Instructions and Stylebook for the Publication of Texts in *Corpus Christianorum* (v. 5.0 / March 2025)

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 print and digital publishing technologies. It will reduce the number of corrections and changes to an edition if editors read the guidelines before submitting sample pages of their work.

Authors who prepare their edition using *CTE* software are referred to the following guidelines: Instructions and Style-Book for the Publication of Texts in Corpus Christianorum by means of Classical Text Editor (CTE).

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 Editorial 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 count, blurb), please complete the form as fully as possible. The proposal form can be downloaded at Brepols - Publishing with Brepols.

> Either (a) 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 Editorial 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 Editorial 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 the present guidelines.

> Complete edited text with all apparatuses, formatted according to the present guidelines.

> A draft outline of the index structure.

Editors are strongly encouraged to read the full guidelines carefully while 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 Editorial Board and/or external experts appointed by the Editorial 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 Publishing Manager, 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]   Manuscripts must be submitted in electronic form. The preferred formats are *CTE* or MS Word. Other formats (such as camera-ready and DTP-format) must first be presented to and authorised by the Publishing Manager.

[2.2]   When using the *CTE* software, please consult the applicable Guidelines: Instructions and Style-Book for the Publication of Texts in Corpus Christianorum by means of Classical Text Editor (CTE).

[2.3]   When using MS Word, use footnotes for one apparatus, preferably the critical apparatus, and endnotes for one of the remaining apparatuses, by preference the most extensive one. A third apparatus of limited size may be incorporated into the endnotes; its elements may be distinguished by underlining.

In the text, footnote or endnote calls are to be placed after the (first) word of the concerned lemma. Provide other apparatuses, if applicable, in separate Word-files. See [53.1] – [53.3].

[2.4]   Be aware that any line numbers from the submitted file will change in print and thus serve only for provisional reference to the text. See [39].

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

[2.6] Use the formatting features of your word-processing program, such as italics [= ctrl+i], superscripts [= ctrl+shift+=], small capitals [= ctrl+shift+k], etc., but do not try to simulate the final page layout.

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

[2.8] When unusual characters, such as a horizontal bar above certain letters, etc., are needed but are not available in your word-processing program, you may use codes. Alert the Publishing Manager 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; = 0153 alt+x] for ligature oe (e.g. 'œuvre'); in Spanish, use ~ for tilde (e.g. 'España'), etc. To indicate the dimensions of the folia of a manuscript, use the multiplication sign ['×' = Unicode 00D7; = 00D7 alt+x], i.e. do not use the letter 'x'.

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

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 Editorial 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 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 author's name in small capitals followed by a comma, and 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*.

Ensure that the spelling guidelines are also implemented here. See [40]; e.g. Guill. Malm. > Gvill. Malm.; *Epist. Sever. > Epist. Seuer.*

Abbreviated titles of works (including anonymous works) are in italic lowercase, and start with a capital letter; e.g. *Lib. pontif.*

> e.g. Aelr., *Orat*.; Cassiod., *Inst.*; *Epist. Seuer.*; Fest., *Verb. sign.*; Gvill. Malm., *Gesta pont.*; Hier., *In Ez.*; *Lib. pontif.*; Mar. Victorin., *Defin.*; Mar. Victorin., *Rhet.*; Ps. Mar. Victorin., *Phys.*

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

> e.g. Mar. Victorin., *Rhet.*; Ps. Mar. Victorin., *Phys.*

[9.2]   Anonymous works are arranged alphabetically by title.

[10]   When more than one edition of the same text is 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 in 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 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. MARIVS VICTORINVS, *De phisicis liber* – ed. A. Mai (*PL*, 8), Paris, 1844, col. 1295-1310.

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

In the case of a monograph, give the place and year of publication, separated by a comma.

> 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. Hᴠʙᴇʀᴛ. Mᴇᴅɪᴏʟ., *Summa* = 'Huberti Summa *Colligite fragmenta* f. 26va-b', in Y. Iᴡᴀᴋᴜᴍᴀ, '*Enuntiabilia* in Twelfth-Century Logic and Theology', in *Vestigia, imagines, verba. Semiotics and Logic in Medieval Theological Texts (xɪɪth – xɪvth Century)* – ed. C. Marmo (*Semiotic and Cognitive Studies*, 4), Turnhout, 1997, p. 28.

e.g. Mᴀʀ. Vɪᴄᴛᴏʀɪɴ., *Defin.* = C. Mᴀʀɪᴠs Vɪᴄᴛᴏʀɪɴᴠs, 'De definitionibus' – ed. Th. Stangel, in P. Hᴀᴅᴏᴛ, *Marius Victorinus. Recherches sur sa vie et ses œuvres* (*Études augustiniennes. Série Antiquité*, 44), Paris, 1971, p. 331-362.

