

Instructions and Style-Book for the Publication of Texts in  
***Corpus Christianorum*** by means of ***Classical Text Editor*** (CTE  
10.03) (v. 3.0 / Sept. 2020)

based on and referring to

Instructions and Style-Book for the Publication of Texts in  
***Corpus Christianorum*** (v. 3.2 / Sept. 2020)

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## Preliminary statement

The following set of guidelines is an adaptation of the *Instructions and Style-Book for the Publication of Texts in Corpus Christianorum* (v. 3.1 / Sept. 16) and is intended for users of *Classical Text Editor (CTE)*. Numbers between square brackets in the left margin refer to the left margin numbers of the *Instructions and Style-Book* and their adjacent instructions deal with the same issues. Additional items are identified by their alphabetical extension, e.g. [39.a], indicating that this item is added and is not to be found in the *Instructions and Style-Book for the Publication of Texts in Corpus Christianorum* (v. 3.1 / Sept. 16).

Working with *CTE* has some persuasive advantages: the internal links between text and apparatuses ensure that the procedure of correcting and adaptation of proofs is limited. This economizes on the work and time of the author.

Preliminarily the editorial board however wants to point out that *CTE*-editions are not automatically accepted for camera-ready printing (see [2.11]). The *CTE*-files will be converted into the format required by the high-quality standard of the series; depending on the specific features, this may mean that the file can be modified within the *CTE*-template, or alternatively can be converted into another printing program.

This does not prevent the board from recommending that the settings in *CTE* should be made to resemble as far as possible the final presentation: the more they do, the more the pdf-export can be a help for the author and the publishing manager to check the file before delivering it for further processing. For an overview of all settings, see the [Template](#) at the end of this document.

Working with *CTE* makes it far more difficult for the publishing manager to intervene. It is therefore of great importance that authors make a pdf-file and that they correct in the original *CTE*-file any errors or inaccuracies detected while reading the pdf-file and before it is sent on to the publishing manager. Once the files are sent to the printer, only corrections of inaccuracies due to the printing procedure and printing restraints will be accepted.

## Preparation of the manuscript: Guide

### [1] General rules

- [1.1] Before proceeding to the final draft, submit sample pages of the manuscript to the editorial board. These sample pages should provide complete information about the text tradition and the editorial principles, and contain at least a representative part of the edited text with the companion apparatuses.
- [1.2] The editorial board will not reach a final decision on publication until it has reviewed the final draft, including the introduction, the critical text, the apparatus and the indexes.
- [1.3] After the editorial board has given its comments to the editor, it is expected that they will be considered and implemented. If the editor cannot implement them, the reasons must be given.

### [2] Practical instructions

- [2.1] *CTE*-editions must be submitted electronically, i.e. in their *CTE*-format as well in pdf-export-file form.

In *CTE* you can preset some definitions, so that the pdf-export will resemble the final edition to some extent. Settings are defined in **Format** > **Document**. These settings can be overruled for particular parts of the text (e.g. sections or chapters or paragraphs) redefining the settings for those particular parts in **Format** > **Paragraph** or **Section** or **Chapter**. The following settings are the default-settings for *CC*-editions and to be stored as Template.

Please, take care that the Font used is supported by Unicode and is the same for all parts of the file. In this document we suggest the use of Arial Unicode MS as a default Font.

#### **Settings:**

##### **Format** > **Document**

> <b>Page</b>	> Paper-size:	> user defined > 15,5 x 24,5 > portrait > <input checked="" type="checkbox"/> suggest for printer > <input checked="" type="checkbox"/> suggest for PDF
	> Vertical position:	> top: 2,90 > bottom: 21 > Header: 2,32 > footer: not applicable in <i>CC</i>
	> Mirror: <input checked="" type="checkbox"/> Even pages	
	> Page Number	> X: 12,60 > ±: 0,00 > Y: 2,32 > Align: Outer margin > Font: Arial Unicode MS 11
> <b>Templates</b> > <b>Text</b> > <b>Section</b>	> Start: <input checked="" type="checkbox"/> odd page > Print: Header / Footer / Page number: Not on first page	

	> Page Number	> 1, 2, 3 > <input checked="" type="checkbox"/> Continue > Steps: 1
	> Columns	> Number: 1 > From margin: 0,80 > Bounding width: 13,80 > <input type="checkbox"/> Mirror Paragraphs in Column
> Templates > Text > Paragraph	> From margin : 2,00 > Bounding width : 9,80 > Left : 0,00 > Right : 9,80 > First indent : 0,40 > Align : Justified > Kashida : 80	
	> Line Spacing : 12,5 > <input checked="" type="checkbox"/> Exactly > Space Above : 0,0 > /Below : 0,0	
	> Font	> Arial Unicode MS 11,5 > Language: Latin
	> Hyphenation : No	
	<input checked="" type="checkbox"/> No Widows <input checked="" type="checkbox"/> No orphans	
	> Inner Mrg.	> From margin: 0,00 > Bounding width : 1,75 > Left : 0,00 > Right : 1,50 > First indent : 0,00 > Align : Right > Kashida : 80
		> Line Spacing: 12,5
		> Font: Arial Unicode MS 9 > Language : Latin
		> Hyphenation: No
		> Line Numbers > Show Line Numbers: Chapter    Print: every 5 Line    Minimal Width 7
	Outer Mrg.	> From margin: 12,05 > Bounding width : 1,75 > Left : 0,00 > Right : 1,75 > First indent : 0,00 > Align : Left > <input checked="" type="checkbox"/> Exactly > Kashida : 80
		> Line Spacing: 9
		> Font: Arial Unicode MS 8 > Language : Latin
		> Hyphenation: No
> Templates > Text > Settings > Options	> <input checked="" type="checkbox"/> Reference for Next Line	
> Templates	> Arial Unicode MS 11,5	

> Text > Font	> Language: Latin	
> Script	> Script Mechanism: CTE Classic > Characters in references: suppress   > Typographic Quotation marks > <input checked="" type="checkbox"/> " " ' ' > Punctuation : French	

Files other than the text-edition (such as the introduction) must be submitted in electronic form accompanied by a hard-copy printout.

[2.3] Using *CTE* the apparatuses will be incorporated within the main file.

[2.4] Add line numbers when using *CTE*. See [39].

**Settings:**

**Format**

> Document	> Margins	> Line Numbers: Inner margin > <input checked="" type="checkbox"/> Chapter > Every 5 lines > Shift up to 2 lines    Outer margin <input checked="" type="checkbox"/> none
		> Separator between margin entries for the same line:
		> <input checked="" type="checkbox"/> Overlap control

[2.5] Uniform style for capitalization, sigla, abbreviations, punctuation, etc. must be observed throughout.

[2.6] Use the formatting features, such as italics [*CTE* = ctrl+shift+i; MS Word = ctrl+i], superscripts [*CTE* = ctrl+shift+s; MS Word = ctrl+shift+=], small capitals [*CTE* & MS Word = ctrl+shift+k], etc.

We recommend that these features only be used in combination with templates: paragraph templates (e.g. titles that should be capitalized etc.) or font templates (for example, italics, which are used in the case of Bible-quotes; small capitals, used for the text that is being commented upon).

[2.7] When another character-set, such as Greek, is required, use Unicode, for instance Arial Unicode MS.

[2.8] When unusual characters, such as a horizontal bar above certain letters, etc., are needed but are not available in the unicode font, you may use provisional codes. Alert the editorial board when submitting sample pages, and make sure that the codes are unambiguous and do not resemble codes used elsewhere.

[2.9] Non-Latin text should be spelled according to the conventions of the language in question. In French, use for instance œ [Unicode 0153; *CTE* = 0153 F2; MS Word = 0153 alt+x] for ligature oe (e.g. 'œuvre'); in Spanish, use ~ for tildes (e.g. 'España'), etc. To indicate the dimensions of the folia of a manuscript, use the multiplication sign ['x' = Unicode 00D7; *CTE* = 00D7 F2; MS Word = 00D7 alt+x], i.e. do not use the letter 'x'.

[2.10] Punctuation: Place one space before and after an en-dash. Do not put a space before a period, comma, exclamation point, question mark, colon and semi-colon. Take care that no multiple spaces are used. Do not use em-dashes.

**Settings:**

**Format**

> Document	> Script	>Punctuation: French
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- [2.11] *CTE*-format is accepted, but please inform the editorial board of its use in advance. Upon request, we can provide you with a template in which the desired settings have already been correctly formatted.

## Introduction

- [3] The introduction may be written in English, French, German, Italian, Latin or Spanish.

Contents. The introduction must contain the following elements:

[4] **A brief introduction to the author and the work**

Place the author and his work in context, but do not discuss literary, historical, or theological questions at length. If a longer discussion is necessary, present the reasons for the more developed treatment to the editorial board in the initial phase. Depending on circumstances, the board may permit a longer introduction, or even a separate introductory volume.

[5] **The manuscript tradition**

The description of the manuscript tradition is the most important part of the introduction. Discuss the relationships among the manuscripts, illustrating them with stemmata if possible. Describe each manuscript concisely and give complete references to modern printed descriptions. If the manuscripts have not been described in an earlier work or catalogue, the description may need to be longer. Consult with the editorial board on this topic.

[6] **Survey of previous editions**

Provide a brief survey of previous editions, placing the present edition in context.

[7] **Principles applied in the edition**

State your editorial decisions regarding the text, and its orthography. Discuss any special symbols used in the text and the apparatus.

[8] **Bibliography**

Give complete bibliographic descriptions of both primary sources (editions) and secondary literature. Editions need to appear in two forms: an abbreviated form and a complete form. Secondary works appear only in their complete form in the bibliography.

### **Bibliographic entries (bibliography)**

- [8.1.] Uniformity in all references is essential. The system shown in the examples is recommended.

- [8.2.] References to foliation and pagination, as well as to columns, are always abbreviated in the following way:

- f. / fol. for folio and folios
- p. for page and pages
- col. for column and columns
- r for recto (in normal font, not in superscript)
- v for verso (in normal font, not in superscript)
- ra for recto, column a (in normal font, not in superscript)
- vb for verso, column b (in normal font, not in superscript)

Use a hard non-breaking space [= ctrl+shift+space] to separate it from the following numbers (written in full).

e.g. f. 23ra-24vb; f. 23ra-vb; p. 125-127; col. 784A-785B

## Primary sources

All primary sources must be given in two forms: an abbreviated form and a complete form.

- [9] The bibliographic entries of the primary sources are given in the alphabetic order of their **abbreviated form**. This abbreviated form consists of two parts: the abbreviated Latin form of the name of the author in small capitals (use the abbreviations listed in the Indices of the *Thesaurus Linguae Latinae* [addenda: [www.thesaurus.badw.de](http://www.thesaurus.badw.de)] or of the *Nouum glossarium* [[www.glossaria.eu/scriptores](http://www.glossaria.eu/scriptores)]) followed by an abbreviated form of the Latin title in italics.

e.g. AELR., *Orat.*; CASSIOD., *Inst.*; *Epist. Seuer.*; FEST., *Verb. sign.*; GVILL. MALM., *Gesta pont.*; HIER., *In Ez.*; *Lib. Quare*; MAR. VICTORIN., *Defin.*; MAR. VICTORIN., *Rhet.*; PS. MAR. VICTORIN., *Phys.*

- [9.1] Names beginning with 'Pseudo' (abbrev. 'Ps. + a hard non-breaking space [= ctrl+shift+space]') follow their authentic homonyms.

e.g. MAR. VICTORIN., *Rhet.*; PS. MAR. VICTORIN., *Phys.*

- [9.2] Anonymous works are arranged alphabetically by title.

- [10] When more than one edition of the same text is used, avoid ambiguity by integrating the name of the modern editor or series name into the abbreviated form.

e.g. MAR. VICTORIN., *Rhet.* – ed. K. Halm; MAR. VICTORIN., *Rhet.* – ed. J. K. Orelli

e.g. AVG., *Serm.* – CC SL; AVG., *Serm.* – PL

The abbreviated form is followed by the **full bibliographic description**.

- [11] The **author's name**, in small capitals. Whereas the abbreviated form is always a Latin form, the complete form gives the name as it appears in the publication. An author integrated into the title is part of the title and is placed either in italics (in the case of a monograph) or in standard type within single quotation marks (in the case of an article), but not in small capitals.

- [12] The **title**, in italics or standard type within single quotation marks ('...') is to be given in full. Whereas the abbreviated form is always a Latin form, in the complete form it is given as it appears in the publication. The title is placed in italics in the case of a monograph and, in the case of an article in a collective work or a journal, in standard type within single quotation

marks ('...').

e.g. ISID., *Orig.* = ISIDORO DE SEVILLA, *Etimologías Libro XIX: de naves, edificios y vestidos* – ed. M. Rodríguez-Pantoja (*Auteurs latins du Moyen Âge*), Paris, 1995.

- [13] The initial(s) and surname of the editor follow the title in standard type, separated from it by an en-dash.

- [13.1] Use a hard non-breaking space [= ctrl+shift+space] to separate the initials of the given names, if more than one. In the case of a compound given name, the initials are linked by a hyphen.

e.g. *Liber Quare* – ed. G. P. Götz (*CC CM*, 60), Turnhout, 1983.

e.g. AVGVSTINVS, *De uera religione* – ed. K.-D. Daur (*CC SL*, 32), Turnhout, 1962, p. 169-274.

- [13.2] Two or more editors are separated from one another by a comma. See however [19] for usage in secondary literature, where two or more authors are separated, by preference, by an en-dash.

e.g. ANDREAS DE SANCTO VICTORE, *Expositio super Heptateuchum* – ed. Ch. Lohr, R. Berndt (*CC CM*, 53), Turnhout, 1986.

- [14] If the monograph appeared in a series, give the series name in italics within unitalicized parentheses. For the series abbreviations, see [18]. The number of the publication within the series is placed in unitalicized Arabic numerals, separated from the series name by a comma.

e.g. FEST., *Verb. sign.* = *Sexti Pompei Festi De uerborum significatu quae supersunt. Cum Pauli Epitome* – ed. W. M. Lindsay (*Bibliotheca Teubneriana*), Leipzig, 1997 (ed. stereotypa 1913).

e.g. HIER., *In Ez.* = HIERONYMVS, *Commentariorum in Hiezechielem libri XIV* – ed. F. Glorie (*CC SL*, 75), Turnhout, 1964.

e.g. AVG., *Serm.* – PL = *S. Aurelii Augustini Hipponensis episcopi Sermones (PL, 38-39)*, Paris, 1841.

e.g. AVG., *Quant. anim.* = AVGVSTINVS, *De quantitate animae* – ed. W. Hörmann (*CSEL*, 89), Wien, 1986, p. 131-231.

e.g. Ps. MAR. VICTORIN., *Phys.* = C. F. MARIVS VICTORINVS, *De phisicis liber* – ed. A. Mai (*PL*, 8), Paris, 1844, col. 1295-1310.

The title and editor are followed by the publication information.

- [15] In the case of a monograph, give the place and year of publication.

e.g. CASSIOD., *Inst.* = *Cassiodori Senatoris Institutiones* – ed. R. A. B. Mynors (*Oxford Classical Texts*), Oxford, 1961.

