

## Instructions to authors for publication of articles in the *Cahiers de recherches médiévales et humanistes*

(For all articles written in English)

**Please note:** These instructions must be scrupulously observed, please. The journal does not have a secretary to help with formatting and thus any article failing to adhere to these instructions will be sent back to the author for correction; failure to correct to the appropriate standard will lead to the article being rejected.

### Front matter:

Each article must be accompanied by two bio-bibliographies of the author, one in English and one in French, each to a maximum length of 400 characters including spaces; authors should also include both a summary of the article in English and a *résumé* of the article in French, each to a maximum length of 500 characters including spaces.

### End matter:

At the end of the article, insert the name of the author (First name in lower case, SURNAME in small capitals) followed on the next line by the institution or affiliation (in lower case), all of which should be aligned right.

### Text:

The text itself should be written in Times New Roman, font size 12, single-spaced and justified; all offset quotations and footnotes should be in font size 10. Each new paragraph should be marked by an indented first line, unless the author explicitly requests otherwise. To create this indent, do not use the tab key. Instead, set it up by going to “Format”, then “Paragraph”; then, in the block “Indentation”, go to “Special” and choose “First line”, and then 0.8 cm. (The computer will then automatically indent the first line when one hits “Return”.) Quotations too long to appear within the text should be indented 1.5 cm on the left.

The title of the article should be written in Times New Roman, font size 14, in bold, in lower case (except for proper nouns), and centred. Any sub-headings (optional), which must not involve more than two levels of sub-division, should be set out as follows: the first level should be in Times New Roman, font size 12, in bold; and the second level in Times New Roman, font size 12, in italics. Anyway, please do not insert a blank line between paragraphs.

Typographical norms to be observed in the article:

- Upper case letters in French (or other languages such as Italian) should be accented: É, À, È, etc.
- Ligatures should be given as Œu, œu, Æ, æ, etc.
- Any non-English words used in the text should be in italics (*raison d'être, non sequitur*).
- Numbers below 10 should be written out in full (eight children, four years earlier); 10 and above in digits (25 tons, 87 years old); above 10,000 written as follows: 19,000; 23,500, etc., but note 9999.
- Titles of kings, queens, and princes should be given with a Roman numeral (Henry IV, Charles V, Elizabeth I); centuries should be written out in full (thirteenth century), but if used adjectivally, with a hyphen (a fourteenth-century Bible).

- All quotations in the text should be in double quotation marks (“...”), with quotations within a quotation given in single quotation marks (“...‘...’...”). These should be smart (curly) quotation marks, not straight. Moreover all quotations which are not in English or French should be in double quotation marks AND in italics. Quotations of more than 30 words in length, or more than three lines of verse, need to be offset from the body of the text (in Times New Roman, font size 10, with an indent of 1.5 cm), and again in italics if they are not in English or French.
- Verse quotations (if not long enough to be offset) should be set out in quotation marks as follows: the first line should be immediately followed by a forward slash (/), then an unbreakable space before the next line, and so on: “Whan that Aprille with his shoures soote/ The droghte of Marche hath perced to the roote/ And bathed every veyne in swich licour”.
- Footnote reference numbers should be placed immediately before any punctuation.
- The full stop at the end of a quotation should be placed before the closing quotation mark if it is part of the quotation itself, but after the closing quotation mark if it is not.
- Page and line references: use p. for a single page (p. 10), for a series of separate pages (p. 10, 12, 25), and for a series of continuous pages (p. 123-125); use v. for a single line of verse (v. 12), for a series of separate lines of verse (v. 13, 15, 18), and for a series of continuous lines of verse (v. 23-32). After p. and v. insert a non-breaking (unbreakable) space. For runs of pages, lines of verse, and dates, use non-abbreviated forms (v. 145-148; p. 285-296; 1456-1478). For single lines or series of lines of prose, use l. in the same way as v. above for lines of verse.
- Folio references: these should be abbreviated as fol., with r in superscript to denote recto (fol. 24<sup>r</sup>) and v in superscript to denote verso (fol. 45<sup>v</sup>); see also fol. 3<sup>r-v</sup>, and fol. 3<sup>r-v</sup> for longer references.
- Punctuation: commas, semi-colons, colons, exclamation and question marks, double or single quotation marks always follow on immediately from the text and are never preceded by a space.
- British and American English spellings are both acceptable, but should be consistent throughout the text and footnotes.
- Interpolated (parenthetical) phrases should be inserted using a space before and after an en-dash (insert this using the Symbol menu): “compared to the more soberly dressed – if at times still orientalisised – Greeks and Albanians”.
- Quotations from the Bible should follow the Chicago Manual of Style (see <http://hbl.gcc.libguides.com/content.php?pid=230450&sid=1915186> for a useful summary): use the abbreviated name of the book, the chapter number, and the verse number (never a page number); chapter and verse are separated by a colon, and runs of verses are linked by a hyphen (e.g. 1 Cor. 13:4, 15:12-19; Gn 1:1-2, 2:1-3; Jn 1:1-14). Chicago Manual of Style has two possible sets of abbreviations for books of the Bible (see <http://hbl.gcc.edu/abbreviationsCHICAGO.htm>), but consistency is needed for whichever set is chosen.
- One final thing: please do not include any hypertext links in your file.

