

NOTES FOR CONTRIBUTORS

Humanistica Lovaniensia follows the *MHRA Style Book. Notes for Authors, Editors and Writers of Theses*, ed. by A. S. Maney - R. L. Smallwood, 5th edn (London: Modern Humanities Research Association, 1996), with a few exceptions as noted below. Accepted manuscripts that do not follow these rules can be delayed in publication.

1. bibliographical references

1.1. *first reference*

1.1.1. references to books

The information should be given in the following order:

- author: forename in full, if not possible his initial(s); family name as it appears on the title page
 - * Sometimes it might be better to include the author's name within the title (e.g. text editions).
 - * The names up to three authors should be given in full; for works by more than three authors the name of only the first should be given, followed by 'et al.' (= et alii) (see example 4).
- comma
- title: title of the work (including the subtitle) as it appears on the title page, in italics
 - * Title and subtitle should always be separated by a colon. For books in English, capitalize the first word after the colon and of all principal words throughout the title. For titles in other languages, follow the capitalization rules for the language in question.
 - * Titles of other works occurring within the title should be enclosed in single quotation marks.
- comma
- editor, translator etc.: the names of editors etc. should be treated in the same way as those of authors (as to forename, number); they should be preceded by the accepted abbreviations 'ed. (by)', 'trans. (by)', 'rev. (by)', ...
- comma
- series, edition, number of volumes:
 - * 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 (see example 2).
 - * If the edition used is other than the first, this should be stated by '2nd edn', '3rd rev. edn' (see example 5).
 - * If the work is in more than one volume, the number of volumes should be given in the form '2 vols', a comma separating title and number of volumes (see example 3).
- details of publication: place of publication, publisher's name and date of publication are enclosed in parentheses; a colon separates the place from the publisher's name; a comma separates the latter from the date
 - * If place or date are not given but can be ascertained, they should be enclosed in brackets. If one of them remains uncertain, one should use '[s.l.]' (= no place), '[s.a.]' (= no date) or '[s.l.a.]' when both are lacking.
 - * In giving the place of publication, either the current form of place names in the language the article is written in, or its official form in its own country should be used.

* The name of the publisher should be given without secondary matter such as '& Co.', 'Ltd', 'S.A.', etc. Forenames or initials should be omitted. Where a publisher's name includes 'and' or '&', the conjunction should be given in the form which appears on the title page.

* A reference to a work in several volumes published over a period of years should state the number of volumes and give inclusive dates of publication, with the date of the volume specifically referred to in parentheses after the volume number, when it is not the first or last in the series. If a work in several volumes is still in the process of publication, the date of the first volume should be stated, followed by a dash; the date of the individual number being cited should be added in parentheses after the volume number (see example 5).

- If the reference is to a book as a whole, a point will conclude it. If further information about volume and/or pages is requested, a comma is added, followed by the number of the volume (in small capital roman numerals and where necessary the year of publication in parentheses), a new comma, concluded by the exact page or pages.

* When the volume number is given, 'p./pp.' should be omitted, unless the page number(s) is (are) also in roman numerals (see example 5). If there is no volume number, the numerals are preceded by 'p./pp.', 'col./cols', 'fol./fols'.

* The first and the last number of the span should always be stated (instead of 'sqq.' or 'ff.'!)

Examples:

(1) Mark Morford, *Stoics and Neostoics: Rubens and the Circle of Lipsius* (Princeton New Jersey: Princeton University Press, 1991).

(2) G. Oestreich - N. Mout, *Antiker Geist und moderner Staat bei Justus Lipsius (1547-1606): der Neustoizismus als politische Bewegung*, Schriftenreihe der Historischen Kommission bei der Bayerischen Akademie der Wissenschaften, 38 (Göttingen: Vandenhoeck und Ruprecht, 1989).

(3) Leon Voet, *The Plantin Press, 1559-1589: A Bibliography of the Works printed and published by Christopher Plantin at Antwerp and Leiden*, 6 vols (Amsterdam: Van Hoeve, 1980-1983).

