NOTES FOR CONTRIBUTORS

In light of the specialized and often highly detailed nature of the articles that appear in TRADITIO, the editor needs careful cooperation from contributors in the preparation of manuscripts. It is in the interest of both authors and editor that manuscripts be as stylistically consistent and error-free as possible. Each author is responsible for the accuracy of the text, including dates and citations, which should be verified before the final manuscript is submitted.

Usually during June and July, the staff at TRADITIO copyedit the articles. The copyedited articles will be sent to authors. At this stage changes can be made easily and cheaply; hence, careful attention should be paid to the correction of this version. In the fall, contributors will receive galley proofs but not page proofs of their articles. The editor regrets the necessity of charging authors for excessive corrections or additions in the proofs. Each author will receive one complimentary copy of the volume. Offprints may be ordered at the page proof stage; the price is determined by the length of the article.

The chief guidelines for contributors are explained below. Authors should follow first these Notes for Contributors. If further clarification is needed, they should consult the Chicago Manual of Style, 16th edition (2010). Neither these notes nor the Chicago Manual can address all stylistic requirements across disciplines; some variation is to be expected because of the demands of the subject and its treatment. In perplexing cases, authors should consult the editor.

PRESENTATION OF THE MANUSCRIPT

Text and Program. All contributions should be submitted in Microsoft Word. Please consult the editor on other systems. If necessary, typewritten manuscripts will be accepted.

Formatting. Authors should avoid using display type such as boldface or larger fonts except for italics to indicate words that should be italicized in the printed version. Underlining should not be used for emphasis. Use size 12 type, both for text and for notes. Automatic hyphenation should be turned off and only the left margin justified.

Subheadings. It is often useful to employ subheadings and sub-subheadings within an article. The preference at TRADITIO is to print subheadings in caps and small caps, centered, and sub-subheadings in italics, flush left. A third level of subheadings should be avoided, if possible. Numbering subheadings and sub-subheadings is usually superfluous, but if they must be numbered, then arabic numbers (1, 2, 3) should be used for subheadings and lowercase latin letters (a, b, c) for sub-subheadings, with only a period after the number or letter.
English Spelling and Style. For articles in English TRADITIO uses U.S. spelling and conventions of punctuation. The dictionary used for reference at TRADITIO is the *American Heritage Dictionary of the English Language*, 3rd edition. Manuscripts submitted with British spelling and punctuation will be changed accordingly. TRADITIO uses a comma before the conjunction in a series: Tom, Dick, and Harry; not Tom, Dick and Harry. Unnecessary hyphens should be avoided; see examples in *Chicago Manual*, 7.85. TRADITIO prints m-dashes — which should be used sparingly — with a space before and after. An m-dash may be indicated by two consecutive hyphens.

Notes. Notes should be formatted as endnotes and numbered consecutively. Note numbers in the text should follow a punctuation mark where possible and be superscripted, without parentheses. In the notes, parentheses should not be used around note numbers that indicate cross-references: for example, “See n. 6,” not “See n. (6).”

Text

Titles. Titles of books, periodicals, and individual literary documents should be italicized.

Possessives. For the possessive case of proper nouns, see *Chicago Manual* 7.15–18. Following the *Chicago Manual*, TRADITIO uses an s after sibilants: Burns’s poems, Marx’s theories, Dickens’s novels, Jesus’s name, Socrates’s death.

Quotations. Short quotations in any language written in Latin letters (hence, not Greek) should be enclosed within double quotation marks and not italicized. The original language rather than an English translation may be given in the text. If texts are cited in the article in translation, the original should be given in the notes.

The Bible. Books of the Bible are referred to by arabic numerals; chapter and verse should be separated by a colon. Names of whole books or books of which only a chapter number is given are spelled out: Ephesians; Matthew 28; Acts 3–5. If chapter and verse are given, the name of the book is usually spelled out in the text (Genesis 3:15) but abbreviated, with a period, in parenthetical citations and in notes: Gen. 3:15; 1 Cor. 3:23–24. Use the abbreviations found in the *Chicago Manual* 10.45–51 and reproduced here in the Appendix.

