Journal of Medieval and Early Modern Studies Style Guide

The *Journal of Medieval and Early Modern Studies* Style Guide comprises three parts: (1) a style sheet listing elements of style and format particular to the journal; (2) the "Duke University Press Journals Style Guide," which offers general rules for DUP journals based on *The Chicago Manual of Style*, 18th ed. (CMS); and (3) an explanation with examples of the journal's format for citations.

Journal of Medieval and Early Modern Studies Style Sheet

Elements

ABSTRACT

Abstracts (150 words maximum), written without first-person referencing, should stress what is at stake for *JMEMS*'s wide, cross-disciplinary audience.

ACKNOWLEDGMENTS

Acknowledgments appear in an unnumbered note at the beginning of the endnote section.

EPIGRAPHS

Epigraphs are italicized and are not enclosed in quotation marks. Epigraph attributions start with an em dash and list author's name and title of work (without any note citation).

His studie was but litel on the Bible.

—Chaucer, *General Prologue* to *The Canterbury Tales*

RUNNING HEADS

The verso running footer, set in bold, contains the title of the journal, the volume and issue number, and the year.

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The recto running footer contains the contributor's surname and a short title, set in bold and separated by a solidus.

Johnson / Tragic Nihilism in *The Canterbury Tales*

SUBHEADINGS

Primary (A) subheadings are set flush left in bold roman type followed by a line space before the first paragraph. Secondary subheadings (B) are set flush left in bold italics with no line space preceding the opening text. The first paragraph after a heading is not indented. Subheadings use sentence style capitalization.

Crusading and conversion in the Middle Ages and Renaissance (A)
"Born this way": Contextualizing Juana's gender in premodern medicine (A)
***The annotations in Yale University, Beinecke Library, MS 223* (B)**

The endnote section begins with the subheading "Notes."

Notes

[1] On the presence of Jerome's prologues in some early Wycliffite manuscripts, see Mary Dove, *The First English Bible: The Text and Context of the Wycliffite Versions* (Cambridge University Press, 2007), 103–6.

Section breaks that do not use subheadings are indicated with three centered dots. A conclusion section should be indicated this way or with a descriptive subheading, but not by using the subheading "Conclusion."

TITLE AND BYLINE

Article titles follow headline (upper) style of capitalization set in a bold roman font. The byline contains the contributor's name, set in italics, and affiliation (name of institution and its location on separate lines) set in roman.

Shakespeare's Liturgy of Assumption

Jason Crawford
Union University
Jackson, Tennessee

Documentation

JMEMS uses endnotes without a bibliography or works cited section, following *The Chicago Manual of Style*, 18th ed., chaps. 13–14.

To avoid disrupting the flow of sentences in the text, note references should appear at the ends of sentences, and only rarely in the middle of a sentence when required to avoid confusion. Avoid giving more than one note reference within a single sentence; citations to different parts of a sentence should be grouped within a single note.

Cross-referencing is not allowed in the notes.

Frequently cited primary sources, after initial note citation, should be cited parenthetically in the text thereafter. In the initial note, state what information will be supplied in further citations. Translations should be cited, or if translations are by the author, this should be indicated.

Note: See Martin Luther, *D. Martin Luthers Werke: Kritische Gesamtausgabe*, 95 vols. (Böhlau, 1883–2009), 18:37–214. Further citations of the Weimar edition of Luther's works are to *WA* ("Weimarer Ausgabe"), followed by volume and page numbers. Translations are my own unless otherwise indicated.

Text: Luther's *Against the Heavenly Prophets* offers positive accounts of the use of sacred images. These accounts center on images' potential functions as "testimony," "witness," "remembrance," "memorial," and "sign" (*WA* 18:70, 74, 80).

For citations of articles in journals, both volume and issue numbers should be given (unless the journal is an annual).

Godfrey Sykes, "The Mythical Straits of Anian," *Bulletin of the American Geographical Society* 47, no. 3 (1915): 161–72.

At the initial citation of articles—whether from a journal or a book anthology—the inclusive page range should be given; a specific page reference may be added using "at."

Tom White, "Medieval Trees," *Dandelion* 4, no. 2 (2013): 1–13, at 4–5.

Style

ABBREVIATIONS

The abbreviations p. and pp. and l. and ll. (lines) are not used in citations unless required for clarity. Note, too, the following preferences in *JMEMS*: ca., not c., for approximate dates; cf. (see, by way of comparison) should not be used when *see* alone is meant; chap. for chapter; fol. (fols.) for folio; sig. (sigs.) for signature; and *JMEMS* prefers not to use the following at all: f. (ff.), op. cit., loc. cit., nor eadem, idem, infra, passim, and supra.

QUOTATIONS OF ORIGINAL LANGUAGE SOURCES AND TRANSLATIONS

Original language quotations should be enclosed within quotation marks and should not be italicized.

If a translation is supplied after an original language quotation, or vice versa, the second quotation is given within brackets and without using quotation marks.

According to the doctor Jean de Saint-Amand, writing in the thirteenth century, "le sang se rend du ventre à toutes les parties du corps, comme le suc des arbres se répand depuis les racines jusqu'à la totalité des branches" [the blood moves from the stomach to all the parts of the body, just as the sap of trees spreads from the roots to all the branches].

In the *Commentaria* on the anatomist Mondino published in 1521, Berengario da Carpi says to the student, "Don't think that one can master this discipline only by hearing a lecture or by reading books: this requires vision and touch" [non credat aliquis per solam vivam vocem aut per scriptura posse habere hanc disciplinam: quia hic requiritur visus et tactus].

