

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 has been established with a view to making the *Corpus Christianorum* series more consistent and to comply with international academic standards in critical editions. Individual cases may require deviations from the rules. If you foresee the need for special treatment of difficulties not discussed in these guidelines, present these special cases when you submit sample pages (see [1]). The editorial board naturally wishes to preserve the internal coherence of each edition for the sake of clarity.

These guidelines have been developed to meet the requirements of printing technology. It will reduce the number of corrections and changes to an edition if editors read the guidelines before submitting sample pages of their work.

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. Take care that the lemmata or references in the apparatuses are related to the edited text in an unambiguous way.
- [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] Manuscripts must be submitted in electronic form accompanied by a hard-copy printout.
- [2.2] Introduction and text must be in separate document files.
- [2.3] When using Word for Windows, apparatuses of the edited text should be submitted in separate files; do not place any apparatus on text pages. The hard-copy format must maintain these distinctions.
- [2.4] The Latin text must be submitted without line-numbering. See [39].
- [2.5] Uniform style for capitalization, sigla, abbreviations, punctuation, etc. must be observed throughout.
- [2.6] Use the formatting features of your word-processing program, such as italics [= ctrl+i], superscripts [= ctrl+shift+=], small capitals [= ctrl+shift+k], etc., but do not try to simulate the final layout.
- [2.7] When another character-set, such as Greek, is required, use Unicode, for instance Palatino Linotype.
- [2.8] When unusual characters, such as a horizontal bar above certain letters, etc., are

needed but are not available in your word-processing program, you may use 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; = 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; = 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.
- [2.11] Camera-ready and DTP-format, including *CTE*, are only acceptable if the editorial board has agreed to them in advance.

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 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] or of the *Nouum glossarium* [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 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 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.

- [15] The title and editor are followed by the **publication information**.

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 Explanationes 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, www.dmgh.de	see
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 Merovingicarum</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, 1990³.
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^e Colloque International sur le latin vulgaire et tardif (Caen 2-5 sept. 1994)* – ed. L. Callebat (*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^e et XII^e siècles*, I: *Catalogue des manuscrits classiques latins copiés du IX^e au XII^e siècle: Apicius-Juvénal*; II: *Catalogue des manuscrits classiques latins copiés du IX^e au XII^e 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 (xiith – xivth 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 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 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 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:

a

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, Phil. 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 uanitate mundi et rerum transeuntium usu libri quatuor* – ed. J. P. Migne (*PL*, 176), Paris, 1854, col. 703B-740C.

[35] **Marginal references**

If a reference is to be placed in the margins, give this reference and mark its place by means of a code (not to be printed) within the text so that the reference can be correctly printed in the margin next to the precise line or verse.

[36] **Right 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] Codes \$1 and \$2: The reference is placed in the text between the codes \$1 and \$2, so that this reference will be placed automatically in the right margin. Take care that no space precedes \$1.

e.g. reference to a folio number: antequam |\$190vb\$2 habeatur ...
in aliis uolu|\$191ra\$2minibus

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

right margin: 90vb

91ra

e.g. reference to an additional note: dubia pitagorice littere
bicornia\$1adnot.\$2 peregisse memineram

text: dubia pitagorice littere bicornia peregisse memineram

right margin: adnot.

[37] Left 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] Codes £1 and £2: such references are placed in the text between the codes £1 and £2, so that this reference will be placed automatically in the left margin. Take care that no space precedes £1.

e.g. reference to a date: Accidit autem ut Septembre proximo£1IX
1158£2 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 publishing manager will allocate them in consultation with the editor.
- [39] Final line-numbering will be done by the typesetter on the proof. 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.

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; = 0229 alt+x] or Ę [Unicode 0228; = 0228 alt+x].

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^{or}), septem
e.g. ordinal numbers: quarto, septimam *or* IIII^o, IV^o, VII^{am} *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; = 2329 alt+x / 232A alt+x] |
| † | † | 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.

