Antiphon
Style Guidelines
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**Introduction to Antiphon Style Guidelines**

This style guide provides standards and guidelines to be observed by authors submitting articles to *Antiphon*. Unless otherwise indicated, these standards apply for all parts of articles, both in-text and for footnotes. Where further clarity is needed, please refer to *The Chicago Manual of Style* or Turabian’s *Manual for Writers of Term Papers, Theses, and Dissertation*. The most recent editions are as follows:


Footnotes rather than parenthetical citations or endnotes are to be used, with the exception of biblical references, which are part of the body of the article.

**I. Basic Format of an Article**

1. **Submission**
   Articles should be submitted in Microsoft Word format as an email attachment to uwemichael.lang@stmarys.ac.uk. At the end of the text, include a one-sentence byline in italics about the author, indicating the highest academic degree and the current academic or pastoral position.

2. **Pagination**
   Number pages in the center of the bottom of the page, beginning with the first page of the text.

3. **Margins**
   One-inch margins at top, bottom, and sides.

4. **Text Formatting**
   Format text in Times New Roman, 12-point font, left justified.

5. **Spacing**
   5.1. **Basics**
   Double-space the main text. No additional line spaces should be made before or after paragraphs. Single-space footnotes, itemized lists, and indented block quotations.

   5.2. **Separation of titles from subtitles**
   Regardless of the language of the work or the punctuation used on its title page, a colon and one space should be placed between the title and the subtitle in both the text and the footnotes, as in the following: *Art of the Fathers: Iconography and Theology in Patristic Writings.*
6. **Abbreviations**

6.1. **cf. and see:** Writers should take care not to misuse “cf.,” which means confer or compare. It must be distinguished from “see.” Both are placed in Roman typeface and are capitalized only when they begin a footnote or sentence.

6.2. **Ibid.** Use the abbreviation in Roman typeface in a footnote when you are citing the same title as in the preceding footnote. Ibid. is capitalized only when it begins a sentence or footnote.

6.3. **Idem:** Idem (without period) in Roman typeface should be used only within one footnote to replace the name of an author when two or more successive references share the same author. Idem is capitalized only when it begins a sentence or footnote.

6.4. **ff. and passim:** Page numbers should be listed inclusively (e.g., 25-35). Do not use ff. and passim.

6.5. **op. cit. or loc. cit.** Do not use op. cit. or loc. cit. In footnotes following the initial reference of a source use only the last name of the author(s) and a short title.

6.6. **et al.:** If a work has more than two authors or editors, then the name of only the first-listed author or editor may be provided, followed by a space and “et al.”

6.7. **ed.** The abbreviation ed. is used to mean three things: “editor,” “edition,” and “edited by.” When preceding the names of editors, ed. means “edited by” and so is never plural in form.

6.8. **p. or pp.:** These abbreviations should be avoided unless they are absolutely necessary in order to prevent confusion, references to magisterial documents and liturgical books excepted.

7. **Spelling and Punctuation**

Periods or full stops, and commas, are placed within speech marks; colons and semi-colons are placed outside speech marks.

8. **Capitalization**

8.1. **Biblical books, names, and terms**

Capitalize “Bible” and “Scripture,” but DO NOT capitalize their respective adjectives, “scriptural” and “biblical.”

Capitalize titles of biblical books (Genesis, 1 Kings), divisions of the Bible (Pentateuch, Synoptic Gospels), and sections or parts within books (Passion Narrative, Gradual Psalms, Penitential Psalms).

Always capitalize “Gospel” when the reference is to one of the four canonical Gospels, even when the Gospel in question is specified, as with “Mark’s Gospel.”
When referring to New Testament letters use capitals. Examples: Letter to the Romans; Second Corinthians.

These rules admit of two exceptions:

1. The designations “book” (book of Job) and “parable” (parable of the talents) are not capitalized.

2. References to genres of biblical literature or to the psalms in general (as opposed to the book of Psalms) should not be capitalized. Examples include: “these psalms are powerful witnesses to . . .”; “Questions were raised to the Consilium concerning how many psalms should be in the Office”; “the epistles of the New Testament”; “the apocryphal gospel of Peter.”

