

**TRADITIO**  
**STUDIES IN ANCIENT AND MEDIEVAL HISTORY,**  
**THOUGHT, AND RELIGION**

**NOTES FOR CONTRIBUTORS**

Manuscripts submitted to TRADITIO should be error-free and stylistically consistent. Authors are responsible for the accuracy of the text, including dates and citations, which should be verified before the final manuscript is submitted.

During June and July, the staff at TRADITIO copyedit the articles. One or more copyedited versions are sent to authors, until final approval is received. At this stage changes can be made easily; hence, careful attention should be paid to the correction of this version. In the fall, contributors will receive PDFs of their typeset articles; at that stage, only typos may be corrected. Upon publication, authors will receive PDFs of their articles and one copy of the volume.

Authors should follow, first, these Notes for Contributors and then the *Chicago Manual of Style*, 17th edition (2017). Because of the demands of technical subjects, some slight variations may be expected.

**PRESENTATION OF THE MANUSCRIPT**

*Text and Program.* All contributions should be submitted in Microsoft Word. Otherwise, the editor should be consulted.

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

*Subheadings.* Subheadings and sub-subheadings within an article may (and often should) be employed. TRADITIO prints subheadings in caps and small caps, centered, and sub-subheadings in italics, flush left. If a third level, sub-sub-subheadings, is required, they should be flush left in roman. (But a third level should be avoided, if possible.) Numbering of 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 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* 7.89. 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 punctuation marks 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).”

### **ABSTRACT, KEYWORDS, EMAIL ADDRESS**

The author should include an abstract of the article, 200 to 250 words long, placed after the title and the author’s name and before the text of the article. At the end of the article, the author’s academic affiliation or city of residence will be printed, along with the author’s email address and a list of five to seven keywords (which the author should supply). TRADITIO does not print bibliographies at the end of articles.

### **TEXT**

*Possessives.* For the possessive case of nouns, see *Chicago Manual* 7.16–19. 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.* Quotations in a language written in latin letters should be enclosed within double quotation marks and not italicized. In the case of Latin and other ancient languages, if an extended quotation in the original language is given in the text, an English translation should be supplied in a note. If texts are cited in the article in translation, the original should be provided in a note.

*The Bible.* Books of the Bible are referred to by arabic numerals; chapter and verse are separated by a colon. Names of 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 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* 10.44–48 and reproduced here in the Appendix.

*Foreign Words and Phrases.* Words and short phrases in languages other than English should be italicized, except for familiar foreign words and phrases (found without italics in standard dictionaries) like *fait accompli*, *mea culpa*, or *weltanschauung*, and common academic terms and abbreviations like *ca.*, *cf.*, *e.g.*, *et al.*, *etc.*, *idem* and *eadem*, *i.e.*, or *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; the Fall, the Flood, the Annunciation, the Assumption; God, Christ (but lowercase personal pronouns with these antecedents); Bible, but biblical; scripture, scriptural; Mass (the eucharistic sacrament), but mass (individual celebrations). Lowercase references to constituent parts of a book (introduction, appendix).

*Numbers.* 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 (with an n-dash), never 18ff. or 18sqq. If 18–19 is meant, use that form and not 18f.

*Abbreviating Inclusive Numbers.* See *Chicago Manual* 9.61. 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. Examples: the war of 1914–18; AD 300–325; the fiscal year 1975–76 or 1975/76 (otherwise, avoid the solidus [slash, virgule]). But the dates of the birth and death of a person should be written out in full: Abraham Lincoln (1809–1865).

## NOTES

*Acknowledgments and Expressions of Gratitude.* Acknowledgments and expressions of gratitude are printed in one unnumbered note before the first footnote. Authors are asked to exercise restraint in naming and thanking their benefactors.

*Reference Notes.* Bibliographical references belong in the notes, not in the text. When a bibliographical item is cited for the first time, the reference should contain the complete data. The author's name should be written as it appears in the original, either with first name or initials. If the title page of the book cited lists two or more cities with the publisher's name, the city listed first should be used. If a place of publication in the U.S. is not well 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* [10.27]). Cambridge in Massachusetts always includes MA. 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 next one, a back-reference to the previous citation should be included, as: (n. 3 above). *Ibid.*, *op. cit.*, and *loc. cit.* should not be used. TRADITIO departs from Chicago style in omitting the publisher's name. Otherwise, *Chicago Manual*, chapter 14, "Notes and Bibliography" should be followed. The following are examples of acceptable citations and abridgements.

