Scrinium Friburgense

Publication Series of the Medieval Institute at the University of Fribourg, Switzerland

Guidelines for Manuscript Preparation

We request that authors please format their manuscripts following these guidelines and submit the electronic files via e-mail. The Medieval Institute uses these electronic files submitted by authors as the basis for the actual print files for publication. In order to facilitate the editorial process, we also request a print copy of the text. The digital version and the printed text submitted must be identical.

Maximum Length: 70,000 Characters, including cited texts, footnotes and spaces.

Title: Before the main text please include the title of the article (without any special formatting), the name of the author and, in parentheses, the author's place of activity. Top-level section headings should be numbered using Roman numerals, sub-headings using Arabic numerals (I.2.3).

Formatting: The text must be formatted for continuous scrolling (without forced page breaks). Neither absolute justification nor line-end hyphenation should be used, and indents should not be made using tabs. Please do not add headers or footers, unusual letter spacing, or words in all-caps.

Citations: In the main text, quotes should be enclosed in double quotation marks (" "), citations within citations in single quotation marks (' '). The titles of works, as well as any words that need to be set off because the author is using in an unusual way, should be enclosed in single quotation marks. Excisions from quotations should be indicated using three periods enclosed in square brackets […]. Comments or explanations added by the author within quotations should also be enclosed in square brackets. All quotes in Latin, Old French, Middle High German etc. in the main text should be rendered in italics, without quotation marks. Line breaks in verse quotations (if not rendered using line returns) should be indicated using a forward slash (/). Longer quotes (more than three lines) should be rendered in standard type, which should be indented from the left margin of the main text.

Footnotes: Footnotes are indicated in the text by automatically generated superscript numbers. These fall *after* the punctuation mark if they refer to the entire sentence or phrase, *before* the punctuation mark if they refer to the individual word or portion of a sentence that immediately precedes them. All note texts should begin with a capital letter and end with a period. The use of common abbreviations such as "cf.", „id.", „ead.", „ibid.", „et alii", „ed. by" etc. is allowed. Complete bibliographic information should be provided in the first reference to a particular title; additional references may be given in the following shortened form: Author (note 3), p. 33.

<u>Citation Format in Footnotes:</u> Please observe: Write out the first names of authors when possible. Where applicable, the location of the publisher should be repeated in the language of the country where it is located.

Monographs: Author Last Name, First Name, Title. Subtitle (Series Title and Volume number), Location(s) of Publication (up to 3 locations "et alii") and publication year.
> Ex.: Spieser, Jean-Michel, Urban and Religious Spaces in Late Antiquity and Early Byzantium (Variorum Collected Studies Series 706), Aldershot 2001.

Collections: Title. Subtitle, Ed(s). Last Name, First Name of editors (up to 3 "et alii") (Series Title and Volume Number), location(s) of publication and year.
> Ex.: Laster im Mittelalter/Vices in the Middle Ages, Eds. Flüeler, Christoph and Rohde, Martin (Scrinium Friburgense 23), Berlin/New York 2009.

Article in a Collection: Author Last Name, First Name, Title. Subtitle, in: Title of Collection. Subtitle, Ed(s). Last Name, First Name of editors (Series Title and Volume Number), Location(s) of Publication (up to 3 locations "et alii") and publication year, page range of article, page number of cited material.
> Ex.: Suarez-Nani, Tiziana, Angels, Space and Place. The Location of Separate Substances according to John Duns Scotus, in: Angels in mediaeval philosophical Inquiry. Their Function and Significance, Eds. Iribarren, Isabel and Lenz, Martin (Ashgate Studies in Medieval Philosophy), Aldershot 2008, pp. 89–111, here 92.

Periodicals: Author Last Name, First Name, Title. Subtitle, in: Title of Periodical, Volume and issue numbers (year), page range of article, page referred to in the current citation (in the first instance the full title should be written out, followed by the appropriate language-specific abbreviation in parentheses; additional instances may then use the identical abbreviation).
> Ex.: Lutz, Eckart Conrad, Literatur, Kunst und Gespräch. Hamilton, La Fontaine und Baudri de Bourgueil, in: Deutsche Vierteljahrsschrift 81 (2007), pp. 163–192.

Source Editions: Author Name if applicable, Title (both as they are shown on the title page), Ed(s). Last Name, First Name of editor(s) (Series Title with Volume Number), location(s) of publication and year, page count of the source text if applicable, page number of cited material.
> Ex.: Gerardus de Fracheto, Vitae Fratrum Praedicatorum, Ed. Reichert, Benedikt Maria (Monumenta ordinis Fratrum Praedicatorum historica 1), Löwen 1896.
> Ex.: Acta Concilii Constantiensis, 4 Vols., Ed. Finke, Heinrich, Münster i. W. 1896–1928.

For source editions, as for other titles, in the first instance the full title should be written out, followed by the appropriate language-specific abbreviation in parentheses; additional instances may then use the identical abbreviation.

Manuscripts: Place, Name of Holding Institution, Signature, f.
> Ex.: Paris, Bibliothèque nationale de France, Coll. Lorraine, Nr. 222, f. 12^{v}–14^{r}.

<u>Illustrations:</u> References to illustrations in the text should be placed in parentheses following the following model: (Ill. 1) and must follow the same order as the images. Corresponding image information and captions should be transmitted in a separate file.
Author, Title, Typology, Dating. Location, Institution.
> Ex.: Byzantine Painter, Madonna with child, Icon, ca. 1350. Athene, Benaki-Museum.

Image format: for print layout we require high quality, easily reproducible photographic originals, slides, or electronic files in JPG, Tiff or EPS format. Resolution should be at least 300 dpi for b/w images, 600 dpi for color (when appropriate). The author is responsible for securing reproduction rights.

Thank you very much for your cooperation.