Verse quotation set off with prose translation (no quotation marks are used):

Ich was in one sumere dale,
In one suþe diȝele hale:
Iherde ich holde grete tale

An hule and one niȝtingale.

[I was in a summer valley, in a really out-of-the-way retreat, when I heard an owl and a nightingale having a huge dispute.]

In quotations of Old English poetry, the half-line break is represented by an em space in print.

þinceð him on mode þæt he his mondryhten
clyppe ond cysse, ond on cneo lecge
honda ond heafod

[it seems to him in his mind that he embraces and kisses his liege-lord, and on his knee places hands and head.]

If original language words or phrases are interpolated within a translation, these should be placed within brackets and should not be italicized.

Gregory begins his argument by challenging Julian's mistaken notion that "to use Greek words [hellena logon] is a matter of belief, and not simply of language [tes glosses]."

Isolated non-English terms, words, and phrases rendered into English are considered to have been *defined*, not translated from a specific passage; therefore, the definition appears parenthetically or within quotation marks, not in brackets.

The second *cavalier* (horseman) rode swiftly on, undeterred by modern sanitation.

Muhammad is described with adjectives such as *mancebo* "lusty," *esforçado* "vigorous," *fermoso* "beautiful," and *rezio* "robust," which all connote the beauty and strength of body associated with sanctity in the medieval West.

Languages that do not use the Latin alphabet should be transliterated.

A tradition attributed to the Prophet says that "the pen has already dried" [qad jaffa' al-qalam].

To keep the text of an article economical and briskly paced, translations may be used in the text, with original sources quoted in the notes if the original is not required for the text's discussion.

Duke University Press Journals Style Guide

Duke University Press journals adhere to the rules in this style guide and to *The Chicago Manual of Style*, 18th ed. (CMS). Documentation style and elements of style specific to individual journals are addressed in separate sections of this document.

ABBREVIATIONS

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by *the*.

further expansion of NATO's membership
dissent within the AFL-CIO
sexism is rampant at IBM
The MLA's annual awards ceremony
The importance of teaching foreign languages in the US

Latin abbreviations, such as e.g. and i.e., are usually restricted to parenthetical text and notes and are set in roman type, not italics. The word *sic*, however, is italicized.

Personal initials have periods and are spaced.

R. W. Southern; C. S. Lewis

ABSTRACT

Abstracts should be written in the third person ("This article proposes . . .") not the first person ("I propose . . .")

CAPITALIZATION. See also SPELLING AND TERMS

After a colon
If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it should begin with a capital letter. Otherwise, it begins with a lowercase letter. See CMS 6.63.

Quotations
Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS 13.19). For instance:

Smith stated that "we must carefully consider all aspects of the problem."
but
Smith stated, "We must carefully consider all aspects of the problem."

A lowercase letter following a period plus three dots should be capitalized if it begins a grammatically complete sentence (CMS 13.53).

William the Breton exclaims in his *Philippide*, "Now, how shameful and grievous for all the land! The elm is completely ripped up from the soil which gave it birth. . . . A new generation of saplings has risen up in its likeness . . . forming an elegantly arranged wood, so that so noble a tree should not remain without heirs."

Terms
A down (lowercase) style is generally preferred for terms. See CMS, chap. 8, for detailed guidelines on capitalization of terms.

Titles of Works
For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if*, *because*, *that*, etc.). Lowercase articles (*a*, *an*, *the*), coordinating conjunctions, and prepositions (regardless of length). The *to* in infinitives and the word *as* in any function are lowercased. It is permissible to change capitalization of English-language titles of books and articles to conform to headline style (CMS 8.165).

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a

compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

Fifteenth-Century Literature
The Regent as the King's Stand-In
Theology of Re-creation
Reading the Twenty-Third Psalm

When titles contain direct quotations, the headline-capitalization style described above and in CMS should be imposed.

"O Multiplied Misery!": The Disordered Medical Narrative of John Donne's *Devotions*

In capitalizing titles in *any* non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS 11.70 and 11.39 for the treatment of Dutch and German titles, respectively. Diacritical marks on capital letters are retained in all languages.

DATES AND TIMES. See also NUMBERS

For more information, see CMS 9.29–38.

May 1552
May 1, 1552
May 1–3, 1552
on February 8, 1552, at 8:15 a.m. and again at 6:15 p.m.
September–October 1492
from 1220 to 1250
1660s revolutionary culture; sixties (not 60's) revolutionary culture
the 1380s and 1390s
mid-1470s French culture
the mid-thirteenth century [note hyphen, not en dash]
the late ninth century; late ninth-century Wessex
the years 1496–1500, 1500–1505, 1506–9, 1510–18
AD 873; the year 640 BC; Herod Antipas (21 BCE–39 CE) [use full caps without periods for era designations]
ca. 1320
late medieval Ireland; early modern Britain

ELLIPSES. See also CAPITALIZATION

Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, ellipses are not used before a quotation (whether it begins with a grammatically complete sentence or not) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. See CMS 13.50–58 for more detailed guidelines on the use of ellipses.

EXTRACTS. See also CAPITALIZATION and ELLIPSES

Set off quotations that are more than 400 characters (including spaces) in length, or those that contain multiple sentences or lines of verse.

FIGURE CAPTIONS AND TABLE TITLES

Captions take sentence-style capitalization and have terminal punctuation. If credit or source information is provided, it should be the last element of the caption. Table titles take sentence-style capitalization but do *not* have terminal punctuation.

Figure 1. Coverdale Bible ([Antwerp], 1535). Title page woodcut of Henry VIII by Han Holbein the Younger. By permission of the Beinecke Rare Book and Manuscript Library, Yale University.

