

## Style sheet for collected volumes and special volumes within the series »Vorträge und Forschungen«

### I. General Information

- Articles are to be submitted as E-Mail attachments to the editor of the respective volume.
- Please use the standard settings of your computer (script: Times New Roman). The file should contain no other additional formatting except for italics and small capitals. Please do not use hyphenations.
- Please make use of French quotation marks pointing towards each other (»...«).
- In addition to the main text, please add an English abstract not exceeding 2500 characters including blanks, which may be translated into German and French.

### II. Text Design

- Quotations from medieval primary sources (Latin as well as vernacular) are to be rendered in italics without quotation marks, quotations from secondary literature normal (not italic) with quotation marks (»...«). Simple inverted commas (›...‹) are to be applied only for work titles and citations within citations.
- Please do not use any abbreviations within the main text.
- Omissions within citations are to be denoted with [...], additions by the author appear in square brackets.
- Hyphens indicating time spans are to be set as long dashes.
- Please do not use spaces before and after slashes (MYNORS/THOMSON; 1091/1120).
- **Annotation numbers** are to be set in superscript **within the main text** (without full stops or brackets), always **preceding punctuation marks**.

### III. Annotations

**Abbreviations within the annotations as well as the spelling of locations and places of publication should correspond to the language of the respective article.**

- Citations should conform to the following pattern: Name\_Surname,\_Title.\_Subtitle\_Series title in brackets,\_place of publication\_year,\_page (for examples see IV.). Separations between the title, subtitle as well as between multiple series titles are to be indicated with a full stop. Colons are only to be used when citing journals or collected volumes, namely after »in« as in the following: XYZ, in: DA 69 (2013), pp. 1–10.
- First mentions of authors and editors should appear in full-length. Surnames are to be put in SMALL CAPITALS (please do not use capital letters, underlinings etc.).
- Repeated citations should mention the surname of the author (in small capitals), followed by a short title consisting of the first noun with reference to the first full citation in brackets (as n. 14.), page.
- English titles use capital letters for adjectives and nouns.
- Editors of collected volumes should be specified by using »ed.« following the title.
- Multiple authors or editors are to be separated by slashes without spaces.
- Page numbers should be abbreviated by using »p. or pp.« for page/pages; volume numbers should be indicated by Arabic numerals.
- Several pages are to be marked precisely (pp. 11–12). Series titles and volume numbers are to be cited without »=« or commas in curved brackets after the title and before the place and year of publication.

- From the second edition onwards, edition numbers are to be put in superscript preceding the year of publication.
- Multiple places of publication are to be separated by slashes without spaces. Please do not use a comma in between the place and year of publication.
- For journals and series titles, please make use of the scribal abbreviations of the ›Deutsches Archiv für Erforschung des Mittelalters‹: <http://www.mgh.de/fileadmin/Downloads/pdf/DA-Siglenverzeichnis.pdf>; all other titles should be cited in full-length.
- A journal's year of publications is to be denoted after the volume number in brackets.
- Major collections of sources are to be formally treated like series.
- Entries in encyclopedias are to be treated like articles in journals.
- Online books and articles are treated like monographs and articles in journals respectively. The date of retrieval should figure behind the URL in brackets.
- For English contributions, please use only the following abbreviations: »cap.« for chapter, »cf.« for compare, »col.« for column, »Ed.« for editor, »ed.« for edited by, »ibid.« for ibidem, »id.« for the same person, »l.« for line, »NE« for new edition, »n.« for note, »no./nos.« for number/s, »p./pp.« for page/s, »tab.« for table, »transl.« for translated, »v.« for verse, »vol./vols.« for volume/volumes.

#### IV. Examples

##### *Monograph:*

- Lois L. HONEYCUTT, *Matilda of Scotland. A Study in Medieval Queenship*, Woodbridge 2003.

##### *Monograph with series title:*

- Timothy BOLTON, *The Empire of Cnut the Great. Conquest and the Consolidation of Power in Northern Europe in the Early Eleventh Century (The Northern World 40)*, Leiden 2009.

##### *Journal article:*

- Pauline STAFFORD, *The King's Wife in Wessex, 800–1066*, in: *Past and Present* 91 (1981), pp. 3–27.
- Thomas ZOTZ, *Konflikt – Kompensation – Kooperation. Zähringer und Staufer in Region und Reich*, in: *ZGORh* 160 (2012), pp. 105–129.

##### *Article in a collected volume (multiple editors, multiple places of publication):*

- David BATES, *The Representation of Queens and Queenship in Anglo-Norman Royal Charters*, in: *Frankland. The Franks and the World of the Early Middle Ages. Essays in Honour of Dame Jinty Nelson*, ed. Paul FOURACRE/David GANZ, Manchester/New York 2008, pp. 285–303.
- Nicholas VINCENT, *Patronage, Politics and Piety in the Charters of Eleanor of Aquitaine*, in: *Plantagenêts et Capétiens. Confrontations et heritages*, ed. Martin AURELL/Noël-Yves TONNERRE (*Histoires de famille* 4), Turnhout 2006, pp. 17–60, at pp. 18–19.

##### *Source edition:*

- William of Malmesbury, *Historia Novella. The Contemporary History*, ed. and transl. Edmund KING/K. R. POTTER (*Oxford medieval texts*), Oxford 1998, ii, 36, pp. 70–72.

##### *Entry in an encyclopedia:*

- Knut SCHULZ, *Ministerialität, Ministerialen*, in: *Lex.MA* 6 (1993), col. 636–639.

*Online-Publikationen*

- Patrick Sahle, Digitale Editionsformen. Zum Umgang mit der Überlieferung unter den Bedingungen des Medienwandels 1: Das typographische Erbe (Schriften des Instituts für Dokumentologie und Editorik 7), Norderstedt 2013, <http://kups.ub.uni-koeln.de/id/eprint/5351> (28.04.2014).
- Peter SEELMANN, Arenga (allgem. Beweggründe), in: historicum.net [23.08.2006], <http://www.historicum.net/themen/friedensvertraege-der-vormoderne/lexikon/a-m/> (28.04.2014).
- YASMINE BEALE-RIVAYA, Illness and Disability in Twelfth and Thirteenth-Century Notarial Documents in Medieval Toledo, in: eHumanista. Journal of Iberian Studies 23 (2013), pp. 371–388, [http://www.ehumanista.ucsb.edu/volumes/volume\\_23/regular/2%20ehumanista23.beale.pdf](http://www.ehumanista.ucsb.edu/volumes/volume_23/regular/2%20ehumanista23.beale.pdf) (28.04.2014).
- Anna Sapir ABULAFIA, Review of: The Palgrave Dictionary of Medieval Anglo-Jewish History, ed. Joe HILLABY/Caroline HILLABY, Basingstoke 2013, in: sehepunkte 14 (2014), no. 4 [15.04.2014], <http://www.sehepunkte.de/2014/04/23982.html> (28.04.2013).

*Short titles:*

- William of Malmesbury, *Historia Novella* (as n. 10), ii, 36, p. 70; BATES, *Representation* (as n. 4), p. 295.