Foreign Words and Phrases. Single words and short phrases in languages other than English should be italicized, except for familiar foreign words and phrases like fait accompli, mea culpa, or weltanschauung (found without italics in standard dictionaries), and common academic abbreviations like ca., cf., e.g., et al., etc., ibid., idem (and eadem), i.e., passim. Use anglicized versions of foreign place names: Munich, Vienna, Prague, not München, Wien, Praha.

Capitalization. In general, capitalize less rather than more. For example: bishop of Paris, king of France, master of arts; the church (as an institution); heaven, hell; the East, the West (as cultural, political entities); Roman Empire, the empire, the eastern empire; Assumption,
Annunciation, the Flood, the Fall; Christ, God (but lowercase personal pronouns with these antecedents); Bible, but biblical; but scripture, scriptural; Mass (the eucharistic sacrament); but mass (individual celebrations). Lowercase references to constituent parts of a book (introduction, appendix). For further guides to capitalization, see the Chicago Manual, chap. 8, “Names and Terms.”

**Numbers.** As a rule, spell out whole numbers from one through ninety-nine and any numbers that begin a sentence. Use a comma after the thousands place for a precise number, but not for a rounded one: 3,429; 3400. Note also: 20 percent; 1200s; 26 January 987, not January 26; 325 BC but AD 325. Chapters should be designated by arabic numerals.

**Inclusive Numbers.** In references to consecutive pages, paragraphs, and the like use the form 18–27, never 18ff. or 18sqq. If 18–19 is meant, use that form and not 18f.

**Abbreviating Inclusive Numbers.** See Chicago Manual 9.60. If the first number is less than 100, use all digits: 1–10, 71–75, 96–115. For 100 or multiples of 100, use all digits: 100–104, 600–618. From 101 through 109 and multiples, use changed part only: 106–7, 503–17, 1002–7. From 110 through 199 and multiples, use two digits, or more if needed: 321–25, 415–532, 1536–38. Inclusive dates follow the same system; see Chicago Manual 9.63. Examples: the war of 1914–18; AD 300–325; the fiscal year 1975–76 or 1975/76 (otherwise, avoid the solidus [slash, virgule]).

**NOTES**

**Acknowledgments and Expressions of Gratitude.** Neither a note to the title nor a note marked by an asterisk should be employed. All acknowledgments and expressions of gratitude should be incorporated into the first note as the second paragraph of that note. Authors are asked to exercise restraint in naming and thanking their benefactors.

**Reference Notes.** Bibliographical references ordinarily belong in the notes rather than the text. When a bibliographical item is first cited, the reference should contain the complete data. The author’s name should be cited with first name or initials, as it appears in the original. If the title page of the book cited lists two cities with the publisher’s name, the city listed first is the one to use. If the place of publication in the U.S. is not widely known, the abbreviation of the state name should follow it. Use the two-letter codes prescribed by the United States Postal Service (NY, MA, DE, now preferred by the Chicago Manual [10.28]). Shortened, second references consist of the author’s last name, the shortened title of the book, and the page number. If ten or more notes intervene between the initial citation and the following one, a cross-reference to the full citation should be included, as: (n. 3 above). Op. cit. and loc. cit. should not be used. TRADITIO departs from Chicago style in omitting the publisher’s name. Otherwise, Chicago Manual, chap. 14, “Documentation I: Notes and Bibliography” should be followed. The following are examples of acceptable citations and abridgements.


11 Ibid., 59.

12 Ibid. [I.e., same page as preceding reference.]

25 Peltier, *Pascase Radbert* (n. 6 above), 75.

*Books in Series and Multivolume Works.* Books in series are a sequence of publications related in subject matter and developed under the supervision of an editor or a group of editors. The series is open, so that new volumes may be published. Multivolume works are in a sense closed, by their subject matter or purpose. They may contain, for example, all of some illustrious person’s letters, or a history of some country by several authors, or one author’s history of a period under several different titles. Authors often supply too much information about books in series and multivolume works; the citation should provide information that is really useful to the reader and not be filled with learned clutter.