- [16] In the case of a part of a collective work, give the title of the collective work (italics), preceded by 'in' and followed by its editor, place and year of publication and the pages or columns. Do not spell out the words 'folio', 'page' or 'column': use 'f.' / 'fol.', 'p.' and 'col.' only, whether singular or plural. Be sure to put a hard non-breaking space [= ctrl+shift+space] between 'f.' / 'fol.', 'p.', 'col.' and the subsequent numbers. If the editor of the edition is also the editor of the collective work, give the name only once, as editor of the whole publication.

e.g. MAR. VICTORIN., *Defin.* = C. MARIVS VICTORINVS, 'De definitionibus' – ed. Th. Stangel, in P. HADOT, *Marius Victorinus. Recherches sur sa vie et ses œuvres (Études augustiniennes. Série Antiquité, 44)*, Paris, 1971, p. 331-362.

e.g. CAROL. M., *Epist. de litt. colendis* = *Karoli Epistula de litteris colendis*, in *Karoli Magni Capitularia* – ed. A. Boretius (*MGH*,

*Capit.*, 1), Hannover, 1881, n. 29, p. 78-79.

e.g. *-Epist. Seuer.* = *Epistola ad Seuerinum de caritate* – ed. G. Dumeige, in IVES, *Épître à Séverin sur la charité*. RICHARD DE SAINT-VICTOR, *Les quatre degrés de la violente charité* – texte critique avec introduction, traduction et notes publié par G. Dumeige (*Textes philosophiques du Moyen Âge*, 3), Paris, 1955, p. 44-87.

e.g. MAR. VICTORIN., *Rhet.* = '[Q. Fabii Laurentii] Victorini Explanaciones in Ciceronis Rhetoricam', in *Rhetores Latini Minores* – ed. K. Halm, Lipsiae, 1863, p. 157-304.

e.g. HVBERT. MEDIOL., *Summa* = 'Huberti Summa *Colligite fragmenta* f. 26va-b', in Y. IWAKUMA, 'Enuntiabilia in Twelfth-Century Logic and Theology', in *Vestigia, imagines, verba. Semiotics and Logic in Medieval Theological Texts (xiith – xivth Century)* – ed. C. Marmo (*Semiotic and Cognitive Studies*, 4), Turnhout, 1997, p. 28.

- [17] In the case of an article in a journal, give only the title of the journal in italics, followed in standard type by a comma, the volume number, the year within parentheses, followed by a comma, p. and the inclusive pages. Be sure to put a hard non-breaking space [= ctrl+shift+space] between 'p.' and the subsequent numbers.

e.g. AELR., *Orat.* = 'Aelred of Rievaulx's *Oratio pastoralis*: A New Edition' – ed. M. L. Dutton, *Cistercian Studies Quarterly*, 38 (2003), p. 297-308.

e.g. GVILL. MALM., *Gesta pont.* = M. WINTERBOTTOM, 'A New Passage of William of Malmesbury's *Gesta Pontificum*', *The Journal of Medieval Latin*, 11 (2001), p. 50-59.

- [18] **Abbreviations for series** of primary sources

AASS	<i>Acta Sanctorum</i>
CC SL	<i>Corpus Christianorum, Series Latina</i>
CC CM	<i>Corpus Christianorum, Continuatio Mediaevalis</i>
CC SG	<i>Corpus Christianorum, Series Graeca</i>
CC SA	<i>Corpus Christianorum, Series Apocryphorum</i>
CSEL	<i>Corpus Scriptorum Ecclesiasticorum Latinorum</i>
MGH	<i>Monumenta Germaniae Historica</i>
abbreviations,	see
<a href="http://www.dmgh.de">www.dmgh.de</a>	
MGH, <i>Auct. ant.</i>	<i>Auctores antiquissimi</i>
MGH, <i>Capit.</i>	<i>Capitularia regum Francorum</i>
MGH, <i>Conc.</i>	<i>Concilia</i>
MGH, <i>Epp.</i>	<i>Epistolae</i>
MGH, <i>LL nat. Germ.</i>	<i>Leges nationum Germanicarum</i>
MGH, <i>Poetae</i>	<i>Poetae</i>
MGH, <i>SS rer. Merou.</i>	<i>Scriptores rerum Merouingicarum</i>
etc.	
PG	<i>Patrologia Graeca</i>
PL	<i>Patrologia Latina</i>
PLS	<i>Patrologiae Latinae Supplementum</i>
SC	<i>Sources Chrétiennes</i>

This list is not exhaustive. Every abbreviation must be immediately identifiable. Use the lists in the *CPL* and *CPG*.

## Secondary literature

The bibliography cites the **complete bibliographic reference**.

- [19] The author's name consists of the surname given in small capitals, followed by a comma and the initial letter(s) of the given name(s) (with a hard non-breaking space [= ctrl+shift+space] between different initials,

and a hyphen between the initials of a compound given name). A second author is separated from the first one, preferably by an en-dash.

e.g. BOUHOT, J.-P.

e.g. KENNEDY, G. A.

e.g. DE LIBERA, A. – ROSIER-CATACH, I.

[20] The **title** of a monograph is placed in italics. Titles of articles, whether in a journal or as a part of a collective work, appear in standard type, within single quotation marks ('...').

e.g. HADOT, P., *Marius Victorinus. Recherches sur sa vie et ses œuvres*, Paris, 1971.

e.g. HUYGENS, R. B. C., *Le moine Idung et ses deux ouvrages Argumentum super quatuor quaestionibus et Dialogus duorum monachorum (Biblioteca degli Studi Medievali, 11)*, Spoleto, 1980.

e.g. KENNEDY, G. A., 'The Survival of Classical Rhetoric from Late Antiquity to the Middle Ages', in *A New History of Classical Rhetoric* – ed. G. A. Kennedy, Princeton, 1994, p. 271-284.

e.g. HADOT, P., 'Cancellatus respectus', *Archivum Latinitatis Medii Aevi*, 24 (1954), p. 277-282.

e.g. ARDUINI, M. -L., 'Il problema della *paupertas* nella *Vita sancti Heriberti archiepiscopi coloniensis* di Rupert di Deutz', *Studi Medievali*, 3a, 20 (1979), p. 87-138.

[21] A **review article** is cited under the name of the reviewer followed by 'rec.' and the identification of the reviewed publication.

e.g. GIUSTA, M., rec., 'Censorini *De die natali* – ed. N. Sallmann, Leipzig, 1983', *Gnomon*, 57 (1985), p. 559-561.

e.g. CAMARGO, M., rec., 'T. Haye, *Oratio. Mittelalterliche Redekunst in lateinischer Sprache*, Leiden, 1999', *The Journal of Medieval Latin*, 11 (2001), p. 227-229.

[22] In the case of a collective work, the title is followed by the **editor** in standard type and separated by a dash. Use this format also for giving the name of a translator, illustrator, collaborator, etc.

e.g. *Texts and Transmission. A Survey on Latin Classics* – ed. L. D. Reynolds, Oxford, 1990<sup>3</sup>.

e.g. DECLERCQ, G., *Anno Domini. Les origines de l'ère chrétienne* – trad. C. Adeline, Turnhout, 2000.

[23] A monograph or a collective work may be published in a collection or **series**. This series name is placed in italics and within parentheses immediately following the title (or the title and the editor in the case of a collective work). The number of the publication within the series is placed in unitalicized Arabic numerals, separated from the series name by a comma.

e.g. CLERVAL, A., *Les écoles de Chartres au Moyen Âge (Mémoires de la Société archéologique d'Eure-et-Loir, 11)*, Chartres, 1895.

e.g. *Vestigia, imagines, verba. Semiotics and Logic in Medieval Theological Texts (xiith – xivth Century)* – ed. C. Marmo (*Semiotic and Cognitive Studies, 4*), Turnhout, 1997.

e.g. *Latin vulgaire – Latin tardif. Actes du IV<sup>e</sup> Colloque International sur le latin vulgaire et tardif (Caen 2-5 sept. 1994)* – ed. L. Callebaut (*Université de Caen. Centre d'études et de recherche sur l'antiquité: textes scientifiques et techniques latins*), Hildesheim, 1995.

The title, possibly followed by an editor and/or a series, is followed by the publication information.

[24] In the case of a monograph, give the place and year of publication.

e.g. BOUHOT, J.-P., *Ratramme de Corbie. Histoire littéraire et controverses doctrinales*, Paris, 1976.

e.g. RIEDINGER, R., *Der Codex Vindobonensis 418. Seine Vorlage und seine Schreiber (Instrumenta Patristica, 17)*, Steenbrugge – Den Haag, 1989.

e.g. MUNK OLSEN, B., *L'étude des auteurs classiques latins aux XI<sup>e</sup> et XII<sup>e</sup> siècles*, I: *Catalogue des manuscrits classiques latins copiés du IX<sup>e</sup> au XII<sup>e</sup> siècle: Apicius-Juvénal*; II: *Catalogue des manuscrits classiques latins copiés du IX<sup>e</sup> au XII<sup>e</sup> siècle: Livius-Vitruvius; Florilèges – essais de plume*; III, 1: *Les classiques dans les bibliothèques médiévales*; III, 2: *Addenda et corrigenda – Tables (Documents, études et répertoires publiés par l'Institut de Recherche et d'Histoire des Textes)*, Paris, 1982-1989.

[25] In the case of a part of a collective work, give the title of the collective work (italics), preceded by 'in' and followed by its editor, place and year of publication and the pages or columns. Do not spell out the words page or column: use 'p.' and 'col.' only, whether singular or plural. Be sure to put a hard non-breaking space [= ctrl+shift+space] between 'p.' and 'col.' and the subsequent numbers.

e.g. DE LIBERA, A. – ROSIER-CATACH, I., 'L'analyse scotiste de la formule de la consécration eucharistique', in *Vestigia, imagines, verba. Semiotics and Logic in Medieval Theological Texts (xii<sup>th</sup> – xiv<sup>th</sup> Century)* – ed. C. Marmo (*Semiotic and Cognitive Studies*, 4), Turnhout, 1997, p. 171-201.

e.g. KENNEDY, G. A., 'The Survival of Classical Rhetoric from Late Antiquity to the Middle Ages', in *A New History of Classical Rhetoric* – ed. G. A. Kennedy, Princeton, 1994, p. 271-284.

e.g. ARDUINI, M.-L., 'Rupert von Deutz', in *Theologische Realenzyklopädie*, 29, 3/4, Berlin – New York, 1998, p. 474-483.

[26] In the case of an article in a journal, give only the title of the journal in italics, followed in standard type by a comma, the volume number, the year within parentheses, followed by a comma, p. and the inclusive pages. Be sure to put a hard non-breaking space [= ctrl+shift+space] between 'p.' and the subsequent numbers.

e.g. BOYNTON, S., 'Latin Glosses on the Office Hymns in Eleventh-Century Continental Hymnaries', *The Journal of Medieval Latin*, 11 (2001), p. 1-26.

e.g. HADOT, P., 'Cancellatus respectus', *Archivum Latinitatis Medii Aevi*, 24 (1954), p. 277-282.

[27] Use a **short reference form** for secondary literature if the items are cited frequently in the introduction or apparatus. This form consists of the surname of the author in small capitals, followed by a significant part of the title (italics in the case of a monograph; standard type within single quotation marks ['...'] for the other cases).

e.g. MUNK OLSEN, *L'étude*, III, 1; HADOT, *Marius Victorinus*; KENNEDY, 'Survival of Classical Rhetoric'

## Bibliographic references (footnotes and apparatus)

## Footnotes (introduction)

### [28] Generalities

- [28.1] Footnotes in the introduction end with a period or full stop.
- [28.2] Do not use *op. cit.* Use the short reference form / abbreviated form instead.
- [28.3] Use *ibid.* sparingly. When reference is made to the same source as in the previous note, *ibid.* is acceptable.
- [28.4] Do not use *f.*, *ff.*, *sq.*, *sqq.* but give the exact location of the text.
- [28.5] Do not spell out the words 'folio', 'page' or 'column': use 'f.' / 'fol.', 'p.' and 'col.' only, whether singular or plural. Use a hard non-breaking space [= ctrl+shift+space] to separate it from the following numbers.
- [28.6] Numbers of folios, pages and columns are written in full:  
e.g. f. 23ra-24vb; f. 23ra-vb; p. 125-127; col. 784A-785B

### [29] Primary sources

- [29.1] If the note indicates a locus in the Latin text, the reference should be made as in the apparatus (see [32]).
- [29.2] If the note refers to an editor's introduction (that is, not to the Latin text), add the editor's name to the abbreviated form. The page numbers are preceded by a comma and by the abbreviation 'p.'. Be sure to put a hard non-breaking space [= ctrl+shift+space] between 'p.' and the subsequent numbers.  
e.g. CASSIOD., *Inst.* – ed. R. A. B. Mynors, p. vi.  
e.g. *Rhetores Latini Minores* – ed. K. Halm, p. ix.

### [30] Secondary literature

- [30.1] Give complete references to secondary literature in the footnotes (please cite authors with their given name preceding their surname). Use the short reference form only for publications that are frequently cited and only from its second mention on.
- [30.2] Whether you use the short or complete reference form, indicate the precise locus. The title is followed by a comma and the page(s) referred to. Page numbers may be omitted if the reference is to a monograph or to a collective work in its entirety.  
e.g. S. BOYNTON, 'Latin Glosses on the Office Hymns in Eleventh-Century Continental Hymnaries', *The Journal of Medieval Latin*, 11 (2001), p. 12.  
e.g. MUNK OLSEN, *L'étude*, III, 1, p. 53.  
e.g. The principal reference work to Victorinus is beyond any doubt HADOT, *Marius Victorinus*.

## Apparatus

### [31] Generalities

- [31.1] References in the apparatus do not end with a period or full stop.

- [31.2] Do not use *op. cit.* Use the short reference form / abbreviated form instead.
- [31.3] Do not use *ibid.*
- [31.4] Do not use *f., ff., sq., sqq.* but give the exact location of the text.
- [31.5] Do not spell out the words folio, page or column: use 'f.' / 'fol.', 'p.' and 'col.' only, whether singular or plural. Use a hard non-breaking space [= ctrl+shift+space] to separate it from the following numbers.
- [31.6] Numbers of folios, pages and columns are written in full:  
 e.g. f. 23ra-24vb; f. 23ra-vb; p. 125-127; col. 784A-785B

## [32] **Primary sources**

- [32.1] References to an exact locus in an edition are given in abbreviated form. Provide both the reference to the text (liber, caput, etc., separated by a comma and a hard non-breaking space [= ctrl+shift+space]) and the exact locus in the edition. If the source is a classical text of which there exist several editions, and if the locus is unambiguous, it is sufficient to give the reference to the text (liber, caput, etc.), without specifying the edition. If the editor needs to refer to a specific edition, the reference must be to a critical one, cited in the bibliography (see [8]).
- [32.2] The locus in the text follows the title of the work with no intervening comma. Do not use roman numerals: AVG., *Sermo* 287, 2 and not: AVG., *Sermo* CCLXXXVII, 2.
- [32.3] When citing the locus in an edition, place this reference within parentheses after the locus in the text. Indicate whether the citation is to pages or columns. Line numbers are separated from page references by a comma.  
 e.g. quod – perplexa est] cfr HIER., *In Ez.* 13, praef. (p. 606, 33-40) (= p. 606, lines 33-40 in the edition of F. Glorie, *CC SL*, 75, 1964)  
 e.g. cfr AVG., *Serm.* 25, 7 (*PL*, 38, col. 170) (= col. 170 in one of the two used editions, namely the one of *PL*)  
 e.g. Qui potest – oret ut possit] HVBERT. MEDIOL., *Summa* (p. 28) (= p. 28 in the text edited by Y. Iwakuma in 1997, in *Semiotic and Cognitive Studies*, 4)

## [33] **Secondary literature**

In exceptional cases a reference to secondary literature may occur in the apparatus or notes. Follow the format used in the footnotes (see [30]).

