## STYLE GUIDE FOR AUTHORS

### TABLE OF CONTENTS

- Manuscript Preparation .................................................. 2
  - Formatting ................................................................. 2
  - Abbreviations ............................................................. 3
  - Capitalization ............................................................. 4
  - Dates ............................................................................ 4
  - Electronic Resources ...................................................... 4
  - Headings ........................................................................ 5
  - Numbers ......................................................................... 5
  - Punctuation ..................................................................... 6
- Manuscript Submission ......................................................... 7
  - Monograph ................................................................. 7
  - Essay Collection .......................................................... 7
  - Digital Project ............................................................ 7
- Citation Matters .................................................................... 8
- Formats ............................................................................. 8
  - Monograph ................................................................. 8
  - Chapter in a Book .......................................................... 9
  - Essay Collection .......................................................... 9
  - Essay in an Edited Collection ......................................... 9
  - Translation ................................................................. 10
  - Editor and Translator ...................................................... 10
  - Exhibition Catalog ........................................................ 10
  - Later Editions and Reprints ........................................... 10
  - Multivolume Work ........................................................ 11
  - Journal Article ............................................................. 11
  - Magazine Article .......................................................... 11
  - Newspaper ................................................................. 11
  - Website .......................................................................... 12
  - Blog .............................................................................. 12
  - YouTube ........................................................................ 13
  - Dissertation ..................................................................... 13
  - Lecture ........................................................................... 13
  - Conference Paper .......................................................... 13
  - Social Media ................................................................. 14
  - Image .............................................................................. 14
  - Primary Sources ........................................................... 15
MANUSCRIPT PREPARATION


For essay collections, articles should be no more than c. 7,500 words (30 pages) including footnotes.

**FORMATTING**

When preparing your manuscript for submission, please do the following:

- Use 12-point type (Times New Roman is preferred).
- Left justify the text, leaving the right side ragged.
- Use notes and bibliography for citations (see CMS Chap. 14).
- Use your word processor to insert footnotes; DO NOT type superscript callouts and note text at the end of the chapter or the foot of the page. Callouts and notes MUST be linked in order to flow properly in our typesetting software.
- Do not insert additional space between paragraphs or between notes.
- Use double-spacing throughout, including notes and block quotations.
- Set margins at one inch on all sides.
- Page numbers should appear centered in the footer.
- Double quotation marks (“ …”) should be used for all direct quotations, unless the quoted passage is a block quotation set off by indentation. Single quotation marks (‘ …’) should be used for quotations within quotations.
- Put all quotation marks outside periods, commas, exclamation points, question marks, and parentheses.
- Block quotations (more than 60 words or two or more lines of verse) should be indented and justified and not enclosed within quotation marks.
- Quotations of less than 60 words or one line of verse should be enclosed in double quotation marks within the text, unless it is a word or short phrase which is emphasized or used in a passage of analysis in which case it should be italicized.
- Use *italics* instead of **underlining**; use **bold** sparingly in text.
- Letters used as letters, words used as words, and terms used as terms are presented in *italics*.

Isolated words and phrases in languages other than English should be set in italics if they are unfamiliar to readers.

Translations of foreign-language words and quotations should appear within square brackets, no italics, no quotation marks:

Isidore tells us, “Venustus, pulcher, a venis, id est sanguine” [Gorgeous, beautiful, from veins, that is blood].

Foreign-language translations of English quotations are presented within parentheses and quotation marks without italics:

“Monsieur representant un Afriquain” (“The King’s Brother, playing an African”)

**ABBREVIATIONS**

Generally, the period should not be omitted after abbreviations (e.g., b., c., d., r., and s.v.), except for abbreviated dimensions: m, cm, mm (without period). See CMS, 10.42 for a full list. Use the following abbreviations:

- figure(s) = fig., figs.
- manuscript(s) = MS., MSS.
- folio = fol.
- verso = v (no period)
- recto = r (no period)
- eadem, idem, and passim, are not in italics
- i.e., and e.g., are not in italics and both take a comma after
- BCE (before the Common Era — avoid BC)
- CE (Common Era — avoid AD)

Do not use any alternative abbreviated forms. In dates, *circa*, should be abbreviated “c.” (not in italics). Italicize “sic” and place within square brackets: “[sic].” Note that “cf.” means “compare” and should not be used when “see” or “see also” is the accurate expression.