8.2. Theological, liturgical, and devotional terms
In general, authors should capitalize the designation of liturgical books.

Examples:
- Roman Missal
- Roman Ritual
- Gelasian Sacramentary
- Pontifical of Mainz

Capitalize theological appellations.

Examples: Messiah, Son of God, Third Person of the Trinity, Mediatrix.

Terms denoting biblical and other religious events and religious concepts of major theological importance may be capitalized or not, depending upon the discretion of the author and provided consistency is achieved.

Examples:
- Creation / creation
- Day of Judgment / day of judgment
- Nativity of Christ / nativity of Christ
- the Exodus / the exodus

All references to feasts, solemnities, memorials, etc. of the Church, however, must be capitalized even when they are also biblical events.

Examples:
- Baptism of the Lord
- Nativity of Mary

Capitalize names or titles referring to the Eucharistic rite or the sacrament itself.

Examples:
- Mass
- Divine Liturgy
- Holy Communion
Precious Blood
Eucharist
Body and Blood of the Lord
Sacred Species

Adjectives referring to the sacrament, with the exception of “Eucharistic,” should not be capitalized.

Non-eucharistic religious services and sacraments are not capitalized. Examples include prime, terce, morning prayer, baptism, confirmation, marriage, holy orders, sacraments, seder, bar mitzvah.

Religious objects are lowercase. Examples include holy water, phylacteries, rosary, sanctuary, stations of the cross, relic of the true cross.

“Church” should be capitalized whenever the author is referring to the Catholic Church or the universal Church. However, when a particular or local church is in questions, or the edifice, “church” should be written with lowercase.

8.3. Latin titles
For all Latin writings (ancient, medieval, modern, and contemporary), place all words in italics and capitalize only the first word of the title, proper names, adjectives derived from proper names, and words indicating the Godhead.

Examples:
Missale Romanum
Rituale Romanum
De baptismo
De bello Gallico
De glorificatione Trinitatis
De civitate Dei
Biblia Hebraica

There are some exceptions to this rule: Nova Vulgata, Summa Theologiae, Summa contra Gentiles.

For documents of the Catholic Magisterium, capitalize the words of the Latin title (see also below no. 22)

In abbreviations all nouns, verbs, and adjectives in the title are uppercase and placed in Roman rather than italic. Thus, Lumen Gentium should be abbreviated LG.

In such instances the title should be written in full in the first reference, with the abbreviation to be used subsequently placed in brackets immediately following the title and indicated with “henceforth:” as follows: Sacrosanctum Concilium [henceforth as SC], 14.
8.4. **Modern language titles**  
In Romance language titles, follow the custom of the country. Most commonly, capitals are used for only the initial word of title and subtitle, along with proper nouns. Sometimes, however, words like “Chiesa” or “Eucharistie” are capitalized.

In German titles, capitalize the initial word of title and all nouns.

For all other modern languages, consult the current edition of the Chicago Manual of Style.

“Church” should not be capitalized in instances in which it refers to the Catholic Church in general, as opposed to a local church, whether it be a diocese or parish.

9. **Italics and Roman fonts for titles, foreign or liturgical terms**  
Always use italics for published book titles and journal titles. Use italics for words or short phrases of two or three words in languages other than English. The first time each word or phrase is used, provide a translation in parentheses immediately following. For the translation, use Roman letters without quotation marks. This rule admits of two exceptions:

1. Foreign words or phrases that have become part of the English language should not be italicized. Examples include rotunda, prolegomena, a priori. In order to determine if a word has become incorporated into English, consult the most recent version of Webster’s dictionary. If, however, the word is in the English dictionary but in italics, then it need not be defined but should be placed in italics.

2. Liturgical terms are presumably international and therefore are set in Roman, not italics. Examples include Gloria, Te Deum, Shema, Confiteor, Lord’s Prayer, Nunc Dimittis, Nicene Creed, Magnificat.

Do not use italics for emphasis within the text.

