

Instructions and Style-Book for the Publication of Texts in
Corpus Christianorum by means of ***Classical Text Editor***
(CTE 10.4) (v. 4.0 / Nov. 2023)

based on and referring to

Instructions and Style-Book for the Publication of Texts in
Corpus Christianorum (v. 4.0 / Nov. 2023)

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Preliminary statement

Our aim is to help you publish work with an outstanding academic reputation, and we pride ourselves on the support we can offer to our authors from the moment you first contact us with a proposal. All publications are managed by our supportive team of publishing managers, who are subject specialists in their own right and who understand what it is like to work in an academic setting. The same publishing manager will work alongside you at every step of the publication process to ensure clear and effective communication. We would be delighted to meet you in person, whether at your university, our offices (where we can even provide free accommodation at our Turnhout office if needed), or on location at conferences, and we can also offer a number of different ways of working with you remotely, including e-mail, telephone, and video-link.

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 [0.1]). 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.

This set of guidelines is an adaptation of the *Instructions and Style-Book for the Publication of Texts in Corpus Christianorum* and is intended for users of *Classical Text Editor (CTE)*. For instructions related to the files of the Introduction and the Indices (i.e., the parts of the volume not containing the Latin edition), please refer to the guidelines in *Instructions and Style-Book for the Publication of Texts in (corpuschristianorum.org)*

Working with *CTE* has some persuasive advantages: the internal links between text and apparatuses ensure that the procedure of correcting 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. 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. On request, the publishing manager can provide the editor with a template, possibly with modifications to meet specific needs that have been consulted in advance.

Working with *CTE* makes it far more complex 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. As a rule, only the publisher will continue to work within the *CTE* file. During this process, authors may be consulted about ambiguities and additional questions or suggestions, but any adjustments are made exclusively by the publisher. Once the first proof is made, only corrections of inaccuracies due to the printing procedure and printing restraints will be accepted.

In the following set of guidelines, 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 (corpuschristianorum.org)*.

Proposal and evaluation

[0] **Initial proposal**

[0.1] The first step for prospective editors is to work with a publishing manager to prepare an initial proposal for the Board. This initial proposal consists of the following:

Completed proposal form: although some information you provide here is likely to change (e.g., provisional word counts, blurbs), please complete the form as fully as possible. Contact a publishing manager for the proposal form.

Either (a) a copy of the completed edition, or (b) a detailed description of the edition project together with a substantial sample, which should include the *ratio edendi*, the *recensio codicum* (with a preliminary version of the stemma where applicable), and some sample pages of the edited text and apparatus.

[0.2] The Board will discuss all initial proposals and will communicate as soon as possible whether the proposal is declared admissible. In case of admission the editor will receive feedback on the formatting of the submitted files and can start preparing an evaluation dossier.

[1] **Evaluation**

[1.1] Once an initial proposal is declared admissible by the Board, the editor works with a publishing manager to prepare an evaluation dossier, which consists of the following:

Complete introduction with bibliography, following the formatting and content requirements as described by these guidelines.

Complete edited text with all apparatuses, formatted according to these guidelines.

A draft outline of the index structure.

Editors are strongly encouraged to read the full guidelines carefully as they prepare the evaluation dossier and to contact their publishing manager with any questions or requests for assistance.

[1.2] Once submitted to the publishing manager, the evaluation dossier will be thoroughly reviewed by one or more members of the Board and/or external experts appointed by the Board. Note that there will be no review or detailed feedback concerning the content on the basis of unfinished or partially submitted editions. Reviewers are asked to have their reports ready within a reasonable period of time, not exceeding six months.

[1.3] The reviewers' remarks and comments are expected to be implemented or at least seriously considered by the editor. Any deviation from the recommendations should be well-argued and discussed with the Editorial Staff, and in some cases with the Editorial Board.

[1.4] The Editorial Board will not reach a final decision on publication until it has reviewed the complete and final draft, including the introduction, the critical text, the apparatus, possible additional notes, and a draft outline of the index structure. A publication contract will be issued only upon final approval.

Preparation of the manuscript: Guide

[2] Practical instructions

[2.1] *CTE*-editions must be submitted electronically, i.e. in their *CTE*-format as well in pdf-export file form. Please inform the editorial board of the use of *CTE* in advance. Upon request, we can provide you with a template in which the desired settings have already been correctly formatted.

[2.1.a] A publication may contain several, separate texts. However, it is requested that the distinct parts be assembled and delivered in a single file. If this is not feasible for practical reasons, editors are asked to use unambiguous styles and codes (especially for sigla), to avoid the loss of important data when assembling the files. See [53.1].

[2.1.b] 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**

> Page	> 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 CC
	> 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
> Templates > Text > Section	> 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 > Text > Font	> Arial Unicode MS 11,5 > Language: Latin	
> Script	> Script Mechanism: Open Type > Characters in references: suppress	

	> Typographic Quotation marks > <input type="checkbox"/> " ' ` , >Punctuation : disable	
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- [2.2] Files other than the text-edition (such as the introduction and some indices) must be submitted in electronic form. By preference, they are provided in MS Word. Other formats must first be presented to and authorised by the publishing manager.
- [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 type="checkbox"/> Chapter > Every 5 lines > Shift up to 2 lines Outer margin <input type="checkbox"/> none
		> Separator between margin entries for the same line:
		> <input type="checkbox"/> Overlap control

- [2.5] Uniform style for capitalization, sigla, abbreviations, punctuation, etc. must be observed throughout. For the formatting of sigla, see [89].
- [2.6] Use the formatting features, such as italics [*CTE* = ctrl+shift+i], superscripts [*CTE* = ctrl+shift+s], small capitals [*CTE* = 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 (see [0.1]), 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] 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], 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.