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

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

e.g. Iᴀᴄᴏʙ. Vɪᴛʀ., *Serm. ad stat.* 73-74 = R. Bᴇʏᴇʀs, '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	*Acta Sanctorum*
CC SL	*Corpus Christianorum, Series Latina*
CC CM	*Corpus Christianorum, Continuatio Mediaevalis*
CC SG	*Corpus Christianorum, Series Graeca*
CC SA	*Corpus Christianorum, Series Apocryphorum*
CSEL	*Corpus Scriptorum Ecclesiasticorum Latinorum*
MGH	*Monumenta Germaniae Historica*
abbreviations, see www.dmgh.de	
MGH, Auct. ant.	*Auctores antiquissimi*
MGH, Capit.	*Capitularia regum Francorum*
MGH, Conc.	*Concilia*
MGH, Epp.	*Epistolae*
MGH, LL nat. Germ.	*Leges nationum Germanicarum*
MGH, Poetae	*Poetae*
MGH, SS rer. Merou.	*Scriptores rerum Merouingicarum*
etc.	
PG	*Patrologia Graeca*
PL	*Patrologia Latina*
PLS	*Patrologiae Latinae Supplementum*
SC	*Sources Chrétiennes*

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 visage*s (*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 VIIIᵉ 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 (xiith – 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 XIᵉ et XIIᵉ siècles*, I: *Catalogue des manuscrits classiques latins copiés du IXᵉ au XIIᵉ siècle: Apicius-Juvénal*; II: *Catalogue des manuscrits classiques latins copiés du ixᵉ au xiiᵉ 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 Eruidiri*, 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 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 Hɪᴇʀ., *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 Aᴠɢ., *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] Hᴠʙᴇʀᴛ. Mᴇᴅɪᴏʟ., *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 Bʀᴜxᴇʟʟᴇꜱ, Bibliothèque royale 11424-26 (s. xɪɪ)
N Pᴀʀɪꜱ, Bibliothèque nationale de France, lat. 5553A (s. xɪᴠ)
P Bᴇʀʟɪɴ, Staatsbibliothek zu Berlin – Preußischer Kulturbesitz, Phill. 1694 (180) (s. xɪɪ-xɪɪɪ)

β
A Aʀʀᴀꜱ, Bibliothèque municipale 258 (s. xɪɪ)
L Lᴀᴏɴ, Bibliothèque municipale 463 (s. xɪɪ)

γ
T Cᴀᴍʙʀɪᴅɢᴇ, Trinity College Library 373 (B. 15.38) (s. xɪɪɪ)
U Cᴀᴍʙʀɪᴅɢᴇ, University Library Kk II 22 (s. xɪɪɪ)
V Vᴀᴛɪᴄᴀɴᴏ, Biblioteca Apostolica Vaticana, Vat. lat. 1175 (s. xɪᴠ)

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

[35] **Marginal references**

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

[36] Right margin

[36.1] If an edition relies on a single manuscript, the folio numbers of the manuscript are given in the right margin. In the same way, a reference can be made to the pages or columns of another widely used edition. The 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] Codes $1 and $2: The reference is placed in the text between the codes $1 and $2, so that this reference will be placed automatically in the right margin during typesetting. Make sure that no space precedes $1 and $2.

> e.g. reference to a folio number: antequam |$190vb$2 habeatur ... in aliis uolu|$191ra$2minibus
>
> text: antequam | habeatur ... in aliis uolu|minibus
>
> right margin: 90vb
>
>   91ra
>
> e.g. reference to an additional note: dubia pitagorice littere bicornia$1adnot.$2 peregisse memineram
>
> text: dubia pitagorice littere bicornia peregisse memineram
>
> right margin: adnot.

[37] Left margin

[37.1] In some specific cases, references can be added in the left margin: in exegetical works and commentaries, there can be a reference to the book and / or verses 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] Codes £1 and £2: such references are placed in the text between the codes £1 and £2, so that this reference will be placed automatically in the left margin during typesetting. Make sure that no space precedes £1 and £2.

