Brill's Companions to the Christian Tradition

A series of handbooks and reference works
on the intellectual and religious life of Europe, 500-1800

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STYLE SHEET and GUIDELINES
(for editors and contributors)

General points and best practices

The editors and contributors should be seen as a team. These volumes succeed when each contributor understands the role his/her individual chapter plays for the whole. You should send to each contributor a Table of Contents with chapter abstracts so each can see the big picture. They should also receive the volume abstract, which will contribute to their big-picture understanding.

- You might wish to assign/encourage particular contributors to be in contact with others so as to avoid repetition; they may decide, “you handle this and I’ll handle that.” They may also wish to read each other’s contributions and act as internal reviewers as you move forward. This will contribute to coherence and avoid unnecessary overlap.
- Differences of opinion are part of the scholarly conversation and are not to be discouraged; you may wish to make this point in your Introduction.
- You might also send an occasional status report to all of the contributors to keep them moving (and to move the slow ones along).
- If you want all authors to be sure to make mention of this or that (a comparative approach, let’s say, or to consider seminal literature), sending a head note of marching orders could help, too.
- You may choose, as many volume editors do, to compile and to send to all a list of abbreviations of citations to use for editions, common journals, etc., to put in front of the volume. This adds to coherence and cuts down on copyediting later.
- Editors should inform contributors of any particular preferences for submitting their chapters: via email or hardcopy, etc.

Generating collaboration and interest/sales
To facilitate the interaction just described, you may want to gather your contributors together informally or for a panel at an appropriate conference. This gives you the chance to talk about
your work and to generate interest for the volume. You may wish to set up a website for conversation/discussion board or a Skype conference.

Once the volume is out, that’s also a good time to do a panel and generate sales.

**Logistics: many specifics follow**

Each chapter should be between 10,000 and 12,000 words per chapter, including citations.

- Contributors are requested to submit with their chapter a list of the abbreviations that they wish to use; these will then been made into a master list for the whole book. Please do not abbreviate journal titles.
  - Some volume editor(s) will provide this list at the project’s start. Please check.
- Contributors are requested to submit with their chapter a bibliography of quoted works which will be printed at the end of the chapter. Last Name of the Author first, please, like: Friedberg, Emil (ed.), *Corpus iuris canonici*, 2 vols (Leipzig: 1879-1881).
  - Most volumes will have a master bibliography, but please check with your volume editor(s) on this point.
- Contributors are requested to submit with their chapter a list of names which should appear in the Index.
- Contributors are requested to submit a brief biographical statement. We leave it to the volume editors whether to have something short (“Martin Luther is an Augustinian priest and theology professor at the University of Wittenberg University.”) or longer (“Luther’s work is particularly focused on Pauline literature and the doctrine of salvation. His most recent works are…..”)
- Contributors are requested to submit an abstract of no more than 200 words and a short list of search words and/or phrases that might be used for electronic searching/database research in the future.

**Citations**

**Citation practice in brief**

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. Arabic numerals are to be used for volume, part, chapter, section and page numbers. This is true for journal volume numbers, for volume numbers and other subdivisions in a series, and for volume numbers in a multivolume work. It is also true for the subdivisions of classical and medieval texts.

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.

lib. = liber; pars=pars, s. = sectio, prael.= praeloquium, praeaf. = praeafatio; s.p. = sine pagina
trans. = translated by, ed. = edited by; s.a. = sine anno; s.l. = sine loco
(it is better to write *pars* out – otherwise some might think it is “page”)

*BCCT – IR – JUL19*
Primary sources
The nature of the work and its editorial history will determine which version is required. Models for the citation of classical works are the following as well as N. 9,10,11.

2. Christian Wolff, *Jus Naturae*, vol. 8 (Halle: 1747), c. 3, § 458, 344 [read: chapter 3, paragraph 458, page 344]. In the case of Wolff and other thinkers who have very clear structured texts, chapter and paragraph might be sufficient.
8. Matt. 5:21; 1 Cor. 2:12.

Note 1, 2, 3, 4 are standard first citations. The subdivisions of the work follow the title. Once the edition of a work has been provided in the first citation, subsequent references are shortened as in note 5, 6 and 7.

Note 8 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 as it applies to a given work, the reference should be spelled out in full.

Secondary literature
Models for the citation of secondary works are the following:


The most notable exception is full citations of journal articles, where the convention of providing in sequence the volume number, publication date, and page numbers is so well established that further specification is unnecessary. Provide inclusive pages rather than "f." or "ff."

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 cite only the first location in the list. The conventional English form of place-names should be given (“Turin,” not "Torino"; "Munich,” not "München"), with the addition of the country or state if required ("Cambridge, Mass.," or "Cambridge, Eng.").

Simplest form

Later editions and reprints


Multiple volumes

- Max Manitius, *Geschichte der lateinischen Literatur des Mittelalters*, vol. 1 (Munich: 1911), 78.

