



ACTA MEDIAEVALIA.

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GUIDELINES FOR AUTHORS



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Introduction

Acta Mediaevalia. Series Nova is an academic journal published every year in December by the Centre for Medieval Studies at the John Paul II Catholic University in Lublin. In order to streamline the publishing procedure, we expect authors interested in publishing their articles or book reviews in our journal to carefully check their typescripts' accordance with the instructions below before the submission. This will help to avoid time-consuming revisions during further stages of the editorial work. This instruction is based partly on BREPOLs stylesheets with some significant modifications by the editors of *Acta Mediaevalia. Series Nova*.

General Requirements

1. Before you consider submitting your article to *Acta Mediaevalia. Series Nova*, please make sure that its subject suits our current call for papers, which you can find here: <https://czasopisma.kul.pl/index.php/am/announcement>.
2. We accept texts written in English only. Please use our journal's platform to submit your paper. Unless you have published with us before, you need to register first (<https://czasopisma.kul.pl/index.php/am/user/register>) and then you can submit your paper (<https://czasopisma.kul.pl/index.php/am/about/submissions>).
3. Your article should be between **25,000** and **45,000** characters with spaces, inclusive of references and footnotes and exclusive of abstract and keywords.
4. Book reviews should not exceed **8,000** characters and may include footnotes, but they are not obligatory.
5. Please use Times New Roman, 12 for all main text and embedded quotes and Times New Roman, 10 for footnotes.
6. Manuscript should be typed double-spaced (footnotes: single-spaced) and pages numbered consecutively throughout, preferably in the upper left-hand corner.
7. Provide abstract of 200–250 words.
8. Provide 3 to 5 keywords.

9. For the sake of the double-blind review procedure applied by *Acta Mediaevalia. Series Nova*, the main text of the article should exclude the name(s) of the author(s), affiliations and any directly personal references. Instead, a separate page submitted as a separate file should give the full name, academic degree, a brief description of the academic (college, university) affiliation or professional (e.g. museum, archive, library) position (if applicable), city, country, email address and ORCID number.

Example:

John Smith – Assistant Professor of Theology, Carey Theological College, Vancouver, Canada; email: johnsmith@gmail.com; ORCID: 0000-0000-0000-0000.

10. References should be presented as footnotes at the bottom of each page. Do not use endnotes.
11. A full bibliography, including all works cited, should be included at the end of the typescript **with clear division into sources and studies** (more detailed instructions below).
12. Please submit your text in a single, definitive file, not separate chapters. Files should be in an editable MS Word format (.doc or .docx). Please do not embed images in the text file but supply them as individual files separately, with their position within the text clearly marked, such as a highlighted cue in capitals: **INSERT PICTURE 1 HERE**

I. TEXT

A. Spacing and punctuation

1. Indentation: use the tab bar.
2. Reference numbers should follow and not precede a full stop or other punctuation in your text.
3. Names ending in -s or another sibilant take an apostrophe 's when possessive (e.g. Jesus's, Berlioz's). Names with '-es' endings have no apostrophe 's (e.g. Moses' leadership, Sophocles' plays).

4. Initial of author or editor's surname: initials separated from each other:

Example:

E. L. R. Ladurie **Not:** E.L.R. Ladurie

5. For abbreviated references to books / chapters / sections of classical or medieval texts, include spacing between each part of the reference:

Example:

Summa theologiae, I, q. 1, a. 2 **Not:** *Summa theologiae*, I,q.1,a.2

6. Follow the punctuation rules specific for the English language.

B. Capitalisation

Follow the capitalisation rules specific for the English language.

If the article is divided into sections with subtitles, treat the subtitles as normal sentences and do not use capitalisation specific for titles. However, mark them with a bold print.

Example:

The campaign of 1456

C. Spelling

1. Make sure that your text follows the UK spelling system, e. g.: honour, theatre, defence, centre, travelling, etc. For words ending either in –ize or –ise, use the –ise form.
2. English forms of place names (both in text and when referring to cities of publication) should be used where they exist and are commonly used, e.g. **Cracow** rather than Kraków, **Rome** rather than Roma, **Prague** rather than Praha. In other cases, use the native-language spelling.
3. For countries using Greek and Cyrillic scripts, placenames can be Anglicised and always be Romanised, e.g. Paramythia (not: Παραμυθιά), Lviv (not: Львів).

