

CRRS Essays and Studies
Houses Style Guidelines
 (updated 10 August 2016)

When submitting your work for publication in the CRRS Essays and Studies series, please adhere to the following House Style requirements:

General guidelines:

- submit the **text in Times New Roman, 12 pitch, single spaced** throughout. Do not try to format it to look like a finished article; the typesetter will do that.
- put the **title at the top and your name below it**; put your academic affiliation at the end of your article and before the “Cited Works”
- use **footnotes**, not endnotes (see further information on footnotes below)
- include a bibliography of “**Cited Works**” at the end of your article (see further below)
- use **Canadian spelling** conventions, not USA (see below for further information)
- double-check the entries in your **bibliography**; make sure they are correct and complete
- double-check your **transcriptions** of texts, whether in English or in foreign languages, to make sure they are faithful to the original

Images

If you are including images, please:

- **do not insert images** into your article; instead, insert an indication such as (fig. 1) in the text when you discuss or refer to that image (see below for further information); the typesetter will figure out where best to locate the image in the typeset version of the article- submit them separately as individual jpegs; they need to be high density (at least 600 dpi)
- **provide documentation** separately showing that you have permission from the copyright owners of the images to publish them in the book both in print and in electronic format (our volumes are distributed in print and also electronically). Without such permission publication cannot proceed.
- provide a **listing of the captions** to go under each image. This list will also be used to create the listing of illustrations in the prelims. The caption should contain the name of the artist, the title of the work, the year of the work, its current location, and the copyright permission. Some sample captions are as follows:

Frans Hogenberg, *The Spanish Fury of Antwerp* (1576). Private collection, courtesy of Collectie Karel Kinds, Belgium.

Francesco di Giorgio Martini, *Christ Stripped at Calvary* (c. 1497). Courtesy of the Pinacoteca Nazionale di Siena, Italy.

Christ in the Vision of Ezekiel. Detail of apse mosaic, Blessed David, Thessalonica (c.1425-50). Courtesy of Thomas Mathews. (From Mathews, *The Clash of Gods*, Fig. 89).

The Sacrificed Body is Thrown Down the Temple. Codex Tudela, fol. 53r. Museo de América, Madrid.

Woodcut from *Du Pré Jehan, Le Palais des nobles Dames* (Lyons, 1534), ed. Brenda Dunn-Lardeau (Paris: Champion, 2007), 92.

De l’artificial memoria. Paris, Bibliothèque de Saint Geneviève, MS 3368, fols. 4v-5r.

Spelling

- use Canadian English spelling conventions (not the default “English USA” that comes with Word). Cited material will, of course, retain the spelling conventions of the original and must **not** be “Canadianized”.

Some examples of Canadian spelling:

centre, centred, centring	(not center, centered, centering)
valour (but valorous)	(not valor)
honour, honourable	(not honor, honorable)
instalment	(not installment)

Subtitles

- it is sometimes a good idea to provide subtitles for the various sections of your article, especially if your article does have various sections to it.

Citations in foreign languages

- remember that many of **your readers will not have your linguistic abilities** and that the volume is really aimed at an English-reading public, so, if your citation in a foreign language is more than a simple word or phrase that anyone can understand, do **provide an English translation**.
- **short citations** should be integrated into your prose. You might provide the English translation first (“and the original in parentheses and citation marks”). This makes reading of the text a lot smoother.
- **longer citations** should be offset and indented 5 points. In this case, however, provide the foreign language original first and then the translation (in parentheses below the original text, also offset and indented). A line space should separate the citation from the text before and after it (and also between the original and the translation)

Words or short phrases in foreign languages should be:

- in italics if they consist of only one or two words (or even three)
- in quotation marks if they consist of more than a couple of words

In other words, if it's more than a couple of words you're really citing a text, not using a foreign term, and so the citation should be in quotation marks like all cited material.

Greek

- if it's at all possible, do avoid using the Greek alphabet (so few people can read it); use, instead, a transliteration into the Roman alphabet; for ex., write *logos* (not λόγος), *topos* (not τόπος); most of your readers will be able to figure out the Greek if it's in Roman script, but will be at a complete loss if it's in Greek script.

Numbers:

- for page numbers, use full numbers; for example, 225-230 (not 225-30)
- for year numbers, you may reduce the number; for example, 1545-49. volume/pages
- for page numbers in a note or bibliographical entry, it is preferable to write 2:235 (not vol. 2, 235 nor vol. 2, p. 235 nor vol. 2:235). Similarly, it is preferable to write 2:235-242. However, there may be reasons for using vol. 2, p. 235 ... if in doubt, do ask.
- normally, the p. or pp. is omitted; the fol. or fols., instead, is always included.