## **Text**

### **Presentation**

## [34] **Conspectus siglorum**

- [34.1] A *conspectus siglorum* precedes the text. It lists and identifies all the sigla of manuscripts and editions used. Order the manuscripts and editions alphabetically by their sigla.
- [34.2] The sigla are in Roman italic: use uppercase letters for manuscripts, and lowercase for printed editions.

If needed, use Greek italic lowercase letters for groups of manuscripts and order the sigla alphabetically within each group.

If the text has appeared in another modern edition, maintain the sigla used previously if possible (see [5] – [7]). Example:

*α*

- B* BRUXELLES, Bibliothèque royale 11424-26 (s. XII)
- N* PARIS, Bibliothèque nationale de France, lat. 5553A (s. XIV)
- P* BERLIN, Staatsbibliothek zu Berlin – Preußischer Kulturbesitz, Phill. 1694 (180) (s. XII-XIII)

*β*

- A* ARRAS, Bibliothèque municipale 258 (s. XII)
- L* LAON, Bibliothèque municipale 463 (s. XII)

*γ*

- T* CAMBRIDGE, Trinity College Library 373 (B. 15.38) (s. XIII)
- U* CAMBRIDGE, University Library Kk II 22 (s. XIII)
- V* VATICANO, Biblioteca Apostolica Vaticana, Vat. lat. 1175 (s. XIV)

- m* HVGO DE S. VICTORE, *De unitate mundi et rerum transeuntium usu libri quatuor* – ed. J. P. Migne (PL, 176), Paris, 1854, col. 703B-740C.

[35] **Marginal references**

**Settings**

**Format**

> Document	> Templates > Text > Section	> <input type="checkbox"/> Mirror paragraph in column
	> Templates > Text > Paragraph > Inner Mrg.	> From margin: 0,00 > Bounding width : 1,75 > Left : 0,00 > Right : 1,75 > First indent : 0,00 > Align : Right > Kashida : 80
		> Line Spacing: 12,5
		> Font: Arial Unicode MS 9    Language : Latin
		> Hyphenation: No
		> Line Numbers > Show Line Numbers: Chapter    Print: every 5 Line    Minimal Width 7
	> Outer Mrg.	> From margin: 12,05 > Bounding width : 1,75 > Left : 0,00 > Right : 1,75 > First indent : 0,00 > Align : Left > Kashida : 80

		> Line Spacing: 9
		> Font: Arial Unicode MS 8    Language : Latin
		> Hyphenation: No

As the text section is now formatted in a way margins will not be mirrored (see also [2.1]), in *CTE* the right margin = outer margin, whereas the left margin = inner margin.

## [36] Right margin = outer margin

[36.1] If an edition relies on a single manuscript, the folio numbers of the manuscript are given in the right margin. In the same way a reference can be made to the pages or columns of another widely used edition. The change from one folio / page or column to the next is marked in the text by a vertical bar.

[36.2] In the right margin also an additional note for a word or passage in the text can be marked (see [102]).

[36.3] **Insert** > outer margin.

The **reference** is placed in the text, so that this reference will be placed automatically in the right margin. Take care that no space precedes the reference.

e.g. reference to a folio number: antequam |90vb habeatur ... in  
aliis uolu|91ra minibus

text: antequam | habeatur ... in aliis uolu|minibus

right margin: 90vb

91ra

e.g. reference to an additional note: dubia pitagorice littere  
bicornia|adnot. peregisse memineram

text: dubia pitagorice littere bicornia peregisse memineram

right margin: adnot.

[36.3a] The vertical bar should not appear in the apparatuses:

### **Settings**

#### **Format**

> Document	> Script	> Characters in References > Suppress:
------------	----------	---

## [37] Left margin = inner margin

[37.1] In some specific cases references can be added in the left margin: in exegetical works and commentaries there can be a reference to the book and / or verses (for instance, of the Scripture), in historical works dates can be indicated in the left margin (see for instance *CC CM*, 63/63A).

[37.2] **Insert** > inner margin.

The **reference** is placed in the text, so that this reference will be placed automatically in the left margin. Take care that no space precedes the reference.

e.g. reference to a date: Accidit autem ut Septembre proximo|IX  
1158 cum omni comitatu suo tradita est.

text: Accidit autem ut Septembre proximo cum omni comitatu suo  
tradita est.

left margin: IX 1158

## Order of parts of the book and running heads

- [38] The running heads give textual references to book, chapter, and paragraph. The editor will allocate them in consultation with the publishing manager. *CTE* offers the possibility to manage those headers while preparing the edition:

### Settings

#### Format

> Document	> Templates > Header & Footer	Based on <input type="text" value="Text"/> .
		Paragraph> From margin : 0,80    Left : 0,00    Bounding Width : 13,80    Right : 13,80    First Indent : 0,00    Align : Center
		Font> Arial Unicode MS 9,5    Capitals Language : Latin

You can redefine for every section (chapter, sermon ...) a new header and distinguish, if needed, the header of the even page from the header of the odd page. For each section in the text there are four lines, in which you can enter the respective headers and footers, in the following order: header on even pages, header on odd pages, footer on even pages, footer on odd pages. If you want the same header on odd and even pages, you have to specify it twice, in subsequent lines.

- [38.a] If you want the logical section of the text to be printed in the header (e.g. chapter number or title). Evidently, you first have to insert the logical division into the text using a chapter identifier, see [39.c].

**Settings** : Open **View** > **Header** and define:

#### References

> Header Reference	> Chapter and Line	<input checked="" type="checkbox"/> From First chapter on Page  If a subsequent chapter starts on the same page and you want to make this clear in the header, then define additionally:  <input checked="" type="checkbox"/> To last Chapter on Page "To" before chapters: -
--------------------	--------------------	---

If you want the sublevel equally be mentioned, first insert this logical division in the text, using the r-command:

**Insert** > **Command**: 'r:' adding the name of the level (e.g. 'paragr'), a colon (':') and its number; e.g. **r-paragr: 1**

**Settings** : open **View** > **Header** and define:

#### References

> Header Reference	> Margins and commands	Reference: <input checked="" type="checkbox"/> Command > Identifier: r-paragr <input checked="" type="checkbox"/> From First on Page
--------------------	------------------------	---

		<p>If a subsequent paragraph starts on the same page and you want to make this clear in the header, then define additionally:</p> <p><input checked="" type="checkbox"/> To Last Reference on Page "To": -</p>
--	--	--

In the same way, the references to the marginal notes can be integrated in the header. This can be of use in case of commentaries when references to the commented text are made in the left margin.

> Header Reference	> Margins and commands	<p>Reference: <input checked="" type="checkbox"/> Inner Margin <input checked="" type="checkbox"/> From First on Page</p> <p>If a subsequent reference starts on the same page and you want to make this clear in the header, then define additionally:</p> <p><input checked="" type="checkbox"/> To Last Reference on Page "To": -</p>
--------------------	------------------------	--

[39] In each logical unit (chapter, sermon ...), the lines of the text are numbered incrementally by fives. Avoid logical units in excess of one thousand lines. The publishing manager assists you in this task.

[39.a] **Settings** for line-numbering:

**Format**

> Document >	> Margins	> Line Numbers: Inner margin > <input checked="" type="checkbox"/> Chapter > Every 5 lines > Shift up to 2 lines    Outer margin <input checked="" type="checkbox"/> none
		> Separator between margin entries for the same line:
		> <input checked="" type="checkbox"/> Overlap control
	> Templates > Text > Paragraph	> Inner Mrg. > Show Line Numbers : Chapter    Print Every: 5 Line    Minimal Width: 7

**But:** if chapters are very small, you can decide not to restart line numbering every chapter, thus overruling the Document Format:

**Settings**

**Format**

> Chapter	Start line numbers	<input checked="" type="checkbox"/> Continue numbering
-----------	--------------------	--

[39.b] In some rare cases, you might want to change the numbering of the lines: do so using the **Format** > Chapter or, if you need a change within a chapter, using **Insert** > Commands: 'cl', 'cl+' or 'cl-'. In order to prevent the numbering of empty lines, all use of empty lines should be avoided; instead, use the **Settings Format** > Document > Templates > Paragraph > Space above / Space before; or in certain cases where the settings need altering from the general template,

**Settings Format** > **Paragraph** > Space above / Space before.

[39.c] You must identify all **logical units**, so that *CTE* can start numbering lines from the beginning of each logical unit:

**Insert** > **Chapter identifier**

We recommend the use of logical unit abbreviations that may be used as identifiers when referring to the text (e.g. in the apparatuses and / or header). For instance: Prologus *becomes* Prol.; Capitulum primum / I *becomes* Cap. I or I

**Settings** for references to the line numbers in the apparatuses:

**Format**

> <b>Document</b> > Templates > notes/apparatus > Settings > Style	> References	> Use: Chapters > Show: Chapter, line – ranges preceding > After page break, print chapter: on first item in chapter
--	--------------	---

[39.d] If the edited text contains titles of Books, Chapters etc., we strongly recommend to provide a paragraph template, named Heading, in order to define the presentation of these titles. The different levels can be distinguished by their specific font template.

**Settings** for template 'Heading1' etc.; e.g.

**Format**

> <b>Document</b> > Templates > Heading1	> Based on: Text > <input checked="" type="checkbox"/> Keep formats	
	> Paragraph	> From margin : 2,0 > Bounding width : 9,80 > Left : 0,00 > Right : 9,80 > First indent : 0,00 > Align : Center > Kashida : 80
		> Line Spacing : 12,5 > Space Above : 36    Below : 12
	> Font	> Arial Unicode MS 11,5 > Language: Latin
	> Hyphenation : No <input checked="" type="checkbox"/> Keep with next	

## Text

[40] **Latin text**

Spelling:

We recommend the following orthographic conventions for the Latin text:

u	for	u	and	v
V	for	U	and	V
i	for	i	and	j
I	for	I	and	J

[40.1] E-caudata, as a rule, should be represented by ae or e and the choice(s)

made by the editor should be explained in the introduction. If the e-caudata must be represented, for instance in the critical apparatus, it should be encoded as ę [Unicode 0229; CTE = 0229 F2] or Ɔ [Unicode 0228; CTE = 0228 F2] or **Insert** > **Character/symbol** > Characters

Ligatures of o+e and a+e are not admitted in the Latin text.

[40.2] These conventions do not concern words in vernacular languages occurring within the Latin text. Those words should be spelled according to the conventions of the language in question.

[40.3] Titles of works require a capital first letter.

e.g. De amicitia (not: De Amicitia)

[40.4] Nomina sacra require a capital letter.

e.g. Apostolus (i.e. Paulus), Deus, Dominus, Euangelium, Propheta (i.e. Isaias), Scriptura, Spiritus, Testamentum, Trinitas, Virgo

e.g. sanctus Dominus, sanctum Euangelium, sancta Scriptura, Scriptura sacra, beata Virgo

[40.5] Proper names of persons and places (and their inhabitants) require a capital letter. As a rule, adjectives derived from those proper names take a capital letter.

e.g. Lucas, Roma, Romani, Graeci, Grande Pratum, Caluus Mons

e.g. beata Maria, sanctus Iohannes, *but*: in crastino Sancti Iohannis (referring to the saint's day), ecclesia Beatae Mariae (referring to the name of the church)

e.g. episcopus Parisiensis, comes Flandrensis, Traiectensis dioecesis, Graeca lingua expeditus

[40.6] Numbers within the Latin text can be presented in their full form or using Roman numerals. Roman numerals should be put in capitals. Flexion suffixes of Roman ordinal numbers, when applicable, are put in superscript.

e.g. cardinal numbers: IIII, IV, VII *or* quatuor (*not*: IV<sup>or</sup>), septem

e.g. ordinal numbers: quarto, septimam *or* IIII<sup>o</sup>, IV<sup>o</sup>, VII<sup>am</sup> *or* IIII, IV, VII

[41] Use the following symbols for passages of one or more words requiring editorial intervention.

[ ] for words suppressed by the editor

< > for words added by the editor

[= Unicode 2329 / 232A; CTE = 2329 F2 / 232A F2] or **Insert** > **Character/symbol** > Characters

† † for corrupt passages

[= alt+0134]

\*\*\* for lacunae

Do not use them within a single word: note the form of the word in the critical apparatus. The symbols are printed in standard type. If your text requires other symbols, discuss the need for them when you present the sample pages to the editorial board (see [1]).

[42] **Typeface in the Latin text**

The text is written in **standard** type. Variations in size of type font or colour will not be maintained in the final printed text.

## Settings

### Format

> Document	> Templates > Text	> Font: Arial Unicode MS 11,5
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- [42.a] As a rule, a word that requires capitalization in the text should remain capitalized in the apparatus. Small capitals, however, should be treated as lowercase letters; thus a small capital 'v' in the text should appear as a lowercase 'u' in the apparatus. See [53.b].

	> Settings > Transliteration	> reference transliteration: Latin v to u
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If, occasionally, you want a capitalized first character of a word in the text not to be capitalized in the apparatus, you should encode the lowercase letter into a capital letter using [ctrl+W].

- [42.1] **Italics** are used only for literal quotations from the Bible.
- [42.2] **Bold** is not used in the Latin text.
- [42.3] **Small capitals** are used in commentaries for the lemmata of the text which is commented upon. But once the lemma (in small capitals) is identified within the text, repetitions of it (or parts of it) or paraphrases no longer appear in small capitals. Depending on their nature they should be put in italics / within double quotation marks, when intended as a biblical / non-biblical quote (see [43]; [46]) or in standard type, when interwoven with the thought process of the author (see [45]; [48]), or in standard type within single quotation marks, when brought into sharper focus as the object of the commentary (see [45.1]; [48.1]).
- [42.4] Single quotation marks ('...') are used to indicate words highlighted by the author in the text.