10. **Quotations**  
Use block quotations whenever a quoted text runs longer than three lines of the body of the article. Block quotations are indented .5 inches from the left margin and are single spaced. Do not enclose block quotations in quotation marks. The paragraph following a free-standing block quotation is not indented.

Quotes within quotes: The source of a quote within a quote will appear only in the footnote, after the source within which it is quoted.

10.1. **Quotation Marks**  
As a general rule, punctuation should be placed before the final quotation mark of quoted material. Example: In Peter’s description of the church community as a building “built of living stones,” we find clues to the means to bring it about.
11. Dates
In the body of the article, write the month first, then the day, and finally the year, as follows: June 3, 1979.
Indicate decades without apostrophes, as follows: 390s, 1990s.

12. Places of publication
Translate the place of publication. Thus, Lutetiae becomes Paris, Roma becomes Rome, Wien becomes Vienna, Città del Vaticano becomes Vatican City.

13. Names of publishers
Omit the words “company” as well as the publisher’s given name (e.g., Herder, SPCK). Include the word “press” (e.g., Ignatius Press, Cambridge University Press, The Catholic University of America Press, Liturgical Press).

14. Links
Hyperlinks should be removed from the text in all cases where they appear as links (blue and underlined). Do this by right-clicking and selecting “remove link.”

15. Subheadings
Subheadings of the first order included in an article should be left justified and placed in bold and in capitals, with one line skipped above the heading.
Subheadings of second order should be in italics (not capitals).

16. Authors’ names that have particles or parts
In referring to an author or other authority by last name in the course of an article or in footnotes where, after the first reference, one uses an author’s last name and short title, a particle in the name of the author or authority should be capitalized in ways consistent with his or her nationality. In cases of doubt the norm established by the Library of Congress listing is to be followed.

Particles separated from last name, as in cases such as Hans Urs von Balthasar, Angelo di Berardino, or Ignace de La Potterie, in texts using only last names become von Balthasar, di Berardino, or de La Potterie. In second footnote references the lowercase particle is omitted: Balthasar, Berardino, La Potterie.

Particles incorporated into the last name are always included and capitalized. Examples include Mary Rose D’Angelo, Willis Peter DeBoer, Daniel G. Van Slyke. Both in texts using only last names and in second footnote references these become D’Angelo, De Boer, Van Slyke. Three part names are also resolved by the Library of Congress listing.

1. Some have multiple parts, such as Robin Lane Fox, Pierre Teilhard de Chardin, Elisabeth Schüessler Fiorenza, and Raphael Merry del Val. In texts using only last
names and in second and subsequent footnote references these become Lane Fox, Teilhard de Chardin, Schüessler Fiorenza, and Merry del Val.

2. In some cases, the surname appears as a “middle” name, as with Adela Yarbro Collins, Dwight Moody Smith. In texts using only last names and in second and subsequent footnote references these become Collins, Smith.

3. In cases of Hispanic names consult the current edition of the Chicago Manual of Style.

17. Names of ancient authors
Both in text and in footnotes, use common anglicized versions of the names of ancient authors. Examples include Augustine (instead of Augustinus or Augustin), Jerome (instead of Hieronymus).

In cases where there could be confusion in referencing editions, the version of the author’s name used by the editor may be placed in brackets after the usual anglicized version as follows: Prosper of Aquitaine [Prosperus Tiro]. Use distinguishing terms when they are appropriate for avoiding confusion.

Examples:
Augustine of Canterbury
Cyril of Alexandria
Peter the Venerable

18. Translations and parenthesis
Citations of classical and foreign language passages should be translated in the text. If the citation is short, then the translation or the foreign language word, phrase, or clause may be placed in parentheses within the text. If the citation is longer, then the passage in its original language should be placed in the corresponding footnote. The source of a longer translation must always be cited, even if it is the author’s own. The use of parenthetical remarks within the text is discouraged. Parentheses within the text are reserved mainly for short translations, citations of biblical texts (see 21), and citations of common magisterial documents (see 22).

II. References in Footnotes

19. Preliminary Information on Footnote Citations
As a general rule, all citations must be placed in footnotes rather than in the text. Parenthetical citations, then, should be avoided. Biblical citations are an exception to this rule. They should be placed in parentheses at the end of the sentence within the text.