*Books in Series.* If the author wishes to include the title of a series (it is not always necessary), the series title is capitalized like a book title, put in roman type, and not enclosed in quotation marks or parentheses. The name of the editor of the series is not given unless it is relevant to the author’s point. The number of the volume in the series should be given in arabic numerals, even if the original has a roman number. See, in general, *Chicago Manual* 14.128–32. Examples:


*Multivolume Works.* The treatment of multivolume works in notes can be complicated; authors are asked to strive for clarity and simplicity and to give only information that is helpful. The number of the volume in the series should be given in arabic, even if the original has a roman number. See, in general, *Chicago Manual* 14.121–27. Examples:


*Articles.* Articles are cited by author’s name followed by comma, title followed by
comma, title of journal in italics, volume number (without number within a volume, such as 4, 1,

or month or season of publication), year of publication in parentheses, colon, and inclusive

pages. Examples:


Classical Philology 51 (1940): 56–110, at 100–103.


*Standard Abbreviations for TRADITIO.* TRADITIO has a list of abbreviations that are to be

used without further explanation; see appendix to these Notes. Authors should check that list

carefully. Abbreviations are not italicized.

*List of Abbreviations Supplied by Author.* If several works will be referred to frequently,

or if the author intends to use an abbreviation throughout, this detail should be noted and the

works cited in alphabetical order by author or abbreviation in the first footnote. Examples:

The following abbreviations are used throughout: Amann, *L’époque* = E. Amann,


The following abbreviations will be employed: AHDL = *Archives d’histoire doctrinale et

littéraire du Moyen Âge*; HTCP = *A History of Twelfth-Century Philosophy*, ed. P.

Dronke (Cambridge, MA, 1988).

Citations from the works of Chaucer are from *The Riverside Chaucer*, ed. L. D. Benson

(Boston, 1987), and will be identified hereafter by an abbreviated title and line number.

If the list comprises more than three or four entries, it is best put into tabular form, with the

abbreviations in alphabetical order, flush left, and a new paragraph for each entry. The list will

be set in the form of hanging indents.

*Abbreviations for Parts of Books.* Use the following abbreviations: n., nn. [note(s)]; line,

lines [no abbreviation]; col., cols. [column(s)]; bk., bks. [book(s)]; n.s. [new series]; esp.

[especially]; vol., vols. [volume(s)]; MS, MSS [manuscript(s) — no period]. Eliminate the

following abbreviations unless they are required for clarity: vol. [volume], p., pp. [page(s)], v.

[verse], no. [number]. The abbreviations l. and ll. for line(s) or *liber (libri)* should not be used, as

they are easily misread as numerals.

*Classical and Patristic Works.* For standard abbreviations of classical authors’ names

and works, see the comprehensive listing in the *Oxford Classical Dictionary*. For Greek patristic

works, see the abbreviations in G. W. H. Lampe, *A Patristic Greek Lexicon*. For writings of

ancient and medieval authors, the title of the work is followed by the indication of the book and
chapter, or whatever subdivisions there may be. Arabic numerals designating these subdivisions should be separated by periods (without insertion of space); the comma (or, if appropriate, the semicolon) followed by a space separates two consecutive references (e.g., Cicero, *De officiis* 2.7.24; *De oratore* 1.44.196, 46.201; 2.30.132; Pliny, *Ep.* 2.4, 7, 14). The edition used should be specified in the first citation; if several editions of the same work have been cited, the editor’s surname must be given in each citation. If the work is in translation, the translator should be cited in the first reference. See *Chicago Manual* 14.256–66.

**Citing Works within a Sentence.** Restructure sentences if necessary to avoid placing long citations between subject and predicate. Complex citations should be placed at the end of a sentence or quotation, even if this means repeating the author’s name. The following are acceptable citations:

According to Abelard’s *Historia calamitatum* (ed. J. Monfrin [Paris, 1978], 65.85–91), William revised his theory from claiming that universals are *essentialiter* or *in essentia* the same to saying that they are *indifferenter* the same.

