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Peer-reviewed and accepted articles should be sent via e-mail in the form of an attached file. In this case, the file should be saved both in Microsoft Word (.doc) and in Portable Document Format (.pdf). A paper copy of the article should also be sent.

It is the policy of «Medioevo» to maintain a graphic unity throughout the various articles of the same issue and throughout the various issues, according to the norms established from the first issue (1975). It is in the interests of contributors to reduce editorial intervention to a minimum since this is time-consuming and involves the risk of misunderstanding the intentions of the author.

Text

1) In italics: single words or expressions in Latin or other foreign languages; the titles of works.

2) In smaller roman (point this out in the margin) in an indented paragraph: longer quotations (verse, extracts from letters, documents etc.)

3) Avoid as far as possible the use of **bold.**

Footnotes

The following rules hold for bibliographical quotations:

1) The names and titles of Greek and Latin classics are to be abbreviated in the footnotes (but not in the text of the article), according to the conventions used by Liddell-Scott (Greek writers), the *Thesaurus linguae latinae* (Latin writers), and the *Novum Glossarium Mediae Latinitatis* (Medieval writers: cf. I*ndex Scriptorum Mediae Latinitatis*).

2) Monographs and miscellanies. The following are to be indicated in the given order:

— Name of the author (or authors) in roman: the surname <u>preceded by the first letter</u> (or letters) <u>of the christian name and a full stop</u>. In successive quotations the initial is omitted.
— Title of the work in italics and, again in italics, any subtitle, preceded by a full stop. In the case of collections of articles, the title of the work is followed by the title of the collection, again in italics, preceded by "in" (roman).
— <u>Publisher</u> for works published from 1900 onwards.
— Place of publication (in the language of the frontespiece) and the year of publication (in arabic numerals). There is no comma between the place and the date of publication. The number of the new edition can be indicated by means of a small exponential number placed after the year of publication.
— Where necessary, in round brackets (in roman), the title of the series in which the volume appears, followed by a comma and the volume number of the series.— Indication of the page or pages, column or columns, in Arabic numerals, without "p." or "col.". Avoid using f. or ff., but always indicate the numbers of the pages quoted. Place a semi-colon between a series of non-consecutive page numbers. Any quotation of line numbers is expressed exponentially after the page number, in arabic numerals.

Examples:

* Quotations of monographs:

H. Vanderhoven – F. Masai, *Aux sources du monachisme bénédictin. I. La Règle du Maître. Edition diplomatique des manuscrits Latins 12205 et 12634 de Paris*, Erasme, Bruxelles 1953 (Les publications de Scriptorium, III), 4815-18.
Second quotation:
Vanderhoven-Masai, *Aux sources du monachisme*, 18-19.

G. Pasquali, *Storia della tradizione e critica del testo*, Le Monnier, Firenze 1952[2], 20-33.
Second quotation:
Pasquali, *Storia della tradizione*, 18-20.

* Quotations from collection of articles:

H. Gouhier, *La pensée médiévale dans la philosophie d'Auguste Comte*, in *Mélanges offerts à Etienne Gilson*, Pontifical Institute of Mediaeval Studies – J. Vrin, Toronto-Paris 1959 (Etudes de philosophie médiévale, hors série), 299-313.
Second quotation:
Gouhier, *La pensée médiévale*, 301-302.

* Miscellanies with an editor:

A.D. Conti, *Second Intentions in the Late Middle Ages*, in S. Ebbesen – R.L. Friedman (cur.), *Medieval Analysis in Language and Cognition. Acts of the Symposium "The Copenhagen School of Medieval Philosophy", January 10-13, 1996*, The Royal Danish Academy of Sciences and Letters, Copenhagen 1999 (Historisk-filosofiske Meddelelser, 77), 453-470.
Second quotation:
K.M. Fredborg, *The "Promisimus"*, in Ebbesen-Friedman (cur.), *Medieval Analysis in Language and Cognition*, 191-205.

* Collected papers:

B. Smalley, *Ralf of Flaix on Leviticus*, in Ead., *Studies in Medieval Thought and Learning from Abelard to Wyclif*, The Hambledon Press, London 1981, 49-96.