**COMMON ABBREVIATIONS**

- B/CRS  Black/Critical Race Studies
- BIPOC  Black, Indigenous, and People of Color
- CRP   culturally responsive pedagogy
- CRS   Critical Race Studies
- DEI   diversity, equity, and inclusion
- NS/CIS Native Studies/Critical Indigenous Studies
- OP   original poster
- PWI   Predominantly White Institution
- PRS   Premodern Race Studies
- PCRS   Premodern Critical Race Studies
CAPITALIZATION

CMS prefers the sparing use of capitals or a “down” style. Refer to chapter eight for capitalization of titles, including titles of sovereigns (8.23), religious titles (8.26), and titles of nobility (8.32). “Middle Ages” is capitalized, but “medieval” is not. Capitalize names of people and places, and conventional honorifics (e.g., “Christian” and “Muslim”). Otherwise omit the capitals in words such as “northern Spain,” “the king,” etc. — but “King Alfred.”

EXAMPLES

- antiblack
- antiracist
- Black (cap. in reference to race)
- Blackness (cap. in reference to race)
- brown (no cap. in reference to race)
- COVID
- COVID-19
- early modern
- Indigenous
- Indigeneity
- medieval
- Middle Ages
- Renaissance
- the West
- white (no cap. in reference to race)

DATES

The correct form is “890s,” not “890’s” nor should it be spelled out. Centuries should be spelled out; the adjectival form requires a hyphen, as in “a twelfth-century manuscript.” Dates should appear in the following form: June 9–10, 1032; 1104–25; 1150s; c. 1015 (no italics). Dates in quotations should follow the form of the source. Use an en dash between dates where required to indicate ‘to’: 1104–25. Always use “to” with “from”: from 1066 to 1610 (never from 1066–1610).

ELECTRONIC RESOURCES

When citing electronic sources consulted online, CMS recommends the addition of a URL or DOI. Either of these elements has the potential to lead readers directly to the source cited, and authors are encouraged to record them as part of their source citations. Electronic editions of our books will create active hyperlinks to URLs in the text.

DIGITAL OBJECT IDENTIFIER (DOI)

Where possible, give the Digital Object Identifier (DOI) for an article or image.

Footnote:
Bibliography:

› UNIFORM RESOURCE LOCATOR (URL)

For articles that have not been assigned a DOI (or if the DOI cannot be determined), include a stable URL or permalink.

Footnote:

Bibliography:

HEADINGS

Use headings and subheadings when necessary to signal a division between sections of the text:

HEADING 1 IS BOLD, CENTERED, AND ALL CAPPED

Heading 2 is Bold, Flush Left, and Capped

Heading 3 is Italic, Flush Left, and Capped

heading 4 is italic, flush left, tabbed, and lowercase

Authors familiar with HTML or paragraph styles in Microsoft Word may recognize these common heading identifiers. Please note that the actual appearance of headings may change in the final publication, but the hierarchy the author sets in the manuscript is critical to assuring the proper formatting is applied during typesetting.

NUMBERS

In nontechnical contexts, whole numbers from zero to one hundred are written out, e.g., the Thirty-Nine Articles, forty thieves, seventy-two apostles. Any of the whole numbers followed by hundred, thousand, or hundred thousand are usually spelled out whether used exactly or as approximations. When a number begins a sentence, it is always spelled out. To avoid awkwardness, a sentence can often be recast. If a year must begin a sentence, spell it out; it is usually preferable, however, to reword. If a number beginning a sentence is followed by another number of the same category, spell out only the first or reword. To avoid a thickly clustered group of spelled-out numbers, numerals may be used in exception to the general rule.

The general rule applies to ordinal as well as cardinal numbers. Note that CMS prefers, for example, 122nd and 123rd (with an n and an r) over 122d and 123d.
INCLUSIVE NUMBERS
Inclusive numbers are abbreviated according to the principles illustrated below (examples are page or serial numbers, which do not require commas). This system is efficient and unambiguous.