Figure 2. A reader's comment ("of love or Cheriti") at 1 Corinthians 13:1 in William Tyndale, *The new Testament in Englishe after the greeke translation annexed wyth the translation of Erasmus in Latin* (London, 1550), Folger STC 2821, sig. X5r. Author's photo from the collection of the Folger Shakespeare Library, Washington, D.C.

Figure 5. Subject aiding his own dissection from *Historia de la composicion del cuerpo umano* by Juan Valverde de Amusco (Rome, 1560), bk. III, table 1. Reproduced by permission of the Wangensteen Historical Library of Biology and Medicine, University of Minnesota.

Table 1. Editions of Jean Tagault's surgery text published in sixteenth-century Venice

INCLUSIVE LANGUAGE

Avoid sexist language and terms that are gender specific when the historical context does not require such usage. Never allow the form *s/he*. State both pronouns—*he or she*, *him or her*, *his or her*—or recast the sentence in the plural. Avoid alternating the use of masculine and feminine pronouns in an article. See CMS 5.251–60, especially 5.255–56.

INITIALS. See ABBREVIATIONS

KEYWORDS. See also ABSTRACT

Articles should include three to five keywords. Keywords should be lowercase (except for names or titles that would otherwise be capitalized) and separated by commas.

Keywords Geoffrey Chaucer, "The Monk's Tale," tragedy, medieval literary theory

NUMBERS. See also DATES AND TIMES

Cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by *hundred* and *thousand*), any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. Numerals are used to express very large numbers (in the millions or more).

no fewer than sixteen of the ninety-eight ivory miniatures
no more than fifty-two hundred troops
One hundred eighty-seven people were put to death there by the Inquisition
fifteen thousand men-at-arms at Agincourt
at least two-thirds of the citizenry
the Black Death killed an estimated 25 million in the 1340s
the population of Europe after 1450 topped 83 million

Numbers applicable to the same category, however, are treated alike in the same context.

no fewer than 16 of the 113 ivory miniatures
In the 2nd part of *Summa Theologiae* II, in the 116th question, Thomas deals with quarelling.

Numbers that express decimal quantities, monetary amounts, and percentages are written as figures.

an average of 2.6 years
now estimated at 1.1 million inhabitants
more than 56 florins, or 8 percent of the trader's profit
a decline of £0.80 per sack of wool

Inclusive page numbers are given as follows (per CMS 9.61):

1–2, 3–11, 74–75, 100–103, 104–9, 112–15, 414–532, 505–16, 600–612, 1499–1501

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, in legal instruments, and in the titles of certain works or parts of works.

On page iii Simpson sets out his agenda.
Pope Urban II at the Council of Clermont called for the First Crusade.
Canon 21 of Lateran IV, which governed confession for centuries, lost its purchase after World War II in the post-Vatican II era.
In Passus XX of *Piers Plowman*, Will once again falls asleep and dreams of the Antichrist.
Polydori Vergilii Urbinatis Anglicae historiae libri XXVI expressed suspicion about Geoffrey of Monmouth's depiction of King Arthur. [Follow the usage in original works]

Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 11 of the *Collected Works*, our assumptions are overturned.

POSSESSIVES

The possessive of nouns ending with the letter *s* are formed by adding an apostrophe and an *s* (CMS 7.17).

Burns's poetry
Erasmus's treatises

Descartes's philosophy
Euripides's plays
Jesus's name

QUOTATIONS. See EXTRACTS

SPELLING AND TERMS

Follow the online *Merriam-Webster's Collegiate Dictionary* (www.merriam-webster.com) and *Webster's Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., *judgment*, not *judgement*; *focused*, not *focussed*). Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries and not classified as "foreign term" in *Webster's*.)

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to *Webster's* for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

Put neologisms within quotation marks at first use.

A term referred to as the term itself is italicized.

In the fourteenth century *pity* acquired many meanings.
The word *hermeneutics* is the most overused term in recent monographs.
The term *lyricism* was misused in Smith's study.
Aristotle admired the features of recognition (*anagnorisis*) and reversal (*peripeteia*) in *Oedipus Tyrannus*.

TABLES. See FIGURE CAPTIONS AND TABLE TITLES

TRANSLATIONS

When an original non-English title and its translation appear together in the text, the first version (whether original or translation) takes the form of an original title, and the second version is always enclosed in parentheses and treated like a published title (whether or not the work represents a published translation) with title capitalization appropriate to the language.

City of God (*De civitate Dei*) was one of Augustine's most important works.
De civitate Dei (*City of God*) was one of Augustine's most important works.

Jaufre Rudel's "Amors de terra loindana" ("Love of a Distant Land") is a haunting lyric about frustrated longing.

Duke University Press Journals Style Guide

Updated March 2025

Duke University Press journals adhere to the rules in this style guide and to *The Chicago Manual of Style*, 18th ed. (CMS). We also follow the European Accessibility Act's guidelines and supply alt text for all illustrations and tag foreign-language words and phrases, which allows a screen reader to know when a shift in the dominant language occurs, making pronunciations more accurate.

ABBREVIATIONS

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by *the*.

> further expansion of NATO's membership
>
> dissent within the AFL-CIO
>
> sexism is rampant at IBM
>
> certain US constituencies

Spell out Latin abbreviations such as *i.e.*, *e.g.*, and *etc.* in the text, though allow abbreviations within parentheses in the text. Allow abbreviations in notes. When used, these abbreviations are set in roman type, not italics. The word *sic*, however, is italicized.