* Quotations from encyclopedias and dictionaries:

F. Frassetto, *Enrico di Gand*, in *Enciclopedia filosofica*, vol. II, Sansoni, Firenze 1967[2], 848-850.
Second quotation:
Frassetto, *Enrico di Gand*, 848-849.

or (for entries with no specified author):

Enciclopedia filosofica, vol. II, Sansoni, Firenze 1967[2], 851, *s.v. Enrico il Tedesco*.
Second quotation:
Enciclopedia filosofica, vol. II, 851, *s.v. Enrico il Tedesco*.

* Quotations from book reviews in journals:

V. Verra, Rec. a: P. Piovani, *Principi di una filosofia della morale*, Morano, Napoli 1972, «G. crit. Filos. ital.», 63 (1974), 144-147.

3) Multi-volume works:

For multi-volume works, the following solutions are possible:

a) Indicate the total number of volumes (in Arabic numerals), followed by the publisher, the place of publication and the earliest and latest years of publication (from the first and the last volume); this is to be followed by the volume quoted with the relevant pages.

E.g.: T. Kaeppeli, *Scriptores Ordinis Praedicatorum Medii Aevi*, 4 voll., Ad Sanctae Sabinae – Istituto Storico Domenicano, Roma 1970-1993, vol. I, 332.

b)   A single volume of the series is quoted as a monograph.

E.g.: P.O. Kristeller, *Iter Italicum*, vol. II: *Italy: Orvieto to Volterra*, The Vatican City, The Warburg Institute – Brill, London-Leiden 1967, 132.

c)   Quote the entire series, with the publisher, the place of edition, indicating only the year of the first volume.

E.g.: *Catalogo dei manoscritti filosofici delle biblioteche d'Italia*, Leo S. Olschki, Firenze 1980 sqq., vol. III, 127.

4) Periodicals

a) For the name of the author and the title of the article, the above guidelines for monographs apply.

b) The title of the periodical abbreviated in roman in double pointed brackets («...») without "in". The abbreviations should conform to those given in italics at the beginning of each year of the «Répertoire Bibliographique de la Philosophie» of Louvain. The titles of periodicals which do not figure on this list should be quoted in full.

E.g.: «Mediaeval Studies» is abbreviated «Med. Stud.» (and not «MSt»).

c) Pages referred to are to be given, without "p."

Examples:

M.-D. Chenu, *Les passions vertueuses. L'anthropologie de saint Thomas*, «Rev. philos. Louvain», 72 (1974), 11-18.
Second quotation:
Chenu, *Les passions*, 11-12.

5) Archives and Libraries.

The place of the archive or the library is expressed in the local language. Only where the local language is expressed in a non-Latin alphabet (Cyrillic, Arabic, for example), the place is expressed in the language in which the article is written. Foliation is expressed with "f" or "ff.". If the folios of the manuscript are paginated (that is, both the recto and the verso are numbered), use "p." or "pp." The recto, verso, and columns of each folio are indicated by an exponential number (roman).

Examples:

Città del Vaticano, Biblioteca Apostolica Vaticana, Vat. lat. 318, ff. 4ra-11vb.
Brugge, Stadsbibliotheek, lat. 45, f. 61vb.
Città del Vaticano, Archivio Segreto Vaticano, Reg. lat. 122, ff. 97^{v}-98^{r}.

Editions of texts and critical apparatus

1) The text.

The conventions of orthography chosen by the editor are to be set out in the introduction.

Deletions, additions, lacunae, and cruces are indicated by means of the symbols normally used in editions of classical texts. Thus, square brackets [] indicate deletion; pointed brackets <> integration; the asterisk *** an irremediable lacuna; the dagger † a *locus deperditus*.

2) Apparatus criticus.

a) links between the apparatus and text are made by means of line numbers in Arabic numerals to which the variants in the apparatus refer;

b) roman is used for the letters designating the manuscripts and editions; italics are used for the editor's notes (eg: 25 contrariis] del. R). Editor's notes are to be in abbreviated form, according to

the norms set out in A. Dondaine, *Abbréviations et signes recommandés pour l'apparat critique des éditions de textes médiévaux*, «Bull. Philos. Méd.», 2 (1960), 142-149;

c) the symbol] means only *consensus codicum non laudatorum*, in the case of a "negative" apparatus. It makes no sense therefore in an edition based on a single manuscript;

d) in each entry in the apparatus, it is necessary to indicate: the number of the line in which the variant appears, the <u>chosen variant</u> followed by its witnesses and a colon (":"); the variants, each one followed by the letter indicating the manuscript in which they are attested, without any punctuation mark.

