

IANLS ACTA: Instructions for Authors

General Requirements

It is with great pleasure that the IANLS Executive Committee invites contributions to the *Acta Conventus Neo-Latini*, published by Brill.

In line with the publishers' stipulation that the volume be limited to a total of 1,000 pages, the *Acta* will include the conference programme, the plenary papers and **a (refereed) selection of 50–60 individual papers**, reflecting the high quality of current research in Neo-Latin Studies.

All speakers who have **personally** presented their paper at the IANLS congress are invited to propose their contribution for publication in the *Acta* by the stated deadline (30 November; see below). No individual invitations or further reminders will be sent.

Speakers should bear in mind that the overall length of individual papers may not exceed **28,000 characters** (including spaces and footnotes).

All papers must be consistent with **internationally accepted scholarly standards**. Authors who have written a paper in a language other than their mother tongue, must ask a native speaker who is familiar with academic usage in the Humanities to read and correct their text before submitting it to the Chair of Publications. **Any inadequate linguistic form will a priori be rejected; no revision or re-writing of a paper is envisaged.**

The submitted articles will be subjected to a tiered refereeing process.

The totality of the papers will be distributed among five **section editors**, who will check the articles meticulously for their academic and linguistic quality. Section editors are asked to evaluate each contribution and to indicate whether they would approve the publication of an article or not.

At the same time, a **peer review** will take place to ensure that every article will be read by at least two established researchers. Peer-reviewers receive the articles in an anonymised form for evaluation. If there are two strongly divergent opinions, a third reviewer will be involved in the procedure.

Based on the section editors' comments and the peer reviews, the general editors will make the final selection of contributions for the *Acta* volume. Authors will then be informed whether their paper has been accepted or rejected.

Deadline

The final date for submitting papers is **30 November** of a year following the conference of the IANLS.

Please send your paper **electronically** to the Chair of Publications. If you use specialized fonts, such as Greek, please send an additional pdf-file to allow for the verification of special characters.

Formatting

Please submit a Word- or rtf-file. Turn off hyphenation.
The article title and author name should be aligned to center:

Universals and Particulars.
Summary of Old and New Remarks

John Smith

The author's academic or institutional affiliation should be mentioned at the end of the contribution.

Citation Practice

- Book Citations

Authors' names should be cited as they appear on the title page. Do not abbreviate given names to initials.

Publishers should be omitted; the parentheses should include only the place and date of publication (and reprint information, where applicable). If the publisher lists more than one location, it is sufficient to cite only the first location in the list.

In the first citation of a journal article the page numbers of the article must be provided, followed by "there" and the number of the page referred to.

Provide inclusive pages instead of "f." or "ff." (i.e., instead of 22ff.: 22-5).

Examples:

John Doe, *Book Title* (City, 1995), 27-31.

Peter Smith, "Article Title," in *Collection Title*, ed. John Doe, Jane Smith (City, 1998), 112-148.

Jane Smith, "Article Title," *Journal 24* (1992), 28-49, there 31.

- Subsequent References

After the first reference, use short titles instead of "op. cit.," "l.c.," etc.:

Doe, *Short Title* (see above, n. 7), 76.

Smith, "Short Title" (see above, n. 9), 44.

Use "ibid." when there is a shorter or longer series notes referring to the same work:

Reynolds, *Fiefs and Vassals* (see above, n. 19), 97.

Ibid., 98.

Ibid.

Ibid., 98-9.

If the work by Reynolds is cited frequently throughout the article, the first reference may include the indication “(hereafter cited as Reynolds).” Then subsequent references take the form “Reynolds (see above, n. 19), 97.”

- **Numbering**

90-91 should be 90-1; 112-114 should be 112-4; 100-139 should be 100-39.

Years: 1509-1564 should be 1509-64; 1835-1848 should be 1835-48; 1835-1837 should be 1835-37 (not: 1835-7).

Folio numbers and other references to manuscripts must be written in full: fols. 108v-109r.

Thousands should be written with a comma: 1100 should be 1,100; “1382 entries” should be “1,382 entries.”

Arabic numerals are to be used for volume, part, and section numbers. This is true for journal volume numbers, for volume numbers and other subdivisions in a series, and for volume numbers in a multivolume work. It is also true for the subdivisions of classical and medieval texts.