Personal initials:

- there is no space between a person’s initials, so:
Vlam, Grace A.H. not Vlam, Grace A. H.

Spaces:

- make sure there is a space after abbreviations; for ex.: fol. 5, bk. 5, ch. 5,
- make sure there is a space after “de” in surnames such as: de’ Medici
but not in: d’Este, d’Aragona,
if in doubt, check how your university library catalogue lists that person (like most university libraries, we adhere to the Library of Congress name authority).
See below for more information on names and on alphabetizing names.

Periods

- no periods in abbreviations of states; for ex.: Cambridge, MA:

Caps

- always cap century names in Italian: Trecento, Quattrocento, Cinquecento, etc.
 - cap honorific titles when immediately followed by the person’s name, but not otherwise;
for ex.: When Pope Clement VII met Emperor Charles V, the pope greeted the emperor warmly.”
- Similarly for titles such as: duke, earl, prince, queen, monsignor, bishop, cardinal, etc.

Dates

- give all dates in the international standard, day month year; for ex.:
25 February 1505 (not: February 25, 1505)
- for dates in other styles (eg., *stile fiorentino*), provide the modern notation if confusion may arise; for ex.,
25 February 1504/5 (this would be 1504, *stile fiorentino*, 1505 *stile comune*)
- alternatively, you can use the *ab Inc.* or the *ab Nativ.* as appropriate;
for ex., on 25 February 1504 (*stile fior.*) the pope ...

Abbreviation for the word “manuscript”

- use upper case Ms. or Mss. if you are referring to a specific manuscript; for ex.:
Ms. lat. 135
- use lower case ms. or mss. if you are using the abbreviation in a generic manner;
for ex.: corrected in “qua sit” in ms. by a previous user
- **do not** abbreviate

centuries; for ex.,	sixteenth century	(not 16 th century)
publishers; for ex.,	Yale University Press	(not Yale U.P.)

Footnotes:

- use short format consisting of: Surname, *Short Title*, pages

For example:

Eisenbichler, *The Boys*, 225-230.

Trexler, “Adolescence and Salvation,” 71-85.

- do not use *ibid.* or *op. cit.*; instead, repeat the author’s name and short title, as per above.
- if feasible, incorporate the bibliographic reference directly into the text (in parentheses); this is most convenient when referring extensively to a certain work or when referring to well-known works such as Dante’s *Divine Comedy*, or Virgil’s *Aeneid*, etc.

Bibliography

At the end of your article, provide a bibliography of works that you cited in your article.

- use the title “**Cited Works**” and not “Works Cited”
 - we do not distinguish between primary and secondary sources, but we do **distinguish between manuscript, printed, and electronic sources**
 - list Manuscript Sources, Printed Sources, and Electronic Sources separately
- Note:** a printed book or article that is available electronically is not an electronic source, but a printed source; you may, if you wish, indicate that an electronic source for that item is available online; for ex.

Prajda, Katalin. “Manetto di Jacopo Ammanatini, the Florentine Woodcarver-Architect and Pippo Scolari’s Castle in Ozora.” In Marjeta Ciglenečki and Polona Vidmar (eds.), *Art and Architecture around 1400. Global and Regional Perspectives*. Maribor: Faculty of Arts of the University of Maribor, 2012, 75–79. Online at academia.edu.

Ceccarelli, Giovanni. “The Price for Risk-Taking: Marine Insurance and Probability Calculus in the Late Middle Ages.” *Journal Electronique d’Histoire des Probabilités et de la Statistique/Electronic Journal for History of Probability and Statistics* 3.1 (2007): 26 pp. Online at www.jehps.net/Juin2007/Ceccarelli_Risk.pdf

Electronic sources should be cited in line with the following examples:

Anselm, St. *Proslogium, Monologium, an Appendix in Behalf of the Fool, Gaunilon, and Cur Deus Homo*. Online at http://www.ccel.org/ccel/anselm/basic_works.pdf.
Catechism of the Council of Trent, trans. Donovan. Online at: <https://archive.org/details/thecatechismofth00donouoft>
 “The Montaigne Project” <http://www.lib.uchicago.edu/efts/ARTFL/projects/montaigne/>

In the footnotes, online resources should be indicated as follows:

⁸ Aquinas, *Summa Theologica*, Secunda Secundae Partis, Q.2.5; online.

