Publication Guidelines for the *Miscellanea Mediaevalia*

The volume consensus will appear in the series MISCELLANEA MEDIAEVALIA (W. de Gruyter, Berlin–Boston). The following guidelines are to be observed in the submission of manuscripts.

General Instructions for Publication

1. Contributions can be composed in German, English, French or Italian. We ask those authors who are not writing in their mother tongues to arrange by **themselves** to have a native speaker competent of the respective field correct their manuscript. The editors can undertake no such linguistic editing. Manuscripts lacking a native speaker correction will be rejected.

2. We request that you submit your article in MS Word format (or MS Word compatible; in any case, please indicate the system and word processing program used) and additionally as PDF file. The text must be **ready for print** and be **accompanied by an abstract**. Please, **do not use any automatic formatting** and follow only the formatting instructions we give you. Subsequent changes (in the galleys) will not be possible.

3. The text and notes must be printed with sufficient margins (**2,5 cm**) and line-spacing (**1 1/2 line spacing**). New paragraphs are always to be **indented (tabstop 0,5 cm)**.

4. <u>Title/Subtitles</u>: Title of the paper centered (not in small caps; 14 pt) – first level subtitle: I. …; II. … centered (12 pt) – second level subtitle: *1. …* ; *2. …* italicized (12 pt).

5. Please use <u>Unicode</u> fonts only for Greek, Arabic and Hebrew. The same holds for transcription fonts. Manuscripts using non-Unicode fonts will be rejected. Please find below a table of transliteration for Arabic and Hebrew.

6. <u>Length</u>: Papers should not be longer than 25 pages.

7. <u>Pictures</u>: Each author is responsible for the copyright of the images used in the paper.

8. <u>Deadline</u>: At the latest, manuscripts must be received by the editors **by January 31, 2023** (send them to the editors Prof. Dr. Andreas Speer & PD Dr. Thomas Jeschke, using the following email addresses: andreas.speer@uni-koeln.de & thomas.jeschke@uni-koeln.de). Contributions received after this date cannot be accepted for the volume.

Guidelines for the Form of the Text (body of text and notes)

1. The form of the text should follow the model of the **Miscellanea Mediaevalia**. Please observe the following particular instructions precisely:

2. Please use a **single** font or typeface (Times New Roman, body of text: 12 pt; notes: 10 pt), without italics or boldface (unusual computer fonts are not acceptable). This applies as well for references (whether in the body of the text or in the notes) to the names of authors and the titles of works. Titles may, if so desired, be placed in single quotation marks. In no case, however, are they to be italicized or underlined.

3. **Only** quotations and technical terms in ancient languages will be printed in italics (e.g. Latin, High Middle German, Arabic, or Hebrew [in transliteration each]). Quotations or technical terms in modern languages are not to be italicized.

4. Emphasis or clarification in the text is **not** to be made by means of boldface, unusual spacing, or italics.

5. All quotations – including long indented quotations – are to be set off in quotation marks. Use " " in English and « » in French. For quotations inside quotation marks use ' ' in English and French.

6. Please use automatic footnotes in Arabic numbering. Do not use endnotes. Footnote numbers should be placed within clauses. That is to say, they should appear before any punctuation mark closing the clause. In most cases, this will mean that the footnote number should come <u>before</u> the period at the end of a sentence (except in the case of complete sentences that are quoted).

7. Please use correctly hyphen and dash.

8. Do not use hyphenation, neither automatically nor manually.

9. Abbreviations in the text are not accepted (for exceptions, see below).

Manner of Citation in Notes

General Rules

Please use the Latin form for common scholarly abbreviations:

id., ead.	**ibid.**	**cf.**	**e. g.**	**etc.**

Folio (sing, pl.)	Column (sing., pl.)	Volume (sing., pl.)	Editor (sing., pl.)	edited by (sing., pl.)	f., ff.
fol., foll.	**col., coll.**	**vol., voll.**	**ed., eds.**	**ed., edd.**	**sq., sqq.**

Note	and others	no place	no date	**esp.**
nt.	**e. a.**	**s. l.**	**s. a.**	(allowed)

Pattern for References to Monographs

Initial(s) of the Author's first name(s) (two authors separated by /) — Period — Author's last name — Comma —Title (n.b.: neither underlined nor italicized!) — when relevant, the Series name in parentheses (do not abbreviate) — Comma — Place (orthography as in the book; if two places: London–Paris = – without spaces; if more than two, use the abbreviation e. a. after the first place) and Year of publication (not separated by a comma!) — Comma — Page numbers (**without** a preceding "p(p).") — period.

EXAMPLES

J. Marenbon, Early Medieval Philosophy (480-1150), London–New York 1983, ²1988, 13.

J. Maréchal, Le point de départ de la métaphysique, vol. 5: Le Thomisme devant la Philosophie critique (Museum Lessianum. Section philosophique 7), Bruxelles–Paris 1949, 179–192.

É. Gilson, The Spirit of Medieval Philosophy, translated by A. H. C. Downes (The Gifford Lectures for 1931), New York 1934, 5 sqq.

Pattern for Articles in Journals or Collected Volumes

Initial(s) of the Author's first name(s) — Period — Author's last name — comma — Title (n.b., no quotation marks!) — Comma — in (the Latin word "in" should also be used in non-German language contributions) — Colon — Title of Journal or Collection — Volume, then Year in parentheses (citations of Essay Collections should follow the book guidelines above from here on…) — Comma — Page numbers (without a preceding "p(p).") — Period.