### **Footnotes:**

Footnotes only are permitted and must be inserted using the normal function provided by Word. The following typographical norms must be scrupulously observed in the footnotes:

- Each footnote should end in a full stop. The first letter of the footnote should be in upper case (*Ibid.*, See..., etc.). In addition, each footnote should comprise a single paragraph only.
- The only punctuation used to separate elements within a bibliographical reference is the comma, except when used in the middle of a book title or a quotation (though please ensure that the last comma after a title is in normal type and not italics, as is also the case following *ibid.*). Multiple references in the same footnote must be separated from each other by a semi-colon.
- Page and line references: use p. for a single page (p. 10), for a series of separate pages (p. 10, 12, 25), and for a series of continuous pages (p. 123-125); use l. for a single line of prose (l. 12), for a series of separate lines of prose (l. 13, 15, 18), and for a series of continuous lines of prose (l. 23-32); use v. in the same way as l. for single lines or series of lines of verse. After p., l., v., n<sup>o</sup>, fig., and vol. insert a non-breaking (unbreakable) space.
- Permitted abbreviations and Latin expressions: *et. al.*, *fol.*, *ibid.*, *i. e.*, *infra*, *n.* (for: note), *passim*, *supra*. The following constructions are NOT to be used: *cf.* (use: see); *id.*, *loc. cit.*, *op. cit.*, *art. cit.*: see below for how to refer to works previously cited in the footnotes.
- Folio references: abbreviated as *fol.*, with r in superscript to denote recto (fol. 24<sup>r</sup>) and v in superscript to denote verso (fol. 45<sup>v</sup>): see examples above.

Bibliographical norms to be **scrupulously** observed in the footnotes:

#### Articles:

Initial(s) for first name(s) with non-breaking (unbreakable) spaces after each initial, Surname(s), “Title”, *Name of journal*, volume number, issue number (if used), year, set of pages. A full set of page references must be given the first time an article is cited. If also citing a particular page in this first reference, this should be given as: at p. 134.

Example:

<sup>12</sup> S. Huot, “Bodily peril: sexuality and the subversion of order in Jean de Meun’s *Roman de la rose*”, *Modern Language Review*, 95, 1, 2000, p. 41-61, at p. 45.

Any subsequent reference to the same article should be given as Surname, “Short title”, page(s) cited:

<sup>15</sup> Huot, “Bodily peril”, p. 60.

#### Chapters in edited books:

Initial(s) for first name(s), Surname(s), “Title of chapter”, *Title of book*, ed., Initial(s) and Surname(s) of editors of the volume, Place of publication, Publisher, date of publication, set of pages. NB: there is no need to write “in” before the title of the book; put “ed.” no matter what language the book is published in. As for articles, a full set of page references must be given the first time a chapter is cited. If also citing a particular page in this first reference, this should be given as: at p. 35.