Roman numerals are retained when the original work uses them for page numbers (in Foreword, etc.).

- **Manuscripts**

Both in the text and in the notes the abbreviation “MS” (plural “MSS”) is used only when it precedes a shelfmark. Cite the shelfmark according to the practice of the given library. Folio numbers should include a recto/verso reference, abbreviated and written on the line, not as a superscript. The abbreviation of “folio” is “fol.” (plural “fols.”).

The first, full reference to a manuscript should give the place-name, the name of the library, and the shelfmark:

Paris, Bibliothèque nationale de France, MS lat. 4117, fols. 108v-145r.

Vatican City, Biblioteca Apostolica Vaticana, MS Vat. lat. 6055, fols. 151r-228v.

- **Subsequent References**

BnF lat. 4117 (see above, n. ...), fol. 108r. [If the context allows, “lat. 4117” may be sufficient.]

Vat. lat. 6055 (see above, n. ...), fol. 151r.

- **Series**

Series titles are not italicized; abbreviations thereof, however, are. Many series are familiar enough to allow the use of standard abbreviations, and it is often permissible to eliminate the name of the editor and the place and date of publication. If in doubt, use the full title. The volume number and page number are separated by a colon, with no space between the elements:

PL 123:347.

- Other Matters

1. *Notes.* Notes will be printed as footnotes. However, some citations may be inserted in parentheses in the text. Footnote numbers are placed behind punctuation marks, e.g.: ... in the city's churches.¹ A period is placed at the end of each footnote.
2. *Italics and quotation marks.* Isolated words and phrases in foreign languages should be italicized. Direct quotations of texts in foreign languages should be placed in quotation marks ("..."). Quotations longer than ten typed lines should be treated as block quotations (indented, without quotation marks).
Single quotation marks are reserved for quotations within quotations and for definitions in a linguistic context, e.g.: *Estrusia* might be associated with *extrusis*, 'pushed out, thrust forth'.
Note that quotation marks are placed behind punctuation marks, excepting colon ("... word":) and semicolon ("... word";).
3. *Scholarly reference words.* Words and abbreviations such as "et al.," "ibid.," "idem," "passim," "e.g.," "i.e.," and "ca." should not be italicized. The only exception is "[sic]."
4. *Interspacing.* Remove double interspacing
5. *Section headings.* No period behind a section heading.
6. *Dashes.* Use en dash (–) instead of em dash (—) or hyphen (-), preceded and followed by single interspacing.
7. *Images.* For illustrations, submit a good-quality, clearly named and numbered image file in jpg- or tif-format, at a minimum resolution of 300 dpi for grayscale illustrations or 600 dpi for drawings and graphs. Authors are responsible for obtaining permission to reproduce copyright illustrations, paying any appropriate fee and indicating the correct phrase by which the copyright should be acknowledged. The publisher may require written evidence of copyright clearance.

- ***Index nominum***

The article should be accompanied by a list of names (in the language of the article, together with the English equivalents) in a separate word- or rtf-file for the *index nominum* at the end of the Acta volume; e.g.:

Heinrich VIII.
= Henry VIII
Orazio
= Horace
Sénèque
= Seneca

List all the names of persons living before ca. 1800 mentioned in your article as well as Neo-Latin authors up to the present. First give their *last name*, followed by their *first name* (in full, not only initials):

Grotius, Hugo
Lipsius, Justus
Schnur, Harry C. (Gaius Arrius Nurus)

Do not list names of authors of bibliographical references to whom you may refer in your text or footnotes.

Give variations and references to the name as it should be included in the index:

Pius II, pope see Piccolomini, Enea Silvio

Add qualifications or specifications only in order to prevent confusion:

Henry II, king of France
Henry II, king of England
Henry II, king of Germany, Holy Roman emperor
Alexander VI, pope (Rodrigo Borgia)

Greek and Roman names: use the English version of the name if there is one:

Vergil
Livy
Pliny
Ovid

If there is no English version of the name, use the most common Greek/Latin version.

Neo-Latin authors: give their name in the vernacular language, unless it is generally used in the Latin form:

Campano, Giannantonio (*not*: Campanus, Joannes Antonius)
Schoppe, Kaspar (*not*: Scioppius, Gasparus)

But:

Mercator, Gerardus (*not*: De Kremer, Gerard)
Lipsius, Justus (*not*: Lips, Joost)