## Settings

### Format

> Document	> Script	> Typographic Quotation marks > M " " ' '
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## Quotations and allusions

### Bible

- [43] Direct, literal quotations from the Bible are placed in italics. If the author announces a direct quotation, place all of it in italics even though a few words may be lacking or there are slight deviations due to syntactical adaptations to the context. If the author does not announce a direct quotation, use italics if the quotation is literal, uninterrupted, and central to the following discussion.
- [44] Echoes of Biblical passages or allusions to the Bible remain in standard type. Note them in the biblical apparatus by 'cfr'. Ideas and phrases from the Bible are such an integral part of the thought processes of our Christian authors that we cannot set off every allusion in italics.
- [45] When the author repeats words or phrases from a literal Bible quotation (in italics) in order to comment upon them, use standard type. Do not place the words or phrases in italics.

e.g. Ps. 103: *Extendens caelum sicut pellem, qui tegis aquis superiora eius.* Deus enim extendit caelestem animam, ipsam interius dilatando amore suo, sicut pellem, id est ad similitudinem pellis extendendae, praeueniendo eam in



usage.

- [52.1] Punctuation marks appear in the same type, whether italic or standard, as the text to which they pertain.
- [52.2] The conventions of vernacular languages vary, and editors are understandably influenced in the punctuation of Latin by the rules pertaining to their mother tongue. While rigid rules for the punctuation of Latin texts cannot be enforced, these are the preferences of the editorial board:
- No comma before an object or subject clause when the main verb precedes.  
e.g. Notandum quoque est quod primogeniti non iuxta hereticorum opinionem soli sunt quos fratres sequuntur alii, sed ...
- No comma before indirect speech / question when the main verb precedes.  
e.g. Nobis ergo imminet ostendere quomodo Ioseph dicatur secundum Matthaeum patrem habuisse Iacob ...
- No comma before a restrictive relative clause when its antecedent precedes.  
e.g. Omnis quippe qui nostra tollit, inimicus est.  
e.g. Nunc ad cetera quae idem Euangelista de eadem genealogia subsequendo dixerat exponendum ueniamus.
- Dashes only used when the stream of thought is really interrupted. This endash is preceded and followed by a space. See [2].

## Apparatuses

- [53] Editors must provide three distinct apparatuses: a biblical apparatus, a source apparatus and a critical apparatus. If an apparatus is needed for the *traditio textus*, it precedes the critical apparatus. If additional apparatuses are needed, they follow the critical apparatus. An example of such an apparatus is a comparative apparatus. See [97].
- [53.a] Use notes/apparatus in order to make the apparatus. Note the following general **settings** for the set of apparatuses. (see also [Template](#)):

### Format

> Document	> Notes	> Number of notes > Number of apparatus: indicate the number of notes (i.e. Notes1 = biblical apparatus and Notes2 = source apparatus and, in some cases, comparative apparatus, <i>apparatus marginalium</i> , additional notes) and of apparatuses (i.e. Apparatus1 = critical apparatus and, in some cases <i>traditio textus</i> )
		> Arrange Notes: indicate their sequence in the printed version (should be: App. bibl., App. font., Trad. text., App. crit., App. comp. /App. marg.) and indicate that you want them to be

		printed as 'Footnotes'; in case of Add. not. indicate that you want them to be printed at the 'Document end'
		> Between chapter and line: comma + a hard non-breaking space [via red-alpha; or typing '^.']
		> Spacing: Above text: 1,00    Above Notes min.: 0,77    Between Notes min.: 0,34    Break if Free: 20,00
		> digits in ranges: full
		> Print Footnotes: at the bottom of the page
		> If Spacing > 5,00 : at the bottom of the page

[53.b] Define a template for each apparatus: Biblical and Source apparatuses should be defined as 'Notes', the Critical apparatus (and when applicable *Traditio textus*) should be defined as 'Apparatus'. Your first template should be based on 'Text'. The next 'Notes' / 'Apparatus' can be based on the template of this first 'Notes' template.

**Settings** of the template for each apparatus:

**Format**

> Document > Templates > Template: select the apparatus / notes you want to define	> Font: Arial Unicode MS 8,5	
	> Settings > Style	> Title: give a name: App. bibl., App. font., Trad. text., App. crit. (possibly, App. marg., App. comp.)
		> Placement: Footnotes
		> Input style: text-reference    <input checked="" type="checkbox"/> Put larger references first
		> References > Use: chapters > Show: Chapter, line – ranges preceding ( <i>but</i> : 'line – ranges preceding' in case of the <i>Traditio textus</i> ) > After page break, print chapter: on first item in chapter > Format: <input type="checkbox"/> hidden    <input checked="" type="checkbox"/> bracket ( <i>but</i> deselect in the case of the <i>Traditio textus</i> ) > Purpose: Standard
		in the case of the

		<p>'apparatus' additionally to be defined:</p> <ul style="list-style-type: none"> <li>&gt; <input checked="" type="checkbox"/> Is a critical apparatus (for the Critical apparatus)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>&gt; <input checked="" type="checkbox"/> Indicates the available text sources (for the <i>Traditio textus</i>)</li> </ul>
	> Settings > Options	<ul style="list-style-type: none"> <li>&gt; <input checked="" type="checkbox"/> ¶ on New Chapter (<i>but</i> deselect in the case of the <i>Traditio textus</i>)    <input checked="" type="checkbox"/> Reference for next line    <input checked="" type="checkbox"/> Starting line for 2nd word</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Separator Line: Width: 0,1 mm    Above: 4 point    Left: 1,80; Right: 3,50 cm</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Fonts <ul style="list-style-type: none"> <li>&gt; text-references: <input checked="" type="checkbox"/> use the text font for references    select Font 'Arial Unicode MS 8,5' and deselect 'Italics' and 'Small capitals'</li> <li>&gt; Line Numbers / Secondary Line Numbers: select Font 'Arial Unicode MS <b>8,5</b>' and 'bold'</li> <li>&gt; indices: select 'Arial Unicode MS 5'    Superscript    Position: -2</li> </ul> </li> </ul>
	> Settings > Strings	<ul style="list-style-type: none"> <li>&gt; After lemma: ]</li> <li>&gt; Between entries: <ul style="list-style-type: none"> <li>^= + em space + ^# + space</li> </ul> </li> <li>&gt; Between lines: <ul style="list-style-type: none"> <li>^= + em space + ^# + space</li> </ul> </li> <li>&gt; After line numbers: en space</li> <li>&gt; After Cross References: ^s</li> <li>&gt; From ... to: ^.-^.^!</li> <li>&gt; 'To' in numbers: /^!</li> </ul> <p>in case of the 'apparatus' additionally to be defined:</p> <ul style="list-style-type: none"> <li>&gt; Between sigla: Six-per-Em space</li> <li>&gt; Before parenthesis: No Break</li> </ul>

This means that in *CTE* we recommend the standard settings for inclusive

lemmatization. In the case of exclusive lemmatization the lemma should be entered manually. See the specifications for each apparatus. Different settings are needed for the *traditio textus*. See [74]

	> Settings > Transliteration	> reference transliteration: Latin v to u.
--	------------------------------	---

This means that a small capital 'v' as used in the text, would be rendered as a lowercase 'u' in the apparatus. See also [42.a].

## Biblical apparatus

### Editorial principles

- [54] The Bible apparatus is written in Latin.
- [55] Do not incorporate the quotation from the Bible in the apparatus.

### Practical instructions

- [56] Order of the units: if two entries begin with the same word in the same line, but have a different length, begin by giving the locus for the longer segment first, then give the locus for the shorter unit: e.g. **20** sacerdotes ... sabbatum uiolant] Matth. 12, 5 **20/25** Dominus – synagogam] cfr Matth. 12, 7-12 **20** Dominus – sabbati] Matth. 12, 8; Luc. 6, 5

**Settings:** see [53.b] or:

#### Format

> Document > Templates > App. bibl.	Settings > Style	> Input style: text- reference    <input checked="" type="checkbox"/> Put larger references first
---	------------------	---

- [56.1] If you want to identify the scriptural source of a variant mentioned in the critical apparatus, add **app. crit.** Example:

Variant cited in the critical apparatus

**43** misit] Quia iudicium sibi manducant et bibunt non diiudicantes  
corpus Domini *add. F*

Identification of the source in the apparatus biblicus

**43 app. crit.** Quia – corpus] cfr I Cor. 11, 29

- [57] Lemmatization: For direct quotations from the Bible (see [43]), give the line number(s) immediately followed by the locus. If ambiguity could arise, as in case of an allusion, lemmatize the passage by repeating it after the line number and before a square bracket; the Biblical locus follows the lemma: e.g. **16** resistens manibus tuis] cfr Ps. 16, 8; Dan. 4, 32

Inclusive lemmatization: For more extensive passages, place the first and last words before a square bracket, with an en-dash between them: the dash indicates that the intermediate words are included: e.g. **31** beati – Dei] Luc. 6, 20

Exclusive lemmatization: For words separated by extensive text, place the first and last words before a square bracket, with three dots between them: the three dots exclude the intermediate words: e.g. **33** beati ... pauperes] Luc. 6, 21. Take care to use three separate dots, not the horizontal ellipsis ... (Unicode 2026).

**Settings:** see [53.b] or:

**Format**

> <b>Document</b> > Templates > App. bibl.	Settings > Style	> References > Format: <input type="checkbox"/> hidden <input checked="" type="checkbox"/> bracket
	Settings > Strings	> From ... to: ^.-^.^! This means that in <i>CTE</i> we recommend the use as standard of the formula for inclusive lemmatization. In the case of exclusive lemmatization the entry should be done manually.

These settings mean that each reference will be visible in its abridged form (its first and last word, separated by a dash). Nevertheless, entering **Reference** > Notes References [= shift+F5], you can decide with a double left mouse click (Reference Options) whether a lemma is required or not (= [ctrl+H] = hide the lemma), and if required whether you prefer an abridged lemma or the complete text (= [ctrl+E] = give the complete lemma).

- [57.a] If, occasionally, you want a capitalized first character of a word in the text not to be capitalized in the apparatus, you should encode the lowercase letter into a capital letter using [ctrl+W]. See [42.a].

A small capital 'v' of the text appears in lowercase 'u' in the apparatus.

**Settings:** see [53.b] or:

**Format**

> <b>Document</b> > Templates > App. bibl.	Settings > Transliteration	> reference transliteration: Latin v to u
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- [57.b] When the automatically generated lemma does not comply with the requirements of the *CC*, you may decide to hide the lemma [ctrl+H] and introduce the lemma manually. This should be avoided but may be inevitable in the case of e.g. an exclusive lemma. Take care that en-dashes and '...' should be preceded by a hard non breaking space and followed by a hard non breaking space + a possible line break (using Character Map > Specials). Please note that if a lemma ends with a dot (for instance in case of an abbreviation, such as 'etc.'), this should be replaced by an Abbreviation dot (using Character Map > Specials), so that it will be integrated into the lemma.

- [58] For **allusions** the locus is preceded by 'cfr': e.g. **175** lapides uiui] cfr I Petr. 2, 5

- [58.1] When you need to specify the **Bible-version**, use the following abbreviations:

*VL* (or *Vet. Lat.* when used very sparingly) for *Vetus latina*

*Vulg.* for *Vulgata*

*LXX* for *Septuaginta*

e.g. **4** ne seducamini – uentris] cfr Prou. 24, 15 (*VL*)

e.g. **23/25** Ps. 135, 15 (*LXX*)

e.g. **60/61** Matth. 18, 20 *sed fuerunt] sunt Vulg.*

[59] Additional comments by the editor are placed in standard type.

[60] **Presentation on the page**

When line-numbering restarts at the beginning of a new section, the numeral of the section (e.g. book number, chapter number) is set in the apparatus at the beginning of the references.

**Settings:** see [53.a]:

**Format**

> Document	> Notes	> Between chapter and line: comma + a hard non-breaking space [via red-alpha; or typing '^.#']
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**Format**

> Document > Templates > App. bibl.	Settings > Style	> References > Use: chapters > Show: Chapter, line – ranges preceding > After page break, print chapter: on first item in chapter
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[60.a] Line numbers appear in bold face. They are written in full and are separated from one another by a slash.

**Settings** see [53.b] or:

**Format**

> Document > Templates > App. bibl.	Settings > Options	> fonts > text-references: <input checked="" type="checkbox"/> use the text font for references    select Font 'Arial Unicode MS 8,5' and deselect 'Italics' and 'Small capitals'  > Line Numbers / Secondary Line Numbers: select Font 'Arial Unicode MS <b>8,5</b> ' and 'bold'
	Settings > Strings	> 'To' in numbers: /^!

[60.b] Type each reference without a final period (or full stop).

[60.c] The items will be separated by an appropriate blank. See example [62] (final typesetting).

**Settings** see [53.b] or:

**Format**

> Document > Templates > App. bibl.	Settings > Strings	> Between entries: ^= + Em-space + ^# + space > Between lines: ^= + Em-space + ^# +
-------------------------------------	--------------------	--

		space
--	--	-------

[60.d] If a lemma occurs twice or more in the same line of the text, each occurrence will automatically be identified by a raised or superscript number: e.g. **27** cum<sup>2</sup> – glorificauerunt] Rom. 1, 21

**Settings** see [53.b] or:

**Format**

> <b>Document</b> > Templates > App. bibl.	Settings > Options	> Fonts: > indices: select 'Arial Unicode MS 5'    Superscript    Position: -2
--	--------------------	---

[60.e] A thin line above the apparatus separates the apparatus from the text.

**Settings:**

**Format**

> <b>Document</b> > Templates > App. bibl.	Settings > Options	> Separator Line: Width: 0,1 mm    Above: 4 pt    Left: 1,80; Right: 3,50 cm
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[61] **Abbreviations for the books of the Bible**

Note: The numbers referring to chapter and verse are always given in Arabic numbers. The chapter number is followed by a comma and a hard non-breaking space [= ctrl+shift+space], then the verse number.