20. Footnote Structure
Set footnotes in 12-point font, not indented, and numbered consecutively throughout the article with superscripted Arabic numerals. Separate each Arabic numeral from the text of the footnote with one space. Do not skip lines between footnotes.
21. Biblical Citations
In general, biblical references are not footnoted, but placed in parentheses after the quote.

The edition of the Bible must be indicated by its italicized abbreviation following the reference to the biblical book, chapter number, and verse number (e.g., 1 Tim 3:12 NAB). This is only necessary the first time the Bible is cited if the same edition is used throughout the text.

If more than one edition of the Bible is cited, the edition must be specified with each reference. In such cases, it may also be appropriate to provide full bibliographical information for each version in a footnote the first time it is cited.

When citing specific chapters and verses, use the widely accepted abbreviations of biblical books recommended by the Society of Biblical Literature. Including the apocryphal or deuterocanonical books, these abbreviations are:

Gen Ex Lev Num Deut Josh Judg Ruth 1-2 Sam 1-2 Kgs 1-4 Kgdms 1-2 Chr Ezr Neh Esth Job Ps(s) Prov Eccl/Qoh Song/Cant Isa Jer Lam Ezek Dan Hos Joel Amos Obad Jonah Mic Nah Hab Zeph Hag Zech Mal Tob Jdt AddEsth WisSol Sir Bar LetJer PrAzar Sus Bel 1-4 Mac 1-2 Esdr 4-6 Ezra EsdrA-B PrMan Odes Mt Mk Lk Jn Acts Rom 1-2 Cor Gal Eph Phil Col 1-2 Thes 1-2 Tim Tit Phlm Heb Jas 1-2 Pet 1-3 Jn Jude Rev

Abbreviate all biblical books mentioned in parenthetical references or footnotes. Do not abbreviate biblical books that are mentioned in the text.

Cite biblical chapter and verse numbers using Arabic numerals separated by a colon, as follows (Jn 5:8–9).

21.1 Biblical books, names, and terms
Capitalize “Bible” and “Scripture,” but do not capitalize their respective adjectives, “scriptural” and “biblical.” Capitalize titles of biblical books (Genesis, 1 Kings), divisions of the Bible (Pentateuch, Synoptic Gospels), and sections or parts within books (Passion Narrative, Gradual Psalms, Penitential Psalms). Always capitalize “Gospel” when the reference is to one of the four canonical Gospels, even when the Gospel in question is specified, as with “Mark’s Gospel.” When referring to New Testament letters use capitals.

Examples:
Letter to the Romans
Second Corinthians

These rules admit of two exceptions:

1. The designations “book” (book of Job) and “parable” (parable of the talents) are not capitalized.
2. References to genres of biblical literature or to the psalms in general (as opposed to the book of Psalms) should not be capitalized.

Examples include: “these psalms are powerful witnesses to . . .”; “Questions were raised to the Consilium concerning how many psalms should be in the Office”; “the epistles of the New Testament”; “the apocryphal gospel of Peter.”

21.2. Sample Biblical Citation


Abbreviated subsequent references appear in parentheses after the biblical book, chapter, and verse numbers, as follows (Jn 1:12 *RSV*).

21.3. Vulgate


Abbreviated subsequent references appear in parentheses after the biblical book, chapter, and verse numbers, as follows (Jn 1:12 *Vulgata*).

21.4. Citing Multiple Passages

When citing multiple passages, list the abbreviated title of each distinct biblical book followed by the chapter number and colon, with all verses in that chapter separated by a comma and space. A semicolon should separate references to subsequent chapters or books. Do not include the conjunction “and” or an ampersand (&) before the last citation. List passages in canonical and numerical order.

*Correct:* Mt 2:3; 3:4–6; 4:3, 7; Lk 3:6, 8; 12:2, 5; Acts 15:1–5;

*Incorrect:* Rom 1:8–12; Lk 3:6, 8; Lk 12:2

Mt 2:3, 3:4–6; 4:3; Lk 3:6, 8 and 12:2

Rom 1:8–12; Mt 2:3; 4:3, 7; 3:4–6

22. Documents of the Catholic Magisterium

The basic template for citing teaching documents of the Catholic Magisterium is: author, comma, type of document (Encyclical, Apostolic Exhortation, Decree, etc.), description of document in English, title of document in Latin, date of promulgation of document in parentheses, comma, the section or paragraph number of the document.