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.

Provide the bibliography of primary sources together with the edition files, so that the uniform use of abbreviations in the source apparatus can be checked by the editorial staff.

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 ways:

- 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 followed by an abbreviated form of the Latin title in italics. Use the abbreviations listed in the Indices of the *Thesaurus Linguae Latinae* [<https://thesaurus.badw.de/en/tll-digital/index/a.html>] or of the *Novum Glossarium* [www.glossaria.eu/scriptores]).

For divergent abbreviations in both indices, those of the *Thesaurus Linguae Latinae* prevail, e.g. *Conc.*, not: *Concil.* for *Concilium*. For commentaries on Bible books, the Bible books are abbreviated in accordance with the abbreviations as used in the Bible apparatus. See [61]; e.g. *In Ez.*, not: *In Ezech.* for *Commentarii in Ezechielem*.

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 referred to, 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, when given in full it should be described as it appears in the publication. The title is set in italics in the case of a monograph; in standard type within single quotation marks ('...') in the case of an article in a collective

work or a journal.

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.

e.g. IACOB. VITR., *Serm. ad stat. 73-74* = R. BEYERS, 'Jacques de Vitry aux jeunes: édition des *Sermones ad pueros et adolescentes (serm. ad stat. 73-74)*', *Sacris Erudiri*, 59 (2020), p. 267-318.

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

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

e.g. AVG., *Serm.* – CC SL, 157-183 = AVGVSTINVS, *Sermones in Epistolas apostolicas, II, id est Sermones CLVII – CLXXXIII secundum ordinem uulgatum insertis etiam aliquot sermonibus post Maurinos repertis* – ed. S. Boodts cuius seriei undecim sermones ed. F. Dolbeau, G. Partoens, M. Torfs, C. Weidmann (*CC SL*, 41Bb), Turnhout, 2016.

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. Ps. MAR. VICTORIN., *Phys.* = C. F. MARIUS 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, 1961².

[16] In the case of a contribution to 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. ANDR. S. VICT., *In Abd.* = ANDREAS S. VICTORIS, *Super Abdiam*, in ANDREAS S. VICTORIS, *Expositio super duodecim prophetas* – ed. F. A. van Liere, M. A. Zier (CC CM, 53G), Turnhout, 2007, p. 161-167.

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*, 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. 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.

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 augustinienes. Série Antiquité, 44)*, Paris, 1971, p. 331-362.

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.

[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. Make 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.

e.g. IACOB. VITR., *Serm. ad stat. 73-74* = R. BEYERS, 'Jacques de Vitry aux jeunes: édition des *Sermones ad pueros et adolescentes (serm. ad stat. 73-74)*', *Sacris Erudiri*, 59 (2020), p. 267-318.

[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
www.dmgq.de

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 between spaces.

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 volume, appear in standard type, within single quotation marks ('...').

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

e.g. DONNADIEU, J., *Jacques de Vitry (1175/1180-1240). Entre l'Orient et l'Occident: l'évêque aux trois visages (Témoins de notre histoire*, 19), Turnhout, 2014.

e.g. GALDI, G., 'Zum sogenannten Nominativus Absolutus im Lateinischen: Neue Auslegungen zu einem alten Problem', *Symbolae Osloenses*, 91/1 (2017), p. 28-80.

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.

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

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 an en dash between spaces, then by the name of the editor in standard type. Use this format also for giving the name of a translator, illustrator, collaborator, etc.

e.g. *Sintaxis del latín clásico* – ed. J. M. Baños Baños, Madrid, 2009.

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 set in italics and within parentheses immediately following the title (or the title and the editor in the case of a collective work). The volume number within the series is set in unitalicized Arabic numerals, separated from the series name by a comma.

e.g. *Latin vulgaire – latin tardif. Actes du VIII^e Colloque International sur le latin vulgaire et tardif (Oxford, 6-9 septembre, 2006)* – ed. R. Wright, Hildesheim, 2008.

e.g. *Die Literatur im Zeitalter des Theodosius (374-430 n. Chr.), Zweiter Teil: Christliche Prosa* – ed. J.-D. Berger, J. Fontaine (†), P. L. Schmidt (†) (*Handbuch der Altertumswissenschaft*, 8; *Handbuch der lateinischen Literatur der Antike*, 6), München, 2020.

e.g. MOOS, P. von, *Entre histoire et littérature. Communication et culture au Moyen Âge (Millennio Medievale, 58)*, Firenze, 2005.

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

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

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

e.g. ARNOLD, B. T., *Genesis (New Cambridge Bible Commentary)*, Cambridge, 2008.