(4) *Dizionario biografico degli Italiani*, eds. G. Pignatelli et al. (Rome: Istituto della Enciclopedia Italiana, 1960-).

(5) *Indice Biografico Italiano, 3a edizione corretta ed ampliata*, ed. T. Nappo, 10 vols (München: Saur, 1999-2002), III (2000), 944.

1.1.2. references to articles in journals

The information should be given in the following order:

- author (cf. supra)

- comma

- title of the article, in single quotation marks; title and subtitle are separated by a colon

* The title of works of literature occurring within the title of an article should be italicized or placed within quotation marks.

- comma

- title of journal, in italics

* Only the main title should be given; an initial 'The' or 'A' and any subtitle should be omitted.

* In case of several references to the same journal, an abbreviated title should be indicated after the first full reference or in a preliminary list of abbreviations.

- comma

- volume number, always in arabic numerals

- year of publication, in parentheses

- comma

- first and last page numbers of article cited, without 'p./pp.'

- page number(s), in parentheses and preceded by 'p./pp.' in case of a particular reference

Examples:

- Godelieve Tournoy-Thoen, 'Le manuscrit de la *Biblioteca de Cataluña* et l'humanisme italien à la cour de France vers 1500', *Humanistica Lovaniensia*, 24 (1975), 70-101; 26 (1977), 1-81; 27 (1978), 52-85.
- Michel Oosterbosch - Gilbert Tournoy, 'Two Unknown Autograph Letters by Justus Lipsius (1547-1606)', *Lias*, 23 (1996), 321-326 (pp. 325-326).
- Perrine Hallyn-Galand, 'La "Praelectio in Suetonium" de Nicholas Bérauld (1515)', *Humanistica Lovaniensia*, 46 (1997), 62-93 (p. 87).

1.1.3. references to articles in books

The information should be given in the following order:

- author (cf. supra)
- comma
- title of the article, in single quotation marks (cf. 1.1.2.)
- comma
- the word 'in' (without colon) followed by title, editor's name, and publication details of the book, as in 1.1.1.
- comma
- first and last page numbers of article cited, preceded by 'p./pp.'
- page number(s), in parentheses and preceded by 'p./pp.' in case of a particular reference

Example:

- Jozef IJsewijn, 'The Coming of Humanism to the Low Countries', in *Itinerarium Italicum: The Profile of the Italian Renaissance in the Mirror of its European Transformations. Dedicated to P.O. Kristeller ...*, eds. H. A. Oberman - Th. A. Brady, Jr. (Leiden: Brill, 1975), pp. 193-305 (p. 260).

1.1.4. references to theses and dissertations

The titles of unpublished theses and dissertations should be in roman type within single quotation marks, capitalization following the conventions of the language in question. The degree level, university and date should be in parentheses.

Example:

- Robert Ingram, 'Historical Drama in Great Britain from 1935 to the Present' (unpublished doctoral thesis, University of London, 1992), pp. 17-23.

1.1.5. references to manuscripts

Names of repositories and collections should be given in full when first occurring; an abbreviated form should be used for subsequent references.

Example:

- First reference: Leiden, University Library, ms. Lips. 4.
- Later reference: Leiden, UL, ms. Lips. 4.

1.1.6. references to classical authors

In references to classical authors and their works the system of abbreviations adopted in the *Thesaurus Linguae Latinae ... Index librorum scriptorum inscriptionum ex quibus exempla afferuntur*, 2 edn (Leipzig: Teubner, 1990) should be followed, but with the (abbreviation of the) author's name in normal print, the (abbreviation of the) title in italics and comma's between all parts of the reference.

Example:

Stat., *Silv.*, 3, 1, 182.

1.2. later references

In all further references, the shortest, intelligible form should be used. This will normally be the author's name (without initials) followed by (the volume and) the page reference. When more than one work of the same author is referred to, the title should be repeated in a shortened form. Phrases as 'loc. cit.' and 'op. cit.' should not be used.

Examples:

- IJsewijn, 'The Coming of Humanism', p. 195.
- Voet, *The Plantin Press*, II, 234-139.