- [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.

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 benedictionibus caelestium unctionum; tegit etiam aquis superiora eius, protegendo gratiarum promouentium arcanis influentiis supermentalia uniuersa ipsius sua gratuita bonitate.*
- [45.1] When the author repeats a single word or phrase from a literal Bible quotation (in italics) in order to bring it into sharper focus, use standard type, and place the word or phrase selected within single quotation marks.
- e.g. Apoc. 10, 1: *Et uidi alium angelum fortem descendentem de caelo amictum nube et iris in capite eius: ‘Angelus amictus’ erat Christus; ‘angelus fortis’ humana natura.*

Other sources

- [46] Other sources are (as a rule) never placed in italics, not even when intentionally and literally quoted. They can be placed within double quotation marks (“...”). They can be preceded by a colon or introduced by ‘quod’ (in which case the colon disappears).
- [47] Words cited within a quotation are placed within single quotation marks (‘...’).
- [48] When the author repeats words or phrases from a literal quotation (within double quotation marks) in order to comment upon them, use standard type. Do not place the words or phrases within double quotation marks.

- [48.1] When the author repeats a single word or phrase from a literal quotation (within double quotation marks) in order to bring it into sharper focus, use standard type, and place the word or phrase selected within single quotation marks ('...').

Direct speech

- [49] The words that are quoted from a speech, discussion, or conversation are likewise placed within double quotation marks ("..."). They can be preceded by a colon or introduced by 'quod' (in which case the colon disappears).
- [50] Within direct speech, words cited are not placed within double quotation marks ("..."), but within single quotation marks ('...').
- [51] When the author repeats words or phrases from direct speech (within double quotation marks) in order to comment upon them, use standard type. Do not place the words or phrases within double quotation marks.
- [51.1] When the author repeats a single word or phrase from a direct speech (within double quotation marks) in order to bring it into sharper focus, use standard type, and place the word or phrase selected within single quotation marks ('...').

[52] Punctuation

Punctuation is of the utmost importance. Its purpose is to make the structure of the text clear to the modern-day reader. Do not follow the punctuation of a manuscript or an earlier edition unless the punctuation coincides with modern 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, submitted in separate documents: 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].

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
- [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).
- [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.

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

Type each reference without a final period (or full stop). When working with MS Word, type each reference on a separate line without any indentation.

If several references occur in the same line(s) give the line number only for the first reference; do not repeat the line number for each reference.

If a lemma occurs twice or more in the same line of the text, identify each occurrence by a raised or superscript number: e.g. **27** cum² – glorificauerunt] Rom. 1, 21

[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 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 Canticorum	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)
- [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).
- [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

[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.

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

If several source references occur in the same line(s) give the line number only for the first reference; do not repeat the line number for each reference.

Type each source reference without a final period (or full stop). When working with MS Word, type each reference on a separate line without any indentation.

If a lemma occurs twice or more in the same line of the text, identify each occurrence by a raised or superscript number: e.g. **27** beatus – dominus²] AVG., *In Iob* 5 (p. 517, 6)

[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.
- [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.
- [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*.

e.g. **Trad. text.:** *BG(lac. hab. 251/399 postquam – dixit)D*
AP(inc. ab 250 deinde)R C

- [78] Manuscript-*sigla* are separated by a small space (code = \$). Group together the sigla pertaining to the same family, and separate the different families by a full space: e.g. *B\$G\$D A\$R C*, where *B* and *G* and *D* belong to one family, *A* and *R* to another, and *C* is an isolated manuscript.

Presentation on the page

- [78.1] The same groupings will be repeated on subsequent pages, until a change is announced.

e.g. Let us suppose that on a page containing lines 239-255 the following changes are given in the *traditio textus* apparatus: *B\$G(lac. hab. 251/399 postquam – dixit)\$D A\$P(inc. ab 250 deinde)\$R C*. This means that beginning with the word 'postquam' in line **251** and on all subsequent pages to the point where the word 'dixit' occurs in line **399**, *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.