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.

e.g. TOLLEFSEN, T. T., *The Christian Metaphysics of St Maximus the Confessor. Creation, World-Order, and Redemption (Instrumenta Patristica et Mediaevalia, 90; Subsidia Maximiana, 2)*, Turnhout, 2023.

- [25] In the case of a contribution to a collective work, give the title of the collective work (in 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. Make sure to put a hard non-breaking space [= ctrl+shift+space] between 'p.' and 'col.' and the subsequent numbers.

e.g. BOGAERT, P.-M., 'The Latin Bible', in *The New Cambridge*

History of the Bible, vol. I: *From the Beginnings to 600* – ed. J. C. Paget, J. Schaper, Cambridge, 2013, p. 505-526.

e.g. GEERARD, M. – SCHMIDT, P. L., 'Basilius von Cäsarea', in *Die Literatur im Zeitalter des Theodosius (374-430 n. Chr.)*, Zweiter Teil: *Christliche Prosa* – ed. J.-D. Berger, J. Fontaine (†), P. L. Schmidt (†) (*Handbuch der Altertumswissenschaft*, 8; *Handbuch der lateinischen Literatur der Antike*, 6), München, 2020, p. 970-971.

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.

- [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. Make 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. MANTELLI, S., 'Breuis instructio de natura et quomodo credere debeamus e De Trinitate (CPG 2296) attribuita ad Atanasio di Alessandria: una sintesi dogmatica', *Sacris Erudiri*, 61 (2022), p. 79-123.

- [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 comma and a concise but meaningful part of the title (italics in the case of a monograph; standard type within single quotation marks ['...'] for the other cases).

e.g. BOGAERT, 'The Latin Bible'; BOYNTON, 'Latin Glosses'; HADOT, *Marius Victorinus*; MUNK OLSEN, *L'étude*, III, 1

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 immediately preceding note, *ibid.* is acceptable.

[28.4] Do not use *f.*, *ff.*, *sq.*, *sqq.*, but give the exact location of the reference or quotation.

[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.'. Make sure to put a hard non-breaking space [= ctrl+shift+space] between 'p.' and the subsequent numbers.
- e.g. CASSIOD., *Inst.* – ed. Mynors, p. vi.
e.g. *Rhetores Latini Minores* – ed. Halm, p. ix.

[30] **Secondary literature**

- [30.1] Give complete references to secondary literature in the footnotes (please cite authors with their abridged given name preceding their surname). Use the short reference form only for publications that are frequently cited and beginning with their second citation.
- [30.2] Whether you use the short or complete reference form, always 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 on 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 reference.
- [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 several editions exist, 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, listed 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, set this reference within parentheses after the locus in the text. Indicate whether the citation is to pages or to 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 editions used, namely that of the *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 and is written in Latin. It lists and identifies all the sigla of manuscripts and editions used. Arrange the manuscripts and editions alphabetically by their sigla. Use small capitals for roman numerals to indicate centuries.

[34.2] The sigla are Latin characters set in italics: moreover, use uppercase for manuscripts, and lowercase for printed editions.

If needed, use lowercase Greek characters in standard type for groups of manuscripts, and order the sigla alphabetically within each group.

If the text has appeared in another modern edition, maintain the sigla previously used insofar as 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)

- Y
 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.

Settings

Format

> Document > Sigla > Edit Sigla or > Sigla	> 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"/> Italics and Superscript (in case you need to make the second part of a siglum a fixed superscript; e.g. a second hand or number > Index: 'Rel. Size' = 60 and the 'Rel. Pos.' = -30
--	---------------	--

[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.b]), 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 divide between one folio / page or column and the next is marked by a vertical bar in the text. This bar is optional at the end of a chapter or the beginning of a new one.

[36.2] In the right margin, an additional note for a word or passage in the text can also 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. Make sure 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 bicorniaadnot. 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 commented upon (for instance, of the Scripture), and in historical works, dates can be indicated, in both cases 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. Make sure 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 publishing manager will allocate them in consultation with the editor. *CTE* offers the possibility to manage those headers while preparing the edition:

Settings

Format

> Document	> Templates > Header & Footer	Based on <u>Text</u> .
		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.].

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

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

[39]

In each logical unit (chapter, sermon ...), the lines of the text are numbered in increments of five. Avoid logical units in excess of one thousand lines. The publishing manager can assist you in this task.

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:
	> Templates > Text > Paragraph	> <input checked="" type="checkbox"/> Overlap control > 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.a] 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 below**; or in certain cases where the settings need altering from the general template, **Settings Format** > **Paragraph** > **Space above / Space below**.
- [39.b] You must identify all logical units, so that *CTE* can start numbering lines from the beginning of each logical unit. It is important to place the identifier before the beginning of the text (no spaces or blank lines should precede it).
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

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 ƒ [Unicode 0228; *CTE* = 0228 F2] or **Insert** > **Character/symbol** > **Characters**
- Ligatures of o+e and a+e are not permitted 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 (historical) 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 (names of persons, places, and their inhabitants) require a capital letter. As a rule, adjectives derived from those proper names take a capital letter as well.
 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 set in capitals. Inflected suffixes of Roman ordinal numbers, when applicable, are set 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 consisting 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; or = Unicode 2020; CTE = 2020 F2]

*** for lacunae

Do not use them within a single word: instead, 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 presenting the sample pages to the editorial board (see [0.1]).