D. Italics and Roman

1. Single words and short phrases in foreign languages should be in italic but quotations in foreign languages should not. Single words and phrases in Latin should always be italicised.

2. The abbreviation ‘c.’ for *circa* should be italicised, and set without spaces:

Example:

c. 1400–*c.* 1420

3. Use Roman and not italics for: cf., e.g., et al., etc.

E. Numbers and dates

1. Numbers below 100 should be spelled out.
2. Arabic numerals should be used for numbers above 100, ages, dates, and for statistics if there are more than two numbers in the sequence. In percentages, Arabic numerals are used, followed by ‘per cent’ and not ‘%’.

3. Page ranges in footnotes and bibliography should be truncated to the two last digits

Example:

125–28 **Not:** 125–128

1040–45 **Not:** 1040–5

4. For numbers 10,000 and higher, include a comma for every three digits.
5. Centuries should always be written in full, e.g. a thirteenth-century manuscript, in the sixteenth century.
6. Cite dates as: 23 April 1999, 21 January 1564. Do not use a comma after the month.
7. For time periods use the form 1570–1585 (dash “–” not hyphen “-”, giving both years in full).
8. Use Arabic numerals for chapter, journal and series numbers:

Example:

The Journal of Medieval Latin 30

9. Use Roman numerals for volume and book numbers:

Example:

Lites ac res gestae inter Polonos Ordinemque Cruciferorum, II

F. Quotations

1. Use ‘single’ quotation marks for quotations within the text and “double” quotation marks for a quote within a quote. Remember to put full-stops inside quotation marks.

Example:

John and Mary said to Joséphine: ‘We don’t like “Romeo and Juliet.” We consider “King Lear” as Shakespeare’s major work.’

2. When using quotation marks for scare quotes, always use “double” quotation marks.
3. Use an ellipsis with square brackets [...] when indicating omitted text from a quotation.

Example:

‘The city of London is to have all its ancient liberties and customs. Moreover, we wish and grant that all other cities [...] are to have all their liberties and free customs.’

4. Do not use ‘Op. cit.’, ‘Loc. cit.’, ‘Ibidem’ or ‘Idem’ if the same book/article or author has been cited in the immediately preceding note. Use a shortened title instead.
5. Long (i.e. +forty words of prose) quotations are to be set as indented block quotations, without quotation marks. They will be typeset in a smaller font.
6. Quotations from a primary source provided in the main body of the text should include both the original language and a translation in modern English. Both should be in Roman typeface, not italics. The translation should directly follow the quotation (within parentheses, without quotation marks for shorter quotations or, for longer quotations, immediately below in a second block quotation, within parentheses, without quotation marks). If followed consistently throughout the volume, the translation can also be given in a footnote.

Example:

Lancelot has been given lodgings in her family house and is introduced to the maid by her brothers as ‘li meldres chevaliers del monde’ (the greatest knight in the world). The following scene then unfolds:

Et lors vient la pucele maintenant a Lancelot, si s'agenoille devant lui, et puis si li dist: 'Gentil hom, done moi [un] don pour amor de la rien el monde que tu plus aimes'. Et quant Lanceloz vit devant lui si bele damoisele a jenouz et si avenanz come ele estoit, si en fu trop corociez, et si li dist molt doucement: 'Ha! Damoiselle', fet il, 'levez sus, et si sachiez que il n'est riens en terre que gié poisse fere que gié n'en fëisse por ceste requeste qu vos m'avez orendroit ici fete'.

(And then the damsel went at once to Lancelot, and knelt before him, and then said to him: 'Gentle sir, grant me a boon for love of the thing which you love most in the world'. And when Lancelot saw before him such a beautiful damsel on her knees and how charming she was, it made him very upset, and he said to her very gently: 'Ah, damsel', he said, 'get up, and know that nothing on earth that I have the power to do I would not do for this request that you have made here and now'.)

