

BOYDELL & BREWER

THE UNIVERSITY *of York*

YORK MEDIEVAL PRESS

Style Sheet

1. Presentation

Your text should be presented on disk as well as in hard copy.

Re disk copy: it is *essential* that you should submit an IBM-compatible disk (*not* AppleMAC). If possible WordPerfect should be used (*York Medieval Press* is currently using WordPerfect 9) and it would be helpful if you used the Times New Roman font. Summary of main presentation points: use *italic* not underlining; use footnotes and not endnotes; everything (both text and notes) should be in 12 point; number each page at the top right-hand corner. In the text, use double spacing throughout, including quotations; in the footnotes, use single-spacing.

Re hard copy: print off of on one side only of A4 paper.

2. Headings and sub-headings

Use headings for chapters; sub-headings may be used within chapters where appropriate and in the interests of clarity. Put headings in capitals, roman and centred; sub-headings in lower case with initial capital, italicized and centred; use sub-sub-headings only if unavoidable, in lower case with initial capital, italicized, in the left margin.

3. Italics and single quotation marks

Use italics for titles of books and journals, and for foreign words. Do not italicize foreign words which are now in common English use: status quo, laissez-faire. Titles of poems (unless book length), chapters and articles should be in roman with single quotation marks.

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4. Abbreviations and contractions

Use roman for: n.b., e.g., i.e., but italics for *c.* (*circa*) and [*sic*], the latter in square brackets when it is set within a quotation.

Do not use full stops in abbreviations consisting of capital letters only: EETS. Use italics if the expanded version is italicized: *DNB*. Use an abbreviation (without full stops) such as OE, ME, before a linguistic form but not in running prose: Middle English verse; Old English language. Do not use the abbreviations MS or MSS in running prose, but write the words in full. If you do use the abbreviated form, omit full stop.

Elsewhere, use a full stop at the end of a contraction which does not include the final letter of the word: p. (page), Fr. (French), ed. (editor). Do not use a full stop after a contraction which ends with the final letter of the word: Dr, edn (edition); but a stop should be used after the -s of a plural if it would be used after the corresponding singular: vol., vols.

5. Dates

Dates should be in the form Friday, 30 September 1312; 30 September 1312; 30 September; September 1312. BC follows the date, but AD precedes it: 30 BC; AD 451.

6. Numbers

Numbers below 100 should be spelt out, except in series or tables. Centuries should be spelt out: thirteenth century; with a hyphen when used adjectivally: thirteenth-century writers. If you wish to use an adjectival form like 'late thirteenth century writers' there should be *no* hyphens between any elements.

7. Punctuation

Do not use commas before the final 'and' or 'or' in lists: Chaucer, Gower and Lydgate. When using dashes, use single form not double (- rather than --). Do not use apostrophes in decades: the nineties, the 1450s; or in plural forms such as MPs. In possessive case, use only an apostrophe when the word ending is pronounced 'iz', but an apostrophe and 's' otherwise: Moses', Bridges', but Thomas's, Boethius's.

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8. Upper and lower case

Use lower case for pronouns referring to God. Use caps in King Henry (where it is a title), but lower case for terms signifying rank, as in: Henry, king of England; Richard, duke of York. Use lower case for 'medieval' but caps for 'Middle Ages'. Use caps for institutions but not for generic terms: 'the medieval Church', but 'the church buildings of Lincolnshire'; 'the medieval English Parliament' but 'medieval parliaments and estates'.

9. Quotations

Single words or short phrases quoted in the original, including non-English quotations, should appear in quotation marks, in roman, not italics (though individual words within the quotations may be italicised as appropriate). Very short phrases and individual words in other languages may be italicised where they are not a specific quotation.

Quotations of up to two lines of prose or poetry should be incorporated into the text, in roman, within single quotation marks (use a forward slash / to denote line break in poetry). Use double quotation marks for quotations within quotations. Quotations of more than two lines should be indented (left and right hand margins) and typed in double spacing without quotation marks.