> e.g. reference to a date: Accidit autem ut Septembre proximo£1IX 1158£2 cum omni comitatu suo tradita est.
>
> text: Accidit autem ut Septembre proximo cum omni comitatu suo tradita est.
>
> left margin: IX 1158

Order of parts of the book and running heads

[38] The running heads give textual references to book, chapter, and paragraph. The Publishing Manager will allocate them in consultation with the editor.

[39] Final line numbering will be taken care of by the typesetter on the PDF proofs. 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.

Text

[40] **Latin text**

Spelling:

We recommend the following orthographic conventions for the Latin text:

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

[40.1] E caudata, as a rule, should be represented by ae or e, and the choice(s) made by the editor should be explained in the introduction. If the e caudata must be represented, for instance in the critical apparatus, it should be encoded as ę [Unicode 0229; = 0229 alt+x] or Ę [Unicode 0228; = 0228 alt+x].

Ligatures of o+e and a+e are not 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; = 2329 alt+x / 232A alt+x]
†	†	for corrupt passages
		[= alt+0134; or = Unicode 2020; = 2020 alt+x]
***		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 Publishing Manager (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.

If the edited text contains titles of Books, Chapters etc., we strongly recommend using heading-styles to define the presentation of these titles. The different levels should be consistently distinguished by the paragraph and font specifications.

[42.1]   Italics are used only for literal quotations from the Bible.

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

[42.3]   Small capitals are used in commentaries for the lemmata of the text commented upon. 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]).

[42.4]   Single quotation marks ('…') are used to indicate words highlighted by the author in the text.

Quotations and allusions

Bible

[43]   Direct, literal quotations from the Bible are 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.

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).

[47]   Words cited within a quotation are set within single quotation marks ('...').

[48]   When the author repeats words or phrases from a literal quotation (within double quotation marks) in order to comment upon them, use standard type. Do not 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 ('...').

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).

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

[51]   When the author repeats words or phrases from direct speech (within double quotation marks) in order to comment upon them, use standard type. Do not set the words or phrases within double quotation marks.

[51.1]   When the author repeats a single word or phrase from 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 ('...').

[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 opinationem 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] Typically, an edition will have three 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] In MS Word, use footnotes for one apparatus, preferably the critical apparatus, and provide at least one other apparatus, the most extensive one, e.g. the apparatus fontium, as endnotes. A third apparatus, e.g. the biblical, can be combined in the endnotes, provided that its data are properly distinguished by underlining them. The third (and any subsequent) apparatus can also be supplied in a separate list (MS Word document).

[53.2] For footnotes and endnotes, the note call should be set in the text after the (first) word of the lemma referred to in the note.

The lemma (one unique word or two words or 'first word – last word' of a span) must be explicitly reported in the note itself: e.g.

> [1] misit] etc. *add. P*

> [2] bene et] *tr. P*[a.c.]

> [3] Quia – corpus] cfr I Cor. 11, 29

Only this format allows the typesetting programme to convert the footnote / endnote numbering into the required format for line numbering.

[53.3] The note is converted into a lemma as follows: the word after which the call is placed, is the first (or only) word of the lemma; to demarcate the end of the lemma, the software reads the text and stops as soon as the end word is found. If this is not correct, because the demarcation must occur after a second, third… occurrence of that word after the start, it is necessary to provide more context, for example, instead of only providing the end word, provide the last 2 words:

e.g.

Text: attolleretur⁴ nullo interuallo temporis in ea uocatione, qua
dixisti: fiat lux, et fieret lux.

Note: ⁴ atolleretur – fieret lux] Avg., *Conf.* 13, 9

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, the locus for the longer unit precedes 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

This is the order used in print.

In MS Word, the endnote call should be set in the text after the (first) word of the lemma referred to in the note. For instructions for formatting, see [53.2] - [53.3].

As endnotes are used, this adjustment will be made by the typesetting programme; if the apparatus is delivered in a separate MS Word file (not recommended but sometimes unavoidable), editors are required to introduce this sequence themselves.

[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 diiudicantes corpus Domini *add. F*

Identification of the source in the apparatus biblicus:

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

Format endnotes (app. bibl.):

¹⁶ m̶i̶s̶i̶t̶]̶ **app. crit.** Quia – corpus] cfr I Cor. 11, 29

[57] Lemmatization: For direct quotations from the Bible (see [43]), no explicit lemma is required in print. If ambiguity could arise, e.g. in case of an allusion, lemmatize the passage 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).