- [78.2] The *traditio textus* can only be generated after the final page-setting. However, all elements needed must be provided before in a separate list.

e.g. **250** *P inc. ab deinde*
251/399 *G lac. hab. (postquam – dixit)*
399 *G denuo inc. ab apostolus*

Critical apparatus

Editorial principles

- [79] The critical apparatus is written in Latin.
- [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*
- [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*
- [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 μ] rapido furore $a^1 K^2 R^1 Sg^{1a.c.}$, rabido furore
 $Sg^{1p.c.} \pi \psi^1 \omega$ *Boc, rapidi furoris Fra*

- [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).

- [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 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 *A\$D E F\$H*

- [89] Manuscript-sigla are separated by a small space (code = \$). Group together the sigla pertaining to the same family, and separate the different families by a full space: e.g. cum] tum *B\$K, om. C R\$M b*

- [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.

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

Type each critical unit without a final period (or full stop). When working with MS Word, type each reference on a separate line without any indentation.

If several critical units occur in the same line, give the line number only for the first reference; do not repeat the line number for each reference.

If a lemma occurs twice or more in the same line of the text, identify each occurrence by a raised or superscript number: e.g. **27** cum²] tum *K W*

- [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>	reliquit

<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>	seclisit
<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^{in marg.}*
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^{a.c.}\$L A*, uel eam *add. in marg. A^{a.m.}*
e.g. proloquar] palam loquar *M²*
e.g. Iustus] Iohannes *not. in marg. L^{a.m.}*, Iesus *G^{sup. l.}*
- [96] Example:
III, **1** proloquar] preloquar *S*, palam loquar *M²*, pro(pre-
P^{a.c.})loquerer *P^{p.c.}\$B A\$H*
cessent] *scripsi*, cessant *codd.*
2 Carthaginem] Cartagine *S*
5 iam] *om. m*
7 ingens] ingenitus *S\$M² Aug.*
12 aqua ... igne] in aqua ... in igne *P, tr. B^{a.c.}*
13 designatur] significatur *P^{a.c.}\$B A\$H*, signatur *P^{p.c.}*
20 enim sua] *tr. P*
24 ut] et *O*
praenuntiauerunt] praenuntiantur *A\$H E G*, pronuntiauerunt *F*
27 fiet] fit *V F*
praenuntiat] pronuntiat *F*
33 se¹] *om. V Z F*

| se²] del. C\$D P, sese P^{2in ras.}, om. A\$H sed suppl. in marg. H

| Final page-setting:

xiii, **1** proloquar] preloquar S, palam loquar M², pro(pre-P^{a.c.})loquerer P^{p.c.}B AH **2** Carthaginem] Cartagine S **5** iam] om. m **7** ingens] ingenitus SM² Aug. **12** aqua ... igne] in aqua ... in igne P, tr. B^{a.c.} **13** designatur] significatur P^{a.c.}B AH, signatur P^{p.c.} **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** se¹] om. V Z F se²] del. C²D² P², sese P^{2.in ras.}, 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 H\$T, Post excessum beatissimi Apollenaris, beatus Seuerus tertius decimus rauennalem cathedram suscepit F

9/10 In sardicense – hic Seuerus] om. H\$T

| 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.

[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 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'.

Line numbers will not be known until the final page-setting.

[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].

e.g. *dubia pitagorice littere bicornia*\$1adnot.\$2 *peregisse 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 '*uide adnot.*' or '*sed uide adnot.*' in the critical apparatus.

[103] **Indexes**

The indexes are the final element in the edition.

Normally there are two, 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.

[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.

[105] The printer can generate the *Index locorum sacrae Scripturae* in a semi-automatic way using the information of the biblical apparatus. A prerequisite for success

however is that this apparatus has been made according to [54-62]. 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.