Quotations of more than a few words in languages other than Middle English should normally be translated. The translation should follow the quotation, enclosed in brackets and within single inverted commas. In certain cases it might be more convenient to put the translation (or the original text) in a footnote; here authors and editor have some discretion.

Use square brackets if you insert any words into a quotation.

Where a quotation forms a complete sentence, place the quotation mark outside the concluding stop, whether a full stop, question mark or exclamation mark. Where the quotation ends a sentence of your own, place the quotation mark inside the concluding stop of your sentence.

10. Paragraphs

Except at the start of a chapter or new section, use indentation to signal the start of a paragraph. If you do not do this, it is often difficult to tell after an indented quotation whether a new paragraph is intended.

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11. Spelling

Adopt the spellings of the *Oxford English Dictionary*. Where there are alternative ise/ize spellings use the latter. Spell 'medieval' with 'e', not 'ae'.

12. Notes

Notes should be indicated by superscript numbers and placed as footnotes (endnotes should *not* be used). A superscript number should follow the adjacent punctuation: 'the earliest known text',⁴ (not 'the earliest known text'⁴, or 'the earliest known text'⁴).

13. References

(a) *Medieval texts*

1. For references to parts of original texts, generally use forms like III.xi.56, xv.6, etc., without a comma after the medieval work, which should normally be cited in the language in which it was originally written (including its Latin title) rather than in English translation. Thus: *De civitate Dei* xv.6, *Etymologiae* XI.xv.5, etc. Where possible, keep such original subdivisions of texts separate from modern bibliographical details.
2. For references to scholastic texts, use the model: *Summa theologiae*, 2a 2ae, qu. 1, art. 2, ad 1. In the case of canon law, follow the following (established) conventions:

For Gratian (one does not specify pars numbers - here they are given simply for clarity of explanation) use the following model:

- (Pars 1) D. 32 c. 2
- D. 24 dict. ante c. 5
- D. 76 d. post c. 8
- (Pars 2) C. 3 q. 1 c. 5
- C. 23 q. 8 d. p. c. 25
- D. 3 de pen. c. 24
- (Pars 3) D. 2 de cons. c. 82

For the Decretals of Gregory IX use the model:

- X 1.18.7
- X 3.34.3
- X 5 18.2

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When citing other canon or Roman legal works, follow the forms of citation in J. Brundage, *Medieval Canon Law* (London, 1985), pp. 190-205 (being Appendix 1: 'The Romano-canonical citation system').

3. References to the Migne collections should follow the forms: *PL* 123, 345-6; *PG* 123, 345-6.

(b) Books

Books should be cited in full in a first reference in footnotes, in the sequence:

- Author: *initials only* (regardless of how the forenames are cited on the title page), preceding surname, with spaces between initials and between initials and surname: E. T. Donaldson
- Full title: in italics, with capitals for all significant words in English. The title should be given as it appears on the title page, though some standardization may be imposed by editors and copy-editors on the use of sub-titles, etc. Use colon between title and sub-title. NB special rules for Latin, French & Italian: use *De consolatione philosophiae* rather than *De Consolatione Philosophiae*; *La théologie au XIVe siècle* rather than *La Théologie au XIVe Siècle*. Remember that where a title of a medieval text occurs within a modern title, it should appear in roman: *A Study of the Historia ecclesiastica in its Early Medieval Context*.
- Editor(s) or translator(s): in the form 'ed.' or 'trans.' (even if more than one), without comma before name (initials first): ed. E. T. Donaldson
- Number of volumes if more than one, with full stop after vols.: 2 vols.
- Series title and number: title in roman. (If initials only, use caps without spaces between them; no commas between sets of initials: EETS ES). Except for EETS, do not abbreviate the word 'Series'. Series number in arabic numerals, without punctuation between series title and numerals: Studies of the Warburg Institute 32; EETS ES 74; if citing two-volume text, put 'and', not comma, between the two numerals: EETS OS 131 and 136
- Number of edition if not first: give numbers as 2nd, 3rd (not spelt out); abbreviate edition as edn, without full stop: 3rd edn
- Place and year(s) of publication: enclosed in brackets, with comma between them. Do not precede bracket by comma. Do not include publisher. If text has multiple places of publication, give only first place listed. Give American states only where ambiguity arises; use standard two-letter abbreviations, with no comma between place and state: Cambridge MA. Do not cite the date of a photographic reprint which is not a new edition, but cite the original date. If text is multi-volume, give first and last years of publication in the form '1904-13'.
- Volume number, if more than one volume: in roman numeral caps. Do not precede by 'vol.'.