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

The text is SET in standard type. Variations in font size 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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If the edited text contains titles of Books, Chapters etc., we strongly recommend providing a paragraph template, named **Heading**, to define the presentation of these titles. The different levels should be consistently distinguished by the paragraph and font specifications.

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

Format

> Document > 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 > <input checked="" type="checkbox"/> Capitals > Language: Latin > Open Type > Features > <input checked="" type="checkbox"/> Capital Spacing
	> Hyphenation : No	
	<input checked="" type="checkbox"/> Keep with next	

[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.].

> Document	> Templates > Apparatuses / Notes > Settings > Transliteration	> Reference Trans- literation: Latin v to u
------------	--	--

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. Use font templates for this purpose.

Settings

Format

> Document	> Templates	> Template > Font template : italics + select : Font <input checked="" type="checkbox"/> Italics
------------	-------------	--

[42.2] **Bold** is not used in the Latin text.

[42.3] **Small capitals** are used in commentaries for the lemmata of the text commented upon. Use font templates for this purpose.

However, once the lemma (in small capitals) is identified within the text, repetitions or paraphrases of it (or parts of it) no longer appear in small capitals. Depending on their nature, they should (a) be set in italics / within double quotation marks, when intended as a biblical / non-biblical quote (see [43]; [46]), or (b) in standard type, when interwoven with the thought process of the author (see [45]; [48]), or (c) in standard type within single quotation marks, when brought into sharper focus as the object of the commentary (see [45.1]; [48.1]).

Settings

Format

> Document	> Templates	> Template > Font template : small caps + select : Font <input checked="" type="checkbox"/> Small Capitals
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[42.4] Single quotation marks ('...') are used to indicate words highlighted by the author in the text.

Settings

Format

> Document	> Script	> Typographic Quotation marks > ☑ " " ' '
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Quotations and allusions

Bible

- [43] Direct, literal quotations from the Bible are set in italics. If the author announces a direct quotation, set all of it in italics even when a few words are 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. Signal them in the biblical apparatus using 'cfr'. Notions and phrases from the Bible are such an integral part of the thought processes of 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 set the words or phrases in italics again.

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 set 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.*

Settings: see [42.4]

Other sources

- [46] Other sources are (as a rule) never set 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).

Settings

Format

> Document	> Script	> Typographic Quotation marks > ☑ " " ' '
------------	----------	---

- [47] Words cited within a quotation are set within single quotation marks ('...').
Settings: see [42.4]
- [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 set 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 set the word or phrase selected within single quotation marks ('...').

Settings: see [42.4]

Direct speech

- [49] The words that are quoted from a speech, discussion, or conversation are likewise set within double quotation marks ("..."). They can be preceded by a colon or introduced by 'quod' (in which case the colon disappears).

Settings: see [46]

- [50] Within direct speech, words cited are not set within double quotation marks ("..."), but within single quotation marks ('...').

Settings: see [42.4]

- [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 set 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 set the word or phrase selected within single quotation marks ('...').

Settings: see [42.4]

[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 portion in which they are included.

- [52.2] The conventions of vernacular languages vary, and in the punctuation of Latin, editors are understandably influenced by the rules pertaining to their mother tongue. While rigid rules for the punctuation of Latin texts cannot be enforced, the preferences of the editorial board are the following:

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 actually interrupted. This en dash is preceded and followed by a space. See [2.10].

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].

[53.1] Use notes/apparatus to make the apparatus. Use the following sets:

A1 = Apparatus1 = Apparatus criticus

A2 = Apparatus2 = Traditio textus

N1 = Notes1 = Apparatus biblicus

N2 = Notes2 = Apparatus fontium

N3 = Notes3 = Apparatus comparatiuus

N4 = Notes4 = Apparatus marginalium

N5 = Notes5 = Additional notes (document end).

A1-2 and N1-2 are predefined; the remaining sets can be used for other purposes, but please inform the publishing manager if this is the case.

When the edition consists of more than one file (but please, avoid this; see [2.1.a]), it is important that the corresponding sets of apparatus and notes are used for the same content and with the same settings in all files.

[53.a] 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 Apparatus2 = <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 'apparatus' additionally to be defined: > <input checked="" type="checkbox"/> Is a critical apparatus (for the Critical apparatus) <i>or</i> > <input checked="" type="checkbox"/> Indicates the available text sources (for the <i>Traditio textus</i>)
	> Settings > Options	> <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
		> 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 8,5 ' and 'bold' > indices: select 'Arial Unicode MS 5' Position: -3
	> Settings > Strings	> After lemma:] > Between entries: ^= + em space + ^# + space > Between lines: ^= + em space + ^# + space > After line numbers: en space > From ... to: ^.-^.^! > 'To' in numbers: /^! in case of the 'apparatus' additionally to be defined: > Between sigla: Six-per-Em space > Before parenthesis: No Break

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 Trans- literation: Latin v to u.
--	------------------------------	---

This means that a small capital 'v' as used in the text, will 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 actual 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 concern a different span, begin by giving the locus for the longer unit 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

It is of the utmost importance to respect the following setting from the very beginning of the work; a wrong setting can only be corrected afterwards by time-consuming, manual interventions.

