Guidelines for Supplying Contributions for Publication within the Series *Instrumenta Patristica et Mediaevalia*

1. **Title of the Article**: in 14 pt, in lower case

   Maurice de Sully, l’évêque de Paris (1160-1196), le prédicateur

2. **Author of the Article**: forename(s) in normal type followed by surname in small capitals (12 pt), followed by city of residence, italicized between parentheses (in 11 pt)

   Jean LONGÈRE
   
   *(Paris)*

3. **Text of the Article**:

   (a) main body of the text: in 12 pt
   - Words from a foreign language should be represented in italics (unless they are part of a quotation or citation).
   - Diacritics on foreign words should be added for capital letters also: e.g.: ‘À la suite de …’
   - Centuries should be written in complete words and not abbreviated: ‘twelfth century’
   - Use regular capitals for Roman numerals, such as: Henry IV
   - Supply forenames for people referred to in the text
   - Titles of works cited within the text should be italicised
   - Do not insert blank lines between paragraphs
   - Use the (‘) apostrophe instead of (’)

   (b) subdivisions of the article:
   - first level (if necessary, with Arabic numbering): bold, aligned left

   1. La tradition manuscrite du recueil latin ‘ad populum’

   - second level: italicized and indented

       a. L’imitation du Christ

   (c) long quotations within the text: in 11 pt, normal font, indented; surrounded by double inverted commas

       Chaque chrétien porte un luminaire d’autant plus grand qu’il a une foi plus parfaite au Christ et qu’il exerce les bonnes œuvres avec plus de dévouement et de perfection à cause de sa charité, un cierge d’autant plus petit qu’il a une connaissance et une piété plus faibles.

   For a quotation within a quotation use single inverted commas (‘ ’) (and not ‘ ’). To indicate that you have introduced a break in the text use […]. Indicate characters that have been introduced or replaced with chevrons (< >).

   (d) texts that are edited and presented in an appendix: in 11 pt
On guidelines for establishing a critical text, please follow the guidelines for *Corpus Christianorum* (§§ 34-52); and for the presentation of the various apparatus: biblical, source or critical, please follow the same guidelines (§§ 53-99):

4. **Footnotes:** in 10 pt, at the foot of the page

5. **Bibliographical Citations:**

**Monograph:** Initial(s) of the author’s forename(s), Surname (in small capitals), *Title and Subtitle of the Work* (in italics), Place of Publication, Year of Publication, page (pp.)


**Article in a Periodical:** Initial(s) of the author’s forename(s), Surname (in small capitals), “Article title” (within double inverted commas), *Periodical Title* (in italics), volume number (in Arabic numbering) Year of Publication (within parentheses and without a preceding commas), pages (pp.)


**Article in a Miscellany Volume:** Initial(s) of the author’s forename(s), Surname (in small capitals), “Article title” (within double inverted commas), followed by in *Title of Publication* (in italics), followed by ed. by Initial(s) of the author’s forename(s), Surname (in small capitals), Place of Publication, Year of Publication, page (pp.)


**Encyclopaedia Entry:** Initial(s) of the author’s forename(s), Surname (in small capitals), “Entry title” (within double inverted commas), followed by in *Title of Publication* (in italics), followed by ed. by Initial(s) of the editor’s forename(s), Surname (in small capitals), volume or tome number if applicable (in Arabic numbering), Place of Publication, Year of Publication, page (pp.)


**Miscellany Volume:** For citing a miscellany volume follow this example:


**Editions of Sources:** follow this example:

Page, Note, Column and Folio References: pp. 50-55; footnotes: p. 35, n. 25; columns: col. 32 or cols. 32-33; folios: fol. 3v or fols. 2r-3v