<table>
<thead>
<tr>
<th>FIRST NUMBER</th>
<th>SECOND NUMBER</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 100</td>
<td>Use all digits</td>
<td>3–10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>71–72</td>
</tr>
<tr>
<td></td>
<td></td>
<td>96–117</td>
</tr>
<tr>
<td>100 or multiples of 100</td>
<td>Use all digits</td>
<td>100–104</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1100–1113</td>
</tr>
<tr>
<td>101 through 109, 201 through 209, etc.</td>
<td>Use changed part only</td>
<td>101–8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>808–33</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1103–4</td>
</tr>
<tr>
<td>110 through 199, 210 through 299, etc.</td>
<td>Use two digits unless more are needed to include all changed parts</td>
<td>321–28</td>
</tr>
<tr>
<td></td>
<td></td>
<td>498–532</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1087–89</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1496–500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11564–615</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12991–3001</td>
</tr>
</tbody>
</table>

To avoid ambiguity, inclusive roman numerals are always given in full:

xxv–xxvii

PUNCTUATION

For authors who use initials, full names should not be supplied — for example, J. R. R. Tolkien. Note that space is added between initials.

Items in a series are normally separated by commas. When a conjunction joins the last two elements in a series of three or more, a comma — known as the serial or series comma or the Oxford comma — should appear before the conjunction:

The shrine was ostentatious, encrusted, and overwhelming.
Reliquaries could be made of gold, silver, or copper.

Possessives of words ending in s should be spelled like this:

[singular] The stylus’s blunt end is decorated with ...
[plural] The German shrines’ votive images …
Possessives of **names** ending in *s* should be spelled like this:

- Euripides’s tragedies
- Jesus’s disciples

**MANUSCRIPT SUBMISSION**

If there are too many files to email or there are a number of large images, ACMRS Press can provide a link to a folder in Dropbox for your files.

**MONOGRAPH**

When submitting the full manuscript, provide individual files for each chapter rather than one whole file for the manuscript. Number the files in the order they should appear in table of contents:

- 00-Front Matter
- 01-Introduction
- 02-Chapter One
- 03-Chapter Two
- etc.

**ESSAY COLLECTION**

When submitting the manuscript, provide individual files for each essay rather than one whole file for the manuscript. Name the files according to the last name of the contributor and number them in the order they should appear in table of contents:

- 00-Front Matter
- 01-Introduction
- 02-Einstein
- 03-Saint Theresa
- etc.

**DIGITAL PROJECT**

When submitting the manuscript, provide individual files for each item rather than one whole file for the project. Name the files according to the last name of the contributor and number them in the order they should appear in table of contents:

- 00-Front Matter
- 01-Introduction
- 02-Einstein
- 03-Saint Theresa
- etc.
CITATION MATTERS

GENERAL RULES

▶ The author is responsible for the accuracy of quotations and citations, which should be verified before the manuscript is submitted.

▶ Arabic numerals are to be used for volume, part, and section numbers. This is true for journal volume numbers, for volume numbers and other subdivisions in a series, and for volume numbers in a multi-volume work. It is also true for the subdivisions of classical and medieval texts. Roman numerals are retained when the original work uses them for page numbers. They are also retained for manuscript shelf marks, where the usage of the library should be followed.

▶ The guiding principle for citations is maximum clarity for the reader rather than brevity. When in doubt, the author should err on the side of providing more rather than less information.

▶ Use the short title format for subsequent citations. (Do not use ibid.)

Monograph short title format:

Essay short title format:

Journal article short title format:

FORMATS

MONOGRAPH

Footnote
Bibliography

CHAPTER IN A BOOK

Footnote

Bibliography

ESSAY COLLECTION

Footnote

Bibliography

ESSAY IN AN EDITED COLLECTION

Footnote

Bibliography
Translation

Footnote

Bibliography

Editor and Translator

Footnote

Bibliography

Exhibition Catalog

Footnote

Bibliography

Later Editions and Reprints

Footnote

Bibliography
MULTIVOLUME WORK

Footnote

Bibliography

JOURNAL ARTICLE

Footnote

Bibliography

MAGAZINE ARTICLE

Footnote

Bibliography

NEWSPAPER

Footnote
Bibliography

WEBSITE

General titles of websites mentioned or cited in text or notes are normally set in roman, headline-style, without quotation marks. An initial the in such titles should be lowercased in midsentence. Titled sections, pages, or special features on a website should be placed in quotation marks. Titles of books and journals should usually be treated the same whether they are published in print or online.

Project Gutenberg, Google, Facebook, but Wikipedia

the Oxford English Dictionary Online; the OED Online; the online version of the Oxford English Dictionary

Many websites either do not have a formal title or do not have a title that distinguishes it as a website. These can usually be identified according to the entity responsible for the site along with a description of the site and, in some cases, a short form of the URL (e.g., http://www.apple.com/ might be referred to in running text as Apple.com).

