



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. (However, plural forms, even though they could be considered contractions, should still use a period for consistency with their singular forms: figs. fols. pls. vols.)
- 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 (VIII^{ème} 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).
- US “postal abbreviations” in places of publication should only be used for disambiguation: Cambridge, MA should include “MA” so it will not be confused with Cambridge, England, but New York does not need “NY”.
- 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.
- Double quote marks should be used for quotations, and single quote marks for quotations within quotations. (Ideally, typographic “double inverted commas” should be used instead of “typewriter quotes.”) Terminal periods and commas should be placed within the 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 to use the same system throughout. See the *Chicago Manual of Style*'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

- PIMS books typically include a bibliography that 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*. 2nd ed. Series Title 15. Place: Publisher, date.
 - Author, John. *Multivolume Work Title*. 3 vols. Place: Publisher, date range.
 - Author, John. *Book Title: Subtitle*. Ed. Jane Editor. Trans. Pat Translator. Place: Publisher, date.
 - Author, John. "Article Title." *Journal Title* 5 (1975): 46–57.
 - Author, John. "Essay Title." In *Book Title: Subtitle*, ed. Jane Editor and Bob Editor, 46–57. 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 Matthaem* is better rendered as Augustine. *Sermones in Matthaem*.
- 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.
 - The often long titles of pre-1800 works in English should be capitalized 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, PIMS style uses a colon (*not a period*) to separate title from subtitle, and the first word of a subtitle should always be capitalized.
- 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 in the bibliography 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

Give full citations such as the following 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.

- John Author, *Title: Subtitle Capitalized in Headline Style* (Place, date), 103.
- John Author, *Title: Subtitle*, 2nd ed. (Place, date), 226.
- John Author, *Title: Subtitle*, ed. Jane Editor, trans. Pat Translator (Place, date), 47.
- John Author, *Multivolume Work Title* (Place, date range of entire multivolume work), 2: 103.
- John Author, “Article Title,” *Journal* 5 (1975): 46–77.
 - [Note that the full page range should be provided on first citation even if only one page is cited. If a reference to a specific page is needed in addition to the full page range, use “at”: 46–77, at 59.]
- John Author, “Essay Title,” in *Collection Title*, ed. Jane Editor and Joe Editor (Place, date), 128–35.
 - [Note that when an essay is cited, the collection’s title should be given before the editor names, not after.]
 - 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), 128–35.
- 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.

For biblical citations and citations of classical and medieval works, see below.

Further notes on citations:

- Unless an author is conventionally known only by initials, their full first name should be given on first citation.
- Make sure the author’s name appears in each footnote with a citation, even if the name has been given in the text above.
- If a bibliography will be 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 in the notes.
- Proximate citations from the same work should be grouped as far as possible in a single note.
- Note that the abbreviations “p.” and “vol.” were not provided in the above examples. “Vol.,” “p.,” “col.,” and “l.” should be suppressed; they should 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.



- Please do not use CAPS OR 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.
- 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.
- 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 some 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, 1936), 125–130.
 - If individual volumes do have titles: John Author, *Multivolume Work*, vol. 3: *Title of This Volume* (City, 1936), 125–130.

Latin words and abbreviations:

- 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.*"
- Do not use *id.*, *eod.*, *op. cit.*, or *loc. cit.* Instead, repeat the name or title (in abbreviated form).

Biblical, classical, and medieval citations:

- 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. These internal reference numbers should be kept separate from modern page/line references, since readers may have access to a different edition of the same work.
- 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.
 - 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 directly after the work's title.
 - *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).
 - *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.
- As has been mentioned above in the Bibliography section, Latin titles should not use or repeat the author's name. For example, the citation Isidore of Seville, *Isidori Hispalensis Episcopi Etymologiarum sive Originum libri XX*, ed. Wallace M. Lindsay (Oxford, 1911), 1: 125, is redundant. For this work, the following form is preferred for first citations: Isidore, *Etymologiae* 1.3, ed. Wallace M. Lindsay (Oxford, 1911), 1: 125. Subsequent references would be as follows: Isidore, *Etymologiae* 1.3, ed. Lindsay, 1: 125.
- 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*], shelfmark, folio (using r and v, if necessary).
 - Use “fol.” or “fols.” instead of “f.” or “ff.”
 - 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).
 - Manuscript shelfmarks 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.
 - The Index of Manuscripts for the Institute's journal, *Mediaeval Studies*, available at pims.ca/article/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 March 2023

For questions and clarifications, please contact Megan Jones, Associate Editor <megan.jones@utoronto.ca>.