

The *Peritia* Stylesheet 2016

The following are the guidelines which should be adhered to when submitting an article to *Peritia* for consideration.

Our preference is for the file to be submitted in MS Word format, in Times New Roman font. Please flag in advance any special characters and, where possible, use unicode for them.

Contributors should also refer to the List of Abbreviations at the beginning of every *PERITIA* volume.

Guidelines for Contributors

1. Title of Article: lower case, normal type (headwords with uppercase initials) (24 pt)

St Cuthbert's Posthumous Biography

2. Author(s): first name(s) [+ initial of second name(s)], followed by surname(s), in normal type (20 pt)

Richard N. Bailey & Eric Cambridge

3. Abstract: *c.* 50-word summary of contents (word *Abstract* in italics) (11 pt)

Abstract: This paper presents a commentary on ...

4. Keywords: Short list of the key words in the article (word *Keywords* in italics) (11 pt)

Keywords: Durham Cathedral, relics, St Cuthbert ...

5. Author's Name & Affiliation: + email address, in italics (11 pt), centred

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6. Text of the Article:

(a) *Main body of the text:* in 12 pt

- Words in a foreign language in italics (unless they are part of a quotation or citation)
- Diacritics on foreign words should be added for capital letters also: e.g. '*À la suite de ...*'
- Centuries should be written in complete words, not abbreviated (e.g. 'twelfth century')
- Use small caps for Roman numerals (e.g. Henry IV; saec. XI)
- Titles of works cited within the text should be italicized

- Do not insert blank lines between paragraphs
- Use single quotation-marks (‘ ’) not apostrophes (' ')

(b) *Subdivisions of the article:*

- Level 1: lower case, normal type (headwords with upper case initials) (20 pt)

The Invention of a Relic

- Level 2: lower case, normal type (headwords with upper case initials) (16 pt)

Glosses not Found in All Manuscripts

- Level 3: lower case, italics (headwords with upper case initials) (14 pt)

Textiles with Decorative Metal Mounts

(c) *Long quotations within the text:* in normal font, indented (11 pt)

- For a quotation within a citation use single quotation-marks (‘ ’) not apostrophes (' ').
- To indicate that you have introduced a break in the text use space ... space

7. Footnotes: at the foot of the page (10 pt); 1-line space between footnotes

8. Bibliographical Citations:

For author names our normal policy is that the full name should be given in the first reference, rather than initials, except when the use of initials is the usual practice of the author, e.g. ‘T. M. Charles-Edwards’, but ‘Richard N. Bailey’. Subsequent references by surname only.

(a) *Books:* author first name (+ initial of 2nd name) + surname (in normal type), followed by full title of the work (in italics), place & date of publication (no comma), followed by page-numbers (no ‘pp.’). Short-title reference in all subsequent footnotes (not ‘ibid’, ‘op. cit.’ or ‘loc. cit.’, ‘idem’, ‘eadem’ etc)

¹ Peter Brown, *Through the eye of a needle: wealth, the Fall of Rome, and the making of Christianity in the West, 350-550 AD* (Princeton 2012) 45–67.

²¹ Brown, *Through the eye of a needle*, 67. Not ‘idem’ or ‘eadem’ or ‘ibid.’

(b) *Article in a journal:* author’s name + surname, article title (within single inverted commas), periodical title (in italics), vol. number in Arabic numerals (no ‘vol.’), year of publication (within parentheses, without commas before or after) + full pagination (no ‘pp.’). Short-title ref. in subsequent footnotes (not ‘art. cit.’)

²³ Bernhard Bischoff, ‘Wendepunkte in der Geschichte der lateinischen Exegese im Frühmittelalter’,

Sacris Erudiri 6 (1954) 189–279: 269–70.

³⁴ Bischoff, ‘Wendepunkte’, 171.

(c) *Article in a collection*: author’s name + surname, article title (within single inverted commas), foll. by ‘in’ with preceding comma, name(s) of editor(s): (‘ed/eds’), foll. by title of collection (in italics), place & date of publication & full pagination (no ‘pp.’). Short-title ref. in subsequent footnotes (not ‘art. cit.’)

