

Style Sheet

General notes

Article manuscripts should be without particulars identifying the author so they can be sent anonymously to external reviewers. Figures and images should not exceed the number of 5, should be formatted as tiff or jpeg files, and should be 300 dpi or greater at the size you wish for them to appear in the journal, with a width of at least 4.5 inches. Please accompany all images with reproduction permissions. If you also wish to submit a hard copy, it may be sent to Olivia Holmes, Editor-in-Chief of *Mediaevalia*, CEMERS, Binghamton University, Binghamton, NY, 13902-6000. In general, a manuscript should be double-spaced and should have a minimum of 15 pages and a maximum of 40.

Punctuation

* U

Use ca. (for *circa*), not c.

Use v. for verse, vv. for verses

Use l. for line; “lines” should be spelled (rather than ll.) when referring to multiple lines

Use fol. for folio (rather than f.)

Use pl. for plate

* Use MS and MSS, not Ms or ms.

* “Versus” should be spelled out, except in court cases or within parentheses.

* Spell out all acronyms at first mention. Depending on the subject matter, some may be commonly used and may not need to be spelled out. Check on common abbreviations for the field. Change all subsequent instances to only the abbreviation or the acronym with no further spelling out, but do not begin a sentence with an abbreviation or an acronym.

* Avoid abbreviations of states, countries, etc. as nouns (in the United States, but the US economy).

Citations

* When referring to chapters, books, cantos, etc., capitalize only when referring to a specific section as a proper noun (e.g., “Canto 5,” but “the fifth canto”).

* Do not use Roman numerals for book sections (e.g. *Purgatorio*)

* “ff.” means “and folios forward.” As a general rule, 259ff., for example, means p. 259 and what follows. It is not a substitute for “pp.” A page range is preferable (see below).

*Do not add extra spaces between numbers in citations (thus, *Convivio* 1.1.1 rather than *Convivio* 1. 1. 1.)

*Page and note number should be indicated thus: 269n.14

*For a book, mention only the first place of publication listed, that is “Cambridge: Cambridge University Press, 2011,” NOT “Cambridge; New York: Cambridge University Press, 2011.”

Citing a book:

Elizabeth Casteen, *From She-Wolf to Martyr: The Reign and Disputed Reputation of Johanna I of Naples* (Ithaca: Cornell University Press, 2015).

Citing a chapter from a book:

Cynthia J. Brown, “Reconstruction of an Author in Print: Christine de Pizan in the Fifteenth and Sixteenth Centuries,” in *Christine de Pizan and the Categories of Difference*, ed. Marilyn Desmond (Minneapolis: University of Minnesota Press, 1998), 215-35.

readers may need the translation to make sense of your text. (You are also welcome to cite only the translation in the body of your text and put the original in your notes, if that better serves your purposes.)

* If translating a title, put the translation in italics as well. In this case only, the translation goes in parenthesis, not brackets: e.g., *Philosophiae consolationis* (*The Consolation of Philosophy*).

*Poems with foreign language titles, consisting of the poem's first verse, that require translation should be formatted like this:

“Venite a ’ntender li sospiri miei” (“Come listen to my sighs, O gracious hearts”)

* For most foreign-language titles, only the first word should be capitalized, although the translation should be capitalized as an English language publication would be: e.g., *Philosophiae consolationis* (*The Consolation of Philosophy*). An exception to this rule is German-language titles, in which all nouns should be capitalized, as is normal in German.

Numbers

* In accordance with *Chicago* style, all whole numbers between one and ninety-nine should be spelled out, except with units of measure.

* 5 million people

* \$50

* 2,000/20,000/200,000

* Percentages and decimal fractions should be set in numerals rather than spelled out. However, except in scientific or statistical copy, the percent sign (%) is not used; instead,

Dates

- * 1990s, mid-1990s, from 1990 to 1999
- * thirteenth and early fourteenth centuries
- * for life dates, both numbers should be given in full (e.g., 1304–1374, **not** 1304–74).
- * The names of centuries should be spelled out in full, in lower case. Thus, the *nineteenth century*, rather than the *19th century* or the *Nineteenth Century*.
- * See last note under “Hyphens” for proper use of *early*, *mid*, and *late* when used to designate time periods.
- * “ca.” is preferred over “about” for approximate dates.
- * dates appear in the format *September 7, 1303* in the body of an article, but *7 September 1303* in the notes

Spelling

- * Use American, rather than British, spelling (*legitimize*, not *legitimise*, for instance).
- * Use English names for cities (*Milan*, not *Milano*, etc.).
- * Do not use contractions.
- * The *possessive* of proper nouns (names) ending in *s*, *x*, or *z* is formed by adding *'s*. Thus, Boethius's, de Troyes's, etc. This convention is followed even when the final *s* is silent (Descartes's, Camus's)

**Toward* is preferred to *towards*.

* When indicating quantity, *more than* is preferred to *over*

object, however, *well* should be treated as an independent adverb, and not hyphenated (“Your clavier has been *well tempered*, Johan”).

**Mid* as a prefix is hyphenated when used to designate time periods (mid-1300s), and follows a different rule from *early* and *late* in this usage (thus, “mid-fourteenth-century monasteries” but “early fourteenth-century poets” and “late fourteenth-century castles”).

Capitals

*See last note under “Translations” for proper capitalization in foreign-language titles.

* The names of *academic courses* should be lowercased except in the context of an official department title. Thus: “He was appointed to the Department of Religious Studies,” but “He taught religious studies.”

*BC (or BCE) and AD (or CE) should be written in full capitals, without punctuation or spacing.

Terms in theological usage as proper nouns with reference to divinity (ex. Godhead, Trinity, Holy Spirit; the Logos, the Absolute) or to a revered figure (the Messiah, the Prophet [when used for Muhammad]) should be capitalized. Terms with broader applications (ex. creator, messiah [in more general usage], redeemer) do not require capitalization. Singular mytho-religious events are capitalized according to common theological usage (ex. “the Deluge,” “the Exodus,” “the Annunciation,” “the Resurrection,” “the Night Journey”).

Italics

* The following should be italicized: titles of books; names of newspapers, magazines, journals, and periodicals; titles of movies.

* Do not italicize foreign words or phrases if they are common in Standard English usage, and which can be found in the English dictionary (e.g., *par excellence*, *quid pro quo*, *per se*).

Commas, Colons, and Semicolons

*Commas generally appear after introductory words and phrases, including, although not restricted to: Now