

SPECTRUM

Visual Translations of Jerusalem

Instructions for authors

SUBMISSIONS

- **Texts** should be written in English ;
Microsoft Word is the preferable file format (Mac Users: Please be sure to include a file extension (.doc) in the file name in order to assist conversion)

SPECIFICATIONS FOR THE TEXT

- Use **Times New Roman 12** throughout
- Line spacing **1,5** throughout
- The text should be **left-justified**
- Your **name** should appear after the title, in capitals, ranged left
- If you need to use subheadings, please do not type them in capital letters and do not underline or italicize them

Spacing:

- A single space (not two) should follow full-stops, commas, colons, and other punctuation marks
- A space should separate each initial of an author or editor's surname (e.g. B. C. Cummings, not B.C. Cummings); but note authors' names should be spelled out where possible (see below under references)
- Start new **paragraphs** with a single tab (not multiple spaces)
- Do not put an extra line-space between paragraphs
- Separate line breaks for verse citations in consecutive text with a forward slash (/)
- Set **long quotations** as block quotations: more than forty words of prose, or more than two lines of verse; do not enclose within quotation marks

Spelling & Proper -Names:

- Please use **Commonwealth and UK spelling** (as given in the *Oxford English Dictionary* and its derivatives), e.g. honour, defence, centre, travelling etc.
- For words ending in –ize or –ise, the **–ize form** is preferred; but note where other words demand –ise (e.g. advertise, exercise) and the case of ‘analyse’
- Since we are catering for readers worldwide, the majority of whom are not native English-speakers, we try to minimise the mental translations that they confront. For this reason, as far as possible and identifiable, use native forms for **historical persons**: thus ‘Friedrich I Barbarossa’

instead of Frederick. You may wish to consult the preferred forms supplied in the *International Medieval Bibliography* for guidance.

- Likewise, use the native form for **place-names**, except in some cases where the English form can be retained (see the list below for some examples)

East-Central Europe

Prague, Warsaw

Germany, Switzerland and Austria

Cologne, Munich, Vienna

Iberian peninsula

Lisbon, Seville

Italy

Florence, Milan, Naples, Rome, Venice

Low Countries

Antwerp, Brussels, The Hague

Scandinavia

Copenhagen

- For **countries using Greek and Cyrillic scripts** (which should always be Romanized), you may use the English forms: Belgrade, Bucharest, Moscow, Warsaw
- **Regions** should remain in their English forms (e.g. Flanders) where these forms are very well known. However, do not over-Anglicize (Sjælland, not Sealand)
- The **spelling of quotations** is always that of the book, edition or manuscript referred to. Note, however, that in quotations from early printed books and manuscripts the forms of the letter i and j, u and v, the long s, the ampersand (&), the Tironian sign (7), the tilde, superior (superscript) letters in contractions, and other abbreviations are normalized to modern usage unless there are good reasons to the contrary

Punctuation:

- Punctuation generally goes outside quotation marks
- **Commas** should appear before the final ‘and’ or ‘or’ in a list of three or more items (e.g. truth, grace, and beauty)
- No punctuation, other than question marks, should occur at the end of **headings**
- Use **single quotation marks** (‘ ’); **double quotation marks** (“ ”) are only to be used within single quotation marks (i.e. for quotations within quotations); translate quotation marks from different systems or languages (e.g. «...» or „...“) into smart quotes (‘ ’ and “ ”)
- Place **ellipses** within square brackets when they indicate omitted text from a quotation (e.g. [...]); if the beginning of the sentence is omitted following the ellipses, begin with a capital letter; do not use ellipses at the beginning of a quotation or at the end, unless there is a specific reason
- If you are adding words to a quotation please use square brackets 'He swore to tell the truth, the old [*sic*] truth, and nothing but the truth.'
- **Names ending in –s** or other syllabants take the ’s (e.g. Jesus’s, Berlioz’s); names with –es endings have no s (e.g. Moses’ leadership, Sophocles’ plays)

