1 Language and style

The language used in our publications is British English (including the enforcement of -ise endings). We generally follow the rules of the *New Oxford Style Manual* (with some deviations). Native speakers of other varieties of English may use their own orthography, but only if this is consistently applied throughout a whole book.

Non-native English speakers should have their manuscripts checked carefully by a native English speaker (following British English grammar rules) before submitting their work for publication. If necessary, we can assist you with this task, but this should be agreed on in advance.

**Abbreviations:** Use as few abbreviations as possible and explain all those you feel are necessary (see below § 7).

Commonly used abbreviations (never use an abbreviation at the beginning of a sentence or a footnote):

- b. (birth / born)
- c. (circa) – not ‘ca.’, and it should be italicised
- c. (century) – but it is preferable to write this word in full (except in tables)
- cf. (compare with) – note that ‘cf.’ has a different meaning than ‘see’ and should be used sparingly
- col. (column) / cols (columns)
- d. (died)
- ed. (editor / edited) / eds (editors) / edn (edition)
- e.g. (for example) – not in italics; with a comma before, but not after the abbreviation
- fl. (floruit)
- fol. (folio) / fols (folios) – fol. 4r (with r or v in superscript), fol. 4v, fols 5r–6v
- frag. / frags (fragment(s))
- l. / ll. (line(s))
- n. (footnote(s))
- no. / nos (number(s))
- p. / pp. (page(s))
- r. (reigned or ruled)
- vs (versus) – not in italics

Always write the word ‘manuscript’ in full, except in tables or long lists in which the abbreviation ‘MS’ (or pl. ‘MSS’) can be used.

**Abstract:** Each contribution in a collective volume should begin with the name of the author, the title of the article and a short abstract of no more than one paragraph (approx. 120 words). Note that the abstract will be printed at the beginning of the article; it is therefore necessary that the abstract and introduction to the article be different.

**Capitalisation:** Historical periods should be capitalised (e.g. ‘Middle Ages’, ‘Early Modern Period’) but adjectival forms are not (‘medieval’, ‘late antique’ etc.). Nouns and adjectives relating to movements derived from personal nouns are capitalised (e.g. ‘Platonism’,
‘Christian’, but ‘miaphysite’). Note this use of capitalisation in names (nouns) but not adjectives generally: ‘the Bible’, but ‘biblical’; ‘south’ and ‘south-east’ (with a hyphen), but ‘South Dakota’, ‘South East Asia’; and specifically in people’s titles, but not in general: ‘Cardinal Newman’, but ‘a cardinal’, etc. Capitalise references to particular parts of a book (‘Fig. 1’; ‘Table 2’; ‘Chap. 1’; ‘Plate III’ – plural: Figs, Tables, Chaps, Plates).

**Dashes:** These should be distinguished from hyphens as they have different functions: long hyphens should be used in dates, i.e. ‘1992–1998’, and in page ranges, i.e. ‘on pp. 52–60’ (use the ‘en’ dash to indicate a range), while short hyphens are used to link parts of words together, i.e. ‘T-shirt’ and ‘pre-eminent’. An ‘en’ dash can be used in a sentence to add extra information, sometimes as an afterthought. Always write it with a space to the left and right of it.

**Emphasis:** Only use *italics* to emphasise words, not bold characters or underlining.

If you need to highlight elements (e.g. for comparison or for expressing the use of different languages or scripts), preferably use grey-scale highlighting, for example:

The main text (Fig. 4) is written in yellow ink (highlighted in the transcriptions below), while the glosses are written in white statite pencil:

<table>
<thead>
<tr>
<th>kha</th>
<th>wai</th>
<th>insuan</th>
<th>krasip</th>
<th>kasat</th>
<th>thewada</th>
</tr>
</thead>
<tbody>
<tr>
<td>ḫāḥē</td>
<td>ḫāwā</td>
<td>ʾinṣūān</td>
<td>ḵrāṣīp</td>
<td>ḵāṣāt</td>
<td>ʾṯwāʾādāḥ</td>
</tr>
<tr>
<td>ḫāḥē</td>
<td>ḫāwā</td>
<td>ʾinṣūān</td>
<td>ḵrāṣīp</td>
<td>ḵāṣāt</td>
<td>ʾṯwāʾādāḥ</td>
</tr>
</tbody>
</table>

**Eras:** Write BCE and CE in small capitals (not BC and AD). When using other calendars, such as the Jewish, Buddhist or Muslim calendar (AM, BE, AH), the dates should always be supplemented by corresponding BCE or CE dates.

e.g. One of the most widespread handbooks of Hanafi law, used in madrasas all over the Muslim world, was the *Hidāya* (‘Guidance’) written by Burhān ad-Dīn al-Marḡānī (d. 593 AH / 1197 CE).