¹² *Catechism of the Council of Trent*, trans. Donovan; online.

Abbreviations

If you have consistently used an abbreviation for a book or collection of volumes in your article, you should provide a list of such abbreviations. This list should be given first in the “Cited Works” section, just before manuscripts and printed works. Sample entries for the abbreviations list:

OL = Bruno, Giordano. *Opera latine*, eds. Francesco Fiorentino et al.. Naples: Morano, 1879-91; rpt. Stuttgart-Bad Cannstadt: Frommann Holzboog, 1962. 6 vols.

OO = Ficino, Marsilio. *Opera omnia*. Basel: Heinrich Petri, 1576; rpt. Turin: Bottega d’Erasmus, 1962.

De amore = Ficino, Marsilio. *Commentaire sur le Banquet de Platon Marsile Ficin*, ed. Raymond Marcel. Paris: Belles Lettres, 1956.

De vita = Ficino, Marsilio. *Three Books on Life. De vita libri tres*, eds. Carol V. Kaske and John R. Clark. Medieval and Renaissance Texts and Studies, 57. Binghamton, NY: CEMERS, 1989.

Theologia = Ficino, Marsilio. *Théologie platonicienne de l’immortalité des âmes*, ed. and trans. Raymond Marcel. Paris: Belles lettres, 1964-70. 3 vols.

For manuscript sources,

give the city, the archive, its standard abbreviation formula (if used in the footnotes), and then, below, the collection/fond and the manuscript number. If the manuscript has a title, do also give that manuscript’s title. See the sample entries below.

Brussels. Bibliothèque Royale de Belgique (BRB)

Ms. 17219-20, fols. 2r-19v, *Waerachtige beschryvinge van de destructie geschiet binnen de stadt Mechelen gedaen by den Spaingarden in den jaer 1572*

Florence. Archivio di Stato di Firenze (ASF)

Atti del Podestà 3763.

Camera, Provveditori e Massai, Entrata e Uscita (E&U) 9, 12.

Carte Stroziane, III, 84, box vii.

Diplomatico, Stroziana-Uguiccione.

Milan. Archivio di Stato di Milano (ASMi)

Sforzesco, Carteggio generale visconteo-sforzesco, Potenze estere, 271.

Milan. Biblioteca Ambrosiana (BAMi)

Manoscritto Z 247, sup.

Oxford, Bodleian Library, Ashmolean (Ashm.)

MSS. 58, 95, 120, 242, 394, 971-972, 1136, 1395, 1415, 1459.

Vatican City. Biblioteca Apostolica Vaticana. (BAV)

Vat. lat. 5878.

For printed sources,

- give full information; that is, make sure you give the title of books in full, including the subtitles; include the names of editors, translators, etc.; include the publisher of the volume. Do double-check that your information is complete and correct (check with your library catalogue and do not trust your own notes)
 - interfile books, articles, and theses alphabetically.
- See the sample entries below.

Sample entries for books, editions, translations:

Achillini, Alessandro. *Commentaria in De physico auditu*. In his *Opera Omnia*. Venice: Hieronimus Scotus, 1545, fols. 64^r-90^f.

Becker, Marvin B. *Medieval Italy: Constraints and Creativity*. Bloomington: Indiana University Press, 1981.

Caron, Marie-Thérèse and Denis Clauzel, eds. *Le banquet du faisan: 1454: l'Occident face au défi de l'Empire ottoman*. Arras: Artois Presses Université, 1997.

Compagni, Dino. *Dino Compagni's Chronicle of Florence*, ed. and trans. Daniel E. Bornstein. Philadelphia: University of Pennsylvania Press, 1986.

Ehmer, Hermann, Martin Klumpp, and Ulrich Ott. *Evangelische Klosterschulen und Seminar in Württemberg 1556–2006. Lernen – Wachsen – Leben*. Stuttgart: Theiss, 2006.

_____ and Sabine Holtz, eds. *Der Kirchenkonvent in Württemberg*. Epfendorf / Neckar: Bibliotheca Academica, 2009.

Thompson, David and Alan F. Nagel, eds. and trans. *The Three Crowns of Florence*. New York: Harper and Row, 1972.

Note that:

- **foreign city names** are given in English, not in their own language: thus Florence, Rome, Venice, Padua, Cologne, Vienna, Moscow, etc.
- if there is more than one **editor**, the abbreviation is eds.
- sometime it is advisable to add the **state or country** after the name of a city, especially if there is more than one place by that name or if it is a fairly unknown place.