Personal initials have periods and are spaced.

> W. E. B. Du Bois; C. D. Wright

ABSTRACTS

Substantial articles should include an abstract of approximately 200 words. Book reviews and short issue introductions do not require abstracts.

Abstracts should be written in the third person ("This article proposes . . ."), not the first person ("I propose . . .").

It is preferable for abstracts to summarize the content and argument of the article, not describe the contents and argument. For example:

> The Marxist theory of primitive accumulation explains the rise of the postbellum cotton industry in the southern United States. However, it fails to account for the parallel penetration of railways into the region. Federal subsidies played a significant role in supporting railways, demonstrating the link between a protoglobal industry and federal government, which sought to promote "free labor" and international trade.

not

This article defends the view that the Marxist theory of primitive accumulation explains . . .

CAPITALIZATION. See also SPELLING AND HYPHENATION

See CMS, chap. 8, for general guidance on capitalization.

In Romance and other languages, use diacritics with capital letters.

After a Colon

If the material introduced by a colon consists of a complete sentence, or if it is a quotation or a speech in dialogue, it should begin with a capital letter. Otherwise, it begins with a lowercase letter. See CMS 6.65, 6.67.

Quotations

Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS 12.19). For instance:

Smith stated that "we must carefully consider all aspects of the problem."

but

Smith stated, "We must carefully consider all aspects of the problem."

A lowercase letter following a period plus an ellipsis should be capitalized if it begins a grammatically complete sentence (CMS 12.62).

The spirit of our American radicalism is destructive. . . . The conservative movement . . . is timid, and merely defensive of property.

Terms

A down (lowercase) style is generally preferred for terms. See CMS, chap. 8, for detailed guidelines on capitalization of terms.

Titles of Works

For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, subordinating conjunctions (*if*, *because*, *that*, etc.), and prepositions with five or more characters (*about*, *between*, *without*, etc.). Lowercase articles (*a*, *an*, *the*), coordinating conjunctions, prepositions with four or fewer characters (*on*, *of*, *with*, etc.), the *to* in infinitives, and the word *as* in any function. In rare cases, a shorter preposition may be capitalized when paired with a longer preposition (*for* in *For and Against*). See CMS 8.160.

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions with four or fewer characters, or coordinating conjunctions. Subsequent elements attached to prefixes

are capitalized. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized. See CMS 8.162.

Nineteenth-Century Literature

Avoiding a Run-In

Policies on Re-Creation

Reading the Twenty-Third Psalm

Singing While You Work

When titles contain direct quotations, the title case style described above and in CMS should be imposed.

"We All Live More like Brutes than Humans": Labor and Capital in the Gold Rush

In capitalizing titles in *any* non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS 11.77 and 11.42 for the treatment of Dutch and German titles, respectively. Diacritical marks on capital letters are retained in all languages.

CONTRIBUTOR'S NOTE

Each contributor's note includes the author's name, rank, affiliation, areas of activity or research, and most recent works. Dates of publication, but not publishers' names, are given for books.

Rebecca Newman is professor of history at the University of Chicago. She is author of *In the Country of the Last Emperor* (1991).

Yingjin Zhang teaches Chinese literature at Indiana University. His book *Configurations of the City in Modern Chinese Literature* is forthcoming.

DATES AND TIMES. See also NUMBERS

For more information, see CMS 9.31–40.

May 1968

May 1, 1968

May 1–3, 1968

on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.

September–October 1992

from 1967 to 1970

1960s counterculture; sixties [*not* 60s *or* ’60s] counterculture

the 1980s and 1990s

mid-1970s American culture

the mid-nineteenth century [note hyphen, not en dash]

the late twentieth century; late twentieth-century Kenya

the years 1896–1900, 1900–1905, 1906–9, 1910–18

“The Audacity of His Enterprise: Louis Riel and the Métis Nation That Canada Never Was, 1840–1875” [use full year range in titles of works and headings]

AD 873; the year 640 BC; Herod Antipas (21 BCE–39 CE) [use full caps without periods for era designations]

ca. 1820

EXTRACTS. See also CAPITALIZATION and PUNCTUATION (Ellipses)

Set off quotations that are more than 400 characters (including spaces) in length.

FIGURES AND TABLES

Each figure or table should be referred to either parenthetically (*figure* is abbreviated as *fig.* within parentheses) or in running text at a relevant place in the discussion. Number tables and figures consecutively.

The pressure of the flow repeatedly threatened to break down the walls that had just been created by cooling (fig. 3).

As figure 1 shows, our labor took the form of designing supported experiences for GTAs.

The problem with school attendance in the Bronx (see table 1) is largely the fault of a social system that neglects its children.

Figure Captions

Captions are sentence case and have terminal punctuation. If credit or source information is provided, it should be the last element of the caption.

Figure 1. The author with unidentified friend, 1977.

Figure 2. The author posed for this picture with an unidentified friend in 1977.

Figure 3. Noam Chomsky at a political rally, 1971. Courtesy of John Allan Cameron Archives, University of Florida, Gainesville.

Figure 4. Coal miners in Matewan, West Virginia, April 1920. The miners’ strike was depicted in John Sayles’s film *Matewan*. Courtesy of Matewan Historical Society.

Figure 5. Winston Roberts, *When Last I Saw* (1893). Oil on canvas, 56 × 48 in. Courtesy of the Campbell Collection, Central State Community College Library, Pleasance, Nebraska.

Figure 6. Harvey Nit, *These. These? Those!* (2011). Mascara on cocktail napkin, 16 × 16 cm. © Harvey Nit.