G. Works titles

1. In ancient or medieval Latin and in most Roman languages: only the first word and proper nouns are capitalised.

Example:

Le baptême manqué du roi Radbod

2. For other languages, follow the original style of the work.

Examples:

Louvain Journal of Church History

Revue d'histoire ecclésiastique

Schlesisches Urkundenbuch. Herausgegeben von der Historischen Kommission für Schlesien

3. When titles are part of a title, they remain in italics with single quotation marks:

Example:

A Study of 'Romeo and Juliet' in American Theatre

H. Acknowledgements

Acknowledgements, both to anyone who has helped the author in the preparation of the article as well as to grant-awarding bodies or similar institutions (which should be given

their full title), should be made in the first footnote (with a number, not an asterisk) after the last word of the title of the article.

II. REFERENCES (MAIN TEXT AND FOOTNOTES)

A. Manuscripts, archival sources, and other unedited material

1. References to archives, libraries etc. should be given in full on the first citation and then in abbreviated form – unless that risks confusion or the institution is not well-known, in which case it is preferable to give the full reference. The general principle is that the city (even if included in the name of the archive, library etc.) is followed by the name of the institution, the collection and then the reference to the document and page or folio (if applicable). Include number and/or letter references if they are a part of the archival source's description. Extra information about the particular item can also be added after the call reference. When applicable, use fol. (not: 'f.')

a) In the first footnote-reference:

Examples:

Vatican City, Biblioteca Apostolica Vaticana, MS Vat. Barb. 513, fol. 98^v

Oxford, Bodleian Library, MS Bodley 483, fols 82^r–117^v

b) In subsequent footnotes:

Examples:

BAV, MS Vat. Barb. 513, fol. 98^v

Bodl. Lib., MS Bodley 483, fols 82^r–117^v

c) In the bibliography:

Examples:

Vatican City, Biblioteca Apostolica Vaticana, MS Vat. Barb. 513

Oxford, Bodleian Library, MS Bodley 483

2. In footnotes, recto and verso should be abbreviated as ‘r’ and ‘v’. Note that they should be given in superscript.

Example:

fols 17^v –19^f **Not:** fols 17v –19r

B. Printed primary sources

Printed primary sources in the bibliography and in the first footnote reference should give the original author as well as editor and/or translator. Use the English form of the author’s name.

- a) In the first footnote-reference:

Example:

Isidore of Seville, *Chronica*, ed. by J. C. Martin, Corpus Christianorum Series Latina, 112, Turnhout 2003, II, 291–93.

- b) In subsequent footnotes:

Example:

Chronica, II, 291–93.

- c) In the bibliography:

Example:

Isidore of Seville, *Chronica*, ed. by J. C. Martin, Corpus Christianorum Series Latina, 112, II, Turnhout 2003.

When a printed primary source has the name of the author in the title, keep the original title.

Examples:

Correct:

John Wycliffe, *Johannis Wyclif Tractatus de logica*, ed. by M. H. Dziewicki, II, London 1897.

Incorrect:

John Wycliffe, *Tractatus de logica*, ed. by M. H. Dziewicki, II, London 1897.

C. Studies

The first citation of a particular author or work should be a full reference. Subsequent references should be abbreviated as shown in the examples below. Note that the subsequent citation should include the short title (and not only the author's name) even if only one work by this author is cited in the paper. Note that the name of the publisher is **not** to be included.

1. Book – monograph by modern author:

a) In the first footnote-reference:

Author's first name initial(s). Surname, *Title*, City of publication Year of publication, page(s).

Example:

J. Le Goff, *My Quest for the Middle Ages*, Edinburgh 2005, 46.

b) In subsequent footnotes:

Author's surname, *Short Title* (unless full title is very short), page(s).

Example:

Le Goff, *My Quest*, 133–38.

c) In the bibliography:

Author's surname and first name initial(s)., *Title*, City of publication Year of publication.

Example:

Le Goff J., *My Quest for the Middle Ages*, Edinburgh 2005.

Capitalisation rules for non-English book titles: follow the original title of the book.

Examples:

Kolostorok és társaskáptalanok a középkori Magyarországon

Studien zu Funktion und Typus des deutschen geistlichen Liedes im Mittelalter

When referring to specific book part(s)/chapter(s), use “double” quotation marks for their titles. Use regular capitalisation (not the one reserved for titles).

Example:

The first part, entitled “Economy in rural areas”, occupies the bulk of the dissertation.

2. Book – edited monograph by medieval or early modern author (before the 19th century):

a) In the first footnote-reference:

Author’s full name, *Title*, ed. by Editor’s first name initial(s) Editor’s surname, City of publication Year of publication, page(s).