**Fonts:** Use Times New Roman (12-point) for the whole main body of the text. Use as little formatting as possible (no indentation, spacing, automatic styles or automatic lists). The whole text (including all the headings and subheadings) should be flush left. Only use Unicode fonts (see below Point 2).

**Footnotes:** Use Times New Roman (10-point) for the footnotes. Only use the automatic method provided by your word-processing programme to make footnotes (which should be positioned at the bottom of each page). Footnote symbols should come after a punctuation mark (or, if absolutely necessary, straight after the term to which they refer). Notes cannot be attached to a title, subtitle or caption.

**Headings:** Your manuscript will be divided into sections and possibly even subsections. These should all be labelled with left-justified headings (with capitalisation of the first word and only proper nouns) and also be numbered (i.e. ‘1 Introduction’, ‘1.1 Subtitle’, etc.). The main title
of each article in collective volumes must be short and to the point (and not start with a quotation), with capitalisation of every noun and verb (headline).

**Subheadings:** Capitalize subheadings sentence-style (capitalize the first word and the word after a colon. Do not add a period after the number): e.g. 1 Introduction: Concepts and methods

**Numbers / dates:** Express numbers below 100 in words (cf. Chap. 11 of the *New Oxford Style Manual*), except in tables and lists of figures. Regarding centuries, write ‘in the eleventh century’ or ‘in an eleventh-century manuscript’ (hyphenate when used as an adjective) rather than using numerals. Dimensions: 13.4 × 10.1 cm – use the appropriate character, not ‘x’.

**Decades:** 1970s and 1980s – do not abbreviate as ‘80s or spell out eighties

**Persons:** The first time a person (e.g. historical figure, author) is mentioned within the text, provide his or her name in full (first name and surname, no initials) and only the surname from the second occurrence on.

### 2 Non-Latin scripts and Romanisation

Only use Unicode fonts. Provide all special fonts together with the submitted article and highlight in yellow the characters that need a special font.

Texts should be written in their original script. In the case of short passages or isolated words, it may be useful to provide a scholarly transliteration in Latin script (in italics) (see below, § 3). Use the system of transliteration which is the standard one in your field. Note that one and the same system must be applied throughout in one single volume.

The following sets of rules may be of help:

- Arabic: <http://transliteration.eki.ee/pdf/Arabic_2.2.pdf> (accessed on 22 February 2023)
- Hebrew, Yiddish, Ladino: use a consistent transliteration based on the *Encyclopaedia Judaica online version* (2007)
- Japanese: modified Hepburn system, in Kenkyūsha’s *New Japanese–English Dictionary*
- Korean: revised McCune-Reischauer system or revised romanisation of Korean (National Academy of the Korean Language)

Foreign words that have not been adopted in English or are considered uncommon should be written in italics; an English translation may immediately follow in parentheses (upright curves), in normal type and surrounded by single quotation marks.

Regarding words that have entered the English vocabulary, use the preferred form in the *Oxford English Dictionary* or the *New Oxford Dictionary for Writers and Editors* (if you want to use another form, it should be explained in a footnote).
3 Quotations

Short quotes should be integrated into the body text within single quotation marks (‘ ’). Use double quotation marks for a quotation within a quotation. Punctuation generally goes outside quotation marks.

Longer quotes of more than two lines (or approx. 30 words) should be formatted as block quotes (10-point, block indentation on the left) without any quotation marks.

Quotations from a primary source in the body of the text or as block quotes should be presented initially in the original language and script (a transcription in Latin script and in italics may be provided as well if deemed necessary). A translation in modern English should always be provided in brackets or in a footnote after the quotation (no brackets in the case of longer quotes formatted as block quotes). If you use an existing translation, provide the exact reference to it, otherwise indicate that it is your own translation. Indicate the sources of the quotation (and translation) in a footnote after the text quoted.