In addition to a caption, each figure requires *alt text*, a short description of the figure that allows nonsighted persons to access a publication's visual content. See CMS 3.28.

Table Titles
Table titles are sentence case but do *not* have terminal punctuation.

Table 3. Comparative frequency of bicycles, mopeds, and Segways in Amsterdam, Dublin, and Toronto, 2005–15

GRAMMAR

A split infinitive is OK if the text reads better with a split infinitive.

Make a distinction between *that* (restrictive) and *which* (nonrestrictive) but not obsessively (i.e., if making the distinction means that there will be several *that*s in a row, allow a restrictive *which*).

Maintain parallel structure.

Maintain subject-verb agreement and tense consistency.

INCLUSIVE LANGUAGE

Disability and Ableism
See CMS 5.260–62 for guidance on disability-inclusive language and avoiding ableism.

Gendered Language
Avoid sexist language and terms that are gender specific (*chairman*, *mankind*, etc.). Do not use *he or she*, or *s/he*, or alternating *he* and *she*. Recast to use gender-neutral alternatives such as plural, singular *they*, or other options listed in CMS 5.265. See CMS 5.255–66 (bias-free language), especially 5.263–66, and 5.51–52 (singular *they*).

However, there may be times when the generic masculine pronoun or gendered language is appropriate or preferred by the author: for example, in discussions of works of philosophy in which the original author used *he*, *him*, *man*, and the like generically, or if the article's author intentionally uses female pronouns exclusively or uses alternative pronouns such as *ze*.

Themself may be used if the antecedent is clearly singular.

Racial and Ethnic Terms
Capitalize terms used to identify people of color or of historically marginalized origins (e.g., *Black*, *Indigenous*). As a rule, do not capitalize terms used to identify people outside

these groups (e.g., *white*). Do not capitalize *of color* constructions (e.g., *people of color*, *women of color*). Exceptions are allowed if the author insists or if the text would be, in the editor's view and with the author's concurrence, well served by alternative treatment. The list that follows is intended to be illustrative not comprehensive. See CMS 8.39.

Aborigine, Aboriginal

BIPOC [Black, Indigenous, and People of Color]

Black, Blackness, anti-Black, anti-Blackness

Brown

First Nations

Indigenous, Indigeneity

Native

white, whiteness

A distinction may be made between this usage (which is usually capitalized) and the use of these terms in other senses, such as, generally, "originating in a particular place" (which would not be capitalized).

Indigenous peoples (referring to more than one group); the Indigenous peoples of the Caribbean; Indigenous cultures; Indigenous people; an Indigenous person (*but* peoples and cultures that are indigenous to the Americas)

INITIALS. See ABBREVIATIONS

KEYWORDS. See also ABSTRACTS

Articles that include an abstract should also include three to five keywords or key phrases. Keywords should be lowercase (except for names or titles that would otherwise be capitalized) and separated by commas. Full names should be used for people included as keywords

Keywords negative affect, self-portrait, Del LaGrace Volcano, intersex, Polaroid photography

NOTES. See also the section on documentation below.

Callouts for footnotes or endnotes are not permitted in article titles, in heads, at the ends of epigraphs, or in figure captions.

Wherever possible, place note callouts at the end of a sentence, or at least at the end of a clause.

Each table has its own set of notes numbered separately from the article's list of notes. See the journal's style sheet for guidance on the format used for callouts (e.g., lowercase letters, numerals, or symbols). See also CMS 3.80.

NUMBERS. See also DATES AND TIMES

Cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by *hundred*, *thousand*, *million*, *billion*, etc.), most numbers at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. See CMS, chap. 9.

> no fewer than six of the eight victims
>
> One hundred eighty-seven people were put to death there during the twenty-third century BC.
>
> attendance was about ninety thousand
>
> at least two-thirds of the electorate
>
> there were two million ballots cast
>
> the population will top between 27.5 and 28 billion

Years as digits may start a sentence, although it may be better to reword.

> 1937 was marked, among other things, by the publication of the eleventh edition of Bartlett's *Familiar Quotations*.
>
> *or, better,*
>
> The year 1937 . . .

Numbers applicable to the same category, however, are treated alike in the same context.

> no fewer than 6 of the 113 victims
>
> Almost twice as many people voted Republican in the 115th precinct as in the 23rd.

Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.

> an average of 2.6 years
>
> now estimated at 1.1 billion inhabitants
>
> more than $56, or 8 percent of the petty cash
>
> a decline of $0.30 per share

Inclusive page numbers are given as follows (per CMS 9.63):

1–2, 3–11, 74–75, 100–103, 104–9, 112–15, 414–532, 505–16, 600–612, 1499–1501

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, in legal instruments, and in the titles of certain sequels.

On page iii Bentsen sets out his agenda.

Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.

Yet Title XII was meant to rectify not only inequities but iniquities.

Most critics consider *The Godfather, Part II* a better movie than *Jaws 2*. [Follow the usage in the original work, per CMS 9.45.]

Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 11 of the *Collected Works*, our assumptions are overturned.

POSSESSIVES

The possessive of nouns ending with the letter *s* are formed by adding an apostrophe and an *s* (CMS 7.17).

Burns's poetry

Camus's novels

Descartes's philosophy

Euripides's plays

Jesus's name

PUNCTUATION

En and Em Dashes

See CMS 6.79–100. Use real en and em dashes to indicate en and em dashes in the manuscript.

115–36

post–Civil War era

The United States' hegemony—that is, its domination of other nations—is increasing.