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- Page number(s) of passage cited: preceded by 'p.' or 'pp.', unless a volume number has been included, in which case omit 'p.'. Give first and last pages of citation, in the form 'pp. 231-7', *not* 'pp. 231-37' or 'pp. 231 ff'. However, for numbers ending in teens give both digits: 'pp. 13-17', 'pp. 212-16'. If citing two separate pages, use a comma: 21, 34, *not* 21and 34.

Each of these items, apart from the last, is followed by a comma except before a bracket. The last is followed by full stop.

Examples:

- C. D. Benson, *The History of Troy in Middle English Literature* (Woodbridge, 1980), p. 119.
- M. Pollet, *John Skelton, Poet of Tudor England*, trans. J. Warrington (London, 1971).
La Queste del Saint Graal, ed. A. Pauphilet (Paris, 1923), pp. 77-8.
La Legende Arthurienne, ed. E. Faral, 3 vols. (Paris, 1929), III, 72.
- N. Ker, *Medieval Libraries of Great Britain: A List of Surviving Books*, 2nd edn (London, 1964), pp. 120-3.
The Brut or the Chronicles of England, ed. F. Brie, 2 vols., EETS OS 131 and 136 (London, 1906-8), I, 35-6.
- H. Buchtal, *Historia Troiana: Studies in the History of Medieval Secular Illustration*, Studies of the Warburg Institute 32 (London, 1971), pp. 48-51.

(c) *Articles in books*

In a first reference these should be cited in the sequence above, but put the title of the article (in roman, within single quotation marks) after the author; follow it by a comma and then 'in' and the full title of the book. Give the first and last page numbers of the whole article, preceded by 'pp.' (unless you include a series or volume number, in which case omit 'p.'). If necessary, give page number(s) of particular reference, preceded by 'p.' or 'pp.', in brackets. Do not precede bracket by comma.

Example:

- S. Knight, 'The Social Function of the Middle English Romances', in *Medieval Literature: Criticism, Ideology and History*, ed. D. Aers (Brighton, 1986), pp. 99-122 (p. 119).

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(d) *Articles in journals*

In a first reference these should be cited in the sequence:

- Author, initials first
 - Title of article, in roman, within single quotation marks, with capitals for significant words (but NB rules for Latin, French, Italian titles)
 - Title of journal, in italics. Abbreviate familiar titles, omitting full stops: *PMLA*; *JEGP*. If you are not certain whether a title is familiar, give it in full. For journals, abbreviate 'new series' as 'n.s.', 'fifth series' as '5th s.', etc. Do not precede by comma.
 - Volume number, in arabic numerals
 - Year of publication, in brackets. Do NOT give place of publication
 - First and last page numbers of article, omitting 'pp.'
 - If necessary, page number(s) of particular reference, preceded by 'p.' or 'pp', in brackets.
- The first two items are followed by commas. Do not put a comma between the name of the journal and the volume number, or between the volume number and the following bracket.

Examples:

- V. M. Lagorio, 'The Evolving Legend of St Joseph of Glastonbury', *Speculum* 46 (1971), 211-31 (p. 225).
- R.M. Lumiansky and D. Mills, 'The Five Cyclic Manuscripts of the Chester Cycle of Mystery Plays: A Statistical Survey of Variant Readings', *Leeds Studies in English* n.s. 7 (1974), 95-107.