Use the following abbreviations:

Gen.	Genesis	Is.	Isaias	I Cor.	I ad Corinthios
Ex.	Exodus	Ier.	Ieremias	II Cor.	II ad Corinthios
Leu.	Leuiticus	Thren.	Threni	Gal.	Ad Galatas
Num.	Numeri	Bar.	Baruch	Eph.	Ad Ephesios
Deut.	Deuteronomium	Ez.	Ezechiel	Phil.	Ad Philippenses
Ios.	Iosue	Dan.	Daniel	Col.	Ad Colossenses
Iud.	Iudicum	Os.	Osee	I Thess.	I ad Thessalonicenses
Ruth	Ruth	Ioel	Ioel	II Thess.	II ad Thessalonicenses
I Reg.	I Regum	Am.	Amos	I Tim.	I ad Timotheum
II Reg.	II Regum	Abd.	Abdias	II Tim.	II ad Timotheum
III Reg.	III Regum	Ion.	Ionas	Tit.	Ad Titum
IV Reg.	IV Regum	Mich.	Michaeas	Philem.	Ad Philemonem
I Par.	I Paralipomenon	Nah.	Nahum	Hebr.	Ad Hebraeos
II Par.	II Paralipomenon	Hab.	Habacuc	Iac.	Epistula Iacobi
I Esdr.	I Esdrae	Soph.	Sophonias	I Petr.	I Petri
II Esdr.	II Esdrae	Agg.	Aggaeus	II Petr.	II Petri
Tob.	Tobias	Zach.	Zacharias	I Ioh.	I Iohannis
Iudith	Iudith	Mal.	Malachias	II Ioh.	II Iohannis
Esth.	Esther	I Mach.	I Machabaeorum	III Ioh.	III Iohannis
Iob	Iob	II Mach.	II Machabaeorum	Iudae	Iudae
Ps.	Psalmi	Matth.	Matthaeus	Apoc.	Apocalypsis
Prou.	Prouerbia	Marc.	Marcus	Or. Man.	Oratio Manassae
Eccle.	Ecclesiastes	Luc.	Lucas	III Esdr.	III Esdrae
Cant.	Canticum Cantorum	Ioh.	Iohannes	IV Esdr.	IV Esdrae
Sap.	Sapientia	Act.	Actus Apostolorum		
Eccli.	Ecclesiasticus	Rom.	Ad Romanos		

[62]

Example:  
xxxix, **12/13** Ioh. 1, 29  
**13/14** Matth. 11, 9  
**14/15** cfr Matth. 11, 11  
**16** resistens manibus tuis] Ps. 16, 8; Dan. 4, 32  
dulce lumen] Eccle. 11, 7

**17/18** cfr Matth. 11, 7-9; Marc. 1, 3-4; Luc. 3, 2-4  
**30/31** si – bibit] cfr I Cor. 11, 29

Final page-setting:

xxxix, **12/13** Ioh. 1, 29 **13/14** Matth. 11, 9 **14/15** cfr Matth. 11, 11 **16** resistens manibus tuis] Ps. 16, 8; Dan. 4, 32 dulce lumen] Eccle. 11, 7 **17/18** cfr Matth. 11, 7-9; Marc. 1, 3-4; Luc. 3, 2-4 **30/31** si – bibit] cfr I Cor. 11, 29

## Source apparatus

### Editorial principles

- [63] The source apparatus is written in Latin.
- [64] Do not incorporate the quotation from the source in the apparatus.

### Practical instructions

- [65] Order of the units: if two entries begin with the same word in the same line, but have a different length, begin by giving the locus for the longer segment first, then give the locus for the shorter unit: e.g. **1025** in humana – despecta] cfr ISID., *Sent.* 1, 10, 28-29 (p. 38, 178-180) **1025/1029** Quis – aufugit] uide etiam ZACHAR. CHRYSOP., *Conc. euang.* 4, 162 (col. 553AD) **1025/1026** Quis – non dicit] BEDA, *In Marc.* 4, ad 14, 51-52 (p. 619, 954-955)

**Settings:** see [53.b] or:

#### Format

> Document > Templates > App. font.	Settings > Style	> Input style: text- reference    <input checked="" type="checkbox"/> Put larger references first
---	------------------	---

- [65.1] If you want to identify the source of a variant mentioned in the critical apparatus, add **app. crit.** Example:

Variant cited in the critical apparatus :

**43** misit] quia cor unum et anima una in Deo inquit Augustinus  
*add. M*

Identification of the source in the apparatus fontium:

**43 app. crit.** quia – deo] cfr Avg., *Reg.* 1, 2 (p. 417, 4)

- [66] **Lemmatization:** For direct quotations from all sources, give the line number(s) immediately followed by the locus. If ambiguity could arise, as in case of an allusion, lemmatize the passage by repeating it after the line number and before a square bracket; the locus follows the lemma: e.g. **130/131** in quibus – aureum] *Lib. Quare* Appendix II, 51, 58-61 (p. 195); e.g. **8** nubes et inania captant] cfr HOR., *Ars poet.* 230

Inclusive lemmatization: For more extensive passages, place the first and last words before a square bracket, with an en-dash between them: the dash indicates that the intermediate words are included.

Exclusive lemmatization: For words separated by extensive text, place the first and last words before a square bracket, with three dots between them: the three dots exclude the intermediate words. Take care to use three separate dots, not the horizontal ellipsis ... (Unicode 2026).

**Settings:** see [53.b] or:

## Format

> <b>Document</b> > Templates > App. font.	Settings > Style	> References > Format: <input type="checkbox"/> hidden <input checked="" type="checkbox"/> bracket
	Settings > Strings	> From ... to: ^.-^.^! This means that in <i>CTE</i> we recommend the use as standard of the formula for inclusive lemmatization. In the case of exclusive lemmatization the entry should be done manually.

These settings mean that each reference will be visible in its abridged form (its first and last word, separated by a dash). Nevertheless, entering **Reference** > Notes References [= shift+F5], you can decide with a double left mouse click (Reference Options) whether a lemma is required or not (= [ctrl+H] = hide the lemma), and if required whether you prefer an abridged lemma or the complete text (= [ctrl+E] = give the complete lemma).

- [66.a] If, occasionally, you want a capitalized first character of a word in the text not to be capitalized in the apparatus, you should encode the lowercase letter into a capital letter using [ctrl+W]. See [42.a].

A small capital 'v' of the text appears in lowercase 'u' in the apparatus.

**Settings:** see [53.b] or:

## Format

> <b>Document</b> > Templates > App. font.	Settings > Transliteration	> reference transliteration: Latin v to u
--	----------------------------	--

- [66.b] When the automatically generated lemma does not comply with the requirements of the CC, you may decide to hide the lemma [ctrl+H] and introduce the lemma manually. This should be avoided but may be inevitable in the case of e.g. an exclusive lemma. Take care that en-dashes and '...' should be preceded by a hard non breaking space and followed by a hard non breaking space + a possible line break (using Character Map > Specials). Please note that if a lemma ends with a dot (for instance in case of an abbreviation, such as 'etc.'), this should be replaced by an Abbreviation dot (using Character Map > Specials), so that it will be integrated into the lemma.

- [67] For allusions the locus is preceded by 'cfr': e.g. **164** forti manu et desiderabili] cfr HIER., *Nom. hebr.* (p. 103, 11)

- [68] For bibliographical references in the source apparatus, see [31] – [33].

- [69] Additional comments by the editor appear in standard type.

- [70] If there is a special reason to quote the source, the quotation will be placed in standard type:

e.g. **191** cuius uita despicitur r u e p] Greg. M., *In euang.* 1, 12, 1 (p. 82, 36-37): cuius uita despicitur restat ut et predicatio contemnatur

[71] If a deviant reading in a source needs to be included, place this reading immediately after the reference to the locus. Follow the rules of the critical apparatus (see [84] – [85]): e.g. **108/121** GVILL. S. THEOD., *Epist. frat. M. D.* 120-123 (p. 238-240) *sed assuetus faciendus* (l. 111) *assuefaciendus*

In order to create a link to the referenced word/s within a note, use a cross reference: select the word/words in the text; **References**: copy the cross reference [= F7]; place the reference [ctrl+V] in the apparatus, indicating [double left mouse click] you want to refer to it by its line number ( Line number and  Force show) and add manually the textual reference you want to insert. In one particular situation (i.e. when referring to a word / words of the first line of the lemma, e.g. l. 108 in the above mentioned example) this reference will appear with its chapter-number preceding (e.g. Chap. V, 108). To avoid this, create a cross-document reference instead of a simple cross reference. The link will appear in the text but will not appear in the pdf-export. Insert the cross-document reference in the apparatus, selecting Reference:  Chapter || Show:  Chapter;  Line; Until /;  Quote 2<sup>nd</sup> line for broken word ||  Remember settings. The line-number might not be visible immediately ('##' instead) but will appear after updating all references.

## [72] Presentation on the page

When line-numbering restarts at the beginning of a new section, the numeral of the section (e.g. chapter number, book number) is set in the apparatus at the beginning of the references.

**Settings:** see [53.a]:

### Format

> <b>Document</b>	> Notes	> Between chapter and line: comma + a hard non-breaking space [via red-alpha; or typing '^.']
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### Format

> <b>Document</b> > Templates > App. font.	Settings > Style	> References > Use: chapters > Show: Chapter, line – ranges preceding > After page break, print chapter: on first item in chapter
--	------------------	--

[72.a] Line numbers appear in bold face. They are written in full and separated from one another by a slash.

**Settings** see [53.b] or:

### Format

> <b>Document</b> > Templates > App. font.	Settings > Options	> Fonts > text-references: <input checked="" type="checkbox"/> use the text font for references    select Font 'Arial Unicode MS 8,5' and deselect 'Italics' and 'Small capitals' > Line Numbers /
--	--------------------	--

		Secondary Line Numbers: select Font 'Arial Unicode MS <b>8,5</b> ' and 'bold'
	Settings > Strings	> 'To' in numbers: /

[72.b] Type each source reference without a final period (or full stop).

[72.c] The items will be separated by an appropriate space. See example [73] (final typesetting).

**Settings** see [53.b] or:

**Format**

> <b>Document</b> > Templates > App. font.	Settings > Strings	> Between entries: ^= + Em-space + ^# + space > Between lines: ^= + Em-space + ^# + space
--	--------------------	--

[72.d] If a lemma occurs twice or more in the same line of the text, each occurrence will automatically be identified by a raised or superscript number: e.g. **27** beatus – dominus<sup>2</sup>] AVG., *In Iob* 5 (p. 517, 6)

**Settings** see [53.b] or:

**Format**

> <b>Document</b> > Templates > App. font.	Settings > Options	> Fonts: > indices: select 'Arial Unicode MS 5'    Superscript    Position: -2
--	--------------------	---

[72.e] A thin line above the apparatus separates the apparatus from the former one.

**Settings:**

**Format**

> <b>Document</b> > Templates > App. font.	Settings > Options	> Separator Line: Width: 0,1 mm    Above: 4 pt    Left: 1,80; Right: 3,50 cm
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[73]

Example:

IV, **12/16** cfr BEDA, *Templ.* 1 (p. 160, 532-542)

**81** quidam aiunt] cfr ISID., *Orig.* 15, 4, 15 (p. 123)

**96/97** cfr BEDA, *In Prou.* 1 (p. 62, 5-10)

**108/115** GVILL. S. THEOD., *Epist. frat. M. D.* 120-123 (p. 238-239)  
sed **111** assuetus faciendus] assuefaciendus

**119/128** cfr BEDA, *Templ.* 1 (p. 163-164, 669-681)

**130/131** in quibus – aureum] *Lib. Quare* Appendix II, 51, 58-61  
(p. 195); Ps. HVGO S. VICT., *Spec. eccl.* I (col. 335B-337D)

**164** forti manu et desiderabili] cfr HIER., *Nom. hebr.* (p. 103, 11)

**191** cuius uita despicitur r u e p] GREG. M., *In euang.* 1, 12, 1  
(p. 82, 36-37): cuius uita despicitur restat ut et praedicatio  
contemnatur

**203/204** cfr IOH. FRIB., *Summa conf.* 3, 13, q. 7 (f. 151rb), ubi  
Bernardus et Guilelmus minus fuse quam hic citantur

Final page-setting:

IV, **12/16** cfr BEDA, *Templ.* 1 (p. 160, 532-542) **81** quidam aiunt] cfr ISID., *Orig.* 15, 4, 15 (p. 123) **96/97** cfr BEDA, *In Prou.* 1 (p. 62, 5-10) **108/115** GVILL. S. THEOD., *Epist. frat. M. D.* 120-123 (p. 238-239) *sed* **111** assuetus faciendus] assuefaciendus **119/128** cfr BEDA, *Templ.* 1 (p. 163-164, 669-681) **130/131** in quibus – aureum] *Lib. Quare* Appendix II, 51, 58-61 (p. 195); Ps. HVGO S. VICT., *Spec. eccl.* I (col. 335B-337D) **164** forti manu et desiderabili] cfr HIER., *Nom. hebr.* (p. 103, 11) **191** cuius uita despicitur r u e p] GREG. M., *In euang.* 1, 12, 1 (p. 82, 36-37): cuius uita despicitur restat ut et praedicatio contemnatur **203/204** cfr IOH. FRIB., *Summa conf.* 3, 13, q. 7 (f. 151rb), ubi Bernardus et Guilelmus minus fuse quam hic citantur

## Traditio textus

### Editorial principles

- [74] When the textual tradition is complex, a *traditio textus* apparatus may precede the critical apparatus. Whereas the *conspectus siglorum* normally suffices to alert the reader to which manuscripts are used to establish any particular passage, this is not always the case. If there are many manuscripts and the editor must use different manuscripts to establish different passages in the text, the *traditio textus* apparatus gives the list of manuscripts used for each page, preceded by '**Trad. text.**' (in bold face) and a colon.

In *CTE* the *traditio textus* is to be considered as a separate apparatus, placed before the critical apparatus. The template can be based on the Apparatus criticus, with some minor adaptations.

### Settings:

#### Format

<ul style="list-style-type: none"> <li>&gt; Document</li> <li>&gt; Templates</li> <li>&gt; Trad. text.</li> </ul>	Settings > Style	<ul style="list-style-type: none"> <li>&gt; Input style: text-reference    <input checked="" type="checkbox"/> Put larger references first</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; References <ul style="list-style-type: none"> <li>&gt; Use: chapters</li> <li>&gt; Show: Line – ranges preceding</li> <li>&gt; Format: deselect 'hidden' and 'bracket'</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>&gt; <input checked="" type="checkbox"/> Indicates the available text sources</li> <li>&gt; Verbosity: High</li> </ul>
	Settings > Options	<ul style="list-style-type: none"> <li>&gt; Fonts <ul style="list-style-type: none"> <li>&gt; text-references: <input checked="" type="checkbox"/> use the text font for references    select Font 'Arial Unicode MS 8,5' and deselect 'Italics' and 'Small capitals'</li> </ul> </li> <li>&gt; Line Numbers /</li> </ul>

		Secondary Line Numbers: select Font 'Arial Unicode MS <b>8,5</b> ' and 'bold' > indices: select 'Arial Unicode MS 5'    Superscript    Position: -2
	Settings > Strings	> After lemma: <nothing to be indicated> > Between entries: ^= + Em-space + ^# + space > Between lines: ^= + Em-space + ^# + space > After line numbers: en space > From ... to: ^.-^.^! > 'To' in numbers: /^! > Between sigla: Six-per-Em space > Before parenthesis: Hair space breaking

In order to have '**Trad. text.:**' preceding the apparatus on each page, **insert** on top of this apparatus the **Command string** '**bn:**' followed by **Trad. text. (bold)** and a colon.

[75] The *traditio textus* is written in Latin.

### Practical instructions

[76] The witnesses are enumerated in the order of the families to which they belong. This means that the order of manuscripts is that defined in the sigla pick-list. See [89].

[77] If the tradition changes, i.e. if a manuscript presents important lacunae, or is incomplete at the beginning or the end of the text, indicate these changes in the *traditio textus*.

After the '**bn:**'-command '**Trad. text.:**' (see [74]), add a hard non-breaking space [=ctrl+shift+space] and enter all manuscript-witnesses of the beginning of the text, preceded by '['. Encode this '[' as hidden text (using the 'H'-button or [=ctrl+shift+X]). Inserting the manuscripts should be done by **insert** of their relevant **Siglum** using the sigla pick-list. (see [89]).

