

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):

http://www.corpuschristianorum.org/series/pdf/Corpus_Guidelines.pdf

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.)

J. LE GOFF, *La civilisation de l'Occident médiéval*, Paris, 1964.

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.)

H. PIRENNE, "De l'état des laïques à l'époque mérovingienne", *Revue Bénédictine*, 46 (1934), pp. 165-177.

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.)

R. H. ROUSE, "L'évolution des attitudes envers l'autorité écrite: le développement des instruments de travail au XIII^e siècle", in *Culture et travail intellectuel dans l'Occident médiéval*, ed. by G. HASENOHR, J. LONGERE, Paris, 1981, pp. 115-144.

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.)

J. ROSSIAUD, "Sexualité", in *Dictionnaire raisonné de l'Occident médiéval*, ed. by J. LE GOFF, J.-C. SCHMITT, Paris, 1999, pp. 1067-1083.

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

O. REDON, *L'espace d'une cité. Sienna et le pays siennois (XIII^e-XIV^e siècles)*, Rome, 1994 (Collection de l'École Française de Rome, 200), p. 253.

Editions of Sources: follow this example:

Rupertus Tuitiensis, *Liber de divinis officiis*, ed. by H. HAACKE, Turnhout, 1967 (CCCM, 7), p. 12.
Honorius Augustodunensis, *Gemma animae*, PL 172, col. 541-738.

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