

# Manuscript Preparation for *Manuscript Studies*

Articles should be submitted as word documents and must not exceed 9000 words, including footnotes. The author's name and contact information, a ca. 250-word abstract, and keywords should be provided on a separate page. For all style issues not referenced below, authors should follow the guidelines in the *Chicago Manual of Style* (CMS).

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## Style Guide for *Manuscript Studies*

1. Capitalization, Abbreviation, Spacing
  - a. State abbreviations use postal code without periods, e.g., MA, but not M.A. or Mass.
  - b. Era abbreviations use capitals without spaces or periods, e.g., CE, AD, AM. These are made consistent across bibliographical entries as well, even if the original text used, e.g., "C.E."
  - c. All centuries spelled in full, e.g., eighteenth, not 18<sup>th</sup>
  - d. "Figure" spelled in full in-text, abbreviated to "fig." in footnotes and parentheses.
  - e. Mathematical marks (+, =) should be separated from alphanumerical characters by a space, but may abut other characters. E.g., "sigma =  $\Sigma$ ," but "sigma (=  $\Sigma$ )".
2. Spelling
  - a. Preference for American spellings (e.g., -ize for -ise), with flexibility so long as internal consistency is maintained within the article.
  - b. Premodern, postmodern, and related forms spelled without hyphen
  - c. Contractions should generally be expanded, except in cases where it will sound stilted.
3. Foreign words
  - a. Simple use of foreign words in text should be generally italicized rather than in quotes.

#### 4. Dates

- a. preference for day-month-year format, e.g., 13 December 2015.

#### 5. Numbers

- a. Follow CMS' "1-99" rule: all numbers 1-99 spelled out in full, unless a numeral is required for consistency with other numbers at the paragraph level.
- b. Follow CMS' rule for hundreds, thousands, etc.: spell in full for even numbers of hundreds, ten thousands, hundred thousands. E.g., one-hundred thousand, but 100,203.
- c. Follow CMS' rule for percentages, millions, and larger numbers: initial numeral followed by the unit word. E.g., 29 percent, 1.8 billion; not 29%, 1,800,000,000.
- d. Where numbered, in-line lists are used, use commas rather than semi-colons, since the numerals are sufficient for clarifying the division of entities: (1) ..., (2) ..., (3) ....

#### 6. Quotations

- a. No need for square brackets at start of a quote to indicate a change of initial capitalization. Use contextually appropriate capitalization regardless of original.
- b. Quotation posed as direct speech may begin with a capital letter; when integrated as part of the author's prose or as indirect speech, it should begin with lower case (except for proper nouns).
- c. Ellipses should be accompanied by appropriate punctuation mark when omission breaks across sentences. Spaces before ellipsis and after it/the following punctuation mark.

#### 7. Citation

- a. Location/order of basic info (omit vol. #/series #/etc. if not applicable):
  - i. Author name, *Title: Subtitle*, # vols. (Series #; City: Publisher, Year), vol.#:pages
  - ii. Editor name, ed., *Title: Subtitle*, # vols. (Series #; City: Publisher, Year), vol.#:pages
  - iii. Name, *Title*, vol. #, *Volume Title* (Series #; City: Publisher, Year), pages
  - iv. Name, "Title: Subtitle," *Journal #* (Year): pages.
- b. Author/editor
  - i. Authors/editors in citations may be given as either full name or first/middle initial, so long as it is internally consistent within the article.
    1. If initials are used, periods and spaces are used, e.g.: A. J. Ramos.
  - ii. Translators
    1. For a translation of a primary source, where the original author is not given as author, put translator first. Where the original author is put in author position, the translator follows the title as the first entry within the parentheses.

2. For a translation of a secondary source, the translator follows the title as the first entry within the parentheses.

c. Publisher

- i. Minimal needs: city, publisher, year.
- ii. Generally, omit publisher initials, except when needed for clarity or conventional (as in T&T Clark)
- iii. Omit “Press” or equivalent, except in cases such as “University Press”
- iv. Where publisher is multiple names with an ampersand (&) without a comma preceding it, e.g.: Joe, Schmoe & Co.

d. Pages

- i. Avoid “f.” or “ff.” Use explicit page ranges where possible.
- ii. When citing an entire multi-volume work rather than a single volume of it, give the full number of volumes after title and before parenthesis, and include the volume with the page citation, separate by colon and no space, e.g.: Name, *Title*, 3 vols. (City: Publisher, Year): 2:212–15.
- iii. When citing a full page range for an article as well as citing a particular page, render as in the following example: Author, “Title,” *Journal #* (Year): 114–27 at 116.

e. Ibid, idem, eadem, et al., etc.

- i. Do not use these. Repeat last name or use short citation as appropriate.
- ii. Do not use et al. for the first citation; et al. may be used in short citations after the full citation when authors/editors number more than three.

f. Biblical citations: follow SBL style (roman font, abbreviated if followed by chapter/verse, colon between chapter and verse, semicolons separating items of a list when from different chapters)

g. Journals

- i. Issue number is not required unless the journal volume does not maintain continuous pagination across annual issues. Month of issue may be omitted on the same principle. Digital publications without page numbers must retain issue/month numbers for ease of tracing.

h. Reprints

- i. Original publication years are placed in square brackets after the publication info but within the parentheses.