<sup>6</sup> Henri Peltier, *Pascase Radbert* (Amiens, 1938), 54.

<sup>10</sup> Peltier, *Radbert*, 57–58.

<sup>25</sup> Peltier, *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. A series is open, and new volumes may be added. Multivolume works are closed, by their subject matter or their 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. The citation should provide only information that is 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 (which 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 (without a comma) in arabic numerals, even if the original has a roman number. See, in general, *Chicago Manual* 14.123–26. Examples:

<sup>1</sup>C. Bremond, J. Le Goff, and J. C. Schmitt, *L'Exemplum*, *Typologie des sources du Moyen Âge occidental* 40 (Turnhout, 1982).

<sup>2</sup>Hans von Campenhausen, *Die Entstehung der christlichen Bibel*, *Beiträge zur historischen Theologie* 39 (Tübingen, 1968).

<sup>3</sup>C. M. Kauffmann, *Romanesque Manuscripts, 1066–1190*, *Survey of Manuscripts Illuminated in the British Isles* 3 (London, 1975).

*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* 14.116–22. Examples:

<sup>1</sup>Muriel St. Clare Byrne, ed., *The Lisle Letters* (Chicago, 1981), 5:246.

<sup>2</sup>Jaroslav Pelikan, *The Christian Tradition: A History of the Development of Doctrine* 3, *The Growth of Medieval Theology (600–1300)* (Chicago, 1978), 76.

Second reference: <sup>3</sup>Pelikan, *Medieval Theology*, 77–79.

*Articles.* Articles are cited by author's name followed by a comma, title followed by a comma, title of journal in italics, volume number (without the number of a part within a volume, such as 4, 1, or month or season of publication), year of publication in parentheses, colon, and inclusive pages. Examples:

<sup>1</sup>A. E. R. Boak, “Some Early Byzantine Tax Records from Egypt,” *Harvard Studies in Classical Philology* 51 (1940): 56–110, at 100–103.

<sup>2</sup>James F. Powers, “Frontier Municipal Baths and Social Interaction in Thirteenth-Century Spain,” *American Historical Review* 84 (1979): 655–57.

Second reference: <sup>3</sup>Powers, “Municipal Baths” (n. 12 above), 656.

*Standard Abbreviations for TRADITIO.* TRADITIO has a list of abbreviations that are to be used without further explanation; see appendix to these Notes. Abbreviations are not italicized.

*List of Abbreviations Supplied by Author.* If several works are 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:

<sup>1</sup>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).

<sup>2</sup>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]. Avoid 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, *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 are cited, the editor’s surname should be given in each citation. If a work is cited in translation, the translator should be named in the first reference.

*Citing Works in a Note within a Sentence.* Placing long citations between subject and predicate should be avoided. 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:

<sup>1</sup>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.

<sup>2</sup>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.

<sup>3</sup>Minnis shows that Chaucer knew the works of Remigius, particularly the *Commentary*. (A. J. Minnis, "Glossynge is a Glorious Thing: Chaucer at Work on the 'Boece,'" *The Medieval Boethius: Studies in the Vernacular Translations of De consolatione philosophiae* [Cambridge, 1987], 106–24).

<sup>4</sup>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: [Long quotation follows.] (M. Grabmann, *Die Geschichte der scholastischen Methode*, 2 vols. [Freiburg, 1909–11], 2:37.)

*Unpublished Manuscripts.* Titles of dissertations and unpublished manuscripts should be put in quotation marks and capitalized in book style: "Boke of Gode Newys," "Livre blanc." A simple description of a manuscript should not be put within quotation marks or 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. 45r<sup>a-b</sup>.

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.* When an article includes a critical edition, textual

variants are best set as numbered footnotes to words in the text rather than as references to lines in the text. (Since line-length changes when a text is typeset, the critical apparatus would require extensive renumbering at the proof stage if references are made to line numbers.)

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)

The word or phrase in the text for which a variant is supplied is set off by a right bracket. Variants are given in roman type followed (with no comma between) with the manuscript abbreviation in bold. If more than one variant is given, these are separated by a space, not a comma: <sup>5</sup>teneatis] affigatis **LZT** commendetis **B**. Long phrases should be denoted by giving the first and last words separated by ellipsis points: <sup>102</sup>quicquid . . . ideo] om. **T**

## CAPTIONS

Captions should give full identification of the image, location, and date, and include a photo credit.

