Archa Verbi – Guidelines for Authors

(02.02.2017)

General

1. Avoid as many formatting codes as possible (e.g. no hyphenation, no “typographic quotations marks”, one font only, no bold print, no automatic numeration, etc.).

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). Please use plain "quotation marks" (no “typographic marks”). Skipped text within quotations is marked by three dots in parentheses preceded and followed by one empty space ("propositum nostrae intentionis in hoc opere est, ea quae ad Christianam religionem pertinent (...) tradere.") Longer passages may be quoted indented and in a smaller font.

4. Source texts and literature in footnotes are quoted by short titles only. The complete bibliography has to be listed separately at the end of the article.

5. In the footnotes, page numbers are separated simply by comma, without using "p./pp."

Sample for a source text: PETRUS ABAELARDUS Theologia christiana I, 1, ed. cit. 72.

6. Highlighted terms may be put within 'simple inverted commas'; technical terms in foreign languages may be set in italics.

Bibliography

Submissions to Archa Verbi come with a complete bibliography at the end of the article. The bibliography is divided into "Sources" and "Studies" (resp. "Secondary literature"). 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 in 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: PETRUS ABELARDUS *Theologia Christiana*
Samples for studies: SMALLEY 1981; MCGRAN 1995a; MCGRAN 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 Jerôme 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. ABELARDUS *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) Authors 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.", "hg. v.", "sous la dir. de" or "a cura di", according to editorial habits in the respective languages. The same applies to additional information (e.g. "réédition de l'édition Paris 1603"). 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. WAHRKOW").

b) Title

The titles and subtitles of monographs appear in italics. If a book is part of a series the series will be mentioned in parentheses after the title.

c) Studies in journals, collected studies or conference acts

Titles of articles in journals, conference acts, collected studies or lexicons are marked by "inverted commas". The title 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 Realencyklopädie, Abkürzungsverzeichnis*, ed. SIEGFRIED SCHWERTNER. Nevertheless, all abbreviations, including those that have been generated individually or anew, have to be listed separately at the beginning of the bibliography under the heading "Abbreviations".

- 2 -
3. Sample Bibliography

Sources

ABAEARDUS Epistolae

ADELARDUS Quaeestiones
ADELARDUS BATHONIENSIS: Quaeestiones naturales, ed. MARTIN MÜLLER: Die Quaeestiones naturales des Adelardus von Bath (BGPhMA 31/2), Münster 1934, 1–69.

ALANUS De planctu naturae

ANSELMUS De conceptu

ARISTOTELES De generatione
ARISTOTELES LATINUS, IX 1: De generatione et corruptione, ed. JOANNA JUDYCKA, Leiden 1986.

Studies

BERG 1975

BERNDT 2001
RAINER BERNDT (Hg.): "Im Angesicht Gottes suche der Mensch sich selbst". Hildegard von Bingen 1098–1179 (Erudiri Sapientia 2), Berlin 2001.

BURNETT/DRONKE 1998

GRAEF 1960

GÖRRES 1836–1842

GOULET 1999