Style Guide

For matters relating to file preparation and general formatting, please consult our Manuscript Preparation Guidelines document.

PIMS generally follows the longer, traditional form of note and citations (rather than author–date) used by the *Chicago Manual of Style*, 17th edition, with the following additions and variations.

Spelling, Abbreviation, Punctuation, Capitalization

- Use either British or American spelling *consistently* throughout the work.
- Initials should be closed up: G.E.L. Owen, *not* G. E. L. Owen.
- Contractions do not take a period: St Iosif, Dr Brubaker, Msgr Corecco.
- Acronyms and initialisms should be closed up.
- Orders should not use periods: SJ, OP, OCD, OSB, CSB; suppress orders and titles in citations.
- Give ordinals in full; do not superscript dates (VIIIeme siècle or 12th century) in titles.
- Use the traditional abbreviations for books of the Bible, thus: Gen. 47:12, Acts 7:21, and 1 Tim. 4:6 (instead of shorter forms such as Gn or 1 Tm).
- Use US "postal abbreviations" in places of publication only for disambiguation: Cambridge, MA.
- For measurements: 27 mm (no period).
- For "circa," we prefer "ca." but "c." is acceptable if used consistently; no italics are used.
- In running text, use a spaced (or open) en-dash for the 'long dash' – setting off – phrases.
- Ellipses: do not use Word's ellipsis character but 3 un-spaced dots, with a space on either side of the dots. For example: "This sentence … is shorter than it used to be … , and it ends here. … This later sentence has been truncated … ." Note that terminal periods are separated from ellipses by a space.
- Quotation marks (typographic "double inverted commas," rather than "typewriter quotes") should be used for quotations, and single quotes for quotations within quotations.
- Terminal periods and commas should be placed within quotation marks.
- Serial (Oxford) comma is preferred, unless its use is avoided consistently.
- "pseudo" should be lowercased (i.e., pseudo-Augustine). The exception is Pseudo-Dionysius the Areopagite.
- Avoid excessive capitalization with names. Personal titles are capitalized only if they precede a proper name: the bishop; the king of England; Bishop Richard Clifford of Worcester; Richard Clifford, bishop of Worcester; Cardinal Boso; Boso, cardinal priest of St Anastasia.
- For institutions, capitalization should reflect national conventions: Paris, BnF.
- For capitalization of titles of pre-modern works, or of works in languages other than English, see the section below on the bibliography.

Numbers

- Ordinals should not use superscript: 1st, 2nd, 3rd, etc. The use of superscript should be avoided wherever possible, and especially in footnotes, except where required by convention.
- Dates should be given in this format: 1 May 1477 (note the absence of any punctuation).
- Indicate centuries in both the text and the notes by writing the words in full: twelfth century.

- Make sure that number ranges are consistent, i.e., always expanded (122–145) or always abbreviated (122–45). Since a few different systems for abbreviation are possible, please make sure the same system is used throughout. See Chicago's recommendations for details.
  - Folio page ranges, however, should always be expanded if the folio number changes (23r–v is fine, but 23r–25r should not be abbreviated to 23r–5r).
- Use arabic instead of roman numerals throughout, except in personal titles (Paul VI, Henry II).

Bibliography

- The bibliography typically contains all cited works. Works that have not been cited may be included as well, but please consider footnotes in which they could be usefully mentioned.
- A lengthy bibliography may be divided into primary and secondary sources. If many manuscript and archival sources have been used, it may be useful to list them in a separate (first) section.

- Some examples of bibliography entries:
  - Author, John. *Book Title: Subtitle Capitalized in Headline Style*. Place: Publisher, date.
  - Author, John. *Book Title: Subtitle Capitalized in Headline Style*. 2nd ed. Series Title 15. Number of vols. Place: …
  - Author, John. *Book Title*. Ed. Jane Editor. Trans. Pat Translator. Place: …
  - Author, John. "Article Title." *Journal Title* 5 (1975): 46–57.
  - Author, John. "Essay Title." In *Book Title*, ed. Jane Editor and John Editor, 46–57. [Series.] [Volumes.] Place: Publisher, date.
  - Author, John. "Dissertation Title." PhD diss., University Name, date.