## APPENDIX: ABBREVIATIONS

The following sigla are used without further explanation:

AH	<i>Analecta hymnica medii aevi</i>
AS	<i>Acta sanctorum</i>
BL	London, British Library
BN	Bibliothèque nationale, Biblioteca nacional, Biblioteca nazionale
BNF	Paris, Bibliothèque Nationale de France
CAH	<i>Cambridge Ancient History</i>
CCG	Corpus Christianorum, Series graeca
CCL	Corpus Christianorum, Series latina
CCM	Corpus Christianorum, Continuatio mediaevalis
CIL	<i>Corpus inscriptionum latinarum</i>
CMH	<i>Cambridge Mediaeval History</i>
CSCO	Corpus scriptorum christianorum orientalium
CSEL	Corpus scriptorum ecclesiasticorum latinorum
DACL	<i>Dictionnaire d'archéologie chrétienne et de liturgie</i>
DDC	<i>Dictionnaire de droit canonique</i>
DHGE	<i>Dictionnaire d'histoire et de géographie ecclésiastiques</i>
DThC	<i>Dictionnaire de théologie catholique</i>
Du Cange	Du Cange, Favre, Henschel, <i>Glossarium mediae et infimae latinitatis</i>
EETS	Early English Text Society
GCS	Die griechischen christlichen Schriftsteller der ersten [drei] Jahrhunderte
HBS	<i>Henry Bradshaw Society</i>
IG	<i>Inscriptiones graecae</i>
ILS	Dessau, <i>Inscriptiones latinae selectae</i>
JL, JK, JE	Jaffé, <i>Regesta pontificum romanorum</i> . . . ed. secundam curaverunt S. Loewenfeld (JL: an. 882–1198), F. Kaltenbrunner (JK: an. ?–590), P. Ewald (JE: an. 590–882)
LThK <sup>2,3</sup>	<i>Lexikon für Theologie und Kirche</i> , 2nd, 3rd ed.
Mansi	Mansi, <i>Sacrorum conciliorum nova et amplissima collectio</i>
MGH	Monumenta Germaniae historica
OED	<i>A New [Oxford] English Dictionary on Historical Principles</i>
PG	Migne, <i>Patrologia graeca</i>
PL	Migne, <i>Patrologia latina</i>
PO	<i>Patrologia orientalis</i>
Potthast	Potthast, <i>Regesta pontificum romanorum</i>
RAC	<i>Reallexikon für Antike und Christentum</i>
RE	Pauly, Wissowa, Kroll, <i>Real-Encyclopädie der klassischen Altertumswissenschaft</i>
RIS <sup>2</sup>	Muratori, <i>Rerum italicarum scriptores: Raccolta degli storici italiani</i> , nuova ed. . . . con la direzione di G. Carducci, V. Fiorini, P. Fedele
SC	Sources chrétiennes
SIG	Dittenberger, <i>Sylloge inscriptionum graecarum</i>
ThLL	<i>Thesaurus linguae latinae</i>
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.

Mém. Acad. Inscr.  
Proc. Brit. Acad.  
Rendic. Accad. Lincei

Rendic. Istit. Lombardo  
Sb. Akad. Vienna

### BOOKS OF THE BIBLE

#### Old Testament

Gen.  
Exod.  
Lev.  
Num.  
Deut.  
Josh.  
Judg.  
Ruth  
1 Sam.  
2 Sam.  
1 Kings  
2 Kings  
1 Chron.  
2 Chron.  
Ezra  
Neh.  
Esther  
Job  
Ps. (pl. Pss.)  
Prov.  
Eccles.  
Song of Sol.  
Isa.  
Jer.  
Lam.  
Ezek.  
Dan.  
Hos.

Joel  
Amos  
Obad.  
Jon.  
Mic.  
Nah.  
Hab.  
Zeph.  
Hag.  
Zech.  
Mal.

#### Deuterocanonical and Apocryphal Books

1 Esd.  
2 Esd.  
Tob.  
Jth.  
Rest of Esther  
Wisd. of Sol.  
Ecclus.  
Bar.  
Song of Three Children  
Sus.  
Bel and Dragon  
Pr. of Man.  
1 Macc.  
2 Macc.

#### New Testament

Matt.  
Mark  
Luke  
John  
Acts  
Rom.  
1 Cor.  
2 Cor.  
Gal.  
Eph.  
Phil.  
Col.  
1 Thess.  
2 Thess.  
1 Tim.  
2 Tim.  
Titus  
Philem.  
Heb.  
James  
1 Pet.  
2 Pet.  
1 John  
2 John  
3 John  
Jude  
Rev.  
Apoc.