Ali–Frazier bouts

Watson–Crick model

Russia–Finland border

Ellipses. See also CAPITALIZATION (Quotations)
Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, ellipses are not used at the start of a quotation (whether it begins with a grammatically complete sentence or not) or at the end of a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. See CMS 12.59–69 for more detailed guidelines on the use of ellipses.

Hyphens. See SPELLING AND HYPHENATION

QUOTATIONS. See EXTRACTS

SPELLING AND HYPHENATION

Follow the online *Merriam-Webster's Collegiate Dictionary* (https://www.merriam-webster.com) and *Webster's Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., *judgment*, not *judgement*; *focused*, not *focussed*).

For further guidance regarding the hyphenation of compound words, see CMS 7.96.

Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries and not classified as "foreign term" in *Webster's*.) Non-English words and phrases that would be familiar to a particular author, narrator, or speaker do not necessarily require italics even if they might be unfamiliar to readers.

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to *Webster's* for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

Put neologisms within quotation marks at first use.

When a word or phrase is not used functionally but is referred to as the word or phrase itself, it is italicized. This should be limited to metatextual or linguistic discussions of the terms (as in the first two examples) and should not be used for discussions of the underlying concepts (as in the third example). See CMS 7.66.

> The word *hermeneutics* is the most overused term in recent monographs.
>
> The term *lyricism* was misused in Smith's book review.
>
> In the twentieth century, socialism acquired many meanings.

TABLES. See FIGURES AND TABLES and NOTES

TRANSLATIONS. See also the section on documentation below.

Non-English Titles with English Translation
When an original non-English title and its translation appear together in the text, both are styled as published titles (regardless of whether the translation has been published, contra CMS 11.11). The second-listed title is enclosed within parentheses. Both have title capitalization appropriate to the language.

> I read Mi nombre es Roberto (My Name Is Roberto) in 1989.
>
> I read My Name Is Roberto (Mi nombre es Roberto) in 1989.
>
> Rubén Darío's poem "Azul" ("Blue") is one of my favorites.
>
> Rubén Darío's poem "Blue" ("Azul") is one of my favorites.

URLs. **See also the section on documentation below.**

Use complete URLs when they appear in articles (notes, references, and main text). Include the protocol (*https://* or *http://*) and trailing slash (if it is part of the URL). DOIs appearing in notes and reference lists are presented as complete URLs (see the first example below for format). See CMS 13.9 for advice on shortening excessively long URLs.

> https://doi.org/10.1215/00982601-9467191
>
> https://www.nytimes.com/interactive/2021/us/covid-cases.html
>
> https://georgianpapers.com/research-funding/transcription/

Duke University Press style guide for endnotes

DOCUMENTATION

This journal uses endnote citations *without* a corresponding reference list of works cited at the end of the article.

Notes may include material that cannot be conveniently presented in the text, such as discursive adjuncts and additional sources of information. Any material necessary for understanding the argument set forth in the article should appear in the text.

The notations f. (ff.), ibid., op. cit., and loc. cit. are not used, nor are eadem, idem, infra, passim, and supra. Commonly used abbreviations include cf., ed. (eds.), e.g., esp., et al., etc., fig. (figs.), fol. (fols.), i.e., n. (nn.), p. (pp.), pt. (pts.), ser., trans., vol. (vols.). Latin abbreviations are not italicized. Note that in et al., et is a whole word (meaning "and") and therefore is not followed by a period. In references to poetry, where the abbreviation "l." or "ll." might be mistaken for a numeral, the word "line" or "lines" is spelled out.

Note Citations

Full bibliographical citations appear in the notes at first mention of a source; thereafter, short-form citations are used. A short-form citation of a work contains the author's surname, a shortened title, and, if needed, a page number or other appropriate reference number. For consecutive citations of a given work, this information is repeated; ibid. is not used (see CMS 14.34). For works (especially primary sources) that are cited frequently, an abbreviation for the title may be introduced at the first mention and used thereafter, with references, in the running text. See CMS chap. 14 for complete details on note citations.

Note: Following the new guidance in *The Chicago Manual of Style*, 18th ed., places of publication are not included (list only the publisher) and page ranges aren't included for book chapters.

Sample Note Citations

BOOK

1. Lily Kahn, *The First Hebrew Shakespeare Translations: Isaac Edward Salkinson's "Ithiel the Cushite of Venice" and "Ram and Jael"; A Bilingual Edition and Commentary* (UCL Press, 2017). [A book title within a book title is quoted and italicized (CMS 14.94)].

2. Matthew Levering, *Was the Reformation a Mistake? Why Catholic Doctrine Is Not Unbiblical* (Zondervan, 2017). [A main title ending in an exclamation point or a question mark is followed by a colon only if the question mark or exclamation point appears within quotation marks (CMS 14.96).]

3. Henry Care, *English Liberties; or, The Free-Born Subject's Inheritance* (1691). [Treatment of double titles, contra the preferred form in CMS 8.167.]

E-BOOK

4. Steven Nadler, *Menasseh ben Israel: Rabbi of Amsterdam* (Yale University Press, 2018), Kindle, chap. 3. [Chapter numbers or section headings are used; page and location numbers are not (CMS 14.160).]

5. R. M. Christofides, *Othello's Secret: The Cyprus Problem* (Bloomsbury Arden Shakespeare, 2016), ProQuest LibCentral PDF. [CMS 14.159]

CHAPTER

6. Jonathan Dollimore, "Transgression and Surveillance in *Measure for Measure*," in *Political Shakespeare: New Essays in Cultural Materialism*, ed. Jonathan Dollimore and Alan Sinfield (Cornell University Press, 1985), 72–87, at 77.