Access dates are not required in citations of formally published electronic sources.

Footnote

Bibliography

BLOG

Footnote

Bibliography
YouTube

YouTube generates short, clean URLs via the “share” button. Please do not copy and paste the URL shown in your browser’s address bar. Use the “share” button to generate the short URL.

Footnote

Bibliography

Dissertation

Footnote

Bibliography

Lecture

Footnote

Bibliography

Conference Paper

Footnote

Bibliography
SOCIAL MEDIA

For a citation in a note or bibliography entry, include the following elements:

▶ The author of the post. List the real name (of the person, group, or institution), if known, followed by a screen name, if any, in parentheses. If only a screen name is known, use the screen name in place of the author’s name.

▶ In place of a title, the text of the post. Quote as much as the first 160 characters, including spaces (the maximum length of a typical text message), capitalized as in the original. (If the post has been quoted in the text, it need not be repeated in a note.)

▶ The type of post. List the name of the social media service and include a description if relevant (photo, video, etc.).

▶ The date, including month, day, and year. Time stamps are usually unnecessary but may be included to differentiate a post or comment from others on the same day.

▶ A URL for a specific item can often be found via the date stamp.

FACEBOOK

Footnote

Bibliography

INSTAGRAM

1. Pete Souza (@petesouza), “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit,” Instagram photo, April 1, 2016, https://www.instagram.com/p/BDrmfXTtNCt/.

TIKTOK


TWITTER


IMAGE

Footnote

Bibliography
PRIMARY SOURCES

ANCIENT AND MEDIEVAL WORKS

The first time a work is cited, please give the full citation, such as:

1. Medieval Author, *Opus* 2.4.1, ed. Modern Editor (City, YEAR), 135.

Subsequent citations should be rendered thus (as appropriate):

4. Medieval Author, *Opus* 2.4.1, line 5.

The subdivisions of the medieval work follow the title without intervening punctuation, in descending order, separated by periods. For example, *Opus* is divided into books, sections, and chapters, and the sample citation should be read as book 2, section 4, chapter 1. Once the edition of a work has been provided in the first citation, subsequent references are shortened as in note 2, or even more as in notes 3 or 4. The nature of the work and its editorial history will determine which version is required.

For example:


Short title format looks like this:

2. Bede, *HE* 2.3.

MANUSCRIPTS

Give full citation, including shelf mark and name of library collection.

The first, full reference to a manuscript should give the place-name, the name of the library, and then the shelf mark in the form preferred by the given library. Where possible it is desirable to specify the possible origin, date, and provenance in the following form:

2. Rome, Vatican City, Biblioteca Apostolica Vaticana, Pal. lat 235 (hereafter, Pal. lat. 235) fols. 4r–29v (Northumbria, s. viii in.; provenance Germany s. viii)
3. Munich, Bayerische Staatsbibliothek, clm 14641 (hereafter, clm 14641) fols. 32v–46r (Fulda, s. viii ex; provenance Regensburg)
4. Cambridge, Corpus Christi College 173 (hereafter, CCCC 173), fols. 1r–25v (Wessex, perhaps Winchester, s. ix/x – xi 2; provenance, Winchester by s. x med., Canterbury CC s. xi ex. / xii in.)

Subsequent references should look like this:

5. Vespasian A.xiv, fol. 135v
6. Pal. lat. 235, fol. 12r
7. clm 14641, fol. 35v
8. CCCC 173, fol. 11v
The abbreviations MS/MSS/Cod. should generally be omitted in full and abbreviated shelf marks (except where explicitly requested by a library as part of an illustration caption). Folio numbers should include a recto/verso reference, abbreviated and written on the line, not as a superscript. The abbreviation of “folio” is “fol.” (plural “fols.”).

**PRINTED WORKS**

The first time a work is cited, please give the full citation, such as:


Subsequent citations should be rendered thus:


Titles of works published in earlier centuries may retain their original punctuation, spelling, and capitalization (except whole words in capital letters, which should be given an initial capital only):


These titles, which are sometimes excessively long, may be shortened by omitting various phrases, but the omissions must be indicated by three ellipses dots within the title and four, including the period, at the end.

**MORE HELP...**

We are here to help! This document should answer many of the most common questions and issues that authors encounter as they begin a project. But unique situations arise and sometimes we are able to help navigate the issues better than an author can on their own. Please don’t hesitate to contact your editor if you have a question that isn’t answered here.