Example:

Henry of Huntingdon, *Historia Anglorum*, ed. by D. Greenway, Oxford 1996, 65.

b) In subsequent footnotes:

Author’s full name, *Short Title* (unless full title is very short), page(s).

Example:

Henry of Huntingdon, *Historia Anglorum*, 127–30.

c) In the bibliography:

Author’s full name, *Title*, ed. by Editor’s first name initial(s) Editor’s surname, City of publication Year of publication.

Example:

Henry of Huntingdon, *Historia Anglorum*, ed. by D. Greenway, Oxford 1996.

3. Multi-volume work:

If a book or an edition is the work of more than two authors or editors, give the name of **the first two** followed by ‘et al.’ Do not include the overall number of volumes – indicate only the cited one in Roman numerals.

a) In the first footnote-reference:

Title, ed. by Editor’s first name initial(s) Editor’s surname, City of publication Year of publication, Volume, page(s).

Example:

Dictionary of Manichaean Texts, ed. by S. Clackson, E. Hunter et al., Turnhout 1999, I, 94.

b) In subsequent footnotes:

Short Title (unless full title is very short), Volume, page(s).

Example:

Dictionary of Manichaean Texts, I, 112–24.

c) In the bibliography:

Title, ed. by Editor's first name initial(s), Editor's surname, Volume, City of publication
Year of publication.

Example:

Dictionary of Manichaean Texts, ed. S. Clackson, E. Hunter et al., I, Turnhout 1999.

If the cited volume has a number as well as a title (or a chronological scope defined as a title), include it in the description after the main title, like in the examples below:

The Cambridge Urban History of Britain, I: 600–1540, ed. by D. M. Palliser, Cambridge 2000.

The Cambridge History of Christianity, IV: *Christianity in Western Europe, c.1100–c.1500*, ed. by M. Rubin and W. Simons, Cambridge 2009.

4. Chapter or article in a book:

Note that the chapter's or article's full page range in the book is not to be included in the first footnote-reference, but it's required in the bibliography (and it's not preceded by 'pp.').

a) In the first footnote-reference:

Author's first name initial(s). Author's surname, 'Chapter or Article Title', in *Book Title*, ed. by Editor's first name initial(s). Editor's surname, City of publication Year of publication, page(s).

Example:

M. Carr, 'Benedict XII and the Crusades', in *Pope Benedict XII (1334–1342): The Guardian of Orthodoxy*, ed. by I. Bueno, B. Bolton et al., Firenze 2018, 221–22.

b) In subsequent footnotes:

Author's surname, 'Short Title' (unless full title is very short), page(s).

Example:

Carr, 'Benedict XII', 232.

c) In the bibliography:

Author's surname and first name initial(s), 'Chapter or Article Title', in *Book Title*, ed. by Editor's first name initial(s). Editor's surname, City of publication Year of publication, page range.

Example:

Carr M., 'Benedict XII and the Crusades', in *Pope Benedict XII (1334–1342): The Guardian of Orthodoxy*, ed. by I. Bueno, B. Bolton et al., Firenze 2018, 217–40.

If an edited book is cited not by chapters / articles, but as a whole, follow the example below.

Example:

The Medieval Royal Town at Visegrád: Royal Centre, Urban Settlement, Churches, ed. by G. Buzás, J. Laszlovszky et al., Budapest 2014.

5. Journal article:

a) In the first footnote-reference:

Author's first name initial(s). Surname, 'Title of the Article', *Title of the Journal*, Journal issue (Year of publication), page(s).

Example:

B. Bombi, 'The English Crown and the Election of Pope John XXII', *The Journal of Ecclesiastical History*, 68 (2017), 269.

b) In subsequent footnotes:

Author's surname, *Short Title of the Article* (unless full title is very short), page(s).

Example:

Bombi, 'The English Crown', 273–75.

c) In the bibliography:

Author's surname and first name initial(s)., 'Title of the Article', *Title of the Journal*, Journal issue (Year of publication), page range.

Example:

Bombi B., 'The English Crown and the Election of Pope John XXII', *The Journal of Ecclesiastical History*, 68 (2017), 260–86.

*Capitalisation rules for non-English journal titles: follow the original title of the journal.