When quoting a source, make sure you transcribe the words and punctuation faithfully. Use square brackets [ ] to add information or paraphrase for clarity. Use ellipses [...] to skip a section of the source material. The editorial note [sic] should only be used to indicate that something has been quoted as it was found, including any mistakes it contains.

4 Tables, images and illustrations

Each table or figure should have a short heading and numbering (Fig. 1, Table 1), continuous within each chapter. Note that the type area of an SMC volume is 116 × 183 mm, which makes long tables difficult to accommodate.

Figures should be sent as extra files (preferably as JPEGs; only use TIFF for grey-scale images and pixel graphics), do not embed them in the Word file. A minimum resolution of 300 dpi and 1300 pixels in the width is required.

Provide high-quality ‘vector graphics’ which can be modified by the typesetter for graphics or images with texts.

The files should be named so that they can be easily identified (e.g. ‘contributorXXX_Fig1.jpg’).

Use place-holders, followed by the caption, to indicate where an image should be put in the text:

Insert [Fig. 1] here.

Indicate how large you would like the image to be (full page / half a page / detail), and, if needed, the orientation.

Provide short captions that are clear, mentioning the copyright, following this structure:

Fig. 1: Image subject / place / date / complete shelf mark, with folio numbers; photograph © ### of ### /

Put the place-holder as closely as possible to where it is cited in the text. Always make sure that the images are referred to in the text: (see Fig. 1), etc.

Note that the typesetter may decide to put all the images at the end of the article, especially in the case of many full-page images.

It is the author’s/editor’s responsibility to obtain usage rights to third-party text material, images or tables. If necessary, we can provide assistance in this matter.
5 Written artefacts (manuscripts, papyrus, inscriptions and others)

Do not add ‘MS’ to the shelf mark if this is not officially part of it; follow the way each library catalogues its own manuscripts. The canonical form of a shelf mark is normally as follows: (1) name of the city (in English), (2) name of the library (in the original language; in Romanised form if in a non-Latin script; if there is a canonical abbreviation, that abbreviation can be used, but should be explained in the list of abbreviations: see below §7), (3) the collection (if any) and (4) the identification number:

   e.g. Vatican City, Biblioteca Apostolica Vaticana, Vat. gr. 1612.

Do not put manuscript names in italics. Regarding Greek manuscripts, the Diktyon number should be provided for each manuscript (see <https://pinakes.irht.cnrs.fr/>).

6 Online resources

Whereas stable online resources, with an identified author and stable title, contents, and date of release, can be listed within the references (see below, Appendix, ‘Online publications’), other online resources which have collective authorship and whose contents are often evolving (such as online descriptions of manuscripts) should be indicated by their URL in footnotes. If an online resource is quoted more than once, an abbreviation can be used (see below §7).

Remove any hyperlinks in the URLs you quote (write these in the shortest possible form and between pointed brackets: < >) and add the date when the site was last accessed, e.g. accessed on 22 April 2020 (avoid using digits for months as they can be misleading). If you quote lots of URLs in your article and you have accessed them all on the same date, you can state that date once and for all.

7 Abbreviations and sigla

If necessary, provide an alphabetic list of all sigla and/or abbreviations used (especially for reference books or libraries) and put it (under the title ‘Abbreviations’) before the bibliographical references.

For example:

   BAV = Biblioteca Apostolica Vaticana.
   LDAB = Leuven Database of Ancient Books.

8 Bibliographical references

A list of works cited with full bibliographical information should be provided in alphabetical order at the end of each article. Diacritics are ignored for the purpose of alphabetisation.
The full name should be used for authors with Chinese, Vietnamese, or Korean names, not just their surname, to avoid bibliographic confusion. They are alphabetised according to the first name.

For the sake of simplicity, family names with a particle (‘de’, ‘van / Van’, ‘von’ etc.) are listed under the particle, which is considered part of the name. Exceptions to this general rule can be admitted for historical figures (e.g. Goethe, Montaigne).

Any literature you quote should be referred to in the footnotes in an abbreviated form. The system of abbreviation is as follows: author’s surname + year, pages or editor’s surname (ed.) + year, pages. If more than one work from the same author and in the same year are quoted, they should be distinguished by adding ‘a’, ‘b’, ‘c’, etc. to the year of publication. Do not use dashes (to replace a name if repeated in the list) or abbreviations such as ibid., idem., op. cit., id., ead., f. or ff. (for ‘following’). Use ‘et al.’ in the abbreviated form in the footnotes only when the number of authors is more than three, but not in the bibliography.