2. lay-out**2.1. quotations**

- *Short quotations* (not more than about forty words of prose or two complete lines of verse) should be enclosed in single quotation marks and run on with the main text. If, however, there are several such short quotations coming close together and being compared or otherwise set out as examples, it may be appropriate to treat them in the same way as longer quotations.

- * If two incomplete lines of verse are quoted, the line division should be marked with a spaced upright stroke | .
- * A quotation within a quotation is enclosed within double quotation marks.
- * If a short quotation is used within a sentence, the final full point should be outside the closing quotation mark; the initial capital may be altered to lower case.
- * When a short quotation is followed by a reference in parentheses, the final punctuation should follow the closing parenthesis.
- * The final point should precede the closing quotation mark only when the quotation forms a complete sentence and is separated from the preceding passage by a punctuation mark.

Examples:

- Clusius was generous with his advice and with gifts of plants, including the still rare and valuable tulips, a 'thesaurum hortensem' ('garden treasure'), as Lipsius called one gift in 1585.
- According to Peter Smith 'the seven newly discovered poems by Catullus are absolutely fabulous'.
- Michel Oosterbosch and Gilbert Tournoy inform us 'that in the *index* to that same *Inventaire* (p. 526) the questionable initial was resolved into "Nicolaus" '.
- Soames added: 'Well, I hope you both enjoy yourselves.'

- *Long quotations* (more than about forty words of prose or two complete lines of verse) should be broken off by an increased space from the preceding and following lines of type script. No quotation marks are needed. The quotation should also be distinguished from the main text by using a smaller size and indenting.

- * Omissions within prose quotations should be marked by [...] (an ellipsis); omitted lines of verse should be marked by an ellipsis at the end of the line before the omission. An ellipsis at the beginning or the end of a quotation is not necessary.
- * A reference in parentheses after a long quotation should always be placed outside the closing full point and without a full point of its own.

Example:

- Harvey does, however, provide several references to the Court of Arches as the locale. For example, he writes:

If we were wearye with walking, and loth to go too farre to seeke sport, into the Arches we might step, and heare him plead; which would bee a merrier Comedie than ever was old Mother *Bomby*. As, for an instance: suppose hee were to sollicite some cause against Martinists, were it not a jest to see him stroke his beard thrice, and begin thus? [...] O, we should have the Proctors and Registers as busie with their Tablebooks as might bee, to gather phrases, and all the boyes in Towne would be his clients tio follow him. (*Gabriel Harvey: His Life, Marginalia and Library*, ed. by Virginia F. Stern (Oxford: Clarendon Press, 1979), p. 81)

2.2. *footnotes*

- Footnotes should be limited to what is strictly necessary, e. g. for documentation and for the citation of sources relevant to the text.

- The number of footnotes can also be kept down by incorporating simple references (such as line numbers or page references to a book already cited in full) in the text, for instance in parentheses after quotations. Adjacent references to several lines of the same text or to several pages of the same publication can be grouped together in the same footnote.

- Neither should footnotes repeat information already clear from the text: if for instance a bibliography is added to a book or an article, the length of the footnotes can be reduced.

- Wherever possible a footnote reference should be placed at the end of a sentence so as not to interrupt the flow of the text. In this case the footnote reference number follows the punctuation mark.

- All footnotes should end with a full point, whether or not they form complete sentences.

2.3. *general requirements*

- The author's name should appear at the head of the article (first name in full, surname in small capitals), followed by the title in capitals. His or her affiliation should appear at the end of the body of the text, followed by his or her address and e-mail.

- Titles for chapters or paragraphs in the text should be put in bold and should be numbered in Arabic.

- Manuscripts should be double-spaced, except footnotes and long quotations. Manuscripts for publication should be submitted (in 2 copies) to a member of the editorial board. After the final acceptance of the contribution a PC/Macintosh compatible high-density 1.44mb disk will be most welcome.

- The authors are asked to provide an abstract of not more than ten lines which will appear on the website of *Humanistica Lovaniensia*.