Normally it is added to places such as: Cambridge, UK; Cambridge, MA;
Aldershot, UK; Burlington, VT; etc.

- if **an author has more than one entry**, use a line consisting of eight underlines and a period to replace the author’s name

How to alphabetize foreign names

If in doubt, check the way the Library of Congress does it (that is, check it in your own university catalogue) and then follow it (most of the time LC is correct ... but not always, so sometime one needs to ignore LC and do it as is appropriate – in this case, it is helpful to check the catalogue of the appropriate national library).

- **Italian names with d’, de, de’, di, da, ...** The general rule of thumb is that if the D is capitalized, then it is part of the surname and the surname is alphabetized under D; for example:

D’Ancona, Alessandro

but if the d is lower case, then it is not part of the surname and so the surname is alphabetized under the other word; for example:

Medici, Lorenzo de’

Este, Isabella d’

- **German names with “von”** are generally alphabetized under the family name, not under the “von”; for ex.

Amsdorf, Nikolaus von

Bundschuh, Benno von

Diesbach, Nikolaus von

Eck, Johann Maier von

Hutten, Ulrich von

Karlstadt, Andreas Bodenstein von

- **Dutch names with “van”** are, instead, generally alphabetized under “van”; for ex.

van Borssele, Anna

van Cranvelt, Frans

van der Haeghen, Ferdinand

van Hallewyn, George

Note that rulers are alphabetized by their given name, not their family name; for ex.

Charles V von Habsburg (emperor)

Francis I of France (king)

Elizabeth I of England (queen)

John “the Steadfast” of Saxony (elector)

Sample entries for articles in journals:

- Arnaldi, Girolamo. “Dino Compagni cronista e militante ‘popolano.’” *La Cultura* 21 (1983): 237-282.
- Trowbridge, Mark. “Processional Plays from Aalst: a View from the Archives.” *Mediaevalia* 28.1 (2007): 195-217.

Sample entries for articles in collections

- Ditchfield, Simon. “Reading Rome as a sacred landscape, c. 1586–1635.” In Will Coster and Andrew Spicer, eds., *Sacred Space in Early Modern Europe*. Cambridge, UK: Cambridge University Press, 2005, 167-193.
- Hughes, Diane Owen. “Invisible Madonnas? The Italian Historiographical Tradition and the Women of Medieval Italy.” In Susan Mosher Stuard, ed., *Women in Medieval History and Historiography*. Philadelphia: University of Pennsylvania Press, 1987, 25-57.

Note that

- the name of the editor of the collection comes before the title of the collection and the given name comes before the family name
- page numbers are given at the end of the entry and there is no pp.

Sample entries for Doctoral or Master’s theses

- Heiber, Beatrice . “Die Idee der Liebe in den ‘*Dialoghi d’amore*’ des Leone Ebreo.” Unpublished Ph.D. dissertation. Munich, Ludwig Maximilians Universität, 1986.
- Liesenborghs, Philippe. *Het Edele Vermaak: De Jacht in de Spaanse Nederlanden onder de Aartshertogen*. Licentiate Dissertation, Katholieke Universiteit, Leuven, a/a 2004-05. Online http://www.thesis.net/jacht/jacht_inhoud.htm
- Wilson, Carolyn C. “Giovanni Bellini's Pesaro Altarpiece: A Study in Context and Meaning.” Ph.D. dissertation. New York. New York University, 1976. Ann Arbor, MI: University Microfilms, 1977.

Sample entries for Electronic sources

- Chiquart Amiczo. *Du Fait de Cuisine*. ca. 1420. Trans. Elizabeth Cook. Online http://www.davidfriedman.com/Medieval/Cookbooks/Du_Fait_de_Cuisine/. Unpaginated.
- Olejarz, Harold. Bowes Museum, England. August 2004. Swan Video. Online <http://bit.ly/SBJ53>.

Note that:

- **a book or an article that has been scanned** and made available on the internet is **not** an electronic source, but a printed source, and so should be listed in the printed sources section. You may, if you wish, provide the internet address for the scanned version of that item, but it’s not necessary. A true internet source is something such as a database that

exists only as an internet database and not, previously or even contemporaneously, as a printed book.

If you have any questions about house style for the “Essays and Studies” series, do not hesitate to contact Prof. Konrad Eisenbichler, the Series Editor by email at konrad.eisenbichler@utoronto.ca