Monographs in a series


Edited or translated works

- Emil Friedberg (ed.), *Corpus iuris canonici*, (Leipzig: 1879), vol. 2: LXIV. [Here the abbreviation "ed." means "editor"; the plural is "eds."]
  
  If it is a several volume work, only indicate the year of the volume you are quoting in the footnote. In the bibliography will be the full record, namely: Friedberg, Emil (ed.), *Corpus iuris canonici*, 2 vols (Leipzig: 1879-1881).

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.

Subsequent references


Short titles

Use short titles rather than "op. cit." Use "ibid." only when there is a long series of notes referring to the same work, making short titles otiose.

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:
- Reynolds, *Fiefs and Vassals* (see n. 5), 97.
Articles
Do not abbreviate journal titles unless they are part of the volume’s master list of abbreviations, previously sent by the volume editors to contributors.


Subsequent references
- Dionisotti, "On Bede," 129.

Manuscripts
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 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-145r.
- 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.

The Bible
- Prov. 2:5 [Do not italicize books of the Bible. Use a colon rather than a period between chapter and verse.]

Other matters
References to modern authors
The first mention of a modern author in the text should include the given name (or initials, if that is the author's preferred form).

Place Names
Place names should generally be giving in the conventional or current English form: Aachen, not Aix-la-Chapelle; Milan, not Milano.

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

Scholarly reference words
Words and abbreviations such as "et al.,” “ibid.” “idem,” “passim,” “e.g.,” “i.e.,” and “ca.” should not be italicized. The only exception is “[sic].” Note that "cf." means "compare" and should not be used when "see" or "see also" is the accurate expression.

Capitalization
"Middle Ages" is capitalized, but "medieval" is not. On religious names and terms see the Chicago Manual, 265-72. "Church" is generally lowercased, unless it is part of the official name
of a denomination or building, or unless it refers to the universal Church. "Bible" is capitalized, but "biblical" is not.

**Spelling**

a) Use either British-English or American-English spellings as appropriate throughout the entire volume. Whichever style you follow please be consistent and please inform your contributors.
b) Use 'ize', not 'ise' spelling where both forms are in use (e.g. criticize, recognize, etc.; but analyse).
c) Preferred forms of common words are: acknowledgement (not acknowledgment), among (not amongst), while (not whilst), cooperate (not co-operate), coordinate (not co-ordinate), elite (not élite), judgement (not judgment), 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 single space after a full stop, and 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) The full stop should only be inside the quotation mark if the material quoted is a complete sentence.
d) Possessive 's should be used except on classical names ending with s and x (Achilles', Ajax').
e) Ellipsis ( ... ): Treat this like a word, placing a space on either side of the three dots. If an ellipsis ends a sentence, do not use a final point.
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.

**Abbreviations**

a) Abbreviations should be consistent and easily identifiable throughout.
b) Do not insert an apostrophe in plurals such as 1970s.
c) The period should not be omitted after abbreviations.
d) Omit the full point after contractions containing the last letter of a word (Dr, vols, but vol.) and after units of measurement (cm, mm). There should be no full points in fully capitalized abbreviations (USA). In proper names, initials are followed by a full stop but no space in between, e.g. T.S. Eliot. Note the space between the final initial and the surname.
e) No space between the page number and f. or ff., e.g. 27ff.

**Dates and numbers**

a) Use A.D. and B.C. rather than C.E. and B.C.E. to indicate era.
b) 6 February 1957 (no commas)
c) 1990s (no apostrophe, not '90s)
d) 5th century; 19th century (numerals), hyphenated if used adjectivally
e) In spans: 1985[-]86, 1939[-]45, 1914[-]18.
f) Note c.1873 (italic, no space).
g) In references, etc., where using numerals: 9[-]10, 11[-]16, 21[-]22, 101[-]02, 13[-]14, 134[-]36, 238[-]53.
h) Spell out numbers one to ten in continuous prose except when referring to centuries (5th century), large amounts of money with currency sign ($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, never add an s or full point to the abbreviation and always use numerals. Write 9 kg or nine kilograms, not nine kg.

k) Write out per cent (two words, 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 (using a space instead of a comma in scientific or technical contexts): 1000, 10,000 (or 10 000), 100,000,000 (or 100 000 000).

p) 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


d) Titles of magazines, journals, periodicals, whether English language or not: Journal of Literary Translation, World Literature, Cahiers du Cinéma, 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. - roman not italic; comma before but not after

**Quotations**

a) Do not change the spelling or punctuation in a quotation.

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

c) Leader dots should normally 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 distinguished by indentation. Quotation marks are not necessary for quotations set out in this way. However, leader dots should be used if the quotation begins mid-sentence.

