

New Medieval Literatures

Style Sheet

The following Style Sheet should be followed: *MHRA Style Book: Notes for Authors, Editors, and Writers of Theses*, 5th edn (London: Modern Humanities Research Association, 1996). ISBN 0-947623-61-2. viii + 100 pp.

Copies can be obtained inexpensively direct from the printers, W.S. Maney & Son Ltd., Hudson Road, LEEDS LS9 7DL, UK; tel: +44 (113) 249-7481; fax: +44 (113) 248-6983 [email: maney@maney.co.uk]

The following is a more straightforward, simplified digest **for essay contributors**, with certain additional information on place-names and abbreviations applicable to Brepols publications. **Authors of Analytical Surveys** should use this style sheet; however, for an example of the general format ONLY (brief or no footnotes, essay followed by list of works cited) they should also consult the Analytical Survey in Volume One (1997).

The sections below relate to:

- Spacing
- Spelling & Proper-Names
- Punctuation
- Capitalization
- Quotations
- Numbers
- Italics, Roman & Boldface
- Abbreviations
- Footnotes
- References (examples)

SPACING:

- A single space (not two) should follow full-stops at the end of sentences; a single space should follow commas, colons, and other punctuation marks.
- A space should separate each initial of an author or editor's surname (e.g. B. C. Cummings, not B.C. Cummings)
- Use the Tab bar not the Space bar for indentations, especially at the opening of paragraphs

SPELLING & PROPER-NAMES:

- Commonwealth and UK spelling (as given in the Oxford English Dictionary and its derivatives) is preferred (e.g. honour, defence, centre, travelling etc)
- For words ending in -ize or -ise, the -ize form is preferred; but note where other words demand -ise (e.g. advertise, exercise) and the case of 'analyse'
- Use the native form of the place-name, except in some cases where the English form can be retained (see list below for some examples)

East-Central Europe

Prague, Warsaw

Germany, Switzerland and Austria

Cologne, Munich, Vienna

Iberian peninsula

Lisbon, Seville

Italy

Florence, Milan, Naples, Rome, Venice

Low Countries

Antwerp, Brussels, The Hague

Scandinavia

Copenhagen

- For countries using Greek and Cyrillic scripts (which should always be Romanized), use Belgrade, Moscow, Warsaw; likewise Bucharest can be Anglicized
- Regions should remain in their English forms (e.g. Flanders) where these forms are very well known. However, do not over-Anglicize (Sjælland, not Sealand).

PUNCTUATION:

- Punctuation generally goes outside quotation marks
- Commas should appear before the final 'and' / 'or' in a list of three or more items (e.g. truth, grace, and beauty)
- No punctuation, other than question marks, should occur at the end of headings or subheadings
- Use single quotation marks; double quotation marks only within single quotation marks; translate quotation marks from different systems or languages (e.g. «...» or „...“) into the forms here
- Place ellipses within square brackets when they indicate omitted text from a quotation (e.g. [...]); if the beginning of the sentence is omitted following the ellipses, begin with a capital letter; do not use ellipses at the beginning of a quotation or at the end, unless there is a specific reason
- Names ending in -s or other syllabants take the 's (e.g. Jesus's, Berlioz's); names with -es endings have no s (e.g. Moses' leadership, Sophocles' plays)

- The plural of 860 is 860s, not 860's
- Hyphenation is used where the first of two or more words is used adjectively (e.g. 'a tenth-century manuscript' versus 'in the tenth century'); where one of the words is an adverb ending in -ly, do not hyphenate (e.g. 'a handsomely bound codex')

CAPITALIZATION:

- Places, persons, days, and months take capitals; nationalities and nouns deriving from people or languages are capitalized (e.g. Latinate, the Lombards)
- Historical periods are capitalized (e.g. Middle Ages, the Reformation)
- Nouns and adjectives of movements derived from personal nouns are capitalized (e.g. Christian, Platonism); but note biblical, not Biblical; satanic, not Satanic
- Unique events and periods take capitals (e.g. the Last Judgement, the Peasants' Revolt)
- Capitalize references to particular parts of a book (e.g. Chapter 1; Appendix 2; Part ii, Figure 8)
- the Archbishop of Canterbury; Bishop Wilberforce; subsequent references to that person after the initial one retain the capital: the Bishop; otherwise, the pope; the bishop
- In most European languages (except English, French and Romance languages, Latin, and certain Slavonic languages), titles are set as per regular prose, with an initial capital
- For journals, follow the preferred capitals style of the journal
- In ancient and medieval Latin works, as well as most Romance languages, only the first word and proper nouns are capitalized (e.g. *De civitate Dei*)
- Seasons of the year are not capitalized (e.g. in spring 1349); nor are points of the compass (north of England, northern England), except when they indicate an official name or specific concept (South America, the Western world)

QUOTATIONS:

- Quotations from a primary source should be presented initially in the original language; directly following, within parentheses, a translation should be provided in modern English within parentheses
- Separate line breaks for verse citations in consecutive text with a /
- Set long quotations as block quotations: more than forty words of prose, or more than two lines of verse; do not enclose within quotation marks

NUMBERS:

- Spell out numbers one up to one hundred; use Arabic for 101+ except when beginning a sentence; spell out approximate numbers over one hundred (i.e., two thousand)
- Use Arabic for percentages and spell out percent (i.e., 50 percent)
- Use Arabic numerals for chapter numbers, journal numbers, series numbers, figure and plate numbers
- Use Roman numerals, small capitals, for volume numbers, book numbers, and other major subdivisions of books or long poems, and for acts in plays; small capitals for xvi^e siècle, siglo; use large capitals for monarch titles (Edward IV)
- Inclusive numbers falling within the same hundred should include the last two figures: 13-15, 44-48, 104-08, 100-22, 1933-39
- No comma in numbers up to 9999; 10,000 and higher include comma for every three digits (e.g. 1,330,865)
- Set dates as 23 April 1999, 21 January 1564/5
- Money expressed in pounds, shilling and/or pence should appear as £197 12s. 6d.; the symbols for pound/lira, dollar, yen, deutschmark and florin/guilder are £, \$, ¥, DM and fl; for other currencies the symbol or abbreviation follows the number, e.g. 15 DKr
- In non-statistical contexts, express weights and measures in words (e.g. 'He carried an ounce of sugar'); in statistical contexts express as figures with the appropriate abbreviations (e.g. 1 kg, 3_ in., 45 mm, 100 lb).

ITALICS, ROMAN & BOLDFACE:

- Single words or short phrases in a foreign language in italics; direct quotations or more substantial quotations in Roman
- Words used as words and letters used as letters in italics; definition following in single quotation
- Use italics for titles of books, journals; but do not use for dissertations or journal / book series
- Italics for: *sic*, *c*.
- Do not use italics for *cf.*, *ibid.*, *idem*, *e.g.*, *et al.*, *etc.*, *passim*, *viz.*
- Use Roman for punctuation following italicized text if the main sentence is in Roman
- Do not set titles in Roman when they are part of a title; instead, use single quotation marks (*A Study of 'Romeo and Juliet' in American Theatre*)
- Use Roman for religious works such as 'the Bible', 'the Koran', and 'the Talmud', and do not place individual books of the Bible in italics or within quotation marks (e.g. II Corinthians 5. 13-15)

ABBREVIATIONS:

- Follow two-letter postal abbreviations for US states; but for other place-names, note Vic. for Victoria, Ont. for Ontario
- Do not use loc. cit. or op. cit.
- c. [not ca.]
- b. (birth / born) d. (died)
- Do not use full-stops / periods after Mr, St, Dr, USA, UK, ad, vols, fols, nos, eds, edn, pls
- Do not use full-stops / periods in abbreviated standard reference works, journals, or series: OED, MLR, EETS
- Do use full-stops / periods with e.g., i.e., vol., fol., no., ed., pl., p., repr., ps., vol., pp., trans., viz. and so on.
- Avoid starting sentences and footnotes with abbreviations: For example, not e.g.
- MS and MSS for manuscript shelf-mark citations and references; but otherwise the word 'manuscript' in full