- Primary works and their translations should be listed under the (pre-modern) author's name, not the (modern) editor's name. Collections should be listed under the editor's (editors') name(s).
- A primary work and translations of that work should, where possible, be combined in the same bibliography entry, to ensure that they will be grouped together:
  Medieval Author. *Title.* Ed. Jane Editor. Place: Publisher, date. Translated as *Translated Title* by José Translator. Place: Publisher, date.
- Author names and titles of works should conform to the versions found in the Library of Congress cataloguing system. If the standard name of a medieval author is not found on the title page, or if it is incorporated into the title, the standard name is inserted in square brackets: [Sylvester II]. *The Letters of Gerbert*. Trans. Harriet Pratt Lattin. New York: Columbia University Press, 1961.
- Ensure that Latin titles do not use (or repeat) the author's name, typically in genitive case. For example, *Sancti Aurelii Augustini Sermones in Matthaeum* is better rendered as Augustine. *Sermones in Matthaeum*.
- Give the modern author's full first name, unless he or she is habitually known by (or publishes only under a name with) initials: J.N. Hillgarth.
- Titles of modern English works are capitalized in headline style. Subtitles follow a colon after the main title, and are also capitalized in headline style.
  - Capitalize the often long titles of pre-1800 works in English in Chicago's sentence style.
  - For non-English works, use the national conventions for capitalization of the language in question: see the Chicago *Manual of Style*. For Latin titles, capitalize the first word and any proper nouns. **Note**: regardless of national linguistic convention, use a colon (*not a period*) to separate title from subtitle, and capitalize the first word of a subtitle.
- Multiple works by the same author should be provided in alphabetical order. Definite articles such as "The" should not be alphabetized.

- If journal volumes are continuously paginated, then issue numbers should be suppressed; only the volume number is needed.
- Include series information if possible. Series and subseries may be separated by commas or colons (as long as the usage is consistent); however, do not use a comma before the number in the series (thus: Papers in Mediaeval Studies 19).
- Add number of volumes, where necessary. If some volumes have been divided into parts which have been published as independent volumes, use the following format: 7 vols. in 8.
- Use the English not the Latin form of a city name, wherever possible, for the place of publication.
- For publisher names:
    - An initial "The" should be omitted from a publisher's name, as well as corporate features such as Inc., Ltd., S.A., Co., and Publishing Co.
    - Words such as "Librairie," "Éditions," and "Verlag" should usually also be omitted.
    - "Press" should not be omitted from the name of a university press.
    - Do *not* abbreviate University with Univ.

Notes and Citations

Some examples of citations:
- John Author, *Title: Subtitle Capitalized in Headline Style* (Place, date), 103.
- John Author, *Title*, 2nd ed. (Place, …
- John Author, *Title*, ed. Jane Editor, trans. Pat Translator (Place, …
- John Author, *Multivolume Work Title* (Place, date range of entire multivolume work), 2: 103.
- John Author, "Article Title," *Journal* 5 (1975): 46–57, at 49.
- John Author, "Essay Title," in *Collection Title*, ed. Jane Editor and Joe Editor (Place, date), 46–57.
    - [**NOT:** John Author, "Essay Title," in Jane Editor and Joe Editor, eds., *Collection Title* (Place, date), 46–57.]
    - If a bibliography is included, volumes with multiple editors may be cited as John Author, "Essay Title," in *Collection Title*, ed. Jane Editor **et al.** (Place, date), 46–57.
- John Author, "Essay Title," in *Multivolume Essay Collection*, ed. Jane Editor (Place, date range), 3: 181–207.
- John Author, "Dissertation Title," PhD diss. (University Name, date), 75–84.
- Besançon, Bibliothèque municipale, MS 434, fols. 1–102.

- *In the above, please note:*
    - For biblical citations and citations of classical and medieval works, see below.
    - Give full citations as above on the first appearance of a work in every chapter.
    - On subsequent reference in that chapter, give just the author's last name and a (consistent) short title. Make sure the author's name appears in each footnote with a citation, even if the name has been given in the text above.
    - Unless conventionally known only by initials, an author's full first name should be given on first citation.
    - If a bibliography is present, the full number of volumes of a multivolume work, the publisher, and any series information need not be included in a note (as seen above). However, if a bibliography will not be present, then the number of volumes, series, and publisher information should be added to first citations.

Further notes on citations:

- Please do *not* use CAPS AND SMALL CAPS for author's names!
- Frequently-cited works (cited five or more times) may be assigned an abbreviation. A separate list of such abbreviations should be compiled. Use commonly accepted abbreviations, and do not abbreviate titles out of recognition unless frequency of citation requires it.
- For essays and articles, the full page range must be given on first citation and in the bibliography, even if only one page is cited. An example of a first citation with a reference to a specific page would be as follows: John Author, "Article Title," *Journal* 28 (1996): 183–201, at 195.
- To cite a specific note, use "n" with no period and no space. For example, to cite note 30 on page 127, write 127 n30.
- Note that the abbreviations "vol." and "p." were not provided in the above example of a citation of a multi-volume work. "Vol.," "p.," "col.," and "l." should be suppressed and be added only where their absence could prove confusing. References to folios, however, should use "fol." or "fols."
- Give exact page ranges; avoid the use of "f." or "ff." wherever possible!
- The date of first publication of a specific component being cited (essay, article, edition, poem, etc.) might be relevant to the discussion. If so, and if the date of first publication is not already mentioned in the text, it can be added in square brackets:
  - John Author, "Title of Article" [1926], in *Multivolume Work*, ed. Jane Editor (City, 1987–1992), 4: 186–201.
- For citations of multivolume works, the first citation in each chapter should include the full date range of publication of the entire multivolume work wherever possible, even if only one volume is being cited. However, in exceptional cases (for example, if the multivolume work is as yet incomplete), an individual volume can be cited.
  - If individual volumes do not have individual titles: John Author, *Multivolume Work*, vol. 3 (City, 1886), 125–130.
  - If individual volumes do have titles: John Author, *Multivolume Work*, vol. 3: *Title of This Volume* (City, 1886), 125–130.