**Translations and Transliterations**

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

b) Excerpts from texts in modern European languages should be quoted in the original language; translation is not required, unless the passage's interpretation is at issue or it is likely to be difficult for the average scholarly reader.
However, given that language skills are not what we would wish among our audience, we leave it to the volume editor to decide whether the volume would be more useful (and produce increased sales) if English translations are provided. Please provide a general guideline to your authors; doing this at the start will avoid questions and potentially more work for you and them later on.

c) All Arabic, Greek, Hebrew and Slavic characters must be transliterated. Authors are free to employ any system of transliteration which is intelligible and reasonably consistent. In the translation of ancient, medieval or modern Greek, any anglicized form of a Greek word or proper name which has come into general use may be employed. 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.

Guidelines for using images
Images are welcome, as long as they are functional and not for decoration. The author is required to deliver them free of rights, which means that he has obtained permission from the copyright-holder and paid the fee, if any. We print the photos in black/white. If an author insists on color, there will be a fee (up to 500 euros).

We require digital photos or scans. Scans should be at least 300 dpi, in TIFF or JPG, at 100% of the reproduction size (which will normally be appr. 11 x 17 centimeters). Think of JPGs between 1 and 3 MB. If significantly lower; the quality will not be enough for reproduction on paper. Images taken from the internet are almost never good enough, since they have a 72 dpi resolution (max. size on paper 2 x 3 centimeter).

Images must always be delivered separately, and never inserted in a Word file. In the Word file, in the right spot, the volume editor should simply write

[INSERT ILLUSTRATION 4 HERE]

or

[INSERT ILLUSTRATION 4 ON OPPOSITE PAGE]

if it is a page-size image.

Last but not least: a List of Illustrations, containing the captions and the credits (“courtesy of…”) should be added right after the Table of Contents.

Formatting of text

- Manuscripts must be printed in 12-point type with double spacing throughout, including notes
- **Bold fonts should be avoided** (use italics not underscoring to signal italics)
- Ample margins (at least one inch on all sides) should be provided; use ragged right rather than justified margins
- No spaces before a hard return; no line spaces between paragraphs or between notes; use subheads when necessary to signal a division between sections of the text
- Type single-letter spaces only; **double spaces are not required** after periods or other punctuation
- Use double, not single, quotation marks, except for a quote within a quote
Please try to incorporate the following:

- (one hyphen) for a hyphen (e.g. 9th-century hermits)
-- (two hyphens un-spaced) for a dash (this will appear as a spaced EN-rule (--) in the printed book), as in “both traditions – the eremitic and the coenobitic – have coexisted on Athos”

Each part should begin on a new page, and the manuscript should be paginated consecutively from start to finish
You may use either footnotes or endnotes; but endnotes will be converted to footnotes during typesetting.
Printouts must be proofread before submission. It is important to check for computer glitches and to make sure everything 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: we must always receive the hard copy to be able to ascertain your intention
Be sure that all pages have been photocopied properly.
  • For matters not discussed here, authors should refer to The Chicago Manual of Style, 14th ed. (Chicago, 1993).

GUIDE FOR THE SUBMISSION OF ENTRIES
Only the electronic copy of your work is required. Please submit your text either by
  a) email attachment
  b) upload via Wetransfer.com, Dropbox, Google Drive/MyDrive
Acceptable word-processing software:
Windows users: Word file (preferred format .RTF) ; Macintosh users: Microsoft Word or Mellel; export Mellel files to RTF (Rich Text Format). If you use CTE (Classical Text Editor) or LaTeX, please contact your primary contact in Brill at an early stage.
  a) Submission
Do not include any macros in Word or Excel 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 on disk
Do not send files on disks or USB sticks. Do not ZIP/RAR/ICE the files. All files can be sent by email: for larger ‘shipments’ please use www.wetransfer.com.

PDF
If you use non-Latin alphabets, right-to-left text direction, East-Asian characters, mathematical formulas or tables constructed inside your Word.doc: please save your chapter as PDF file as well, and send both files (after checking if the characters/tables/&c. appear correctly in the PDF file.

Checklist
  □ Double-space your typescript
  □ Be sure your name, as you wish it to appear in the book is under the chapter title
☐ Observe the stipulated word count of your article.

☐ Remember to include information for the Notes on Contributors: a short biographical note (<50-70 words, to be used in the list of contributors): on the broad lines of: [Name] is [title] at [affiliation]. S/he specialises in [specialisation] and his/her recent publications include [short list, preferably of book titles]. Main areas of interest are …

☐ Submit your article on or before the due date to the Volume Editor.

☐ all images should be delivered in high resolution (at least 300 dpi), as separate JPG or TIFF files. They may not be embedded in Word files or PDF files. The figures should be clearly numbered and appear in a List of Illustrations/List of Maps/List of Tables placed after the Table of Contents in the manuscript.

☐ any inserts will be placed in the chapters. Please mark the correct spots in the text by inserting a loud and clear [insert table 4 here] or [insert figure 3 on opposite page]. **BOLD, CENTERED, RED.**

☐ if applicable: do make a distinction between Figures, Maps and Tables, number them separately.