[57.1] To enable referencing to the correct line numbering during typesetting, please **always** make the lemma explicit. A lemma that should not be rendered explicitly in print should be marked (strikethrough) accordingly.

e.g. [13] ~~labores – erunt]~~ Ier. 51, 58

[58] For allusions the biblical locus is preceded by 'cfr': e.g. **17** 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.

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

As endnotes are used, this adjustment will be made by the typesetting programme; in a separate MS Word file (not recommended but sometimes unavoidable), editors are required to introduce this presentation themselves.

[60.1] Type each reference without a final period (or full stop); in a separate MS Word file (not recommended but sometimes unavoidable), type each reference on a separate line without any indentation.

[60.2] If a lemma occurs twice or more in the same line of the text, each occurrence is identified by a raised (i.e. superscript) number:

e.g. **27** cum² – glorificauerunt] Rom. 1, 21

As endnotes are used, this adjustment will be made by the typesetting programme; in a separate MS Word file (not recommended but sometimes unavoidable), editors are required to introduce this presentation themselves.

[61] **Abbreviations for the books of the Bible**

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

Use the following abbreviations:

Gen.	Genesis	Is.	Isaias	I Cor.	I ad Corinthios
Ex.	Exodus	Ier.	Ieremias	II Cor.	II ad Corinthios
Leu.	Leuiticus	Thren.	Threni	Gal.	Ad Galatas
Num.	Numeri	Bar.	Baruch	Eph.	Ad Ephesios
Deut.	Deuteronomium	Ez.	Ezechiel	Phil.	Ad Philippenses
Ios.	Iosue	Dan.	Daniel	Col.	Ad Colossenses
Iud.	Iudicum	Os.	Osee	I Thess.	I ad Thessalonicenses
Ruth	Ruth	Ioel	Ioel	II Thess.	II ad Thessalonicenses
I Reg.	I Regum	Am.	Amos	I Tim.	I ad Timotheum
II Reg.	II Regum	Abd.	Abdias	II Tim.	II ad Timotheum

III Reg.	III Regum	Ion.	Ionas	Tit.	Ad Titum
IV Reg.	IV Regum	Mich.	Michaeas	Philem.	Ad Philemonem
I Par.	I Paralipomenon	Nah.	Nahum	Hebr.	Ad Hebraeos
II Par.	II Paralipomenon	Hab.	Habacuc	Iac.	Epistula Iacobi
I Esdr.	I Esdrae	Soph.	Sophonias	I Petr.	I Petri
II Esdr.	II Esdrae	Agg.	Aggaeus	II Petr.	II Petri
Tob.	Tobias	Zach.	Zacharias	I Ioh.	I Iohannis
Iudith	Iudith	Mal.	Malachias	II Ioh.	II Iohannis
Esth.	Esther	I Mach.	I Machabaeorum	III Ioh.	III Iohannis
Iob	Iob	II Mach.	II Machabaeorum	Iudae	Iudae
Ps.	Psalmi	Matth.	Matthaeus	Apoc.	Apocalypsis
Prou.	Prouerbia	Marc.	Marcus	Or. Man.	Oratio Manassae
Eccle.	Ecclesiastes	Luc.	Lucas	III Esdr.	III Esdrae
Cant.	Canticum Canticorum	Ioh.	Iohannes	IV Esdr.	IV Esdrae
Sap.	Sapientia	Act.	Actus Apostolorum		
Eccli.	Ecclesiasticus	Rom.	Ad Romanos		

[62]   Example (in case of endnotes):

[1] ~~Ecce — mundi~~] Ioh. 1, 29

[2] ~~plus – prophetam~~] Matth. 11, 9

[3] minor – isto] cfr Matth. 11, 11

[4] resistens manibus tuis] cfr Ps. 16, 8; Dan. 4, 32

[5] dulce lumen] Eccle. 11, 7

[6] deserto – praedicare] cfr Matth. 11, 7-9; Marc. 1, 3-4; Luc. 3, 2-4

[7] si – bibit] cfr I Cor. 11, 29

Example (in case of a separate MS Word file; not recommended but sometimes unavoidable):

