

CRRS Essays and Studies
Houses Style Guidelines
 (updated 1 January 2021)

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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** format it to look like a finished article; the typesetter will do that.
- 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

If this book is a collection of articles by various authors,

- put the **title of the article at the top and then, below it, the author’s name**, both in SMALL CAPS (not in ALL CAPS);
- put the author’s **academic affiliation** in SMALL CAPS at the end of the article and before the “Cited Works; for ex.:
 UNIVERSITY OF TORONTO
 UNIVERSITÉ SORBONNE NOUVELLE – PARIS III
 UNIVERSITÀ DEGLI STUDI DI FIRENZE

TITLES and *Subtitles*

- the title of the article should be centred and in SMALL CAPS
- subtitles within an article or chapter should be centred and in *Italics*
- sub-subtitles should be *Flushed Left and in Italics*

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

Images

If you are including images, please:

- **do not insert images into your article**; insert, instead, 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. 53^f. 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. 4^v–5^f.

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:

catalogue	(not catalog)
centre, centred, centring	(not center, centered, centering)
honour, honourable	(not honor, honorable)
instalment	(not installment)
marvellous	(not marvelous)
licence (noun), license (verb)	(not license all the time)
manoeuvre	(not manoeuver, maneuver, ...)
practice (noun), practise (verb)	(not practise all the time)
valour (but valorous)	(not valor)

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 easily understand, do **provide an English translation**.
- **short citations** should be integrated into your prose. Give the English translation first (and then put the original in parentheses either enclosed in “citation marks” or *in italics*, but “*not both*”). This makes reading of the text a lot smoother. For example:

Valla said he wanted to provide his reader with “something new” (*aliquid novi*).

- **longer citations** should be offset from the regular text and indented 5 points. In this case, place the foreign-language original in the footnote. In the case of poetry, use a forward slash / to separate verses and a double slash // to separate stanzas.

Occasional 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 you’re really citing a text and not just using a foreign term, the citation should be in quotation marks like all cited material, with the English in the text and the original language in the footnote. The footnote should read as follows:

²². “taglisi e’ capelli corti insino che sopra l’orecchio”; Conti, *La Vita del Beato Ieronimo Savonarola*, 122.

Greek, Hebrew, and other Non-Roman Scripts

If at all possible, avoid using non-Roman alphabets such as Greek or Hebrew alphabets (very few people can read them); use, instead, a transliteration of these Greek or Hebrew words 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 disadvantaged if it's in Greek script; with Hebrew, they will at least be able to identify and perhaps pronounce the word(s).

Numbers

- for page numbers, use **full numbers**; for example, 225–230 (not 225–30)
- use a **n-dash**, not a hyphen to connect two numbers; 225–230 (not 225-230)
- for **year numbers**, you may reduce the number; for example, 1545–49.
- in your prose, spell out numbers between 0 and 100, then use numerals for numbers above 100; for ex.: There 150 candidates for the position, but only two were acceptable.

Volume/page numbers:

- 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, and so is the signature (sig. or sigs.) for unpaginated and unfoliated pages.

Folio numbers

- use fol. or fols., not c. or cc.; for example, fol. 5^r (not c. 5^r)
- superscript the r and v; for example, fols. 3^r-4^v, 5^r, 17^v
- note that a r-v is a single folio, not two; for example: fol. 5^{r-v} (not fols. 5^{r-v})

Personal initials

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

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 if there is an apostrophe, such as 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: Cambridge University Press

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.

Do the same 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 (*ab Inc.*) the pope issued a decree that ...

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.

Cited Works

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

- in some cases, you may want to use **abbreviations to refer to some often cited works** in order to reduce the amount of text and its repetition; in this case, provide a list of abbreviations in the bibliography right before the first set of entries;

Abbreviations in the bibliography of often cited works

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

Note that in the bibliography of cited works:

- **foreign city names** are given in English if an English version exists, not in their own language: for ex.:
 Florence, Rome, Venice, Padua, Cologne, Vienna, Moscow, etc.
- there is a **difference in the use of ed. and eds.**: if the ed. come before a name, it stands for “edited by” and so it is always given in the singular as ed. even if there are two or more editors, but if it comes after the name it stands for “editor” or “editors” and so, if there are two or more, it needs to be given in the plural as eds.
- sometimes 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 underscores and a period to replace the author’s name (please do not use dashes — or hyphens ----, but use underscores _____.)

Sample bibliographical 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 bibliographical 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.

In the entries above, 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 bibliographical entries for entries in dictionaries or encyclopaedias

Encyclopaedia or dictionary entries should be treated like articles in a collection of essays. At times, however, these reference works are only online and so there is no page number, in which case in lieu of a page number indicate *sub voce*. I don't particularly care if you indicate the date when an online entry was accessed (I think it's irrelevant info). If the reference work exists in both print and web format, it might be good to provide both sets of information. See the examples below.