Citations of common magisterial documents are also a possible exception to this rule (see intro). When a document such as *Sacrosanctum Concilium* is frequently cited within an article, it may be cited parenthetically within the text as follows (SC 12). The first instance the document is cited, it must be accompanied by an initial footnote that provides full bibliographical information.
Regarding more recent documents of the Holy See, it will suffice to note the pope or dicastery, title, and date. Virtually all of them are now accessible in the major world languages on the Vatican website, and this is well known. In footnotes, the section numbers must always be provided where available and indicated by “no.” or “nos.”

Abbreviated subsequent references need only the Latin title and the appropriate section or paragraph number. In some instances, particularly with conciliar documents, the author may need to be specified in subsequent references.

22.1 Sample papal documents

Abbreviated subsequent reference:
4 *Pastores Dabo Vobis*, no. 43.

22.2 Sample document from the USCCB
Before 2001, the bishops of the U.S. acting jointly were known as the National Conference of Catholic Bishops and their documents were published by the United States Catholic Conference. Thus, these titles should be used respectively for author and publisher of the bishops’ documents before 2001, as the documents themselves should make clear.


Abbreviated subsequent reference:
9 *Program of Priestly Formation*, no. 74.

22.3 Documents published in edited volumes

Abbreviated subsequent reference:

23. Code of Canon Law
When citing the Code of Canon Law, the abbreviation “can.” indicates one canon, “cans.” indicates two or more canons. The section symbol § indicates two or more sections within a single canon.

23.1 1983 Code
22 Abbreviated subsequent reference:
CIC, can. 312 §1.

23 1917 Code

24 The Catechism of the Catholic Church
References to the Catechism of the Catholic Church always indicate section numbers, and never page numbers. If consulting the Catechism in English, be sure to use the most recent edition.


26 Liturgical Books
In all citations of liturgical books, paragraph or section numbers must be specified (“no.” or “nos.”), and pages must be marked by “p.” or “pp.” This is to avoid confusion in light of the variety of formats in which liturgical books are published.

27 Missale Romanum


29 Liturgical books published as monographs

30 Rite of Baptism for Children, no. 91.

31 Liturgical books published in collected volumes
Abbreviated subsequent reference:
32 *Rite of Marriage, Blessing of Rings*, 27.

26. **Ancient Primary Sources (patristic, medieval, etc.)**

Book numbers should always be cited in Roman numerals, followed (where available) by chapter numbers, section numbers, and line numbers, all in Arabic numerals. Not all ancient sources are divided into books. For example, epistles are not divided into books, and Basil the Great’s *On the Holy Spirit* consists of only one book; therefore, the section and paragraph numbers are all written with Arabic numerals, and Roman numerals are absent. Following the ancient work’s internal references, footnotes provide bibliographical information for the publication from which the text has been cited.

26.1. *Ancient texts cited from collections*


Abbreviated subsequent reference:

26.2. *Ancient texts published as monographs in translation*


Abbreviated subsequent reference:

26.3. *Original language editions of ancient texts in standard collections (PG, PL, CCG, CCL, CSEL, etc.)*


27. **St. Thomas Aquinas’ Summa Theologiae**

The *Summa Theologiae* of St Thomas Aquinas is cited by part (I, I-II, II-II, III), question, and article. For example, *ST*, II-II, q. 23, a. 3, ad 1 means, the second part (half) of the second part, question twenty-three, article three, reply to the first objection; “obj.” refers to an objection within an article. To cite more than one article at a time, use the abbreviation “arts.” for articles, as in the following example: *ST*, I, q. 13, arts. 5-6.

Note that the title of this work is sometimes spelled *Summa Theologica* in older literature; this spelling should be avoided wherever possible (except when referencing a published work).