XXXIX, **12/13** ~~Ecce — mundi~~] Ioh. 1, 29

13/14 ~~plus — prophetam~~] Matth. 11, 9

14/15 minor[1] – isto] cfr Matth. 11, 11

16 resistens manibus tuis] cfr Ps. 16, 8; Dan. 4, 32

dulce lumen] Eccle. 11, 7

17/18 deserto – praedicare] cfr Matth. 11, 7-9; Marc. 1, 3-4; Luc. 3, 2-4

30/31 si[2] – bibit[2]] cfr I Cor. 11, 29

Result on the typeset page:

XXXIX, **12/13** Ioh. 1, 29   **13/14** Matth. 11, 9   **14/15** minor[1] – isto] cfr Matth. 11, 11   **16** resistens manibus tuis] cfr Ps. 16, 8; Dan. 4, 32   dulce lumen] Eccle. 11, 7   **17/18** deserto – praedicare] cfr Matth. 11, 7-9; Marc. 1, 3-4; Luc. 3, 2-4   **30/31** si[2] – bibit[2]] 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, the locus for the longer unit precedes 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] cfr Beda, *In Marc.* 4, ad 14, 51-52 (p. 619, 954-955).

This is the order used in print.

In MS Word, the endnote call should be set in the text after the (first) word of the lemma referred to in the note. For instructions for formatting, see [53.2] - [53.3].

As endnotes are used, this adjustment will be made by the typesetting programme; if the apparatus is delivered in a separate MS Word file (not recommended but sometimes unavoidable), editors are required to introduce this sequence themselves.

[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)
>
> Format endnotes (app. fontium):
>
> > [16] ~~misit]~~ **app. crit.** Quia – Deo] cfr I Cor. 11, 29

[66]   Lemmatization: For direct quotations from all sources, no explicit lemma is required in print. If ambiguity could arise, e.g. in case of an allusion, lemmatize the passage before a square bracket; the locus follows the lemma: e.g. **130/131** in quibus – aureum] cfr *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).

[66.1]   To enable referencing to the correct line numbering during typesetting, please always make the lemma explicit. A lemma that should not be rendered explicitly in print should be marked (strikethrough) accordingly.

> e.g. [6] ~~Quis – non dicit]~~ Beda, *In Marc.* 4, ad 14, 51-52 (p. 619, 954-955)

[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

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.

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

As endnotes are used, this adjustment will be made by the typesetting programme; in a separate MS Word file (not recommended but sometimes unavoidable), editors are required to introduce this presentation themselves.

[72.1]　Type each source reference without a final period (or full stop); in a separate MS Word file (not recommended but sometimes unavoidable), type each reference on a separate line without any indentation.

[72.2]　If a lemma occurs twice or more in the same line of the text, each occurrence is identified by a raised (i.e. superscript) number: e.g. **27** beatus – dominus[2]] Avg., *In Iob* 5 (p. 517, 6)

As endnotes are used, this adjustment will be made by the typesetting programme; in a separate MS Word file (not recommended but sometimes unavoidable), editors are required to introduce this presentation themselves.

[73]

> Example (in case of endnotes):
>
> [1] ~~Quid – consummant~~] Greg. M., *Moral.* 2, 52, 84 (p. 110, 46-56)
>
> [2] quidam – aiunt] cfr Isid., *Orig.* 15, 4, 15 (p. 123)
>
> [3] rixantur – caprina] cfr Hor., *Epist.* 1, 18, 15
>
> [4] mens – ostendit] cfr Greg. M., *Moral.* 18, 42, 67 (p. 932, 3-5) *sed* ad terrena] carnaliter
>
> [6] ~~in – aureum~~] *Lib. Quare* Appendix II, 51, 58-61 (p. 195); Ps. Hvgo S. Vict., *Spec. eccl.* I (col. 335B-337D)
>
> [7] forti – desiderabili] cfr Hier., *Nom. hebr.* (p. 103, 11)
>
> [8] 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
>
> [9] non – eorum] cfr Gratian., *Decret.* 1, D. 40, c. 2 (col. 145, 30-31) qui uerba Hieronymo attribuit sed potius Greg. M., *Moral.* 20, 16, 42 (p. 1034, 51-52)

Example (in case of a separate MS Word file; not recommended but sometimes unavoidable):

IV, **12/16** ~~Quid — consummant~~] Greg. M., *Moral.* 2, 52, 84 (p. 110, 46-56)

81 quidam[2] – aiunt] cfr Isid., *Orig.* 15, 4, 15 (p. 123)