Regarding multiple in-text references, separate them with a semi-colon. Multiple references are usually listed, firstly, in ascending chronological order and, secondly, alphabetically for publications in the same year.


Use the English name of the city where the article or book was published (if the publishing house has more than one head office, just name the main one). Provide the name of the publisher as far as possible (words such as Verlag, Éditions, Publishing House, should be omitted if they are unnecessary). If such information is missing, use the following abbreviations:

- **s.n.** (sine nomine = no publishing house)
- **s.l.** (sine loco = no place)
- **s.a.** (sine anno = no year).

Regarding bibliographical items written in a non-Latin script, provide the name(s) of the author(s) in a Romanised version (possibly followed by the original script). Titles (of books, articles, journals and series) should be provided in the original language and script, and/or, if this is customary in your field, in a Romanised version (see examples below).

All information apart from titles should be translated into English and standardised (esp. ‘Band’ / ‘Teil’ / ‘Part’ / ‘tome’ will become ‘vol.’ + number).


Always provide the name of the series in which a book is published (with order number): see examples below.

Depending on the tradition of scholarship you follow, it may be desirable to divide the bibliographical list into ‘primary sources’ (e.g. editions of ancient or medieval literature, facsimiles) and ‘secondary literature’. The list of primary sources, similar to the list of abbreviations, does not follow the author + date system. Authors are alphabetised under their first name or their surname, depending on the period or traditional usage (see below, Appendix).
Note that we do NOT use the ‘Oxford comma’ in references (or in listing references).

See the Appendix below for examples.

9 Acknowledgements

A special section at the end of the introduction or the end of the article (but before the bibliographic references) may be used to acknowledge funding, practical or linguistic help, etc. Academic titles (Prof, Dr) are omitted before people’s names.

Acknowledgements

The research for this article was funded by the Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) under Germany’s Excellence Strategy – EXC 2176 ‘Understanding Written Artefacts: Material, Interaction and Transmission in Manuscript Cultures’, project no. 390893796. The research was conducted within the scope of the Centre for the Study of Manuscript Cultures (CSMC) at Universität Hamburg.

10 List of contributors

It is advisable to have a list of contributors at the end of the volume, because this is the only place where the affiliation of the authors can be stated and this is sometimes a requirement of their institution. It is the responsibility of the volume editors to compile this list and provide it before the book goes to typesetting. The list usually consists of short biographies (max. 60 words each) stating the name of the contributor (without academic title), their affiliation and their main research interests.

11 Indexes

An index is compulsory. The indexes may include an index of manuscripts or artefacts, an index of authors and texts (possibly of incipits) or a general index mentioning people, places, notable concepts or events.

The indexes should be prepared by the author or editor of the volume on the basis of the final proofs (it is advisable to start making lists of indexed terms while the volume is being typeset). Please ask the editorial office if you need support.

Appendix: Examples of bibliographical references

Primary sources

Authors are alphabetised under their first name or their surname, depending on the period or traditional usage.


Secondary literature

- [Monographs]
  

  Abbreviated form: Fabricius’s Dictionary 1972, s.v. ‘vēli’.
  


  Abbreviated forms: Sbordone (ed.) 1936a, xlv–lvi; Sbordone 1936b, 15.

- [Academic qualification works]
  


- [Journal articles]
  

  Conrat, Max † (1912), ‘Contributo alla letteratura degli Alberi genealogici (Stemmata)’, *Archivio storico italiano*, 5th series, 49: 3–10.


Marr, Nikolai (1903), ‘Предварительный отчетъ о работахъ на Синаѣ, веденныхъ въ сотрудничествѣ съ И. А. Джаваховымъ, и въ Іерусалимѣ, въ поѣздку 1902 г. (апрѣль – ноябрь)’, Сообщенія Императорскаго Православнаго Палестинскаго общества, 14/2: 1–51.


- [Monographs / collective volumes published as a journal’s special issues]

- [Book chapters]

Abbreviated form: Sasaki 2021, 15.

If the same collective book is quoted several times in the references list, refer to it this way:


- [Online publications]

- [Second edition, reprint, translation, etc.]

