



# JOURNAL OF THE WARBURG AND COURTAULD INSTITUTES

## *Style Sheet*

### 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
- (*but in footnotes:*) 11th century; 15th 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’, ‘x’ or ‘z’ 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.

### NUMERALS

In the text, numbers between one and one hundred (inclusive) should normally be written out in full, with numerals used for higher denominations; thus ‘between ninety and 120 men’. In articles containing statistical information, however, this rule is relaxed. In footnotes, Arabic numerals should be used.

- Inclusive numerals repeat the final two digits or more as required, thus: 18–19, 123–24, 399–406.
- The *Journal* does not use the suffixes ‘f’ or ‘ff’: exact page numbers should always be given.
- Roman numerals are used for all volume and book numbers (see below, REFERENCES TO ...).
- Numerals in dates: see above, DATES.

### QUOTATIONS

Quotations in languages other than English should normally be cited in translation within the text, with a footnote giving the original in full. Occasionally (e.g., in the case of poetry) it may be preferable to reverse this procedure.

- Long quotations should be presented in a smaller typesize or as indented paragraphs, without quotation marks.

— Short quotations, within the text, should be given single quotation marks and any quotations within them should be given double quotation marks.

- Direct quotations from modern critical literature should be avoided.

#### *Examples*

- ... For a gem in Istanbul, inscribed ‘Solomon said, “Protect!”’, see ...
- ... Nineteen manuscripts are listed, including a copy of Cicero’s *De oratore* ‘in carta bona’ and ...
- ... the reason why Petrarch loved bay (*lauro*) so much was ...

### REFERENCES TO SOURCES

Please note that, in keeping with the *Journal*’s emphasis on primary sources, references to and discussion of recent historiography should be confined as far as possible to the footnotes.

### REFERENCES TO ARTICLES IN PERIODICALS

#### *Examples*

- D. S. Chambers, ‘Sant’Andrea at Mantua and Gonzaga Patronage 1460–1472’, this *Journal*,\* XL, 1977, pp. 99–127 (100 n. 8).
- M. J. Kitchel, ‘The *De potentiis animae* of Walter Burley’, *Mediaeval Studies*, XXXIII, 1971, pp. 85–113.

\* Note that the *Journal of the Warburg and Courtauld Institutes* is referred to as ‘this *Journal*’.

### REFERENCES TO BOOKS

From about 1800 onwards, initials rather than full forenames should be used for authors and editors. In

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

- P. Barocchi, *Mostra di disegni del Vasari e della sua cerchia* [exhib. cat.], Florence 1964, p. 42, no. 38;
- G. A. Galante, *Guida sacra della città di Napoli* (Naples 1873), ed. N. Spinosa, Naples 1985, p. 9.
- Leon Battista Alberti, *De re aedificatoria*, ed. and tr. (Italian) G. Orlandi and P. Portoghesi, 2 vols, Milan 1966, repr. 1988, I, pp. 62–63, 74–75 (I.8, I.10), and II, pp. 998–99 (X.17);
- Andrea Alciati, *Emblematum liber*, Augsburg 1531, sig. C6<sup>f</sup>.

#### Chapter reference example

- A. C. de la Mare, ‘The Florentine Scribes of Cardinal Giovanni of Aragon’, in *Il libro e il testo* (Atti del convegno, Urbino 1982), ed. C. Questa and R. Raffaelli, Urbino 1984, pp. 245–46.

#### 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 (1118<sup>a</sup>17);
- Juvenal, *Satires*, 8.211–12;
- Socrates, *Historia ecclesiastica*, IV.32 (=J.-P. Migne, *Patrologia Graeca*, LXVII, cols 549–52).

#### 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. 74<sup>v</sup>. Enlarged colour reproductions of this MS are available for consultation through the Early Manuscripts Imaging Project on the Bodleian Library’s website.

Since texts and images which are published on the internet are liable to be edited or replaced over time, authors are asked to ensure that references to them

are correct at the time the *Journal* goes to press. A note may be added to indicate this.

- In certain cases it may be necessary to obtain copyright permission for texts available through online resources; such permission should be acknowledged accordingly, although the *Journal* reserves the right to edit copyright statements to conform to its style.
- \* URL (or URI): the address of a resource on the internet; world wide web URLs begin with http://.

#### 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. 2<sup>f</sup>;
- Paris, Bibliothèque nationale de France [hereafter: BnF] MS ital. 548, fol. 10<sup>v</sup> (*Trionfo d’amore*).

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

- J. Hankins, ‘Latin Translations of Plato in the Renaissance’, Ph.D. thesis, Columbia University 1984, p. 21.

#### 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* -iz-).

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. 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.