Example:

<sup>52</sup> M. Camille, “The King’s New Bodies: an illustrated mirror for princes in the Morgan Library”, *Künstlerischer Austausch/Artistic Exchange: Akten des 28. Internationalen Kongresses für*

*Kunstgeschichte, Berlin, 15-20 Juli, 1992*, ed. T. W. Gaehtgens, Berlin, Akademie Verlag, 1993, p. 393-405, at p. 398.

Any subsequent reference to this same chapter should be given as Surname, "Short title", page(s) cited:

<sup>56</sup> Camille, "The King's New Bodies", p. 402.

### Books:

Initial(s) for first name(s) (except for medieval authors), Surname(s), *Title*, Place of publication, Publisher, date of publication, set of pages cited. In the case of books published in a non-English-speaking country (NB: this also applies to (co-)edited books), the name of the place of publication should be translated, where appropriate, into English (e.g. Venice not Venezia, Geneva not Genève, etc).

Example of a primary source:

<sup>1</sup> Julien de Vézelay, *Sermons*, ed. D. Vorreux, Paris, Cerf, 1972, vol. 1, p. 46.

Any subsequent reference to the same work should be given simply as *Short title*, page(s) cited, if there is no ambiguity as to whose work is being quoted here:

<sup>6</sup> *Sermons*, vol. 1, p. 56.

Example of a secondary source:

<sup>22</sup> E. J. Burns, *Bodytalk: When Women Speak in Old French Literature*, Philadelphia, University of Pennsylvania Press, 1993, p. 1-9.

Any subsequent reference to this same work should be given as Surname, *Short title*, page(s) cited:

<sup>28</sup> Burns, *Bodytalk*, p. 56.

### Co-edited books, conference proceedings:

*Title*, ed., Initial(s) for first name(s), Surname(s) of editors, Place of publication, Publisher, date of publication, set of page(s) cited.

Example:

<sup>45</sup> *Framing Medieval Bodies*, ed. S. Kay and M. Rubin, Manchester/New York, Manchester University Press, 1994.

Any subsequent reference to this same work should be given as *Short title*, ed., Surname(s) of editor(s), page(s) cited:

<sup>67</sup> *Framing Medieval Bodies*, ed. Kay and Rubin, p. 10.

NB: for all these works, please do not indicate the series of any collections to which they belong, but just the place of publication and the publisher.

### Dissertations:

Initial for first name, Surname, "Title of dissertation", type of dissertation, name of University awarding the degree, date of publication, page(s) cited.

Example:

<sup>17</sup> P. Schandel , “Le Maître de Wavrin et les miniaturistes lillois à l’époque de Philippe le Bon et de Charles le Téméraire”, PhD dissertation, Université des Sciences Humaines de Strasbourg, 1997.

Any subsequent reference to this same work should be given as Surname, “Short title”, page(s) cited:

<sup>22</sup> Schandel , “Le Maître de Wavrin”, p. 56.

NB: *ibid.* is the only abbreviation to be used for referring to works already cited, and must only be used to refer to the same page of the same work (article, book chapter, edition, monograph) mentioned in the footnote that immediately precedes it.

Example:

<sup>56</sup> Camille, “The King’s New Bodies”, p. 402.

<sup>57</sup> *Ibid.*

Websites:

When referring to a website, you are requested for reasons of layout to use only a short reference to the name of the site or to some part of it, rather than the whole IP address.

Example:

<sup>56</sup> See the entry for “montrer” in the *Dictionnaire du Moyen Français* which can be accessed via the ATILF website.

And not:

<sup>56</sup>

[http://atilf.atilf.fr/scripts/dmfX.exe?LEM=montrer;ISIS=isis\\_dmf2012.txt;OUVRIR\\_MENU=2;s=s0f2925f8;LANGUE=FR;AFFICHAGE=0;MENU=menu\\_dmf](http://atilf.atilf.fr/scripts/dmfX.exe?LEM=montrer;ISIS=isis_dmf2012.txt;OUVRIR_MENU=2;s=s0f2925f8;LANGUE=FR;AFFICHAGE=0;MENU=menu_dmf)