(e) *Unpublished theses*

References to theses should be in the sequence:

- Author, initials first
- Title, in roman, within single quotation marks
- Degree, if known, in the form: 'unpublished M.Phil. dissertation'; if degree is not known, put 'unpublished dissertation'
- University full name
- Date

The first two are separated by a comma; the last three are separated by commas and placed within brackets.

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Example:

P. Robinson, 'A Study of Some Aspects of the Transmission of English Verse Texts in Late Medieval Manuscripts' (unpublished B.Litt. dissertation, University of Oxford, 1972), p. 24.

(f) *Subsequent references*

The sequences in b), c), d) and e) above should be followed in the *first reference* to a book, article or thesis. In *subsequent references* to the same item, repeat the surname of the author, and an abbreviated form of the title, with specific page reference. In the case of multi-volumed works, do not place a comma between the abbreviated title and the volume number (which should be in upper case roman) or use 'p.' or 'pp.'. Thus:

Pollet, *John Skelton*, p. 80.
Queste, ed. Pauphilet, p. 69.
Ker, *Medieval Libraries*, p. 45.
Brut, ed. Brie, I, 81.
Knight, 'Social Function', p. 103
Lagorio, 'Evolving Legend', p. 230.
Robinson, 'English Verse Texts', p. 24.
Aquinas, *Opera XIV*, 5.
Aquinas, *Summa theologiae*, 2a 2ae, qu. 2, art. 4; *Opera XIV*, 5.

Use *ibid.* (in Roman font) *only* where the previous footnote has a single reference and there can be no ambiguity over the work to which reference is being made; if you are citing the same volume and page number as in the previous reference, these do not need to be repeated.

(g) *Unpublished documents*

First references to manuscripts should be by location and shelfmark, not just by name: Findern manuscript (Cambridge University Library, MS Ff. i. 6). Public Record Office documents should be cited by their call mark only (not the official name of the class): London, Public Record Office, E 179/137/76). In references to recto or verso of a leaf, put 'fol.' with space before numeral; use 'fols.' for plural. Specify recto and verso by 'r' and 'v' (no full stop), without a space between numeral and letter: fol. 44r; fol. 12v. Specify columns by 'a' and 'b', without space: fol. 44ra; fol. 12vb. Put line numbers last: fol. 44ra9; fol. 12v21.

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In first references to manuscripts give location and then shelfmark, including 'MS'. Omit place-name if it is included in the name of the library: Lincoln Cathedral Library, MS 91. Put spaces between the elements in a shelfmark:

Oxford, Bodleian Library, MS Rawlinson C 398, fol. 28v
London, British Library, MS Harley 661, fol. 44r
London, British Library, MS Additional 37049
Cambridge, Trinity College, MS 0. 2. 53, fols. 12v-14r
London, Public Record Office, E 179/137/76

Subsequent references may be shortened, omitting the location in all but ambiguous cases (where the location may be given in abbreviated form):

MS Rawlinson C 86, fol. 28v
MS Harley 661, fol. 44r
BL MS Add. 37049 (omit comma after BL)

(h) *Tables of abbreviations*

Authors/editors should devise a table of abbreviations at the beginning of the book, using the abbreviated forms for references frequently cited. To make the editor's job easier, contributors should usually give full references (unless e.g. a periodical title is *very* well known), leaving it up to the editor to make decisions regarding which items to abbreviate.

(i) *General points*

In giving a sequence of references, place a semi-colon between each item. When listing more than one item by the same author, give the author's name for each reference.

14. Texts in other languages

Use the original titles, not translations (unless the translation is being specifically referred to): *De consolatione philosophiae*, not *The Consolation of Philosophy*.

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15. References to the Bible

Give the name of book in roman, preceded by number of book, if necessary, in roman numerals; chapter and verse(s) in arabic numerals, separated by full stop and space: Isaiah 4. 4; II Timothy 3. 10-17. Use the Vulgate numbering for Psalms.

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