, and sub-sections, and should be indicated by an *italic* typeface.

Numbers

Please spell out all numbers up to and including 100, as well as any numbers that can be written in two words (e.g. five hundred, twenty-six hundred). The exception to this rule occurs when a heavy cluster of numbers appears within a single sentence or paragraph, in which case numerals should be used.

Spell out fractional amounts (e.g. one-third, three-fourths) and do not use abbreviated notion for numerical ranges; use expressions such as “170 to 179” in the body of the text and “170-179” for page ranges in notes.

Where percentages are necessary, use numerals for the amounts and spell out the word percent (e.g. “While 47 percent of researchers ...”). When percentages appear in parentheses to provide greater detail, use numerals and the percent symbol (e.g., “The majority (51%) of the researchers...”).

Quotations

Quotations of more than **fifty words** should be indented and double-spaced. They should not be enclosed in quotation marks. For shorter quotations, double smart (curly) quotation marks should be used for the first level of quotation, and single smart (curly) quotation marks for quotations within quotations. Place periods and commas within quotes, but colons and semi-colons should be outside the quotation marks.

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Publication

Proofs

Upon acceptance, a PDF of the article proofs will be sent to authors by e-mail to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and are strongly urged to make use of the Comment & Markup toolbar to note their corrections directly on the proofs. At this stage in the production process only minor corrections are allowed.

Alterations to the original manuscript at this stage will result in considerable delay in publication and, therefore, are not accepted unless charged to the author. Proof corrections should be returned promptly to the Editor.

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