- Bousquet, G.H. “*Ghusl*.” In P. Bearman, Th. Bianquis, C.E. Bosworth, E. van Donzel and W.P. Heinrichs, eds., *The Encyclopaedia of Islam*, 2nd edition. 2012. Online at: https://referenceworks.brillonline.com/entries/encyclopaedia-of-islam-2/*-SIM_2524
- Considine, John. “Encyclopaedias and Dictionaries.” In Philip Ford, Jan Bloemendal, and Charles Fantazzi, eds., *Encyclopedia of the Neo-Latin World*. Leiden: Brill, 2014, 251–263.
- Edler De Roover, Florence. “Borromeo, Galeazzo.” In *Dizionario biografico degli italiani*, vol. 13. Rome: Istituto dell'Enciclopedia Italiana, 1971, 48–49.
- Fosi, Irene. “Medici, Maddalena de'.” In *Dizionario Biografico degli Italiani*, vol. 73. Rome: Istituto della Enciclopedia italiana, 2009, *sub voce*. Online at: [http://www.treccani.it/enciclopedia/maddalena-de-medici_\(Dizionario-Biografico\)/](http://www.treccani.it/enciclopedia/maddalena-de-medici_(Dizionario-Biografico)/)
- Marchetti, Valerio. “Caroli, Giovanni.” In *Dizionario Biografico degli Italiani*. Rome: Istituto dell'Enciclopedia Italiana, 1977, 523–526. Online at [http://www.treccani.it/enciclopedia/giovanni-caroli_\(Dizionario-Biografico\)/](http://www.treccani.it/enciclopedia/giovanni-caroli_(Dizionario-Biografico)/).
- Krahn, Cornelius, Nanne van der Zijpp and James M. Stayer. “Münster Anabaptists.” In *Global Anabaptist Mennonite Encyclopedia Online*. 1987. Accessed 4 Jul 2019. Online at http://gameo.org/index.php?title=M%C3%BCnster_Anabaptists&oldid=161085.

Sample bibliographical entries for Doctoral, PhD, or MA theses

- Heiber, Beatrice. “Die Idee der Liebe in den ‘*Dialoghi d'amore*’ des Leone Ebreo.” 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.ethesis.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 bibliographical entries for Electronic sources

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>

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>.

“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.

Remember that:

- **a book or an article that has been scanned** and made available on the internet as a PDF is **not** an electronic source, but a printed source, and so it should be listed in the printed sources section. You may, if you wish, provide the internet address for the scanned version of that item by adding “Online” at the end of the entry and then giving the URL, but it’s not really necessary to do so.

A true internet source is something such as a database that exists **only** as an internet database and not as a previously or even contemporaneously published printed book.

Sample entries for printed books that have been scanned:

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 [ww.jehps.net/Juin2007/Ceccarelli_Risk.pdf](http://www.jehps.net/Juin2007/Ceccarelli_Risk.pdf)

How to alphabetize foreign names in the bibliography

If in doubt, check the way the Library of Congress does it (that is, check it in your own university catalogue if you are in the USA or Canada) and then follow it (most of the time LC is correct ... but not always, so sometimes 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
 D’Ascia, Luca
 De Caprio, Vincenzo
 De Maria, Sandro

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

Este, Isabella d’
 Palestrina, Giovanni Pierluigi da
 Medici, Lorenzo de’

but note the exceptions when the “da” is an indication of provenance, such as:

Vespasiano da Bisticci
 Ugucione da Pisa
 Catherine of Siena

(so, if in doubt, do consult with Library of Congress name authority; university library catalogues use LC for their name authorities, so your USA or CDN university library give the name in the right format)

German names with “von”

These 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”

These 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 and their title is given in parentheses after the name; for ex.

Charles V von Habsburg (emperor)
 Francis I of France (king)
 Elizabeth I of England (queen)
 John “the Steadfast” of Saxony (elector)

Abbreviations (general)

Do **not** abbreviate:

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

For **manuscript(s)**:

- use upper case Ms. or Mss. if you are referring to a specific manuscript;
 for ex.: In Ms. lat. 135 the phrase ...
- use lower case ms. or mss. if you are using the abbreviation in a generic manner;
 for ex.: the phrase was corrected in “qua sit” in ms. by a previous user

(though, in the case above, it would be better to actually write the word manuscript out in full)

- make sure there is a space after abbreviations; for ex.: fol. 5, bk. 5, ch. 5,
- no periods in abbreviations of **states**; for ex.:
 Cambridge, MA: Cambridge University Press

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. See above, p. 6.

If you have any questions about the 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