Style Sheet for Contributors to *Essays in Medieval Studies*
 (the annual publication of the Illinois Medieval Association**)**

If your essay is accepted for publication in *Essays in Medieval Studies*, please follow these guidelines in preparing your essay for submission to the press.

See also the West Virginia University Press house guidelines:

http://wvupressonline.com/resources/author_guidelines/medieval_european_series

WVU Press in general relies on the *Chicago Manual of Style*; EMS has traditionally used the *Speculum* Style Sheet published in Vol. 62/1 (1987), pp. 259-63, which also follows Chicago Style. This EMS Style Sheet distills those guidelines and EMS's deviations from them. Some language comes directly from those style sheets.

1. Submission

Please submit your manuscript electronically, using Microsoft Word or a compatible program. Images should be in .TIF format (not JPG). Include captions and attributions for images.

2. Formatting your manuscript (follow WVU Press Guidelines for formatting).

All submissions must be typewritten, double-spaced (this applies both to notes and to blocked and indented quotations, as well as main text), with at least one-inch margins on all sides.
 Use a clear, legible font such as Times New Roman; avoid changes in font or font size.
 Use a single space after periods.
 Left-justify your text.
 Use the indent function to indent paragraphs, rather than tabs or spaces.
 Where you would normally use *italics*, please underline, instead.

For all other matters of style, follow EMS and *Speculum* guidelines, summarized below.

3. Quotations

Quotations run into the text should be placed in quotation marks.

Quotations longer than ten typed lines should be treated as block quotations. Set off blocked quotations by pressing the ENTER key before and after them rather than by indenting. Double-space blocked quotations.

Supply translations for Latin and medieval languages. For long excerpts, set them off as extract/block quote, leave a blank line at the end, then follow with a Modern English translation in brackets. Give translations of brief phrases in-text, placed in [square brackets].

4. Notes

Use your word processor's endnote function to insert notes. Make sure they are numbered with Arabic numerals. [If you have published with EMS in the past, note that this is a change from the old system that required a separate document for notes!]

In general, following the *Speculum* style sheet, EMS prefers notes to in-text citations. However, note this significant deviation from *Speculum* style: if you have a series of quotations from a single text, after the first reference in an endnote, use in-text references in order to avoid distracting the reader. For example, "let's say this is the quotation" (*Text*, 45) refers to page 45 of a text whose full reference has already appeared in a note in which you specify that "Subsequent references to this edition are given by page number in the text."

Use Arabic numerals for volume numbers of journals, series, and multi-volume works, and for sections of medieval texts.

Use Roman numerals in references to the preliminary pages of books, if that is how they are numbered, and in manuscript shelfmarks when that is the library's convention.
> For primary sources, the basic model is as follows:
> Medieval Author, *Work*, 2.4.1

Cite all ancient and medieval works, including the Bible, in this way. List subdivisions of the given work in descending order: book, chapter, section, paragraph (etc). Cite line numbers and page numbers separately, following a comma: Medieval Author, *Work*, 2.4.1, p. 27. Spell out the word *line* to distinguish it from the numeral one: Medieval Author, *Work*, 2.4.1, line 40.

Omit publishers; use the city-date format for publication information. Give only the first listed place of publication. Use the conventional English name for cities. Include the country or state in case of possible confusion (Cambridge, MA or Cambridge, UK).
> For secondary sources, use the following models for first references:
> Jane Doe, *Book Title* (City, 2001), pp. 29-31.
> John Roe, "Article Title," *Journal* 35 (1970), 4-11.

If you have many subsequent references to a text, turn to in-text citation, as outlined above. For subsequent references that are few or at some distance from one another, use this model:
> Doe, *Short Title*, p. 100; Roe, "Short Title," p. 10.

Use short titles rather than "op. cit." Avoid "ibid.," as according to EMS house style, in-text references are preferable for a long series of page references to the same work.
> Use abbreviations "p." or "pp." where no volume number precedes the page number.

With a preceding volume number, omit the "p.", as in the first Roe reference above.
> When discussing manuscripts, cite the shelfmark according to the library's practice.

See the *Speculum* Style Sheet cited above for more specific examples, including details of how to present titles in foreign languages.

5. Style

Use US, not UK, conventions of punctuation: double quotation marks first, single quotation marks around quotations within quotations; periods and commas go inside quotation marks, not outside. Include the period with abbreviations such as "St."

The first time you refer to a modern scholar in your text, include the given name (or initials, if that is how the author normally appears in print).

Dates: use "1350s," not "1350's," not "thirteen-fifties." Spell out centuries: "eleventh-century manuscript."

Abbreviations: use "manuscript," not "MS," except in shelfmarks. Do not italicize scholarly abbreviations such as et al., ibid., passim, e.g.

Capitalize Middle Ages, but not medieval; Bible, but not biblical; *church* generally should appear in lower case unless referring to a building's official name or to the entire body of Christians: the universal Church.