This information shall be repeated on subsequent pages, until a change is indicated. Insert a reference [= F5] to the word where the *traditio* changes. Add an italic 'a' before the reference, in order to indicate to the reader the information is valid 'from now on' and indicate the appearance / disappearance / reappearance as follows:

- add the explicit (verbal) information about the change (e.g. *lac. habet / des. / inc.* etc.) and do not forget to enter the ms involved with this

change.

- the disappearance is to be encoded by **insert** of the relevant **Siglum/a + `]**. The appearance or reappearance by **`[ + insert** of the relevant **Siglum/a**. *CTE* now adapts the *traditio textus* and the siglum/sigla will be dropped from or added to the former list.
- to avoid the brackets being visible, they should be encoded as hidden text [=ctrl+shift+X]
- sometimes a lemma needs to be inserted manually (see example [78.1] **251/399**)

[78] Manuscript-*sigla* are separated by a small space (Six-per-Em space). Group together the sigla pertaining to the same family, and separate the different families by a larger space (four-per-EM space): e.g. *BGD AR C*, where *B* and *G* and *D* belong to one family, *A* and *R* to another, and *C* is an isolated manuscript. Create group-sigla, when applicable and define under which conditions they should appear. See [89].

### Presentation on the page

[78.1] e.g. Let us suppose that on a page containing lines 239-255 the following changes are to be noticed in the *traditio textus* apparatus: *BG(lac. hab. 251/399 postquam – dixit)D AP(inc. ab 250 deinde)R C*. This means that beginning with the word 'postquam' in line **251** and on all subsequent pages until 'dixit' occurs in line **399** (in the words 'dixit apostolus') *G* is absent from the textual tradition, whereas *P* joins the textual tradition with the word 'deinde' in line **250**. Not until the page containing line 399 will the *traditio textus* mention *G* again.

In *CTE* this apparatus of the *traditio textus* will be performed as follows:

**bn:Trad. text.:** **[BGD AR C**

**a 250** deinde **inc. [P**

**251/399** a postquam usque ad dixit lac. hab. **G]**

**a 399** apostolus denuo **inc. [G**

[78.2] e.g. p. x: **Trad. text.:** *BGD AR C* a **250** deinde **inc. P** **251/399** a postquam usque ad dixit lac. hab. **G**

p. x+1: **Trad. text.:** *BD APR C*

p. y: **Trad. text.:** *BD APR C* a **399** apostolus denuo **inc. G**

p. y+1: **Trad. text.:** *BGD APR C*

[78.3] A thin line above the apparatus separates the apparatus from the former one.

#### Settings:

##### Format

> Document	Settings > Options	> Separator Line: Width: 0,1 mm    Above: 4 pt    Left: 1,80; Right: 3,50 cm
> Templates		
> Trad. text.		

### Critical apparatus

### Editorial principles

- [79] The critical apparatus is written in Latin.  
*CTE* requires that you define the Critical apparatus as an 'Apparatus', not as 'Notes'. See [53.b].

**Format**

> Document > Templates > App. crit.	> Settings > Style	> <input checked="" type="checkbox"/> Is a critical apparatus
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- [80] As a rule, the critical apparatus is based on the principle that unless variant readings are given, the manuscripts contain the text as printed. In the implementation of this negative principle, manuscripts are not cited unless their reading diverges from the text.
- [80.1] In exceptional cases, for the sake of clarity the editor may be obliged to give the readings of all the manuscripts, listing first the manuscripts that confirm the chosen reading, followed by the variants. The editor is encouraged to discuss particularly difficult passages in the introduction (see [Z]), and to alert the reader that such passages require the implementation of a positive principle in the apparatus. The editor is urged to confirm any peculiarity, orthographic, syntactic, or other, which might be mistaken for a misprint.
- [81] The editor must decide whether orthographic variants need to be indicated, and must discuss the matter in the introduction (see [Z]). The editorial board strongly recommends that all orthographic variants of proper names be given.
- [82] Do not include readings drawn from sources in the critical apparatus. However, if a preferred reading of the text relies on the source or if the source or its manuscripts corroborate one reading against another, this evidently must be mentioned in the critical apparatus.

**Practical instructions**

- [83] Order of the units: if two entries begin with the same word in the same line, but have a different length, begin by giving the locus for the longer segment first, then give the locus for the shorter unit: e.g. **17** dominium] dominum *D* **17/20** Tunc omnes – rogantes] *om. ABC* **17** Tunc] et *DEF*

**Settings:** see [53.b] or:

**Format**

> Document > Templates > App. crit.	> Settings > Style	> Input style: text-reference    <input checked="" type="checkbox"/> Put larger references first
---	--------------------	--

- [84] Within a critical unit it is necessary to distinguish the reading adopted in the text, i.e. the lemma, from the variants, from other indications such as *om.*, *del.*, *add.*, *eras.* and/or the editorial remarks.
- [84.1] The witnesses are enumerated not in alphabetical order but in the order of the families to which they belong.
- [85] **Typeface:**  
 The lemmata and the variants are always given in standard type and, as a rule, do not contain punctuation marks. Diacritical signs from the edited text, such as ⟨ ˘ ⟩, should not be included within a lemma.

e.g. Vnde *ipse* ⟨*me*⟩ *reprehendo* (in the Latin text) becomes as a

lemma: ipse] ipsum R me] conieci

The rest of the critical unit, namely editor's remarks, references, numerals, symbols (e.g. sigla), etc., are given in italics.

e.g. possunt] possint *S*, ante omnia pos. *R*, secl. ut uid. *F*

**Settings:** see [53.b] or:

**Format**

<ul style="list-style-type: none"> <li>&gt; Document</li> <li>&gt; Templates</li> <li>&gt; App. crit.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Settings &gt; Options</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Fonts               <ul style="list-style-type: none"> <li>&gt; text-references: <input checked="" type="checkbox"/> use the text font for references    select Font 'Arial Unicode MS 8,5' and deselect 'Italics' and 'Small capitals'</li> <li>&gt; Line Numbers / Secondary Line Numbers: select Font 'Arial Unicode MS <b>8,5</b>' and 'bold'</li> </ul> </li> </ul>
--	--	--

- [86] The lemma is separated from its variants by a square bracket (]) in standard type). In case of a positive apparatus, the siglum (sigla) of the manuscript(s) confirming the chosen reading is/are put before the square bracket.

e.g. **9** scire] *del. S, om. M T*

e.g. **43** rabidi furoris  $\mu$ ] rapido furore  $a^1 K^2 R^1 Sg^{1a.c.}$ , rabido furore  $Sg^{1p.c.}$   $\pi \psi^1 \omega$  *Boc*, rapido furoris *Fra*

If a siglum has to be placed before the bracket, just remove the bracket with [shift+ctrl+Q] and add the bracket manually after the siglum.

- [87] When a passage is unusually long, it is advisable to lemmatize the passage as follows:

Inclusive lemmatization: For more extensive passages, place the first and last words before a square bracket, with an en-dash between them: the dash indicates that the intermediate words are included: e.g. **31** Tunc omnes – rogantes] *om. ABC*

Exclusive lemmatization: For words separated by extensive text, place the first and last words before a square bracket, with three dots between them: the three dots exclude the intermediate words: e.g. **17/18** aqua ... igne] igne ... aqua *A*. This means that *A* uses the same words but changes the order of the two words 'aqua' and 'igne'. The intermediate words are not affected. Take care to use three separate dots, not the horizontal ellipsis ... (Unicode 2026).

**Settings:** see [53.b] or:

**Format**

<ul style="list-style-type: none"> <li>&gt; Document</li> <li>&gt; Templates</li> <li>&gt; App. crit.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Settings &gt; Style</li> </ul>	<ul style="list-style-type: none"> <li>&gt; References               <ul style="list-style-type: none"> <li>&gt; Format: <input type="checkbox"/> hidden</li> <li>   <input checked="" type="checkbox"/> bracket</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>&gt; Settings &gt; Strings</li> </ul>	<ul style="list-style-type: none"> <li>&gt; From ... to: ^.-^.^!</li> <li>This means that in <i>CTE</i> we recommend the use as standard of the formula for inclusive lemmatization. In</li> </ul>

	case of exclusive lemmatization the entry should be done manually.
--	--

These settings mean that each reference will be visible in its abridged form (its first and last word, separated by a dash). Nevertheless, entering **Reference** > Notes References [= shift+F5], you can decide with a double left mouse click (Reference Options) whether a lemma is required or not (= [ctrl+H] = hide the lemma), and if required whether you prefer an abridged lemma or the complete text (= [ctrl+E] = give the complete lemma).

- [87.a] If, occasionally, you want a capitalized first character of a word in the text not to be capitalized in the apparatus, you should encode the lowercase letter into a capital letter using [ctrl+W]. See [42.a].

A small capital 'v' of the text appears in lowercase 'u' in the apparatus.

**Settings:** see [53.b] or:

**Format**

> Document > Templates > App. crit.	> Settings > Transliteration	> reference transliteration: Latin v to u
---	------------------------------	--

- [87.b] When the automatically generated lemma does not comply with the requirements of the CC, you may decide to hide the lemma [ctrl+H] and introduce the lemma manually. This should be avoided but may be inevitable in the case of e.g. an exclusive lemma. Take care that en-dashes and '...' should be preceded by a hard non breaking space and followed by a hard non breaking space + a possible line break (using Character Map > Specials). Please note that if a lemma ends with a dot (for instance in case of an abbreviation, such as 'etc.'), this should be replaced by an Abbreviation dot (using Character Map > Specials), so that it will be integrated into the lemma.

- [88] Use a comma (standard type) to divide one variant from the next within the same critical unit. The indication given after each comma refers to the lemma, not to the previous variant: e.g. **9** scire] scite *B, del. C, om. M T*

- [88.1] When you do not want to cite the whole variant, but only the part of it that differs from the lemma, such as the first syllable or the ending, use a non breaking hyphen: e.g. synonyma] sin- *B, -mam C*

- [88.2] You can use the same succinct system to indicate a deviation within a variant reading: e.g. serpens ... personabat] serpentes (-tum *A*) ... personabant *AD E FH*

- [89] Manuscript-sigla are separated by a small space [six-per-EM space]. Group together the sigla pertaining to the same family, separating the different families by a larger [four-per-EM space] space: e.g. cum] tum *BK, om. C RM b*. Create group-sigla, when applicable and define under which conditions they should appear

**Settings**

First define and edit the sigla:

**Format**

> Document > Sigla  > Edit Sigla  <i>or</i>	> Edit Siglum	> Text > Font 1: Arial Unicode MS 8,5    select <input checked="" type="checkbox"/> Italics  > Font 2: Arial Unicode MS 8,5    select <input checked="" type="checkbox"/>
--	---------------	--

> Sigla		Italics and <input checked="" type="checkbox"/> Superscript (in case you need to make the second part of a siglum a fixed superscript; e.g. a second hand or a frequently used superscript part, such as <sup>a.c.</sup> , in combination with a specific siglum) > Index: 'Rel. Size' = 60 and the 'Rel. Pos.' = -30
---------	--	--

Building your critical apparatus, please insert the sigla in your apparatus using **Insert** > Sigla. To separate one siglum from another (six-per-EM space for sigla within a family; a four-per-EM space between sigla of different families), select the appropriate space using the red-alpha (Character map > Specials).

**Settings:**

**Format**

> Document > Templates > App. crit.	> Settings > Strings	> Between sigla: six-per-EM space > Before parenthesis: hair space breaking
---	----------------------	--

[90] **Presentation on the page**

When line-numbering restarts at the beginning of a new section, the numeral of the section (e.g. chapter number, book number) is set in the apparatus at the beginning of the references.

**Settings:** see [53.a]:

**Format**

> Document	> Notes	> Between chapter and line: comma + a hard non-breaking space [via red-alpha; or typing '^.']
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**Format**

> Document > Templates > App. crit.	> Settings > Style	> References > Use: chapters > Show: Chapter, line – ranges preceding > After page break, print chapter: on first item in chapter
---	--------------------	--

[90.a] Line numbers appear in bold face. They are written in full and separated from one another by a slash.

**Settings** see [53.b] or:

**Format**

> Document > Templates > App. crit.	> Settings > Options	> Fonts > text-references: <input checked="" type="checkbox"/> use the text font for references    select Font
---	----------------------	---

		'Arial Unicode MS 8,5' and deselect 'Italics' and 'Small capitals'  > line numbers: select Font 'Arial Unicode MS <b>8,5</b> ' and 'bold'
	> Settings > Strings	> 'To' in numbers: /^!

[90.b] Type each critical unit without a final period (or full stop).

[90.c] In final proof the items will be separated by an appropriate space. See example [96] (final typesetting).

**Settings** see [53.b] or:

Open the window of the Critical apparatus:

**Format**

> <b>Document</b> > Templates > App. crit.	> Settings > Strings	> Between entries: ^= + Em-space + ^# + space  > Between lines: ^= + Em-space + ^# + space
--	----------------------	--

[90.d] If a lemma occurs twice or more in the same line of the text, each occurrence will automatically be identified by a raised or superscript number: e.g. **27** cum<sup>2</sup>] tum  
K W

**Settings** see [53.b] or:

**Format**

> <b>Document</b> > Templates > App. crit.	> Settings > Options	> Fonts:  > indices: select 'Arial Unicode MS 5'    Superscript    Position: -2
--	----------------------	---

[90.e] A thin line above the apparatus separates the apparatus from the former one.

