

***Archa Verbi. Subsidia* – Guidelines for Authors**

(01.10.2019)

General

1. Avoid as many formatting codes as possible (e.g. no hyphenation, one font only, no bold print, no automatic numeration, Greek, Hebrew etc. words in Unicode font).
2. Footnote numbers follow after the punctuation marks.
3. Quotations both in the text and in the footnotes are within “inverted commas” (not in *italics*). Skipped text within quotations is marked by square brackets with three dots preceded and followed by one empty space (“propositum nostrae intentionis in hoc opere est, ea quae ad Christianam religionem pertinent [...] tradere.”), at the end of a sentence if required “ad Christianam religionem pertinent [...].”) Longer passages may be quoted indented and in a smaller font.
4. Source texts and literature in footnotes are quoted by short titles with a full bibliography only at the end of the article.
5. Page numbers are marked by “p./pp.”, columns with “col./cols.”
Sample for a source text: ABAELARDUS *Theologia christiana* I, 1, col. 72. Sample for a study: ROUSE/ROUSE 1985, pp. 42–54.
6. Line numbers are marked by “lin.”
Sample for a source text: NICOLAS DE CUSA *Cribratio Alkorani* I, 1, n. 20, lin. 1–5.
7. Highlighted terms may be put within ‘simple inverted commas’; technical terms in foreign languages may be set in *italics*.

Bibliography

Submissions to *Archa Verbi. Subsidia* come with a complete bibliography at the end of the article. The bibliography is divided into “Sources”/ “Quellen” and “Studies” / “Abhandlungen”. Bibliographical references in the footnotes are quoted by short titles only. The full bibliographical information (along with the respective short titles) is provided in the “Bibliography” at the end of the article.

1. Short Title

Each entry of the bibliography is preceded by a short title, consisting of the last name of the author (in SMALL CAPS) and the year of publication. There are different ways to abbreviate (medieval) “sources” and (modern) “studies”.

Sample for a source: ABAELARDUS *Theologia christiana*

Samples for studies: SMALLEY 1981; MCGINN 1995a; MCGINN 1995b

The short title of a *source* consists of the (last) name of the author followed by one or two title words of the respective publication and, in case of different editions, the year of publication. If the author is anonymous the short title will be created from the full title only.

If an author has written mostly in Latin his/her name appears in its Latin version, highlighted by SMALL CAPS; e.g. HIERONYMUS (instead of Jérôme or Girolamo); ARISTOTELES (instead of Aristôte or Aristotle); THOMAS DE AQUINO (instead of Thomas Aquinas). The title following the name – no comma in between! – is in *italics* (e.g. ABAELARDUS *Epistolae*).

If a source text is edited within a study or monograph it will be listed under “Sources” nevertheless. If only the introduction to an edition is quoted the reference goes into the section “Studies”, by the name of the modern author. Anonymous sources will be listed alphabetically according to their titles.

2. Full Bibliography

a) Autors and editors

The full names of the authors or editors appear in SMALL CAPS. Middle initials remain abbreviated. Editors of critical text editions or of miscellanies are marked by “ed.”. If a book has more than one editor or author each author will be mentioned by his/her full first and last names (e.g. “ed. KENT EMERY, JR./JOSEPH P. WAWRYKOW”).

b) Title

The titles and subtitles of monographs appear in *italics*. If a book is part of a series the series is mentioned in parentheses after the title. Volumes are abbreviated by “vol./vols.” as “vol. 1” or “vols. I–IV”.

c) Studies in journals, collected studies or conference acts

Titles of articles in journals, conference acts, collected studies or lexicons are highlighted by “inverted commas”. The title of the of the book or journal in which the article was published, however, appears in *italics*. Page numbers follow at the end of the bibliographical reference.

d) Abbreviations

Abbreviations of journals or collections may follow the list in *Theologische Realenzyklopädie, Abkürzungsverzeichnis*, ed. SIEGFRIED SCHWERTNER. Nevertheless, all abbreviations, including those that have been generated individually or anew, have to be listed separately and will be collected in a special list printed after the introduction under the heading “Abbreviations” or “Abkürzungen”.

3. Sample Bibliography

Abbreviations

AASS	Acta Sanctorum
BGPhMA	Beiträge zur Geschichte der Philosophie des Mittelalters
CChr.CM	Corpus Christianorum. Continuatio Mediaevalis
CChr.SL	Corpus Christianorum. Series Latina
FC	Fontes Christiani
MGH	Monumenta Germaniae Historica
PL	Patrologiae latinae cursus completus, accurante JACQUES-PAUL MIGNE
PG	Patrologiae graecae cursus completus, accurante JACQUES-PAUL MIGNE,
VL	Verfasserlexikon, 2. völlig neu bearbeitete Auflage, Berlin 1978–1999

Sources

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“*Im Angesicht Gottes suche der Mensch sich selbst*”. *Hildegard von Bingen 1098–1179*, ed. RAINER BERNDT (Erudiri Sapientia 2), Berlin 2001.

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