EXAMPLES

R. Imbach, Le (Néo)-Platonisme médiévale, Proclus latin et l'école dominicaine allemande, in: Revue de théologie et de philosophie 110 (1978), 427–448.

C. Steel, The Individuation of the Human Intellect. Henry Bate's Platonic-Nominalistic Position, in: J. A. Aertsen/A. Speer (eds.), Individuum und Individualität im Mittelalter (Miscellanea Mediaevalia 24), Berlin–New York 1996, 230–248.

Primary Sources

Author — Comma — Title of the work (**not** abbreviated) — Comma — <u>Reference to the passage</u>: Book (in roman numbers) — Comma — Treatise/Chapter/Distinction/Question — Comma — Paragraph/Article/Argument etc. — Comma — ed. (edd. if the text is edited by more than one editor) — Initial(s) of the first name(s) of the editor — Period — Name of the editor (several editors separated by /) — Comma — Name of the Series (not abbreviated) and volume between brackets — Comma — Place (orthography as in the book; if two places: London–Paris = – without spaces; if more than two, use the abbreviation e. a. after the first place) — Year of publication (no comma between place and year) — Comma — Page (or pages) or Folio — Line number(s) — Period or Colon (before a quotation).

EXAMPLES

Augustine, De Trinitate, II, 15, 26, edd. W. J. Mountain/F. Glorie (Corpus Christianorum. Series Latina 50), Turnhout 1968, 114 sq.

Thomas Aquinas, Super Boetium De Trinitate, 6, 4, ed. Commissio Leonina (Opera omnia 50), Roma–Paris 1992, 170, 5-10.

Henry of Ghent, Summa quaestionum ordinariarum, 21, prol., ed. I. Badius, vol. 1, Parisiis 1520 [Reprint St. Bonaventure, NY 1953], fol. 123r.

From second quotation onwards use abbreviated reference.

EXAMPLE

Augustine, De Trinitate, II, 15, 26, **edd. Mountain/Glorie (nt. 10)**, 114 sq.

Cross references

Author's last name — Comma — Short title — in parentheses: number of footnote where the article/book is first mentioned (the abbreviation "nt." should be used) — Comma — Page numbers (without a preceding "p(p).") — Period.

EXAMPLES

Steel, **Individuation (nt. 10)**, 230-248.

E. Portalupi, Das Lexikon der Individualität bei Thomas von Aquin**, in: Aertsen/Speer (eds.), Individuum (nt. 3),** 57–73.

Heinrich von Gent, Summa, 21, prol., **ed. Badius (nt. 6)**, fol. 123v.

References to Online sources

Bibliographical reference as above (book or article) — Comma — URL: — Address in angle brackets < > — last access on + date of last consultation in round brackets — Pages or folios if applicable — Period.

EXAMPLES

William of Ockham, I Dialogus V, 4, edd. J. J. Kilcullen/J. J. Scott, URL: <http://www.britac.ac.uk/pubs/dialogus/1d1to4.pdf> (last access on March 3, 2012).

Aarau, Aargauer Kantonsbibliothek, MsWettF 26: 4, URL: <http://www.e-codices.unifr.ch/en/list/one/kba/0026-4> (last access on October 2, 2015), foll. 36v-50r.

Scientific Transliteration of Arabic and Hebrew

1. Generally, transliteration of Arabic should follow the rules of the Deutsche Morgenländische Gesellschaft (DMG). The transliteration of Hebrew should follow standard Israeli transcription. (See table for both languages below).

2. Use the correct transliteration characters for ʾ (Unicode number: 02BE) and ʿ (Unicode number: 02BF), no optically similar symbols.

3. Arabic Hamza and Hebrew Alif are to be transliterated even in initial word positions.

4. Long vowels in Arabic are rendered ā, ī, ū; diphthongs in both languages "ai" and "au", e.g. *bait.* Long vowels followed by a homogenous consonant are rendered "īy" and "ūw", e.g. *kaifīya, qūwa.*

5. In Hebrew, vowels are transliterated in a simplified way using only a, e, i, o, and u; Segol becomes e; only spoken Shva is transliterated "e". Dagesh forte is transcribed by gemination of the letter concerned, except after the determinate article and other function words (e.g. ־מ).

6. Particularities of Arabic transliteration: Assimilation of the article to the "sun letters" is ignored in transliteration. Do not use nunation. Tāʾ marbūṭa in status constructus is transliterated "-t".

Arabic Letters	Hebrew Letters	Transcription
ء	א	ʾ
ب	בּ (ב)	b (v)
ت	ת	t
ث		ṯ
ج	ג	Arabic: ǧ. Hebrew: g
ح	ח	ḥ
خ		ẖ
د	ד	d
ذ		ḏ
ر	ר	r
ز	ז	z
س	ס	s
	שׂ	ś
ش	שׁ	š
ص	צ	ṣ
ض		ḍ
ط	ט	ṭ
ظ		ẓ
ع	ע	ʿ
غ		ġ
ف	פּ (פ)	f (p)
ق	ק	q

Arabic Letters	Hebrew Letters	Transcription
ك	כ (ך)	k (ḵ)
ل	ל	l
م	מ	m
ن	נ	n
ه	ה	h
و	ו	w or ū (Hebrew: u)
ي	י	y or ī (Hebrew: i)