**Settings:**

**Format**

> <b>Document</b> > Templates > App. crit.	> Settings > Options	> Separator Line: Width: 0,1 mm    Above: 4 pt    Left: 1,80; Right: 3,50 cm
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[91] **Abbreviations**

Frequently used:

<i>a.c.</i>	ante correctionem	<i>dub.</i>	dubitanter, lectio dubia	<i>iter. / bis scr.</i>	iteravit / bis scripsit
<i>add.</i>	addidit	<i>ed.(edd.)</i>	editio(nes)/ editor(es)	<i>praem.</i>	praemisit
<i>al.</i>	alius	<i>em.(emend.)</i>	emendavit	<i>rell.</i>	reliqui
<i>a.m.</i>	alia manu	<i>eras.</i>	erasit	<i>sc.(scil.)</i>	scilicet
<i>cett.</i>	ceteri	<i>exp.</i>	expunxit	<i>scr.</i>	scripsit
<i>cod.(codd.)</i>	codex (codices)	<i>in marg.</i>	in margine	<i>secl.</i>	seclusit
<i>coni.</i>	coniecit	<i>in ras.</i>	in rasura	<i>sub l.</i>	sub linea
<i>corr.</i>	correxit	<i>inc.</i>	incipit	<i>sup. l.</i>	supra lineam
<i>del.</i>	deleuit	<i>om.</i>	omisit	<i>tr.</i>	transposuit
<i>des.</i>	desinit	<i>p.c.</i>	post correctionem	<i>ut uid.</i>	ut uidetur

Notes:

- [92] First person verbal forms referring to actions performed by the editor (*addidi, conieci, scripsi*, etc.) are written out in full.  
The imperative form *intellege*, used in cases of ambiguity, is written out in full: e.g. ortus] *intellege* hortus
- [93] A transposition of words can be indicated in different ways. The editor is asked to select a system and apply it consistently. The length and complexity of the apparatus will influence the choice.  
e.g. humana natura] *tr. M*  
e.g. humana natura] *natura humana M*  
e.g. contra omnes ardores libidinis] *c. l. a. o. M*  
The first system is the most succinct but can only be used in the case of two words. The third system is not recommended but has the advantage of being applicable to cases of more than two words.
- [94] Indications such as *add.*, *coni.*, *corr.*, etc. precede the manuscript-sigla.
- [95] The following abbreviations always appear after the manuscript-siglum and in superscript: *a.c.*, *p.c.*, *a.m.* The abbreviations *in marg.*, *in ras.*, *sub l.*, *sup. l.* appear after the siglum and in superscript when no abbreviated verb (such as *add.*, *eras.*, *praem.*, *corr.*, etc.) precedes the siglum. Scribal changes are indicated with the help of superscript numbers, the main scribe being number 1.  
e.g. etiam] *om. B C, immo B<sup>in marg.</sup>*  
*or: etiam] om. B C sed immo suppl. in marg. B*  
e.g. et item] *om. sed add. sup. l. P*  
e.g. eam] *eas P<sup>a.c.</sup>L A, uel eam add. in marg. A<sup>a.m.</sup>*  
e.g. proloquar] *palam loquar M<sup>2</sup>*  
e.g. Iustus] *Iohannes not. in marg. L<sup>a.m.</sup>, Iesus G<sup>sup. l.</sup>*
- [96] Example:  
III, **1** proloquar] preloquar *S*, palam loquar *M<sup>2</sup>*, pro(pre-  
*P<sup>a.c.</sup>*)loquerer *P<sup>p.c.</sup>B AH*  
cessent] *scripsi*, cessant *codd.*  
**2** Carthaginem] Cartagine *S*  
**5** iam] *om. m*  
**7** ingens] ingenitus *SM<sup>2</sup> Aug.*  
**12** aqua ... igne] in aqua ... in igne *P, tr. B<sup>a.c.</sup>*  
**13** designatur] significatur *P<sup>a.c.</sup>B AH*, signatur *P<sup>p.c.</sup>*  
**20** enim sua] *tr. P*  
**24** ut] et *O*  
praenuntiauerunt] praenuntiantur *AH E G*, pronuntiauerunt *F*  
**27** fiet] fit *V F*  
praenuntiat] pronuntiat *F*  
**33** se<sup>1</sup>] *om. V Z F*  
se<sup>2</sup>] *del. CD P, sese P<sup>2</sup>in ras., om. AH sed suppl. in marg. H*
- Final page-setting:  
III, **1** proloquar] preloquar *S*, palam loquar *M<sup>2</sup>*, pro(pre-  
*P<sup>a.c.</sup>*)loquerer *P<sup>p.c.</sup>B AH* **2** Carthaginem] Cartagine *S* **5** iam]

om. m 7 ingens] ingenitus SM<sup>2</sup> Aug. 12 aqua ... igne] in aqua ... in igne P, tr. B<sup>a.c.</sup> 13 designatur] significatur Pa.c.B AH, signatur P<sup>p.c.</sup> 20 enim sua] tr. P 24 ut] et O praenuntiauerunt] praenuntiantur AH E G, pronuntiauerunt F 27 fiet] fit V F praenuntiat] pronuntiat F 33 se<sup>1</sup>] om. V Z F se<sup>2</sup>] del. C<sup>2</sup>D<sup>2</sup> P<sup>2</sup>, sese P<sup>2.in ras.</sup>, om. AH sed suppl. in marg. H

## Comparative apparatus

### Editorial principles

- [97] In some editions it may be necessary to include a comparative apparatus in addition to the critical apparatus. If a text survives in several recensions, one of the recensions produces the edited text and the critical apparatus gives the variant readings of the manuscripts used by the editor to restore this text.

Usually, the differences between the recensions are treated in the introduction, and do not appear in a special apparatus.

However, if the readings of the different recensions are significant and appear throughout either the entire text or a substantial part of it, the editor may wish to create a *Fassungsapparat*, in order to put the recension(s) into the proper light.

Discuss the need for such an apparatus when you present the sample pages to the editorial board (see [1]).

- [98] The comparative apparatus is written in Latin.

### Practical instructions

see critical apparatus [83]-[89]

### Presentation on the page

see critical apparatus [90]

### Abbreviations

see critical apparatus [91]-[95]

- [99] Example (supposing *H* and *T* are representatives of another recension):
- XIII, 1 Seuerus .XI.] Seuerus *HT*, Post excessum beatissimi Apollenaris, beatus Seuerus tertius decimus rauennalem cathedram suscepit *F*
- 9/10** In sardicense – hic Seuerus] om. *HT*
- Final page-setting:
- XIII, 1 Seuerus .XI.] Seuerus *HT*, Post excessum beatissimi Apollenaris, beatus Seuerus tertius decimus rauennalem cathedram suscepit *F* **9/10** In sardicense – hic Seuerus] om. *HT*

### [100] Additional notes

Annotations can be given in an appendix entitled 'Additional notes'. They are

written in the same language as the introduction. Textual notes discuss particular readings, readings proposed in earlier editions or justify the choice of a given reading. For some editions it may be of interest to add contextual notes, treating historical, legal, or liturgical points, depending on the nature of the text.

### Settings

#### Format

> Document	Notes > Number of notes	> Arrange notes: Document end
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## [101] Presentation in the appendix

Textual and contextual notes are listed by book / chapter and line number of the words or passages they refer to.

If two or more notes refer to passages that begin with the same word in the same line, their order is determined by their length: the longest passage will take precedence.

The book / chapter numbers appear in standard type and are separated by a comma and hard non-breaking space [= ctrl+shift+space] from the line number in bold face. The lemma appears in standard type, followed by a square bracket:

e.g. 27, **403** alapae] clasps or covers of a gospel book. This word is unusual; usually 'alapa' means 'a blow'.

### Settings

#### Format

> Document > Templates > Add. not.	> Based on: Text	
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> Document > Templates > Add. not.	> Paragraph	>Line spacing : 11,5 > Font: select 'Arial Unicode MS 10,5'
	> Font	select 'Arial Unicode MS 10,5'
> Document > Templates > Add. not.	Settings > Style	> Placement: 'Document end'    <input checked="" type="checkbox"/> Don't merge paragraphs > Input style: Text Reference    <input checked="" type="checkbox"/> Put larger references first
		> References > Use: chapters > Show: Chapter, line – ranges preceding > After page break, print chapter: on first item in chapter > Format: <input type="checkbox"/> hidden    <input checked="" type="checkbox"/> bracket
	Settings > Options	> <input checked="" type="checkbox"/> reference for next line

		<input checked="" type="checkbox"/> Starting line for second word
		> Fonts > text-references: <input checked="" type="checkbox"/> Use the text font for references; Font: select 'Arial Unicode MS 10,5' and deselect Italics, Capitals and Small Capitals > Line Numbers / Secondary Line Numbers: select Font 'Arial Unicode MS <b>10,5</b> ' and 'bold' > indices: select 'Arial Unicode MS 7'    Superscript    Position: -2
	Settings > Strings	> After lemma: ] > Between Entries: line break [encoded by '^ '] > Between Lines: line break [encoded by '^ '] > After line numbers: en space > From ... to: ^.-^.^! > 'To' in numbers: /^!
	> Settings > Transliteration	Latin v to u

The settings mean that lemmata will be made visible (in their abridged form, the first and last word separated from one another by a dash) and a bracket will be added. Nevertheless, entering a **Reference** [= shift F5], you can decide with a double left mouse click (Reference Options) whether a lemma is required or not (= [ctrl+H] = hide the lemma), and if required whether you prefer an abridged lemma or the complete text (= [ctrl+E] = give the complete lemma).

When the automatically generated lemma does not comply with the requirements of the CC, you may decide to hide the lemma [ctrl+H] and introduce the lemma manually. This should be avoided but may be inevitable in the case of e.g. an exclusive lemma. Take care that en-dashes and '...' should be preceded by a hard non breaking space and followed by a hard non breaking space + a possible line break (using Character Map > Specials). Please note that if a lemma ends with a dot (for instance in case of an abbreviation, such as 'etc.'), this should be replaced by an Abbreviation dot (using Character Map > Specials), so that it will be integrated into the lemma.

## [102] **Presentation in the edition**

If the edition contains textual notes only, alert the reader to the presence of textual notes by the phrase '*uide adnot.*' or '*sed uide adnot.*' in the critical apparatus.

If the edition contains both textual and contextual notes, or only contextual notes, the presence of notes is indicated in the right margin of the text, next to the line

where the annotated passage begins. See [36]. Please use **Insert** outer margin, when placed next to the text.

e.g. dubia pitagorice littere bicornia<sup>adnot.</sup> peregissem memineram.

In this example the word 'adnot.' will appear in the right margin.

In addition, alert the reader to the presence of textual notes by the phrase '*vide adnot.*' or '*sed vide adnot.*' in the critical apparatus.

Take care that no space is interfering between the referred place ('bicornia' in the example) and the margin-information.

## [103] **Indexes**

The indexes are the final element in the edition.

Normally there are two indexes, an *Index locorum sacrae Scripturae* and an *Index auctorum / operum / fontium*. If the nature of the text requires the production of other indexes (e.g. *Index liturgicus* and *Index analyticus*), this must be the subject of prior consultation with the editorial board.

Indexes can be generated semi-automatically so that for the printer all necessary information will be available and can be converted into a format meeting the appropriate format. Control and adaptation will still be necessary.

Please see that each Index is identifiable by its own index number.

- [104] The list of authors is given in alphabetical order in the *Index auctorum*. Titles of anonymous works are given in italics and listed alphabetically amongst the authors. The editor is asked to create this index, using the bibliography.

This index should be prepared in the corresponding apparatus (i.e. Source apparatus) adding after each reference the same reference by **Insert Create index-entry**. Specification of pages and line-numbers in the editions should not be repeated.

- [105] The titles of the books of the Bible used in the text are listed in their biblical sequence in the *Index locorum sacrae Scripturae*. In the case of scriptural commentaries, the references to the commented text, presented in the left margin (see [37.1]), will not be integrated into this index.

This index should be prepared in the Bible apparatus adding after each reference the same reference by **Insert Create index-entry**.

# Template

## Format

> Document	> Page	<ul style="list-style-type: none"> <li>&gt; Paper-size: user defined: 15,5 x 24,5    portrait   </li> <li>&gt; <input checked="" type="checkbox"/> suggest for printer   </li> <li>&gt; <input checked="" type="checkbox"/> suggest for PDF</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Vertical position: top: 2,90    bottom: 21   </li> <li>Header: 2,32    footer: not applicable in CC</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Mirror: <input checked="" type="checkbox"/> Even pages</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Page Number: &gt; X: 12,60    ±: 0,00    Y: 2,32   </li> <li>Align: Outer margin    Font: Arial Unicode MS 11</li> </ul>

> Document	<ul style="list-style-type: none"> <li>&gt; <b>Templates &gt; Template: Text</b></li> <li>&gt; Section</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Start: <input checked="" type="checkbox"/> odd page</li> <li>&gt; Print: Header / Footer / Page number: Not on first page</li> <li>&gt; Page Number: 1, 2, 3    <input checked="" type="checkbox"/> Continue    Steps: 1</li> <li>&gt; Columns: Number: 1   </li> <li>From Margin: 0,8   </li> <li>Bounding Width: 13,8    <input type="checkbox"/></li> <li>Mirror Paragraphs in Column</li> </ul>
	> Paragraph	<ul style="list-style-type: none"> <li>&gt; From margin : 2,00</li> <li>&gt; Bounding width : 9,80</li> <li>&gt; Left : 0,00</li> <li>&gt; Right : 9,80</li> <li>&gt; First indent : 0,40</li> <li>&gt; Align : Justified</li> <li>&gt; Kashida : 80</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Line Spacing : 12,5</li> <li>&gt; Space Above : 0,00   </li> <li>Below : 0,00</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Hyphenation : No</li> </ul>
		<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> No Widows</li> <li><input checked="" type="checkbox"/> No orphans</li> </ul>
	> Inner Mrg.	<ul style="list-style-type: none"> <li>&gt; From margin : 0,00</li> <li>&gt; Bounding width : 1,75</li> <li>&gt; Left : 0,00</li> <li>&gt; Right : 1,50</li> <li>&gt; First indent : 0,00</li> <li>&gt; Align : Right</li> <li>&gt; Kashida : 80</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Line Spacing: 12,5</li> <li>&gt; Space Above : 0,00   </li> <li>Below : 0,00</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Font: Arial Unicode MS 9</li> <li>   &gt; Language: Latin</li> </ul>

		> Hyphenation: No
		> Line Numbers > Show Line Numbers: Chapter    Print: every 5 Line    Minimal Width: 7
	> Outer Mrg.	> From margin : 12,05 > Bounding width : 1,75 > Left : 0,00 > Right : 1,75 > First indent : 0,00 > Align : Left > Kashida : 80
		> Line Spacing : 9 > Space Above : 0,00    Below : 0,00
		> Font: Arial Unicode MS 8    > Language : Latin
		> Hyphenation : No
	> Settings > Options	> <input checked="" type="checkbox"/> Reference for Next Line
	> Font	> Arial Unicode MS 11,5 > Language : Latin

> Document	> <b>Templates &gt; Template: Heading1 (example)</b>	
	> Based on: Text > <input checked="" type="checkbox"/> Keep formats > Paragraph <sup>1</sup>	
		> From margin : 2,00 > Bounding width : 9,8 > Left : 0,00 > Right : 9,8 > First indent : 0,00 > Align : Center > Kashida : 80
		> Line Spacing : 12,5 > Space Above : 36    Below : 12
		> Hyphenation : No
		<input checked="" type="checkbox"/> Keep with next
	> Font	> Arial Unicode MS 11,5    Capitals > Language: Latin

> Document	> <b>Notes</b>	> Number of notes > Number of apparatus: indicate the number of notes (i.e. Notes1 = biblical apparatus and Notes2 = source apparatus and, in some cases, comparative apparatus, <i>apparatus</i>
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<sup>1</sup> grey = formats inherited from the template on which the actual template is based.