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.** to the line reference in the biblical apparatus. Example:

Variant cited in the critical apparatus

43 misit] Quia iudicium sibi manducant et bibunt non
diudicantes 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, e.g. 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: If extensive passages are concerned in their entirety, set the first and last words before a square bracket, with an en dash between them: the dash indicates that the intervening words are included: e.g. **31** beati – Dei] Luc. 6, 20

Exclusive lemmatization: If the concerned words are separated by an extensive portion of unaffected text, set the first and last words before a square bracket, with three dots between them: the three dots exclude the intervening words: e.g. **33** beati ... pauperes] Luc. 6, 21. Make sure to use three separate dots, not the horizontal ellipsis ... (Unicode 2026).

Settings: see [53.b] or:

Format

> Document > 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.

[57.1] 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.] or:

Format

> Document > Templates > App. bibl.	Settings > Transliteration	> Reference Trans- literation: Latin v to u
--	----------------------------	--

[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 non-breaking space and followed by a normal space. 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 biblical 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 set in standard type.

Presentation on the page

- [60] 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
-------------------------------------	------------------	--

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 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 8,5 ' and 'bold'
	Settings > Strings	> 'To' in numbers: /^!

- [60.1] Type each reference without a final period (or full stop).

The items will be separated by an appropriate space. 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
--	--	----------------------------

[60.2] If a lemma occurs twice or more in the same line of the text, each occurrence will automatically be identified by a raised (i.e. superscript) number: e.g. **27** cum² – glorificauerunt] Rom. 1, 21

Settings see [53.b] or:

Format

> Document > Templates > App. bibl.	Settings > Options	> Fonts: > indices: select 'Arial Unicode MS 5' Position: -3
--	--------------------	--

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

Settings:

Format

> Document > 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

Result on the typeset page:

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 actual 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 concern a different span, begin by giving the locus for the longer unit 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)

It is of the utmost importance to respect the following setting; a wrong setting can only be corrected afterwards by time-consuming, manual interventions.

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.** to the line reference in the source apparatus. 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, e.g. 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: If extensive passages are concerned in their entirety, set the first and last words before a square bracket, with an en dash between them: the dash indicates that the intervening words are

included.

Exclusive lemmatization: If the concerned words are separated by an extensive portion of unaffected text, set the first and last words before a square bracket, with three dots between them: the three dots exclude the intervening words. Make sure to use three separate dots, not the horizontal ellipsis ... (Unicode 2026).

Settings: see [53.b] or:

Format

> Document > Templates > App. font.	Settings > Style	> References > Format: hidden <input 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.] or:

Format

> Document > 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 non-breaking space and followed by a normal space. 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** should be set 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* **111** assuetus faciendus] 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; Force show; suppress chapter) and add manually the textual reference you want to insert. The line number might not be visible immediately ('##' instead) but will appear after updating all references.

Presentation on the page

[72] 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 '^'.]
-------------------	---------	---

Format

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

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. 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 8,5 ' and 'bold'
	Settings > Strings	> 'To' in numbers: /

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

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

Settings see [53.b] or:

Format

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

[72.2] If a lemma occurs twice or more in the same line of the text, each occurrence will automatically be identified by a raised (i.e. superscript) number: e.g. **27** beatus – dominus²] Avg., *In Iob* 5 (p. 517, 6)

Settings see [53.b] or:

Format

> Document > Templates > App. font.	Settings > Options	> Fonts: > indices: select 'Arial Unicode MS 5 Position: -3
--	--------------------	---

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

Settings:

Format

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

[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. HVGGO 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

Result on the typeset page:

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 inform the reader about which manuscripts are used to establish any particular passage, this is not always the case. If there are many manuscripts and the editor must rely on different manuscripts in establishing different passages in the text, the *traditio textus* apparatus gives the list of manuscripts used for each page, preceded by '**Trad. text.:**' (i.e. with a colon, all in bold face).

In *CTE* the *traditio textus* is to be considered as a separate apparatus (Apparatus2 = A2), placed before the critical apparatus. The template can be based on the Apparatus criticus, with some minor adaptations.

Settings:

Format

> Document > Templates > Trad. text.	Settings > Style	> Input style: text-reference <input checked="" type="checkbox"/> Put larger references first
		> References > Use: chapters > Show: Line – ranges preceding > Format: deselect 'hidden' and 'bracket'
		> <input checked="" type="checkbox"/> Indicates the available text sources > Verbosity: High
	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 8,5 ' and 'bold' > indices: select 'Arial Unicode MS 5' Position: -3
	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] If the tradition changes, i.e. if a manuscript presents important lacunae, or is incomplete at the beginning or the end of the text, these changes should be signalled 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

Signum/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]

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

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

e.g. **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

[77] Manuscript sigla are separated by a narrow space (Six-per-Em space). Group together the sigla pertaining to the same family in this way, and separate the different families by a normal 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].

[77.1] 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].

Presentation on the page

[78] The same groups of sigla will be repeated on subsequent pages, until a change is signalled.

Example:

Suppose that on a page containing lines 239-255 the following changes are noted 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, *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 ('apostolus') will the *traditio textus* mention *G* again.