Abbreviated subsequent reference:
28. Secondary Literature: Books
28.1. Books with one author (monograph)
51 Uwe Michael Lang, Turning Towards the Lord: Orientation in Liturgical Prayer (San Francisco: Ignatius Press, 2004), 81.

Abbreviated subsequent reference:
52 Lang, Turning Towards the Lord, 81.

28.2. Book with two authors

Abbreviated subsequent reference:
54 Conners and McCormick, Character, Choices and Community, 135.

28.3. Book with three or more authors
55 William V. D'Antonio, James D. Davidson, Dean R. Hoge, and Mary L. Gautier, Catholic Laity: Their Faith and Their Church (Lanham, MD: Rowman and Littlefield, 2007), 122.

Abbreviated subsequent reference:
56 D'Antonio et al., Catholic Laity, 122.

28.4. Books with editors

Abbreviated subsequent reference:
58 Howard-Brook and Ringe (ed.), New Testament Discipleship, 142.

28.5. No author given

Abbreviated subsequent reference:
60 New Life Options, 42.

29. Essays (or chapters) in Edited Volumes

Abbreviated subsequent reference:

30. Introductions
Abbreviated subsequent reference:
64 Stewart-Sykes, “Introduction,” 15.

31. Articles in Periodicals (Print and Electronic)
31.1. Article in a Journal

Abbreviated subsequent reference:

31.2. Article in Print Journal published online
If a full PDF text of the article is available online, then it should be cited as if it were a simple article in a journal. For example, the following text was accessed through the ATLA database as a full PDF file.


Abbreviated subsequent reference:

31.3. Article in E-Journal published exclusively online

Abbreviated subsequent reference:
70 Bartholomeusz, “Defense of Dharma.”

32. Theses or Dissertations (unpublished)

Abbreviated subsequent reference:
96 Grabowski, Theological Anthropology, 350.

33. Articles in encyclopedias or dictionaries

Abbreviated subsequent reference:

34. Web Sites and Blogs
Abbreviated subsequent reference:
94 Smith, “Just One-Third of U.S. Catholics.”

35. Images
The following are the basic elements for citing an image:
1. Name of photographer, owner, artist, creator of the image, if available
2. “Title of the Image”
3. Image Type, i.e. photograph, print, painting, cartoon, graph, table, figure, map
4. Date image was produced, if available
5. URL of the image.

Please note: For images found in Google Images, or similar sources, you must locate the original source of the image and present the URL address from that original source, rather than present the URL address of the image located in the Google Images site.


Abbreviated subsequent reference:
102 Novais, “Retábulo de São Miguel,” photograph.


36. Manuscripts
Following internationally accepted norms, the citation of a manuscript source indicates first the city, then the collection or library’s institutional name, then the relevant sub-collection, followed by the shelf mark. Within this general scheme there is still a great variety in each collection’s manner of indicating shelf marks, and these local guidelines should be followed to the extent that they are known.

Some articles will have the manuscript sources of the liturgy as their special focus, and these articles may need to cite particular texts from the various manuscripts under analysis. Citation of such texts is to be done in the first instance by listing the full citation of the manuscript’s location, repository and shelf mark followed by the folio number or numbers after the abbreviation “f.” for one folio page or “ff.” for more than one. Use “r” to indicate the recto side of a folio, and “v” to indicate the verso side.
Examples follow:

32 Paris, BNF, ms. lat. 52, f. 5r.

33 London, BL, Add. ms. 30844, f. 12v.

34 Madrid, Real Academia de la Historia, Aemilianensis ms. 18, ff. 299v–310r.

Subsequent references to texts from the same manuscript should employ an abbreviated citation including the repository or fondo and the shelf mark. Standard abbreviations of major repositories are appropriate.

Examples follow:

35 BNF, ms. lat. 52, ff. 5r–10v.

36 RAH, Aemil. ms. 18, ff. 299v, 301r, 303v and 309v.

When discussing at length the text of a single manuscript, folio numbers may be given in parentheses without citing the manuscript’s location, repository, or shelf mark, provide the reference is clear, as follows: (ff. 5r–10v) or (f. 23v).