See Ochsenbein, *Studien* (n. 1 above), 168–69, for a conspectus of views all agreeing on the fundamental incoherence of the ethical section of the poem.


Grabmann cites a very interesting Bamberg manuscript from the second half of the twelfth century, which is clearly working in the same hierarchies of science as William:


**Unpublished Manuscripts.** Titles of dissertations and unpublished manuscripts should be put in quotation marks and properly capitalized: “Boke of Gode Newys,” “Livre blanc.” A non-title description of a manuscript should not be put within quotation marks or be capitalized as a title: cartulary of Saint-Jean-des-Vignes, notarial accounts, collected letters.

**Citing Manuscripts.** On first use, manuscript citations should give the city or town first, the name of the depository, the collection, the reference number, and, where necessary, a folio reference: Rouen, Bibliothèque municipale 1382 (U. 109). The British Library (BL), Bibliothèque Nationale de France (BNF), Bibliothèque nationale, Biblioteca nacional, and Biblioteca nazionale (BN) are abbreviated thus. If the citation includes references for recto and verso, these should be put in roman type and on the line, not superscripted: fols. 45r–47v. Column designations should be superscripted: fol. 45ra–b.

After the first reference, the manuscript reference should be shortened. If the abbreviation is less than obvious, it should be explained at the first citation. Examples of full and shortened references: BL Cotton Nero A. i (Nero A. i); BL Add. MS 26789 (Add. MS 26789); BNF MS Lat. 16112, fol. 45 (Lat. 16112, fol. 45); Madrid, BN MS 34568 (BN 34568); Oxford, Bodleian
Rawl. B. 27 (Rawl. B. 27); Rouen, Bibliothèque municipale 1382 (U. 109) (Rouen 1382); Cambridge, Corpus Christi College 990 (CCCC 990); York Minster MS XVI D2 (York XVI D2).

THE APPARATUS CRITICUS

Printing the Critical Edition of a Text. The strict accuracy of the apparatus criticus in manuscript is imperative, since lines and line numbers are often altered in typesetting. A galley of the text will be sent to the author in order to adjust the references in the apparatus and the notes to the text pages as they will appear in print. The apparatus criticus references and the notes will be set at the bottom of the text page to which they refer.

The apparatus criticus and the footnotes should be assembled in separate files. Notes should be numbered as sequential footnotes with superscript indications in the text.

Variant manuscripts should be denoted in the apparatus criticus by single, upper case, bold letters. Abbreviations should be listed alphabetically or in some convenient way as a preface to the text. Manuscripts are listed in descending order, from the most complete to the least complete copy:

P = Paris, BN Lat. 314
L = BL Add. MS 18382
Z = Zaragoza, Biblioteca universitaria, MS 41 (olim 225)

Line numbers are given in arabic figures, not boldface. The word or phrase in question is set off by a right bracket. Variants are given in roman type followed (with no comma between) with the manuscript abbreviation in boldface. If more than one variant is given, these are separated by a space, not a comma: teneatis affigatis LZT commendetis B. If more than one word or phrase in the same line is treated, the entries should be separated by a semi-colon: facilis uel facile marg. L; combibatis uel collebetis B. Long phrases should be denoted by giving the first and last words separated by an ellipsis: 102–4 quicquid . . . ideo] om. T

CAPTIONS

Captions should give full identification of the image, location, and date, including photo credit.
APPENDIX: ABBREVIATIONS

The following sigla are used without further explanation:

AH  *Analecta hymnica medii aevi*
AS  *Acta sanctorum*
BL  London, British Library
BN  *Bibliothèque nationale, Biblioteca nacional, Biblioteca nazionale*
BNF Paris, *Bibliothèque Nationale de France*
CAH *Cambridge Ancient History*
CCG Corpus Christianorum, Series graeca
CCL Corpus Christianorum, Series latina
CCM Corpus Christianorum, Continuatio Mediaevalis
CL  *Corpus inscriptionum latinarum*
CMH *Cambridge Medieval History*
CSCO Corpus scriptorum christianorum orientalium
CSEL Corpus scriptorum ecclesiasticorum latinorum
DACL *Dictionnaire d’archéologie chrétienne et de liturgie*
DDC *Dictionnaire de droit canonique*
DHGE *Dictionnaire d’histoire et de géographie ecclésiastiques*
DThC *Dictionnaire de théologie catholique*
Du Cange Du Cange, Favre, Henschel, *Glossarium mediae et infimae latinitatis*
EETS Early English Text Society
GCS Die griechischen christlichen Schriftsteller der ersten [drei] Jahrhunderte
HBS *Henry Bradshaw Society*
IG *Inscriptiones graecae*
ILS Dessau, *Inscriptiones latinae selectae*
LThK²,³ *Lexikon für Theologie und Kirche*, 2nd, 3rd ed.
Mansi Mansi, *Sacrorum conciliorum nova et amplissima collectio*
MGH Monumenta Germaniae historica
OED *A New [Oxford] English Dictionary on Historical Principles*
PG Migne, *Patrologia graeca*
PL Migne, *Patrologia latina*
PO Patrologia orientalis
Potthast *Potthast, Regesta pontificum romanorum*
RAC *Reallexikon für Antike und Christentum*
RE Pauly, Wissowa, Krol, *Real-Encyclopädie der klassischen Altertumswissenschaft*
RIS² Muratori, *Rerum italicarum scriptores: Raccolta degli storici italiani, nuova ed. . . con la direzione di G. Carducci, V. Fiorini, P. Fedele*
SC Sources Chrétiennes
SIG Dittenberger, *Sylloge inscriptionum graecarum*
ThLL *Thesaurus linguae latiniae*
TU Texte und Untersuchungen zur Geschichte der altchristlichen Literatur
For serial publications of the great academies: Abh. Akad. . . . [followed by name of city, e.g. Berlin, Munich, etc.] = Abhandlungen der . . . [preussischen, bayerischen, etc.] Akademie der Wissenschaften, philosophisch-historische Klasse. Similarly for Mémoires, Proceedings, Rendiconti, Sitzungsberichte, etc. The abridged form is always understood as referring to the series covering philosophy and the humanities where several classes or sections exist in a single academy.


BOOKS OF THE BIBLE

Old Testament

<table>
<thead>
<tr>
<th>Book</th>
<th>New Testament</th>
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<tbody>
<tr>
<td>Gen.</td>
<td>Joel</td>
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<td>Exod.</td>
<td>Amos</td>
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<td>Lev.</td>
<td>Obad.</td>
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<td>Num.</td>
<td>Jon.</td>
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<td>Deut.</td>
<td>Mic.</td>
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<td>Josh.</td>
<td>Nah.</td>
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<td>Judg.</td>
<td>Hab.</td>
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<tr>
<td>Ruth</td>
<td>Zeph.</td>
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<td>1 Sam.</td>
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<td>Zech.</td>
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<tr>
<td>1 Kings</td>
<td>Mal.</td>
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<tr>
<td>2 Kings</td>
<td></td>
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<tr>
<td>1 Chron.</td>
<td></td>
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<tr>
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<td>Esther</td>
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<td>Job</td>
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<td>Ps. (pl. Pss.)</td>
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<td>Prov.</td>
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<tr>
<td>Eccles.</td>
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<td>Song of Sol.</td>
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<td>Isa.</td>
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<td>Jer.</td>
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<td>Lam.</td>
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<td>Ezek.</td>
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<td>Dan.</td>
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Deuterocanonical and Apocryphal Books

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<td>2 Esd.</td>
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<td>Jth.</td>
<td>John</td>
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<td>Acts</td>
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<td>Rom.</td>
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<td>Ecclus.</td>
<td>1 Cor.</td>
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<tr>
<td>Bar.</td>
<td>2 Cor.</td>
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<td>Song of Three Children</td>
<td>Gal.</td>
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<td>Pr. of Man.</td>
<td>Phil.</td>
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<tr>
<td>Bel and Dragon</td>
<td>Col.</td>
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<tr>
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<td>1 Macc.</td>
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<td>2 Macc.</td>
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Revised 7/11/11