Result on the typeset page:

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.a] 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
---	--------------------	---

- [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 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]). In the specific case of proper names, the editorial board strongly recommends that all orthographic variants 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 concern a different span, begin by giving the locus for the longer unit 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*

It is of the utmost importance to respect the following setting; a wrong setting can only be corrected afterwards by time-consuming, manual interventions.

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 from 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] *suppleui*

All other constituents of the critical unit, namely editorial remarks, references, numerals, symbols (e.g. sigla), etc., are given in italics.

e.g. possunt] possint S, ante omnia pos. R, del. ut uid. *Fp.c.*

Settings: see [53.b] or:

Format

<ul style="list-style-type: none"> > Document > Templates > App. crit. 	<ul style="list-style-type: none"> > Settings > Options 	<ul style="list-style-type: none"> > Fonts <li style="padding-left: 20px;">> text-references: <li style="padding-left: 20px;"><input checked="" type="checkbox"/> use the text font for references select Font 'Arial Unicode MS 8,5' and deselect 'Italics' and 'Small capitals' <li style="padding-left: 20px;">> Line Numbers / Secondary Line Numbers: select Font 'Arial Unicode MS 8,5' and 'bold'
--	--	---

[86] The lemma is separated from its variants by a square bracket (]) in standard type.

e.g. **6** proloquar] preloquar S, palam loquar M², pro(pre-*Pp.c.*)loquerer *Pp.c.* B A H

e.g. **8** cessent] *scripsi*, cessant *codd.*

e.g. **13** Carthaginem] Cartagine S

e.g. **20** iam] *om. m*

[86.1] In case of a positive apparatus, the siglum (sigla) of the manuscript(s) confirming the chosen reading is/are set before the square bracket.

e.g. **9** scire *S^{a.c.}*] del. *S^{p.c.} a.m.*, *om. M T*

e.g. **43** rabidi furoris μ] rapido furore a¹ K² R¹ *Sg^{1a.c.}*, rabido furore *Sg^{1p.c.}* π ψ¹ ω *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 referred to in the apparatus is longer than usual, it is advisable to lemmatize the passage as follows:

Inclusive lemmatization: If extensive passages are concerned in their entirety, set the first and last words before a square bracket, with an en dash between them: the dash indicates that the intervening words are included: e.g. **31** Tunc omnes – rogantes] *om. A B C*

Exclusive lemmatization: If the concerned words are separated by an extensive portion of unaffected text, set the first and last words before a square bracket, with three dots between them: the three dots exclude the intervening 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 intervening words are not affected. Make sure to use three separate dots, not the horizontal ellipsis ... (Unicode 2026).

Settings: see [53.b] or:

Format

> Document > Templates > App. crit.	> 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 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.] 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^{p.c.} a.m.*, 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

<ul style="list-style-type: none"> > Document > Sigla <ul style="list-style-type: none"> > Edit Sigla or > Sigla 	<ul style="list-style-type: none"> > Edit Siglum 	<ul style="list-style-type: none"> > 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 type="checkbox"/> Superscript (in case you need to make the second part of a siglum a fixed superscript; e.g. a second hand or number > 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

<ul style="list-style-type: none"> > Document > Templates > App. crit. 	<ul style="list-style-type: none"> > Settings > Strings 	<ul style="list-style-type: none"> > Between sigla: six-per-EM space > Before parenthesis: hair space breaking
--	--	--

Presentation on the page

- [90] 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

<ul style="list-style-type: none"> > Document 	<ul style="list-style-type: none"> > Notes 	<ul style="list-style-type: none"> > Between chapter and line: comma + a hard non-breaking space [via red-alpha; or typing '^.']
---	--	--

Format

<ul style="list-style-type: none"> > Document > Templates > App. crit. 	<ul style="list-style-type: none"> > Settings > Style 	<ul style="list-style-type: none"> > References <ul style="list-style-type: none"> > Use: chapters > Show: Chapter, line – ranges preceding
--	--	--

		> After page break, print chapter: on first item in chapter
--	--	---

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 8,5 ' and 'bold'
	> Settings > Strings	> 'To' in numbers: /^!

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

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

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

[90.2] If a lemma occurs twice or more in the same line of the text, each occurrence will automatically be identified by a raised (i.e. superscript) number: e.g. **27** cum²] tum *K W*

Settings see [53.b] or:

Format

> Document > Templates > App. crit.	> Settings > Options	> Fonts: > indices: select 'Arial Unicode MS 5' Position: -3
--	----------------------	--

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

Settings:

Format

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

[91] **Abbreviations**

Frequently used:

<i>a.c.</i>	ante correctionem	<i>em. (emend.)</i>	emendauit	<i>iter. / bis scr.</i>	iterauit / bis scripsit
<i>add.</i>	addidit	<i>eras.</i>	erasit	<i>praem.</i>	praemisit
<i>al.</i>	alius	<i>exp.</i>	expunxit	<i>ras.</i>	rasura
<i>a.m.</i>	alia manu	<i>fort.</i>	fortasse	<i>rell.</i>	reliqui
<i>cett.</i>	ceteri	<i>in marg.</i>	in margine	<i>sc. (scil.)</i>	scilicet
<i>cod. (codd.)</i>	codex (codices)	<i>in ras.</i>	in rasura	<i>scr.</i>	scripsit
<i>coni.</i>	coniecit	<i>inc.</i>	incipit	<i>secl.</i>	seclisit
<i>coll.</i>	collato/-is	<i>litt.</i>	littera (litterae)	<i>sub l.</i>	sub linea
<i>corr.</i>	correxit	<i>not.</i>	notauit	<i>sup. l.</i>	supra lineam
<i>del.</i>	deleuit	<i>om.</i>	omisit	<i>suppl.</i>	suppleuit
<i>des.</i>	desinit	<i>p.c.</i>	post correctionem	<i>tempt.</i>	temptauit
<i>dub.</i>	dubitanter, lectio dubia	<i>pos.</i>	posuit	<i>tr.</i>	transposuit
<i>ed. (edd.)</i>	editio(nes)/ editor(es)	<i>praeb.</i>	praebet	<i>ut uid.</i>	ut uidetur

Notes:

[92] First person verbal forms referring to interventions performed by the editor (*addidi, conieci, scripsi, etc.*) are written out in full.

The imperative form *intellege*, used in cases of ambiguity, is also written out in full: e.g. ortus] *intellege* hortus

[93] A transposition of words can be signalled in several 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 involving more than two words.

[94] Indications such as *add., coni., corr., etc.* precede the 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 AH*

cessant] *scripsi, cessant codd.*

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. CD P, sese P²in ras., om. AH sed suppl. in marg. H*

Result on the typeset page:

III, **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 P²in 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 the entire text or a substantial part of it, the editor may wish to add a *Fassungsapparat*, in order to put the recension(s) into the proper light.

Discuss the need for such an apparatus when presenting the sample pages to the editorial board (see [0.1]).

- [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 a different

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*

Result on the typeset page:

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 a hard non-breaking space [= ctrl+shift+space] from the line number in bold face. The lemma then 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	
---	------------------	--

> Document > Templates > Add. not.	> Paragraph	>Line spacing : 11,5 > Font: select 'Arial Unicode MS 10,5'
	> Font	select 'Arial Unicode MS 10,5'

<ul style="list-style-type: none"> > Document > Templates > Add. not. 	Settings > Style	<ul style="list-style-type: none"> > Placement: 'Document end' <input checked="" type="checkbox"/> Don't merge paragraphs > Input style: Text Reference <input checked="" type="checkbox"/> Put larger references first
		<ul style="list-style-type: none"> > References <ul style="list-style-type: none"> > 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	<ul style="list-style-type: none"> > <input checked="" type="checkbox"/> reference for next line <input checked="" type="checkbox"/> Starting line for second word
		<ul style="list-style-type: none"> > Fonts <ul style="list-style-type: none"> > 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 10,5' and 'bold' > indices: select 'Arial Unicode MS 7' Position: -3
	Settings > Strings	<ul style="list-style-type: none"> > After lemma:] > Between Entries: line break [encoded by '^ '] > Between Lines: line break [encoded by '^ '] > After line numbers: en space > From ... to: ^.-^.^! > 'To' in numbers: /^!
	<ul style="list-style-type: none"> > Settings <li style="padding-left: 20px;">> Transliteration 	<ul style="list-style-type: none"> > Reference 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 non-breaking space and followed by a normal space. 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 bicorniaadnot. peregisse
memineram.

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

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

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 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.

[104] References to the Bible books cited in the text are listed in their biblical sequence in the *Index locorum sacrae Scripturae*. The publisher generates the *Index locorum sacrae Scripturae* using the information of the biblical apparatus. The success of this procedure depends on whether this apparatus has been made according to [54-61]. In the case of scriptural commentaries, the references to the commented text that are presented in the left margin (see [37.1]) will not be integrated into this index.

[105] 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 author names. The editor is asked to create this index, relying on the bibliography and the source apparatus.

Data entry for this index should be done in a fixed template provided by the publishing manager.

Template

On request, the publishing manager can provide the editor with a template, possibly with modifications to meet specific needs that have been consulted in advance.

Format

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

> Document	<ul style="list-style-type: none"> > Templates > Template: Text > Section 	<ul style="list-style-type: none"> > 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: 0,8 Bounding Width: 13,8 <input type="checkbox"/> Mirror Paragraphs in Column
	> Paragraph	<ul style="list-style-type: none"> > From margin : 2,00 > Bounding width : 9,80 > Left : 0,00 > Right : 9,80 > First indent : 0,40 > Align : Justified > Kashida : 80
		<ul style="list-style-type: none"> > Line Spacing : 12,5 > Space Above : 0,00 Below : 0,00
		<ul style="list-style-type: none"> > Hyphenation : No <input checked="" type="checkbox"/> No Widows <input checked="" type="checkbox"/> No orphans
	> Inner Mrg.	<ul style="list-style-type: none"> > From margin : 0,00 > Bounding width : 1,75 > Left : 0,00 > Right : 1,50 > First indent : 0,00 > Align : Right > Kashida : 80
		<ul style="list-style-type: none"> > Line Spacing: 12,5 > Space Above : 0,00

		Below : 0,00
		> 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 > 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	> Templates > Template: Heading1 (example)	
	> Based on: Text > <input checked="" type="checkbox"/> Keep formats > Paragraph ¹	
		> 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 > Open Type > Features > <input checked="" type="checkbox"/> Capital Spacing

> Document	> Notes	> Number of notes > Number of apparatus: indicate the number of
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¹ grey = formats inherited from the template on which the actual template is based.

