

Acta Conventus Neo-Latini

Instructions for Authors

1. 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 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 make sure that they submit a text that complies with the standards of our discipline, 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. Every article will be read by at least two established researchers. Peer-reviewers will be anonymous. If there are two strongly divergent opinions, a third reviewer will be involved in the procedure. Based on these 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.

2. 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.

3. Formatting

Please submit a Word- or rtf-file. Turn off hyphenation.

The article title and author name should be aligned to centre:

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.

4. 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.: 22–25). 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., 98–99.

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

Numerical ranges indicating a beginning and an end should always be written out in full; for example, 123–124 (not 123–24) and 1928–1929 (not 1928/29).

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

Thousands should be written with a comma: 1,100 (not 1100).

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” 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 first, full reference to a manuscript should give the placename, the name of the library, and the shelfmark:

Paris, Bibliothèque nationale de France, MS lat. 4117, fol. 108v–145r.
Vatican, Biblioteca Apostolica Vaticana, MS. Vat. lat. 6055, fol. 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.

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 three 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.: *Etrusia* might be associated with *extrusis*, ‘pushed out, thrust forth’. Note that quotation marks are placed behind punctuation marks.

3. *Scholarly reference words:* Words and abbreviations such as “et al.,” “ibid.,” “idem,” “passim,” “e.g.,” “i.e.,” and “ca.” should not be italicized.

4. *Interspacing:* Remove double interspacing.

5. *Section headings:* No period after a section heading.

6. *Dashes:* Use em dash (—), neither preceded nor followed by a space.

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.

5. 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 refer in the text and 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)