E.g.: 15 subiecta RV: *om.* S subiecit P;

e) each entry in the apparatus is separated from the following entry by means of a small blank space:

E.g.: 15 subiecta RV: *om.* S subiecit P   est] *om.* S   16 domino patri] *inv.* R;

f) when the same forms occur more than once in the same line, they can be distinguished by means of an exponential number;

E.g.: 15 est^2] *om.* P sit S;

g) the various hands which have corrected or modified the primitive text of a manuscript are indicated by a small arabic numeral in exponential next to the letter denoting the manuscript

E.g.: 15 subiecta RV: *om.* S^1 *rest. mg.* S^2

3) Apparatus fontium.

This apparatus is normally organised, like the critical apparatus, according to the line numbers. It is possible, however, at the editor's discretion, to organise this apparatus according to footnotes, numbered progressively. Please note that this apparatus should be set out in abbreviated form, perhaps by placing a table of the most frequently quoted works at the beginning.

Various Remarks

1) In classical and medieval works, roman numerals are only used for books; all other partitions must be expressed in arabic numerals, separated by commas.

E.g.: Aug., *conf.*, XII, 7, 7 *(CCL* 27, 219)

2) Use of inverted commas. For short quotations use double pointed brackets («...»). A quotation within another quotation is placed inside double inverted commas ("..."). Double inverted commas are used also to stress the non-literal or in any case particular sense given to certain words or expressions. Single inverted commas ('...'), on the other hand, should be used only for words or expressions used in *suppositio materialis* (E. g.: 'dog' is monosyllabic). It is up to the author of the text to distinguish clearly between the various types of inverted commas used, and to give explicit instructions whenever adopting different criteria.

3) The use of abbreviations, in capital italics, should be limited to the best-known series. Some examples are:

Patrologia Latina: PL; Patrologia Graeca: PG; Corpus Christianorum, Series Graeca: CCG, Series Latina: CCL, Continuatio Mediaevalis: CCM; Corpus scriptorum ecclesiasticorum latinorum: CSEL; Monumenta Germaniae Historica: MGH; Rerum Italicarum Scriptores: RIS; Beiträge zur Geschichte der Philosophie und Theologie des Mittelalters: BGPhThM; Corpus scriptorum Christianorum orientalium: CSCO; Commentaria in Aristotelem Graeca: CAG; Corpus Latinum Commentariorum in Aristotelem Graecorum: CLCAG; Dictionnaire de Spiritualité: DS;

Dictionnaire de Théologie Catholique: DThC; Aristoteles Latinus: AL; Sources chrétiennes: SC etc.

4) Try to avoid the following forms and abbreviations if possible:

f., ff. (following), op. cit., loc. cit., ibidem

5) For incunables, please indicate, after the normal bibliographical notes, also the shelf-mark in brackets in roman.

Proof-Reading

There are usually two sets of proofs. Please ensure that you:

1) respect the deadlines indicated;

2) correct in the margins and not between the lines;

3) use a red pen for the corrections to be inserted, and a pencil for any comments and explanations (to be kept to a minimum); those writing in languages other than Italian should avoid commenting in their own language, since the typesetter could insert the comments into the text;

4) always use different symbols for different corrections occurring in the same line (the conventional symbols most commonly used can be found, for example, in F. Van Steenberghen, *Directives pour la confection d'une monographie scientifique*, Ed. de l'Institut Supérieur de Philosophie, Louvain 1949[2], 70-71, and in other manuals;

5) glue separate sheets to the margin in the case of longer corrections (this type of correction is only allowed in the first proofs).

6) When correcting the second proofs, contributors are requested to:

a) compile an index of personal names according to the following criteria:

- do not record the personal names which appear in the titles of works;
- indicate the full christian name of pre-nineteenth-century writers;

b) compile an index of manuscripts, following the above criteria.