7. Donald Weinstein, "*The Art of Dying Well* and Popular Piety in the Preaching and Thought of Girolamo Savonarola," in Tetel, Witt, and Goffen, *Life and Death in Fifteenth-Century Florence,* 88–104. [A shortened form is used for chapters from collections that have already been cited in full in an earlier note.]

PREFATORY MATTER

8. Marshall Brown, preface to *The Uses of Literary History*, ed. Brown (Duke University Press, 1995), vii–x.

EDITED WORK

9. Marguerite de Navarre, *L'heptaméron*, ed. Michel François (Garnier, 1967), 475.

10. Marcel Tetel, Ronald G. Witt, and Rona Goffen, eds., *Life and Death in Fifteenth-Century Florence* (Duke University Press, 1989).

REPRINT

11. Theodore Williams, *The Art of Porcelain during the Late Ming Dynasty* (1905; repr., 1974), 13. [The date of first publication is followed by the facts of publication for the reprint edition (CMS 14.114).]

TRANSLATION

12. Giordano Bruno, *The Ash Wednesday Supper*, trans. and ed. Hilary Gatti (University of Toronto Press with the UCLA Center for Medieval and Renaissance Studies, 2018), 54 (hereafter cited as *AWS*). [Abbreviation introduced for a frequently cited work (CMS 14.59).]

FOREIGN-LANGUAGE WORK

13. Sun Dachuan, *Jiujiu jiu yici* (*One Last Cup of Wine*) (Zhang Laoshi Chubanshe, 1991). [This form is recommended for works in languages relatively unfamiliar to Western readers. The translated title uses italics and headline capitalization (contra CMS 11.9)—in other words, it is treated as if it named a published translation even if it does not.]

MULTIVOLUME WORK

14. John W. Coakley and Andrea Sterk, eds. *Readings in World Christian History, Volume 1: Earliest Christianity to 1453* (Orbis Books, 2013), 45. [Citing one volume of a multivolume work in which each volume has a separate title.]

15. Richard Hooker, *Of the Laws of Ecclesiastical Polity*, ed. Georges Edelen et al., 4 vols. (Belknap Press of Harvard University Press, 1977–82), 1:99. [For works edited by four or more persons, the first is listed by name, followed by "et al." (CMS 14.76).]

MULTIAUTHOR WORK

16. Misty Urban, Deva Kemmis, and Melissa Ridley Elmes, *Melusine's Footprint: Tracing the Legacy of a Medieval Myth* (Brill, 2017). [If a work has three or fewer authors, all are named in a citation (CMS 14.76).]

17. Jeffrey F. Hamburger et al., *Liturgical Life and Latin Learning at Paradies bei Soest, 1300–1425: Inscription and Illumination in the Choir Books of a North German Dominican Convent*, 2 vols. (Aschendorff, 2016), 103–6. [If there are more than three authors, the first is named followed by "et al." (CMS 14.76).]

ANONYMOUS WORK. See also UNSIGNED ARTICLE

18. *A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced* (London, 1610).

19. *True and Sincere Declaration*, 13. [A shortened title is used in place of the author; "Anonymous" or "Anon." is not used (CMS 14.79).]

UNDATED WORK

20. Sales, Robert Sales, *Victory at Sea: Being a True Account of the Recent Destruction of an Infamous Foreign Fleet* (n.d.). [Note that the "n" in "n.d." is not capitalized (CMS 14.145).]

REFERENCE WORK

21. *Oxford English Dictionary*, 2nd ed. (Oxford University Press, 1989), under "witness," n. 1 and 2 (hereafter *OED*).

22. *Oxford English Dictionary Third Edition*, Oxford University Press, June 2017, under "post-truth," adj. 2, www.oed.com. [URLs are placed at the end of a citation. The protocol identifier "http://" or "https://" at the beginning of a URL is not needed in the citation.]

23. Ian Atherton, "Hodges, Thomas, (c. 1600–1672), dean of Hereford," *Oxford Dictionary of National Biography*, Oxford University Press, Jan. 3, 2008, doi.org/10.1093/ref:odnb/66142. [A Digital Object Identifier (DOI) is a unique and permanent string assigned to a piece of intellectual property such as an article or book. It is the most stable form of online citation and should be preferred if available (CMS 14.8).]

24. Luc Rombouts, "Carillon," *Grove Music Online*, at *Oxford Music Online*, Oxford University Press, December 4, 2017, doi.org/10.1093/gmo/9781561592630.article.04929.

25. *Digital Edition of the Index of Middle English Verse* (hereafter *DIMEV*), ed. Linne R. Mooney et al., no. 807, www.dimev.net/. [An online source without a named publisher or sponsor and without a date. Access dates are of limited value, because previous versions will often be unavailable to readers, authors consult works any number of times, and the accuracy of such dates cannot be verified (CMS 14.12). Because online citations are normally checked during the copyediting process, the publication date of an article may in effect work as the latest verified access date.]

JOURNAL ARTICLE, PRINT

26. Thomas H. Bestul, "The Passion Meditations of Richard Rolle: The Latin Meditative Tradition and Implications for Authenticity," *Mediaevalia* 27, no. 1 (2006): 43–64, at 53. [Journal published in volumes; the month or season is not required. As a courtesy to readers who consult articles online, issue numbers should be given if available.]

27. Ellen Meiksins Wood. "Capitalism and Human Emancipation," *New Left Review*, no. 167 (1988): 1–20. [Journal published only in issues.]