FOOTNOTES:

- Publisher, as well as place of publication required
- Footnote reference numbers should be located in the main text at the end of a sentence; they should be marked with a superscript number
- Do not use a footnote number in a title or heading; if a note is required use an asterisk
- The first citation of a particular author or work in each chapter should be a full reference, including author or editor name, title, publication details, and page numbers (if applicable)
- Subsequent citations of this work can be abbreviated, but make sure this is standardized throughout (e.g. if more than one work by the author is cited, then: Chitty, *The Desert a City*, p. 1; if only one work by the author is cited, then: Chitty, p. 1)
- Supply forenames for names of people cited
- Provide full references to series, and series numbers

REFERENCES:

- Be consistent in the citation of a particular work
- For a monograph, follow example:

H. Munro Chadwick and N. Kershaw Chadwick, *The Growth of Literature*, 3 vols (Cambridge: Cambridge University Press, 1932-40; repr. 1986), I, p. xiii.
[subsequent reference: Chadwick and Chadwick, III, p. 72, or
Chadwick and Chadwick, *The Growth of Literature*, III, p. 72]
- For a multi-authored, multi-volume work, follow example:

Dictionary of the Middle Ages, ed. by Joseph R. Strayer and others (New York: Scribner, 1982-89), VI (1985), p. 26.
[subsequent reference: *Dictionary of the Middle Ages*, VI, p. 26.]
- For an edited or translated work, follow example:

Hugo von Hofmannsthal, *Sämtliche Werke*, ed. by Rudolf Hirsch and others (Frankfurt a.M.: Fischer, 1975-), XIII: *Dramen*, ed. by Roland Haltmeier (1986), pp. 12-22.
[replace 'ed. by' with 'trans. by' or 'rev. by' where necessary]
- For a chapter or an article in a book, follow example:

Fanni Bogdanow, 'The Suite du Merlin and the Post-Vulgate Roman du Graal', in *Arthurian Literature in the Middle Ages: A Collaborative History*, ed. by Roger Sherman Loomis (Oxford: Clarendon Press, 1959), pp. 325-35.
[subsequent reference: Bogdanow, 'The Suite du Merlin', p. 329.]
- For a journal article, follow example:

Robert F. Cook, 'Baudouin de Sebourg: un poème édifiant?', *Olifant*, 14 (1989), 115-35 (pp. 118-19).
[subsequent reference: Cook, 'Baudouin de Sebourg', p. 129.]
- For an article in a newspaper or magazine, follow example:

Jacques-Pierre Amette, 'Thé et désespoir', *Le Point*, 8 October 1989, p. 18.
[subsequent reference: Amette, 'Thé et désespoir', p. 18.]
- For a thesis or dissertation, follow examples:

European example: Robert Ingram, 'Historical Drama in Great Britain from 1935 to the Present' (unpublished doctoral thesis, University of London, 1988), p. 17.

North American example: James Franklin Burke, 'A Critical and Artistic Study of the Libro del Cavallero Cifar' (unpublished doctoral dissertation, University of North Carolina, 1966; abstract in *Dissertation Abstracts*, 27 (1966-67), 2525-A).
- For Bible references, follow example:

II Corinthians 5.
13-15; Isaiah 22. 17
- For abbreviated references to books / chapters / sections of classical or medieval texts, include spacing between each part of the reference and follow example:

Defensor Pacis, II. 6. 12 (not II.6.12)

Use a non-breaking space to avoid the citation getting divided over different lines (Control + Alt + spacebar in Word).

- For manuscript references, follow example:

British Library, Cotton MSS, Caligula D III, fol. 15
[subsequent reference: Cotton MSS, Caligula D III, fols 17^v-19^f

- For an edition of a primary source within a series, follow example:

Carlos Fuentes, *Aura*, ed. by Peter Standish, Durham Modern Language Series: Hispanic Texts, 1 (Durham: University of Durham, 1986), pp. 12-16 (p. 14).
[subsequent reference: *Aura*, p. 93.]