⁴⁴ R. H. Rouse, ‘L’évolution des attitudes envers l’autorité écrite’, in George Hasenohr & Michel Legrand (eds), *Culture et travail intellectuel dans l’Occident médiéval* (Paris 1981) 115–44.

⁵⁴ Rouse, ‘L’évolution’, 133.

(d) *Encyclopaedia entry*: author’s name + surname, entry title (within single inverted commas), foll. by ‘in’ with preceding comma, name(s) + surname(s) of editor(s), title of encyclopaedia (in italics), vol. number in roman numerals (but no ‘vol.’), place & date of publication, pagination/column-number(s)

²² Ludwig Bieler, ‘Penitentials (Irish)’, in Georg Thiesel (ed), *Realenzyklopädie für Theologie*, 10 vols (Berlin 1963–78) vii, 45–48.

(e) *Serial publications*: Author name(s) + surname(s), foll. by (‘ed/eds’), title of edition (in italics) & number of vols, followed by series-title & vol.-number, place & date of publication & pagination

¹⁴ James H. Bernard & Robert Atkinson (eds), *The Irish Liber Hymnorum*, 2 vols, Henry Bradshaw Society Publications 23, 24 (London 1923) i, 45–46.

(f) *Citation of online sources*:

²¹ The codex can be viewed at the website *Codices Electronici Sangallenses* (online at <http://www.e-codices.unifr.ch/en/list/one/csg/0877>), accessed 30. 4. 2015.

(g) *Editions of primary sources*: first reference should include full details of the standard print edition, where appropriate. Subsequent references should use shortened titles. Follow these examples:

¹⁵ Bede, *HE* III 25, edited and translated in Bertram Colgrave & R. A. B. Mynors, *Bede’s Ecclesiastical History of the English people* (Oxford 1969) 298–309.

¹⁶ Bede, *HE* III 1 (Colgrave & Mynors, *Bede’s Ecclesiastical History*, 212–13).

² Jonas, *Vita Columbani abbatis discipulorumque eius*, I 6 (hereafter *Vita Columbani*), edited in Bruno Krusch, *Ionae Vitae sanctorum Columbani, Vedastis, Iohannis*, MGH SRG (Hannover & Leipzig 1905) 163.

⁴ Jonas, *Vita Columbani* I 5–6 (Krusch, *Ionae Vitae*, 161–63).

9. Page, Note, Column, Manuscript, Dating and Folio References:

- page-numbers only (no 'p.' or 'pp.'): 55-67: 63 (where single page is referenced)
- footnotes: 35 n. 6
- columns: col. numbers only: 32-83 (not cols 32–83)
- manuscript: where shelf-number is indicated, MS. (e.g., London, British Library, MS. Harleian 1802), but plural MSS, without stop (but note MS G for a siglum)
- dating: *saeculum*: saec. + no. in small caps (e.g., saec. XI¹; saec. XII^{2/4} : 2nd quarter of the 12th c.)
- folios: single folio, fol. (with stop): fol. 3^r; several folios, fols (no stop): fols 34^r–35^v

10. Reviews:

Reviewers should give full publication details, incl. publisher, pagination, price & ISBN/ISSN:

José Chabás & Bernard R. Goldstein, *A survey of European astronomical tables in the late middle ages. Time, Astronomy, and Calendars: Texts and Studies 2*. Brill. Leiden 2012. XX + 250 pp. €107. ISBN 9789004230583.

Reviewers should give their full name & address + email address, in italics & indented:

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Page references to individual sections within the work under review should be placed within the text in brackets, e.g. (176–84).

It is not *Peritia* practice to have footnotes in reviews. References to other works besides the one under review should take the following format:

(Mitteilungen und Forschungsbeiträge der Cusanus-Gesellschaft 3 [1963] 109–80: 161–67, 170–72)