JOURNAL ARTICLE, ONLINE

28. Joseph J. Esposito, "Stage Five Book Publishing," *Journal of Electronic Publishing* 13, no. 2 (2010), quod.lib.umich.edu/cgi/t/text/text-idx?c=jep;view=text;rgn=main;idno=3336451.0013.204.

29. Boyan Jovanovic and Peter L. Rousseau, "Specific Capital and Technological Variety," *Journal of Human Capital* 2, no. 2 (2008): 129–52, doi.org/10.1086/590066.

REVIEW

30. Fredric Jameson, "The Historian as Body-Snatcher," Review of *Learning to Curse: Essays in Early Modern Culture*, by Stephen J. Greenblatt, *Times Literary Supplement*, January 18, 1991, 7. [Page numbers are not needed in citations of or

references to newspapers (CMS 14.191) but may be included in citations of or references to supplements and other special sections (CMS 14.197).]

SPECIAL ISSUE, and ARTICLE IN SPECIAL ISSUE

31. Margaret Ferguson and Marshall Brown, eds., "Feminism in Time," special issue, *MLQ* 65, no. 1 (2004).

32. Laura Mandell, "The First Women (Psycho)analysts; or, The Friends of Feminist History," in "Feminism in Time," ed. Margaret Ferguson and Marshall Brown, special issue, *MLQ* 65, no. 1 (2004): 69–92. [CMS 14.178]

MAGAZINE ARTICLE

33. Robert Mills, "What Medieval Artists Teach Us about Animal Sex," *The Conversation*, February 5, 2018, theconversation.com/what-medieval-artists-teach-us-about-animal-sex-90127.

NEWSPAPER ARTICLE, PRINT

34. Nell Gluckman, "Medieval Scholars Call for Transparency and Anti-Racism at Conference," *Chronicle of Higher Education*, July 12, 2018. [No page number is required (CMS 14.191).]

NEWSPAPER ARTICLE, ONLINE

35. Nell Gluckman, "Medieval Scholars Call for Transparency and Anti-Racism at Conference," *Chronicle of Higher Education*, July 12, 2018, www.chronicle.com/article/Medieval-Scholars-Call-for/243919.

DISSERTATION

36. Josephine M. Dunn, "Andrea del Castagno's 'Famous Men and Women'" (PhD diss., University of Pennsylvania, 1990).

PAPER OR PRESENTATION

37. Frances Biscoglio, "Unspun Heroes: The Iconography of the Spinning Woman in the Middle Ages," paper presented at the Patristic, Medieval, and Renaissance

Studies Conference, Villanova University, Villanova, PA, October 12, 1993. [The exact date, if known, is desirable (CMS 14.217).]

PERSONAL COMMUNICATION OR INTERVIEW

38. Jacques Petits Fours (provost, Upper Midwestern University), interview by author, Ames, IA, February 20, 1995. [Interviews or other personal communications in which more information than the date is pertinent (CMS 14.214).]

MANUSCRIPT

39. Stuttgart, Württembergisches Hauptstaatsarchiv, Generalreskripta A 39, Bu. 4 (1601).

40. Strasbourg, Archives municipales, Akten der XV, fol. 121r.

41. Venice, Archivio di stato, Procuratori di San Marco de Supra, MS Reg. 131, fol. 65v (29 Jan. 1567 [i.e., 1568]). [Archival citations must furnish interested parties with enough information to locate the cited materials reliably, but the form such citations take necessarily varies. In general, however, they are arranged from general to specific and may include city; archive; collection; catalog, drawer, folder, or other reference numbers; and folio numbers (with recto and verso designations), followed by date if required (CMS 14.221–31).]

NOTE

42. Tracy Adams, "Christine de Pizan, Isabeau of Bavaria, and Female Regency," *French Historical Studies* 32, no. 1 (2009): 1–32, at 5 n. 10, 8 nn. 20–21. [With numbered notes, the note number or numbers follow the abbreviation (inserting spaces, contra CMS 14.56).]

43. David Javitch, "Reconsidering the Last Part of *Orlando Furioso*: Romance to the Bitter End," *MLQ* 71, no. 4 (2010): 385–405, at 385 n. [With unnumbered notes, the abbreviation n. or nn. follows the page number (inserting a space, contra CMS 14.56).]

SOCIAL MEDIA CONTENT

[Citations of social media content may contain such elements as the author of the post; the title, or the text, of the post; the type of post (e.g., the service and/or a brief description); the date; and a URL. Contra CMS 14.209, such citations have corresponding references.]

44. *The Chicago Manual of Style*, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, www.facebook.com/ChicagoManual/posts/10152906193679151.

WEBSITES (OTHER THAN ONLINE PUBLICATIONS)

[Include as much of the following information as possible: author of the content, title of the page (if there is one), title or owner of the site, URL, and access date (if no publication date is provided). The titles of websites and blogs generally use headline-style capitalization. See CMS 8.191 and 14.206 for guidance as to whether such titles should be set in roman type or italicized.]

45. Tim Urban, "Medieval People in Bad Situations," *Wait but Why?* (blog), July 15, 2013, waitbutwhy.com/2013/07/medieval-people-in-bad-situations.html. [Cite blog posts like newspaper articles (CMS 14.208).]

46. Guaman Poma de Ayala, *Primer nueva corónica y buen gobierno* (1615), Copenhagen, Kongelige Bibliotek, MS GKS 2232 4º. The original manuscript held at the Danish Royal Library in Copenhagen may be viewed on *The Guaman Poma Website*, along with a transcription of the narrative, at www.kb.dk/permalink/2006/poma/info/en/frontpage.htm. [Access date is not needed since the work cited is a clearly identified manuscript.]