ABBREVIATIONS
Use a full stop only if the last letter is not the last letter of the word, thus: cols, Dr, St, nos, vols etc.; but col., no., p., pp., vol. etc.
— Please note: USA, UK, etc.; Ph.D., M.Phil.; and (in footnotes) MS, plural MSS.
See also below, DATES, and REPEATED REFERENCES.

ARCHIVAL REFERENCES
See below, REFERENCES TO MANUSCRIPTS AND DOCUMENTS.

BOOKS AND PERIODICALS
See the examples below, under REFERENCES TO...

CAPTIONS
Captions for illustrations should be informative but kept as brief as possible, to allow maximum space for the images. They should be numbered in correspondence with Figure references within the text.
— See our Notes for Contributors for information on supplying images and diagrams for publication.

CLASSICAL REFERENCES
See the examples below, under REFERENCES TO...

DATES
Examples
— 13 June 1366; 7 March 1555 (Venetian style)
— 430 BC; 1376–79; 1718/19 (old/new style)
— c. 1611; fl. 1311–35; d. 1902
— (in the text:) eleventh century; fifteenth century
— Quattrocento; Cinquecento (not italicised).

FOOTNOTE REFERENCE NUMBERS
Footnote reference numbers in the text should be placed after any punctuation.

INTERNET RESOURCES
See below, under REFERENCES TO...

ITALICS
Italics are used for titles of works of art, books and periodicals, as well as for very short phrases in languages other than English (see QUOTATIONS). Do not italicise citations in foreign languages (which are normally used only in footnotes: see QUOTATIONS).

MANUSCRIPT REFERENCES
See the examples below, under REFERENCES TO...

NAMES
Forenames should be given as well as surnames at first mention (with a few obvious exceptions, e.g., Dante, Einstein, Luther, Michelangelo, Petrarch).
— Use a single space between initials, e.g., A. J. Ayer, not A.J. Ayer.
— Proper names ending in ‘s’, ‘a’ or ‘a’ take an extra possessive, e.g., Rubens’s works.
— Place names should be given in English forms if they exist, e.g., Cologne, The Hague, Rome.
all references, the place of publication should be cited using its customary English spelling and followed, without a comma, by the date of publication. Page numbers should be cited in accordance with the rules for numerals (see above). Book and chapter numbers, where relevant, should follow the conventions for classical references (see below) and be placed after page numbers, in round brackets.

**Examples**


**Chapter reference example**


**References to Books of the Bible**

**Examples**

— I Kings 20.41; Proverbs 3.28.

**References to Classical Works**

Book numbers are given in Roman numerals and partitions in Arabic numerals, separated by full stops. Commonly accepted English names are used for authors and titles, which should be given in full.

**Examples**

— Aristotle, *Nicomachean Ethics*, III.10 (1118b17);
— Juvenal, *Satires*, 8.211–12;

**References to Illustrations**

References to accompanying illustrations should be indicated as Fig. [1, 2, ... etc.]; references to images published elsewhere should be fig./pl. [number] as appropriate, using lower-case letters.

— See also above, Captions.

**References to Internet Resources**

URLs* should be provided but should always be accompanied by standard references; for example, where a manuscript or early printed book has been quoted, the appropriate full archive reference and folio number, or publication reference and page number, should be given in addition to the online reference.

**Example**

— Oxford, Bodleian Library MS Bodley 264, fol. 74v. Enlarged colour reproductions of this MS are available for consultation on the Bodleian Library website: Digital.Bodleian, “Bodl. 264”.

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**References to Manuscripts or Documents**

Citations of pressmark or finding numbers should follow the exact, current form used by the library or repository of archives concerned. Archive names and locations should be given in full, with abbreviations indicated for subsequent references as required (see also below, repeated references).

**Examples**

— London, British Library MS Harley 4431, fol. 2v;

Please note that the recto should always be indicated.

**References to Theses**

Do not italicise titles for theses which are available only from an academic institution.

**Example**


**Repeated References**

Although bibliographical data must be spelt out in full in initial references, shortened forms of frequently-used names and titles may be used in subsequent footnotes, so long as the abbreviation is indicated, e.g., ‘*Dizionario biografico degli Italiani*, Rome 1960–’ [hereafter DBI]; ‘British Library [hereafter BL].’

— Ibid. (not italicised) may be used for a repeated reference immediately following the first one, but subsequent references should include the footnote number, e.g.: ‘Saxl (as in n. 28), p. 36’. Where there might be confusion between two works by the same author, a key word or short title should be added.

— A list of abbreviations for frequently cited sources may be provided in a first or asterisk footnote.

**Spelling**

Authors are asked to use British, not American spellings, except in direct quotations.

— Medieval, encyclopedia etc. should be spelt thus (*not mediaeval, encyclopaedia etc.*).
— Christianised, emphasising etc. (is- /not is-).

And (as noted above under names):

— English forms are used for place names
— Proper names ending in ‘s’, ‘x’ or ‘z’ take an extra possessive, e.g., Rubens’s works.

**Transcriptions**

Where documents are to be published in an Appendix, please indicate the transcription conventions which have been followed. Examples are available on request. For Latin texts, the orthography of C. T. Lewis and C. Short, *A Latin Dictionary*, is preferred. When material is cited verbatim from transcriptions, authors are asked to retain photocopies of the original documents so that any queries may be handled swiftly.