- The plural of 860 is 860s, not 860's
- **Hyphenation** is used where the first of two or more words is used adjectively (e.g. 'a tenth-century manuscript' versus 'in the tenth century'); where one of the words is an adverb ending in -ly, do not hyphenate (e.g. 'a handsomely bound codex')
- **Dashes**
 - The short dash is used to indicate a span or a differentiation (e.g. the 1939-45 war)
 - A long dash linking two lexical items should be represented by two hyphens with no space on either side (e.g. the north--south divide)
 - A dash used to enclose parenthetical statements should be represented using two hyphens with a space on either side (e.g. some people -- an ever increasing number -- deplore this); such parenthetical statements should be used sparingly

Capitalization:

- **Places, persons, days, and months** take capitals; **nationalities and nouns** deriving from people or languages are capitalized (e.g. Latinate, the Lombards)
- **Historical periods** are capitalized (e.g. Middle Ages, the Reformation)
- Nouns and adjectives of movements derived from personal nouns are capitalized (e.g. Christian, Platonism); but note biblical, not Biblical; satanic, not Satanic
- **Unique events and periods** take capitals (e.g. the Last Judgement, the Peasants' Revolt)
- Capitalize references to particular **parts of a book** (e.g. Chapter 1; Appendix 2; Part ii, Figure 8)
- **Titles** affixed to personal names should have initial capitals: King Richard, the Archbishop of Canterbury; Bishop Wilberforce (note however 'Roger, bishop of Salisbury', 'William, duke of Normandy', etc.); subsequent references to that person after the initial one retain the capital: the Bishop; otherwise, the pope; the bishop
- For **journals**, follow the preferred capitals style of the journal
- In **ancient and medieval Latin works**, as well as most Romance languages, only the first word and proper nouns are capitalized (e.g. *De civitate Dei*)
- **Seasons of the year** are not capitalized (e.g. in spring 1349); nor are **points of the compass** (north of England, northern England), except when they indicate an official name or specific concept (South America, the Western world)

Numbers:

- **Spell out numbers up to one hundred**; use Arabic for 101+ except when beginning a sentence; please also note the following exceptions and specifications:
- **Spell out** approximate numbers over one hundred (i.e., two thousand)
- Use **Arabic** for percentages (and spell out percent: i.e., 50 percent) and for chapter numbers, page numbers, folio numbers, journal numbers, series numbers, figure and plate numbers
- Use **Roman numerals, small capitals**, for volume numbers, book numbers, and other major subdivisions of books or long poems, and for acts in plays; small capitals for xvi^e siècle, siglo; use **large capitals** for monarch titles (Edward IV)
- **Inclusive numbers** falling within the same hundred should include the last two figures: 13-15, 44-48, 104-08, 100-22, 1933-39
- No **comma** in numbers up to 9999; 10,000 and higher include comma for every three digits (e.g. 1,330,865)
- Specific **dates** should be cited, as 23 April 1999, 21 January 1564/5. For decades, use the form 'the 1340s', not 'the 1340's'

- **Money** expressed in pounds, shilling and/or pence should appear as £197 12s. 6d.; the symbols for pound/lira, dollar, yen, deutschmark and florin/guilder are £, \$, ¥, DM and fl; for other currencies the symbol or abbreviation follows the number, e.g. 15 DKr
- In non-statistical contexts, express **weights and measures** in words (e.g. ‘He carried an ounce of sugar’); in statistical contexts express as figures with the appropriate abbreviations (e.g. 1 kg, 3½ in., 45 mm, 100 lb).

Italics, Roman & Boldface:

- Single words or short phrases in a foreign language in italics; direct quotations or more substantial quotations in Roman
- Use italics for titles of books, journals; but do not use for dissertations or journal / book series
- Italics for: *sic*, *c.*
- Do not use italics for *cf.*, *ibid.*, *idem*, e.g., *et al.*, etc., *passim*, *viz.*
- Use Roman for punctuation following italicized text if the main sentence is in Roman
- Do not set titles in Roman when they are part of a title; instead, use single quotation marks (*A Study of ‘Romeo and Juliet’ in American Theatre*)
- Use Roman for religious works such as ‘the Bible’, ‘the Koran’, and ‘the Talmud’, and do not place individual books of the Bible in italics or within quotation marks (e.g. II Corinthians 5. 13-15)

Abbreviations:

- Abbreviations increase the possibility of misunderstanding and should be used with caution
- Follow two-letter postal abbreviations for US states; but for other place-names, note ‘Vic.’ for Victoria, ‘Ont.’ for Ontario
- Do not use *loc. cit.* or *op. cit.*
- *c.* [not *ca.*]
- *b.* (birth / born) *d.* (died)
- Do not use full-stops (periods) after Mr, St, Dr, USA, UK, ad, vols, fols, nos, eds, edn, pls – i.e. in cases where the unabbreviated word ends in the same letter as the abbreviation. An exception to this rule is made for some indicators of measurements (see above).
- Do not use full-stops (periods) in abbreviated standard reference works, journals, or series: OED, MLR, EETS
- Do use full-stops (periods) with e.g., i.e., vol., fol., no., ed., pl., p., repr., ps., vol., pp., trans., viz.
- Avoid starting sentences and footnotes with abbreviations
- MS and MSS for manuscript shelf-mark citations and references; but otherwise the word ‘manuscript’ in full

FOOTNOTES

- **Use footnotes (not endnotes)**
- Footnotes should be kept to a scholarly minimum. They should primarily allow the reader to check the source of a quotation and give the evidence on which the argument is based. They should not be used to either to expand discussions or to give extensive descriptions or arguments that are not entirely relevant to the article
- **Use Times New Roman 10** for all footnotes
- Line spacing **1,5** throughout
- Footnote reference numbers should be located in the main text at the **end of a sentence**; they should be marked with a superscript number

- Do not use a footnote number in a title or heading; if a note is required use an asterisk
- Do not use paragraphs in footnotes
- **All notes should end with full-stops**
- Do not begin a note with an abbreviation which is normally printed in lower-case characters (such as e.g., i.e., pp.)

References:

- The **first citation** of a particular author or work should always be a full reference, including author or editor name, title, publication details, and page numbers (if applicable)
- **Subsequent citations** of this work should be abbreviated (author's surname, followed by an intelligible shortened form of the title), but make sure this is standardized throughout. Examples for short titles are given in the examples below
- Supply forenames for names of people cited; if that is not possible use initials consistently throughout
- The title of a book should appear in *italics*.
- The title of an article in a journal, a chapter in a multi-author/multi-editor publication, or of an unpublished thesis should appear in Roman, within single inverted commas
- Please note that the **publisher**, as well as **place of publication** are required
- If a book is part of a numbered **series**, the series title and the number (in arabic numerals) should be given. Series titles should not be italicized or put between quotations marks
- The number of volumes (abbreviation 'vols') should be given, where appropriate, before the place and date of publication. Where a particular volume of a work is being cited, the volume number should appear in capital roman numerals: I, II, III, etc.
- Issue numbers of journals should be given in Arabic numerals
- **Full page spans** must be given: e.g. pp. 100-19 (do not use sqq., f. or ff.). Please note that inclusive numbers falling within the same hundred should include the last two figures: 13-15, 44-48, 104-08, 100–22, 1933-39

Examples:

- For a monograph, follow this example:

H. Munro Chadwick and N. Kershaw Chadwick, *The Growth of Literature*, 3 vols (Cambridge: Cambridge University Press, 1932-40; repr. 1986), I, p. xiii.
[subsequent reference Chadwick and Chadwick, *The Growth of Literature*, III, p. 72]

- For a multi-authored, multi-volume work, follow this example:

Dictionary of the Middle Ages, ed. by Joseph R. Strayer and others (New York: Scribner, 1982-89), VI (1985), p. 26.
[subsequent reference: *Dictionary of the Middle Ages*, VI, p. 26.]

- For an edited or translated work, follow this example:

Hugo von Hofmannsthal, *Sämtliche Werke*, ed. by Rudolf Hirsch and others (Frankfurt a.M.: Fischer, 1975-), XIII: *Dramen*, ed. by Roland Haltmeier (1986), pp. 12-22.
[replace 'ed. by' with 'trans. by' or 'rev. by' where necessary]

- For a chapter or an article in a book, follow this example:

Fanni Bogdanow, 'The Suite du Merlin and the Post-Vulgate Roman du Graal', in *Arthurian Literature in the Middle Ages: A Collaborative History*, ed. by Roger Sherman Loomis (Oxford: Clarendon Press, 1959), pp. 325-35.
[subsequent reference: Bogdanow, 'The Suite du Merlin', p. 329.]