Examples:

Jahrbuch für fränkische Landesforschung

Documenti e studi sulla tradizione filosofica medievale

6. Book review in a journal:

a) In the first footnote-reference:

Review author's first name initial(s). Review author's surname, "[Review of] Book author's name and surname, *Book Title*", *Title of the Journal*, Journal issue (Year of publication), page(s).

Example:

M. J. Cable, "[Review of] Joëlle Rollo-Koster, *The Great Western Schism, 1378–1417: Performing Legitimacy, Performing Unity*," *H-France Review* 23 (2023), 3.

b) In subsequent footnotes:

Review author's surname, "[Review of] Book author's name and surname," page(s).

Example:

Cable, "[Review of] Joëlle Rollo-Koster," 4–5.

c) In the bibliography:

Review author's surname and first name initial(s)., "[Review of] Book author's name and surname, *Book Title*", *Title of the Journal*, Journal issue (Year of publication), page range.

Example:

Cable M. J., "[Review of] Joëlle Rollo-Koster, *The Great Western Schism, 1378–1417: Performing Legitimacy, Performing Unity*," *H-France Review* 23 (2023), 1–5.

7. Unpublished thesis or dissertation:

a) In the first footnote-reference:

Author's first name initial(s). Surname, 'Title' (description, e.g. unpublished doctoral thesis, name of the university/academic institution, Year), page(s).

Example:

R. Ingram, 'Historical Drama in Great Britain from 1935 to the present' (unpublished doctoral thesis, University of London, 1988), 17.

b) In subsequent footnotes:

Author's surname, 'Short Title' (unless full title is very short), page(s).

Example:

Ingram, 'Historical Drama', 19–20.

c) In the bibliography:

Author's surname and first name initial(s)., 'Title' (description, e.g. unpublished doctoral thesis, name of the university/academic institution, Year).

Example:

Ingram R., 'Historical Drama in Great Britain from 1935 to the present' (unpublished doctoral thesis, University of London, 1988).

8. Bible references and classical sources:

Name of the book/letter, chapter. verse(s)



Examples:

Exodus 34. 1–28

II Corinthians 6. 1

Homer, *Odyssey*, XI. 2

9. Online sources

References to online publications should follow this sequence:

Author's name, title of complete work/resource, publication details if applicable (vol., issue, date), full address of the resource in angle brackets, date at which the resource was consulted (in square brackets):

Example:

G. Gibbs, review of Jonathan Israel, *The Dutch Republic: Its Rise, Greatness and Fall*, Oxford, 1997, *Reviews in History*, June 1997 <<http://www.history.ac.uk/reviews/review/30>> [accessed 28 January 2000].

III. BIBLIOGRAPHY

1. Bibliography should be divided into the following sections:

Manuscripts and Archival Sources (if applicable)

Printed Primary Sources (if applicable)

Secondary Works

Online Sources (if applicable)

2. Entries should be alphabetised by the surname of the first-named author, with the surname preceding forename(s).
3. Multiple entries by the same author should be listed chronologically by date of publication, from earliest to most recent.
4. Translations of titles of works in languages other than English are not required.

IV. IMAGES AND OTHER ADDITIONAL MATERIALS

1. All tables should be included in the text and if there is more than one, they should be numbered and labelled.

Example:

Table 2. Archbishops of Canterbury in the thirteenth century and their tenures

2. All images (like historical maps, photographs of manuscripts and archival documents, maps and drawings) should be supplied electronically, as individual files, preferably in .jpg format. Please do not embed images within a Word document. Please make sure that image files are clearly labelled to match the caption or in-text reference (e.g. the image file for Figure 3 should be labelled 'Fig_3.jpg').
3. Add a list of image captions after the bibliography, as the very last item in the text file. Follow the template below:

Label and Number. Description of document or Title of Document. Copyright ownership statement (e.g. Photo by author or Reproduced with the permission of X or Available in public domain).

Examples:

Figure 5. Hadrian's Wall, Sicamore Gap. Photo by John Smith.

Figure 8. Exeter Book Riddle 74, Exeter, Cathedral Library, MS 3501, fol. 127^r.
Reproduced with permission of the Dean and Chapter of Exeter Cathedral.

In case of any questions or doubts concerning the above guidelines, please contact the *Acta Mediaevalia. Series Nova* Assistant Editor: actamediaevalia@kul.pl