96 rixantur – caprina] cfr Hor., *Epist.* 1, 18, 15

108/109 mens – ostendit] cfr Greg. M., *Moral*. 18, 42, 67 (p. 932, 3-5) *sed* ad terrena] carnaliter

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

164 forti – 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 non[1] – eorum] cfr Gratian., *Decret*. 1, D. 40, c. 2 (col. 145, 30-31) qui uerba Hieronymo attribuit sed potius Greg. M., *Moral.* 20, 16, 42 (p. 1034, 51-52)

Result on the typeset page:

IV, **12/16** Greg. M., *Moral.* 2, 52, 84 (p. 110, 46-56)   **81** quidam[2] – aiunt] cfr Isid., *Orig.* 15, 4, 15 (p. 123)   **96** rixantur – caprina] cfr Hor., *Epist.* 1, 18, 15   **108/109** mens – ostendit] cfr Greg. M., *Moral*. 18, 42, 67 (p. 932, 3-5) *sed* ad terrena] carnaliter   **130/131** *Lib. Quare* Appendix II, 51, 58-61 (p. 195); Ps. Hvgo S. Vict., *Spec. eccl*. I (col. 335B-337D)   **164** forti – 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** non[1] – eorum] cfr Gratian., *Decret*. 1, D. 40, c. 2 (col. 145, 30-31) qui uerba Hieronymo attribuit sed potius Greg. M., *Moral.* 20, 16, 42 (p. 1034, 51-52)

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).

[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*.

This apparatus is delivered in a separate file (e.g. MS Word), with the information required for the typesetting programme to format this apparatus according to the final layout (pagination).

> e.g. **Trad. text.**: *BG*(*lac. hab.* **251/399** postquam – dixit)
> *DAP*(*inc. ab* **250** deinde)*RC*

All elements required must be provided in a separate list.

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

[77]   Manuscript sigla are separated by a narrow space (code = $).

The witnesses are enumerated in the order of the families to which they belong.

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: *B$G*(*lac. hab.* **251/399** postquam – dixit)*DA$P*(*inc. ab* **250** deinde)*RC.* 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 pages:
>
> p. x: **Trad. text.**: *BGDARC*   *a* **250** deinde *inc. P*   **251/399** *a* postquam *usque ad* dixit *lac. hab. G*
>
> p. x+1: **Trad. text.**: *BDAPRC*
>
> p. y: **Trad. text.**: *BDAPRC*   *a* **399** apostolus *denuo inc. G*
>
> p. y+1: **Trad. text.**: *BGDAPRC*

Critical apparatus

Editorial principles

[79]   The critical apparatus is written in Latin.

[80]   As a rule, the critical apparatus is based on the principle that unless variant readings are given, the manuscripts contain the text as printed. In the implementation of this negative principle, manuscripts are not cited unless their reading diverges from the text.

[80.1]   In exceptional cases, for the sake of clarity the editor may be obliged to give the readings of all 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 [7]), 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 [7]). 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, the locus for the longer unit precedes the shorter unit: e.g. **17** dominium] dominum *D* **17/20** Tunc omnes – rogantes] *om. ABC* **17** Tunc] et *DEF*

This is the order used in print.

The footnote call should be set in the text after the (first) word of the lemma referred to in the note. The typesetting programme will make the necessary adjustments. For instructions for formatting, see [53.2] - [53.3].

[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. F$^{p.c.}$*

[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-
> *P$^{a.c.}$*)loquerer *P$^{p.c.}$BAH*
>
> 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. MT*
>
> e.g. **43** rabidi furoris μ] rapido furore *α^{1}K^{2}R^{1}Sg$^{1a.c.}$*, rabido
> furore *Sg$^{1p.c.}$* π *ψ^1* ω *Boc*, rapidi furoris *Fra*

[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. ABC*

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).

[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. MT*

[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. synonima] 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 *ADEFH*

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

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.

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

As footnotes are used, this adjustment will be made by the typesetting programme.