		<i>marginalium</i> , additional notes) and of apparatuses (i.e. Apparatus1 = critical apparatus and, in some cases <i>traditio textus</i> )
		> Arrange Notes: indicate their sequence in the printed version (should be: App. bibl., App. font., Trad. text., App. crit., App. comp. /App. marg.) and indicate you want them to be printed as 'Footnotes'; in the case of Add. not. indicate you want them to be printed at the 'Document end'
		> Between chapter and line: comma + a hard non-breaking space [via red-alpha; or typing '^.']
		> digits in ranges: full
		> Spacing: Above text: 1,00    Above Notes min.: 0,77    Between Notes min.: 0,34    Break if Free: 20,00
		> Print Footnotes: at the bottom of the page
		> If Spacing > 5,00: at the bottom of the page

	<b>&gt; Templates &gt; Template: Notes 1 (biblical apparatus)</b> > Based on: Text > Paragraph	
		> From margin : 2,00 > Bounding width : 9,80 > Left : 0,00 > Right : 9,80 > First indent : 0,28 > Align : Justified > Kashida : 80 > Line Spacing : 9,8 > Space Above : 0,00    Below : 0,00 > Hyphenation: No
	> Settings > Style	> Title: App. bibl.
		> Placement: 'Footnotes' ( <b>but</b> this should automatically be the case, as it has already been defined in the <b>Format Number of Notes / Apparatuses</b> )
		> Input style: Text Reference    <input checked="" type="checkbox"/> Put larger references first

		<ul style="list-style-type: none"> <li>&gt; References <ul style="list-style-type: none"> <li>&gt; Use: chapters</li> <li>&gt; Show: Chapter, line – ranges preceding</li> <li>&gt; After page break, print chapter: On first item in chapter</li> <li>&gt; Format: <input type="checkbox"/> hidden</li> </ul> </li> </ul>
	> Settings > Options	<ul style="list-style-type: none"> <li>&gt; <input checked="" type="checkbox"/> ¶ on New Chapter    <input checked="" type="checkbox"/> reference for next line    <input checked="" type="checkbox"/> Starting line for second word</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Separator Line: Width: 0,1 mm    Above: 4 point    Left: 1,80; Right: 3,50 cm</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Fonts <ul style="list-style-type: none"> <li>&gt; text-references: <input checked="" type="checkbox"/> use the text font for references    select Font 'Arial Unicode MS 8,5' and deselect 'Italics' and 'Small capitals'</li> <li>&gt; Line Numbers / Secondary Line Numbers: select Font 'Arial Unicode MS <b>8,5</b>' and 'bold'</li> <li>&gt; indices: select 'Arial Unicode MS 5'    Position: -2</li> </ul> </li> </ul>
	> Settings > Strings	<ul style="list-style-type: none"> <li>&gt; After lemma: ]</li> <li>&gt; Between entries: ^ = + Em space + ^# + space</li> <li>&gt; Between lines: ^ = + Em space + ^# + space</li> <li>&gt; After line numbers: en space</li> <li>&gt; From ... to: ^.-^.^!</li> <li>&gt; 'To' in numbers: /^!</li> </ul>
	> Settings > Transliteration	Latin v to u
	> Font	'Arial Unicode MS 8,5'
	<b>&gt; Templates &gt; Template: Notes 2 (source apparatus)</b>	easiest way to define = Organize: copy template format from Notes 1 and rename Notes 2 as "App. font."
	> Based on: Notes 1	
	> Paragraph	<ul style="list-style-type: none"> <li>&gt; From margin : 2,0</li> <li>&gt; Bounding width : 9,80</li> </ul>

		<ul style="list-style-type: none"> <li>&gt; Left : 0,00</li> <li>&gt; Right : 9,80</li> <li>&gt; First indent : 0,28</li> <li>&gt; Align : Justified</li> <li>&gt; Kashida : 80</li> <li>&gt; Line Spacing : 9,8</li> <li>&gt; Space Above : 0,00   </li> <li>Below : 0,00</li> <li>&gt; Hyphenation: No</li> </ul>
	> Settings > Style	> Title: <b>App. font.</b>
		> Placement: 'Footnotes' ( <b>but</b> this should automatically be the case, as it has already been defined in the <b>Format Number of Notes / Apparatuses</b> )
		> Input style: Text Reference    <input type="checkbox"/> Put larger references first
		<ul style="list-style-type: none"> <li>&gt; References <ul style="list-style-type: none"> <li>&gt; Use: chapters</li> <li>&gt; Show: Chapter, line – ranges preceding</li> <li>&gt; After page break, print chapter: On first item in chapter</li> <li>&gt; Format: <input type="checkbox"/> hidden</li> </ul> </li> </ul>    <input type="checkbox"/> bracket
	> Settings > Options	<ul style="list-style-type: none"> <li>&gt; <input type="checkbox"/> ¶ on New Chapter    <input type="checkbox"/></li> <li>reference for next line    <input type="checkbox"/></li> <li>Starting line for second word</li> </ul>
		> Separator Line: Width: 0,1 mm    Above: 4 point    Left: 1,80; Right: 3,50 cm
		<ul style="list-style-type: none"> <li>&gt; Fonts <ul style="list-style-type: none"> <li>&gt; text-references: <input type="checkbox"/> use the text font for references    select Font 'Arial Unicode MS 8,5' and deselect 'Italics' and 'Small capitals'</li> <li>&gt; Line Numbers / Secondary Line Numbers: select Font 'Arial Unicode MS <b>8,5</b>' and 'bold'</li> <li>&gt; indices: select 'Arial Unicode MS 5'    Position: -2</li> </ul> </li> </ul>
	> Settings > Strings	<ul style="list-style-type: none"> <li>&gt; After lemma: ]</li> <li>&gt; Between entries: ^= + Em space + ^# + space</li> </ul>

		<ul style="list-style-type: none"> <li>&gt; Between lines: ^= + Em space + ^# + space</li> <li>&gt; After line numbers: en space</li> <li>&gt; From ... to: ^.-^.^!</li> <li>&gt; 'To' in numbers: /^!</li> </ul>
	<ul style="list-style-type: none"> <li>&gt; Settings</li> <li style="padding-left: 20px;">&gt; Transliteration</li> </ul>	Latin v to u
	<ul style="list-style-type: none"> <li>&gt; Font</li> </ul>	'Arial Unicode MS 8,5'

	<ul style="list-style-type: none"> <li>&gt; <b>Templates &gt; Template: Notes 5 (in case of additional notes)</b></li> <li style="padding-left: 20px;">&gt; Based on: Text</li> <li style="padding-left: 20px;">&gt; Paragraph</li> </ul>	
		<ul style="list-style-type: none"> <li>&gt; From margin : 2,0</li> <li>&gt; Bounding width : 9,80</li> <li>&gt; Left : 0,00</li> <li>&gt; Right : 9,8</li> <li>&gt; First indent : 0,0</li> <li>&gt; Align : Justified</li> <li>&gt; Kashida : 80</li> <li>&gt; Line Spacing : 11,5</li> <li>&gt; Space Above : 0,00   </li> <li>Below : 4,00</li> <li>&gt; Hyphenation: No</li> </ul>
	<ul style="list-style-type: none"> <li>&gt; Settings &gt; Style</li> </ul>	> Title: Add. not.
		<ul style="list-style-type: none"> <li>&gt; Placement: 'Document end' (<b>but</b> this should automatically be the case, as it has already been defined in the <b>Format Number of Notes / Apparatuses</b>)</li> <li>  <input checked="" type="checkbox"/> Don't merge paragraphs</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Input style: Text Reference    <input checked="" type="checkbox"/> Put larger references first</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; References <ul style="list-style-type: none"> <li>&gt; Use: chapters</li> <li>&gt; Show: Chapter, line - ranges preceding</li> <li>&gt; After page break, print chapter: On first item in chapter</li> <li>&gt; Format: <input type="checkbox"/> hidden</li> </ul> </li> <li>   <input checked="" type="checkbox"/> bracket</li> </ul>
	<ul style="list-style-type: none"> <li>&gt; Settings &gt; Options</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <input checked="" type="checkbox"/> reference for next line</li> <li>   <input checked="" type="checkbox"/> Starting line for second word</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Fonts <ul style="list-style-type: none"> <li>&gt; text-references: <input checked="" type="checkbox"/> use the text font for references    select Font</li> </ul> </li> </ul>

		'Arial Unicode MS 10,5' and deselect Italics, Capitals and Small Capitals > Line Numbers / Secondary Line Numbers: select Font 'Arial Unicode MS <b>10,5</b> ' and 'bold' > indices: select 'Arial Unicode MS 7'    Superscript    Position: -2
	> Settings > Strings	> After lemma:] > Between entries / lines: line break [encoded by '^ '] > After line numbers: en space > From ... to: ^.-^s.^! > 'To' in numbers: /^!
	> Settings > Transliteration	Latin v to u
	> Font	Arial Unicode MS 10,5

	<b>&gt; Templates &gt; Template: Apparatus 1 (critical apparatus)</b> > Based on: Notes 1 > Paragraph	
		> From margin : 2,00 > Bounding width : 9,80 > Left : 0,00 > Right : 9,80 > First indent : 0,28 > Align : Justified > Kashida : 80 > Line Spacing : 9,8 > Space Above : 0,00    Below : 0,00 > Hyphenation: No
	> Settings > Style	> Title: App. crit.
		> Placement: 'Footnotes' ( <b>but</b> this should automatically be the case, as it has already been defined in the <b>Format Number of Notes / Apparatuses</b> )
		> Input style: Text Reference    <input checked="" type="checkbox"/> Put larger references first
		> References > Use: chapters > Show: Chapter, line – ranges preceding > After page break, print chapter: On first item

		in chapter > Format: <input type="checkbox"/> hidden    <input checked="" type="checkbox"/> bracket
		> <input checked="" type="checkbox"/> Is a critical apparatus
	> Settings > Options	> <input checked="" type="checkbox"/> ¶ on New Chapter    <input checked="" type="checkbox"/> reference for next line    <input checked="" type="checkbox"/> Starting line for second word
		> Separator Line: Width: 0,1 mm    Above: 4 point    Left: 1,80; Right: 3,50 cm
		> Fonts > text-references: <input checked="" type="checkbox"/> use the text font for references    select Font 'Arial Unicode MS 8,5' and deselect 'Italics' and 'Small capitals' > Line Numbers / Secondary Line Numbers: select Font 'Arial Unicode MS <b>8,5</b> ' and 'bold' > indices: select 'Arial Unicode MS 5'    Position: -2
	> Settings > Strings	> After lemma: ] > Between entries: ^= + Em space + ^# + space > Between lines: ^= + Em space + ^# + space > After line numbers: en space > From ... to: ^.-^.^! > 'To' in numbers: /^!
	> Settings > Transliteration	Latin v to u
	> Font	'Arial Unicode MS 8,5'
	<b>&gt; Templates &gt; Template: Apparatus 2 (in case of a traditio textus)</b> > Based on: Apparatus 1	
	> Paragraph	> From margin : 2,0 > Bounding width : 9,80 > Left : 0,00 > Right : 9,80 > First indent : 0,00 > Align : Justified

		<ul style="list-style-type: none"> <li>&gt; Kashida : 80</li> <li>&gt; Line Spacing : 9,8</li> <li>&gt; Space Above : 0,00   </li> <li>Below : 0,00</li> <li>&gt; Hyphenation: No</li> </ul>
	> Settings > Style	<ul style="list-style-type: none"> <li>&gt; Title: Trad. text.</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Placement: 'Footnotes'</li> <li><b>(but this should automatically be the case, as it has already been defined in the <b>Format Number of Notes / Apparatuses</b>)</b></li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Input style: Text Reference    <input checked="" type="checkbox"/> Put larger references first</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; References <ul style="list-style-type: none"> <li>&gt; Use: chapters</li> <li>&gt; Show: Line - ranges preceding</li> <li>&gt; Format: <input checked="" type="checkbox"/> hidden</li> <li><input type="checkbox"/> But Show If Indexed and <input type="checkbox"/> bracket</li> </ul> </li> </ul>
		<ul style="list-style-type: none"> <li>&gt; <input checked="" type="checkbox"/> Indicates the available text sources</li> <li>&gt; Verbosity: High</li> </ul>
	> Settings > Options	<ul style="list-style-type: none"> <li>&gt; <input type="checkbox"/> ¶ on New Chapter    <input checked="" type="checkbox"/> reference for next line    <input checked="" type="checkbox"/> Starting line for second word</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Separator Line: Width: 0,1 mm    Above: 4 point    Left: 1,80; Right: 3,50 cm</li> </ul>
		<ul style="list-style-type: none"> <li>&gt; Fonts <ul style="list-style-type: none"> <li>&gt; text-references: <input checked="" type="checkbox"/> use the text font for references    select Font 'Arial Unicode MS 8,5' and deselect 'Italics' and 'Small capitals'</li> <li>&gt; Line Numbers / Secondary Line Numbers: select Font 'Arial Unicode MS <b>8,5</b>' and 'bold'</li> <li>&gt; indices: select 'Arial Unicode MS 5'    Position: -2</li> </ul> </li> </ul>
	> Settings > Strings	<ul style="list-style-type: none"> <li>&gt; After lemma: ]</li> <li>&gt; Between entries: <ul style="list-style-type: none"> <li>^= + Em space + ^# + space</li> </ul> </li> <li>&gt; Between lines: <ul style="list-style-type: none"> <li>^= + Em space + ^# +</li> </ul> </li> </ul>

		space > After line numbers: en space > From ... to: ^,-^.^! > 'To' in numbers: /^!
	> Settings > Transliteration	Latin v to u
	> Font	'Arial Unicode MS 8,5'

> Document	> <b>Templates &gt; Template: Header :</b> > Based on: Text > Paragraph	
		Paragraph> From margin : 0,80    Left : 0,00    Bounding Width : 13,80    Right : 13,80    First Indent : 0,00    Align : Center    Kashida : 80    Line Spacing : 12,5    Space Above / Below : 0    Hyphenation : No    <input checked="" type="checkbox"/> No Widows / No Orphans
	> Font	Arial Unicode MS 9,5    <input checked="" type="checkbox"/> Capitals

> Document	> <b>Margins</b>	> Line Numbers: Inner margin > <input checked="" type="checkbox"/> Chapter > Every 5 lines    Shift up to 2 lines    Outer margin <input checked="" type="checkbox"/> none
		Separator between margin entries for the same line:
		<input checked="" type="checkbox"/> Overlap control

	> <b>Script</b>	> Characters in References > Suppress:
		> Typographic Quotation marks > <input checked="" type="checkbox"/> " " ' '
		> Punctuation : French

	> <b>Sigla</b> > Edit Sigla  = <b>Edit</b> > <b>Sigla</b>	> Text > Font 1: Arial Unicode MS 8,5    select <input checked="" type="checkbox"/> Italics  > Font 2: Arial Unicode MS 8,5    select <input checked="" type="checkbox"/> Italics and <input checked="" type="checkbox"/> Superscript (in case you need to make the second part of the siglum a fixed superscript; e.g. a second hand or a frequently used superscript part, such as <sup>a.c.</sup> , in combination with a specific siglum)  > Index: 'Rel. Size' = 60
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**Additionally, templates should be provided for**

Paragraphs, such as

Headings in a hierarchical order (heading1, heading2, heading3 ...)

Conspectus

Tables (if applicable)

Fonts, such as

Italics

Small capitals

Superscript.

The attribution of a font template to particular parts of the text ensures that the formatting will be preserved, even when paragraph templates are changed or adapted.

Margins,

Left and right margin notes

These templates are particularly necessary when different types of information are provided in the same margin, such as manuscript-foliotation and information about the division of the text / indication of dates in the case of historical works in the right margin.

Using a margin template makes it possible to change all of the parts assigned to the template in a single operation.