- For a journal article, follow this example:

Robert F. Cook, 'Baudouin de Sebourc: un poème édifiant?', *Olifant*, 14 (1989), 115-35 (pp. 118-19).
[subsequent reference: Cook, 'Baudouin de Sebourc', p. 129.]

- For an article in a newspaper or magazine, follow this example:

Jacques-Pierre Amette, 'Thé et désespoir', *Le Point*, 8 October 1989, p. 18.
[subsequent reference: Amette, 'Thé et désespoir', p. 18.]

- For a thesis or dissertation, follow these examples:

European example: Robert Ingram, 'Historical Drama in Great Britain from 1935 to the Present' (unpublished doctoral thesis, University of London, 1988), p. 17.

North American example: James Franklin Burke, 'A Critical and Artistic Study of the Libro del Cavallero Cifar' (unpublished doctoral dissertation, University of North Carolina, 1966; abstract in *Dissertation Abstracts*, 27 (1966-67), 2525-A).

- For Bible references, follow these examples:

II Corinthians 5. 13-15; Isaiah 22. 17

- For abbreviated references to books / chapters / sections of classical or medieval texts, include spacing between each part of the reference and follow this example:

Defensor Pacis, II. 6. 12 (not II.6.12)

Use a non-breaking space to avoid the citation getting divided over different lines (Control + Alt + spacebar in Word).

- For manuscript references, follow this example:

London, British Library, MS Cotton, Caligula D III, fol. 15^r
[subsequent reference: MS Cotton Caligula D III, fols 17^v-19^r]

Oxford, Bodleian Library, MS Bodley 277
[subsequent reference: MS Bodley 277]

Recto and verso should be specified in all instances, and the following abbreviations used: MS, MSS, fol., fols, ^r and ^v

- For an edition of a primary source within a series, follow this example:

Carlos Fuentes, *Aura*, ed. by Peter Standish, Durham Modern Language Series: Hispanic Texts, 1 (Durham: University of Durham, 1986), pp. 12-16 (p. 14).
[subsequent reference: *Aura*, p. 93.]

ACKNOWLEDGEMENTS

If you wish to include acknowledgements please place those in a separate headed paragraph at the end

ILLUSTRATIONS

- Please **limit the number of illustrations** to less than 8 where possible; illustrations should only be used where they are essential to the argument
- Illustrations are referred to as '**Figures**' in the text (not as Plates): For references either spell out the words in the text, e.g., 'as shown in Figure 1', or use parentheses: '(Fig.1)' or '(Figs 4 and 5)'. Please note the capitalization
- Most illustrations will be reproduced in black and white. The author **may suggest images for reproduction in colour**, but inclusion is at the discretion of the editors
- Authors should also **indicate a desired approximate size for each illustration**. This should be a quarter page or third page for most illustrations, a half page for important illustrations, and very occasionally a full page for very important and detailed illustrations. Final decisions will rest with the editors and the publisher

Low Resolution Images:

- **In the first instance** (by 15 September), **low-resolution files** of all illustrations should be sent.
- Each **file should be named** with the author's surname and the figure number without any spaces, e.g., 'SmithFig7'

High Resolution Images:

- Once the review process is complete, we will contact authors and ask them to send us **high resolution images**. We anticipate to then give them the following specifications:
 - Illustrations should be supplied in a digital format, as TIFF or EPS files (JPEG images are not recommended for printing purposes, unless files are available at print-quality resolution).
 - Colour illustrations should be saved at a minimum scanning resolution of 300 dpi
 - Black and white illustrations need to be saved at a minimum input scanning resolution of 300-400dpi for halftones; 800dpi for simple line; 1200 dpi for fine line images

CAPTIONS

- Captions for illustrations should be supplied **as a separate text file**
- The captions should include a concise description of the object represented in the image. For objects housed in museums or libraries please use the following format: City, museum/library, medium and/or full classmark, page or folio-number (where applicable); place of origin; date
- Together with the high resolution images, we will also ask authors to supplement their captions to include any relevant copyright information or photographic acknowledgement; if an image is taken from previously published sources, the full reference to the source needs to be included

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- For more information, please see the copyright advice for authors section of the Maney website (<http://www.maney.co.uk/>)