- With the exception of *passim* and *sic*, commonly used Latin words and abbreviations (such as ibid., cf., and et al.) should not be italicized.
- Ibid. refers only to the immediately preceding citation. A comma should be used after "ibid."
- Group proximate citations from the same work as far as possible in a single note.
- Do **not** use id., eod., op. cit., or loc. cit. Instead, repeat the name or title (in abbreviated form).

- For biblical citations, use a colon with no space following: Genesis 1:1 or Gen. 1:1. Limited, unobtrusive references such as these may be incorporated parenthetically into the text; more than two citations should appear in a footnote. Cite the edition or translation used only where essential.
- For internal divisions within classical and medieval works, a compact form of citation is preferred, wherever possible: Thomas Aquinas, *Summa theologiae* 1–2.3.1 ad 4.
- The works of Plato and Aristotle require only the numbers of the Estienne and Bekker editions, respectively: Aristotle, *De anima* 9, 432b26–433a1.
- The major works of Thomas Aquinas require only the internal reference numbers, as long as the edition used (such as Marietti or Leonine) is specified in the bibliography, or at the first citation.
- For primary works found in commonly abbreviated series such as CCL (**NOT** CCSL!), CCCM, CSEL, MGH, PL, and PG:
  - Citations should follow this format: John Medieval Author, *Title* 1.2, CCCM 23: 14–16.
  - In the bibliography: also give the editor's name, and the date of publication of the volume (except for PL and PG, for which only the volume and column numbers are needed): John Medieval Author. *Title*. Ed. Jane Editor. CCCM 23. 1982.

- o In the list of abbreviations, give information for the series as a whole: full title of the series, city of publication, publisher, date range. If the entire series is complete, include the total number of volumes after the series title.
- Editions of other classical and medieval works (that do not appear in series such as the ones noted above) should be specified, with full details being provided in the bibliography and on first reference in each chapter. Critical editions should be used wherever possible. Internal reference numbers appear right after the work's title.
  - o *On first reference:*
    - Peter Abelard, *Dialectica* 2.1.1, ed. Lambertus M.de Rijk, 2nd ed. (Assen, 1970), 145.22–31.
    - Cicero, *De re publica* 1.17.28 (*De re publica, De legibus*, ed. T.E. Page, trans. Clinton W. Keyes [London, 1928], 50–51).
  - o *On subsequent reference:*
    - Peter Abelard, *Dialectica* 2.1.1, 3.1.2, ed. de Rijk, 145.22–31, 153.11–26.
    - Cicero, *De re publica* 1.17.28, ed. Page, 50–51.
- When referring to medieval manuscripts, PIMS uses the following conventions: City name [always in English], Library name [in the original language and observing the rules regarding capitalization of the language in the Chicago *Manual of Style*], shelf-mark, folio (using r and v, if necessary).
  - o Use "fol." or "fols." instead of "f." or "ff."
  - o In manuscript listings and formal descriptions, and also at first mention, each field should be separated with a comma (as above); in subsequent references, especially in discursive contexts, the strict convention can be elided (for example, Paris, BnF, lat. 3071 may be shortened to BnF lat. 3071, without the comma, in running text).
  - o Manuscript shelf-marks must be accurate, comprehensive, and up-to-date. Consult the most recently published catalogues of the appropriate library, in print or online, for the library's preferred form.
  - o The Index of Manuscripts for the Institute's journal, *Mediaeval Studies*, available at http://www.pims.ca/publications/journal-mediaeval-studies should provide a useful guide to conventions used in most Anglo-American scholarship in manuscript studies, and should be adopted wherever possible.

- Previously unpublished material should be cited in the original language as far as possible. It is not necessary to provide extended quotations from standard classical or medieval texts, unless the argument requires explicit textual or philological evidence. Translating every quotation into English should not be necessary; quotations in footnotes are typically left untranslated. Note wherever possible the use of published translations. If you provide only an English translation (your own or another's) but the original terminology is important in places, interpolate key words and phrases from the original language directly into the translation using square brackets.
- Online versions often do not take editions into account, provide dates or bibliographical information, or sometimes even provide translators' names; also, URLs are not always stable in the long term. For these reasons we prefer the citation of printed works.

Indexes

- Indexes should only be completed once the work is at the second proof stage. Detailed instructions will be provided in a separate document.

Last updated June 2019
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