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

[90.2] If a lemma occurs twice or more in the same line of the text, each occurrence will be identified by a raised (i.e. superscript) number: e.g. **27** cum^2] tum *KW*

[91] **Abbreviations**

Frequently used:

a.c.	ante correctionem	*em. (emend.)*	emendauit	*iter. /* *bis scr.*	iterauit / bis scripsit
add.	addidit	*eras.*	erasit	*praem.*	praemisit
al.	alius	*exp.*	expunxit	*ras.*	rasura
a.m.	alia manu	*fort.*	fortasse	*rell.*	reliqui
cett.	ceteri	*in marg.*	in margine	*sc. (scil.)*	scilicet
cod. (codd.)	codex (codices)	*in ras.*	in rasura	*scr.*	scripsit
coni.	coniecit	*inc.*	incipit	*secl.*	seclusit
coll.	collato/-is	*litt.*	littera (litterae)	*sub l.*	sub linea
corr.	correxit	*not.*	notauit	*sup. l.*	supra lineam
del.	deleuit	*om.*	omisit	*suppl.*	suppleuit
des.	desinit	*p.c.*	post correctionem	*tempt.*	temptauit

dub.	dubitanter, lectio dubia	*pos.*	posuit	*tr.*	transposuit
ed. (edd.)	editio(nes)/ editor(es)	*praeb.*	praebet	*ut uid.*	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. BC*, immo $B^{in\ marg.}$

or: etiam] *om. BC sed* immo *suppl. in marg. B*

e.g. et item] *om. sed add. sup. l. P*

e.g. eam] eas $P^{a.c.}LA$, uel eam *add. in marg.* $A^{a.m.}$

e.g. proloquar] palam loquar M^2

e.g. Iustus] Iohannes *not. in marg.* $L^{a.m.}$, Iesus $G^{sup.\ l.}$

[96] Example (footnotes):

[1] proloquar] preloquar *S*, palam loquar M^2, pro(pre- $P^{a.c.}$)loquerer $P^{p.c.}\$B\$A\$H$

[2] cessent] *scripsi*, cessant *codd.*

[3] Carthaginem] Cartagine *S*

[4] iam] *om. m*

[5] ingens] ingenitus $S\$M^2$ *Aug.*

[6] aqua ... igne] in aqua ... in igne *P*, *tr.* $B^{a.c.}$

[7] designatur] significatur $P^{a.c.}\$B\$A\$H$, signatur $P^{p.c.}$

[8] enim sua] *tr. P*

[9] ut] et *O*

[10] praenuntiauerunt] praenuntiantur $A\$H\$E\$G$, pronuntiauerunt *F*

[11] fiet] fit $V\$F$

[12] praenuntiatur] pronuntiatur *F*

[13] se] *om.* $V\$Z\$F$

[14] se] *del.* $C\$D\$P$, sese $P^{2in\ ras.}$, *om.* $A\$H$ *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.}BAH* **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.}BAH*, signatur *P^{p.c.}* **20** enim sua] *tr. P* **24** ut] et *O* praenuntiauerunt] praenuntiantur *AHEG*, pronuntiauerunt *F* **27** fiet] fit *VF* praenuntiatur] pronuntiatur *F* **33** se¹] *om. VZF* se²] *del. C²D²P²*, sese *P^{2 in ras.}*, *om. AH sed suppl. in marg. H*

Comparative apparatus

Editorial principles

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

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

However, if the readings of the different recensions are significant and appear throughout 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]).

Note that this apparatus is delivered as a separate file.

[98] The comparative apparatus is written in Latin.

Practical instructions

see critical apparatus [83]-[89]. As this apparatus is delivered as a separate file, editors are required to introduce the line-numbers and correct order of entries themselves. See [56].

Presentation on the page

see critical apparatus [90]-[90.2]. As this apparatus is delivered as a separate file, editors are required to introduce the correct presentation of entries themselves. See [60]–[60.2].

Abbreviations

see critical apparatus [91]-[95]

[99] Example (supposing *H* and *T* are representatives of a different recension):

XIII, **1** Seuerus .XI.] Seuerus *H$T*, Post excessum beatissimi Apollenaris, beatus Seuerus tertius decimus rauennalem cathedram suscepit *F*

9/10 In² – Seuerus] *om. H$T*

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^2 – Seuerus] *om. HT*

[100] Additional notes

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

[101] Presentation in the appendix

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

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

The book / chapter numbers appear in standard type and are separated by a comma and a 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'.

[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 signalled in the right margin of the text, next to the line where the annotated passage begins. See [36].

> e.g. dubia pitagorice littere bicornia$1adnot.$2 peregisse memineram.
>
> In this example, the word 'adnot.' will appear in the right margin.

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

[103] Indexes

The indexes are the final element in the edition.

Normally there are two 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.