		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>treditio 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

	> Templates > Template: Notes 1 (biblical apparatus)	
	> 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' (but this should automatically be the case, as it has already been defined in the Format

		Number of Notes / Apparatuses)
		> 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"/> ¶ 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 8,5 ' and 'bold' > indices: select 'Arial Unicode MS 5' Position: -3
	> 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'
	> Templates > Template: Notes 2 (source	easiest way to define = Organize: copy template

	apparatus) > Based on: Notes 1	format from Notes 1 and rename Notes 2 as "App. font."
	> Paragraph	> From margin : 2,0 > 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. font.
		> Placement: 'Footnotes' (but this should automatically be the case, as it has already been defined in the Format Number of Notes / Apparatuses)
		> 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"/> ¶ 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 8,5 ' and 'bold' > indices: select 'Arial Unicode MS 5' Position: -3

	> 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'

	> Templates > Template: Notes 5 (in case of additional notes) > Based on: Text > Paragraph	
	> Paragraph	> From margin : 2,0 > Bounding width : 9,80 > Left : 0,00 > Right : 9,8 > First indent : 0,0 > Align : Justified > Kashida : 80 > Line Spacing : 11,5 > Space Above : 0,00 Below : 4,00 > Hyphenation: No
	> Settings > Style	> Title: Add. not.
		> Placement: 'Document end' (but this should automatically be the case, as it has already been defined in the Format Number of Notes / Apparatuses) <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
		<ul style="list-style-type: none"> > Fonts <ul style="list-style-type: none"> > text-references: <input checked="" type="checkbox"/> use the text font for references select Font 'Arial Unicode MS 10,5' and deselect Italics, Capitals and Small Capitals > Line Numbers / Secondary Line Numbers: select Font 'Arial Unicode MS 10,5' and 'bold' > indices: select 'Arial Unicode MS 7' Position: -3
	> Settings > Strings	<ul style="list-style-type: none"> > 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

	<ul style="list-style-type: none"> > Templates > Template: Apparatus 1 (critical apparatus) <ul style="list-style-type: none"> > Based on: Notes 1 > Paragraph 	
		<ul style="list-style-type: none"> > 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' (but this should automatically be the case, as it has already been defined in the Format Number of Notes / Apparatuses)
		> Input style: Text Reference <input checked="" type="checkbox"/> Put larger references first

		<ul style="list-style-type: none"> > References <ul style="list-style-type: none"> > 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"/> Is a critical apparatus
	> Settings > Options	<ul style="list-style-type: none"> > <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
		<ul style="list-style-type: none"> > Fonts <ul style="list-style-type: none"> > 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 8,5' and 'bold' > indices: select 'Arial Unicode MS 5' Position: -3
	> Settings > Strings	<ul style="list-style-type: none"> > 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'
	<ul style="list-style-type: none"> > Templates > Template: Apparatus 2 (in case of a <i>traditio textus</i>) <ul style="list-style-type: none"> > Based on: Apparatus 1 	

	> Paragraph	<ul style="list-style-type: none"> > From margin : 2,0 > Bounding width : 9,80 > Left : 0,00 > Right : 9,80 > First indent : 0,00 > Align : Justified > Kashida : 80 > Line Spacing : 9,8 > Space Above : 0,00 Below : 0,00 > Hyphenation: No
	> Settings > Style	> Title: Trad. text.
		> Placement: 'Footnotes' (but this should automatically be the case, as it has already been defined in the Format Number of Notes / Apparatuses)
		> Input style: Text Reference <input checked="" type="checkbox"/> Put larger references first
		<ul style="list-style-type: none"> > References <ul style="list-style-type: none"> > Use: chapters > Show: Line - ranges preceding > Format: <input checked="" type="checkbox"/> hidden <input type="checkbox"/> But Show If Indexed and <input type="checkbox"/> bracket
		> <input checked="" type="checkbox"/> Indicates the available text sources
	> Settings > Options	> Verbosity: High
		> <input 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
		<ul style="list-style-type: none"> > Fonts <ul style="list-style-type: none"> > 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 8,5' and 'bold' > indices: select 'Arial Unicode MS 5' Position: -3
	> 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'

> Document	> Templates > Template: Header : > 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	> 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

	> Script	Script Mechanism: Open Type
		> Characters in References > Suppress:
		> Typographic Quotation marks > <input checked="" type="checkbox"/> " " ' '
		> Punctuation : disable

	> Sigla > Edit Sigla = Edit > Sigla	> 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
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		<p>second part of the siglum a fixed superscript; e.g. a second hand or a frequently used superscript part, such as ^{a.c.}, in combination with a specific siglum)</p> <p>> Index: 'Rel. Size' = 60 and the 'Rel. Pos.' = -30</p>
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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 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-foliation 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.