

***Reinardus*: Notes For Contributors (revised July 2015)**

Preparation of copy.

All articles for *Reinardus* should be prepared in a standard word-processing format and submitted preferably as an email attachment to the Editors. If the article contains special features (e.g. quotations in Greek or Arabic, graphs, etc.), it is prudent to send also a paper copy. English, French, German and Italian are the recognised languages for publication in *Reinardus*. The Editors' addresses are:

Baudouin van den Abeele, UCL – Département d'histoire, 1, Pl. Blaise Pascal – B-1348 Louvain-la-Neuve (baudouin.vandenabeele@uclouvain.be)

Richard Trachsler, Romanisches Seminar, Universität Zürich, Zürichbergstrasse 8, CH-8032 Zürich (richard.trachsler@uzh.ch)

Layout.

- Text should be 12-point, single-spaced and unjustified, with no forced (hyphenated) line breaks.
- There should be one single space after a period/full-stop. There should be no spacing before colons, semicolons, or exclamation/question marks: contributors using French word-processing software are requested to delete the space automatically generated in such cases.
- Paragraphs should not be separated by an extra return-space. Each new paragraph should start with an indent (with the exception of the article's initial paragraph).
- Notes to the text should be set out as footnotes. A note number should generally be placed at the end of a sentence or at the end of a clause. The number normally follows a quotation (whether it is run in to the text or set as an extract). Relative to other punctuation, the number follows any punctuation mark except for the dash, which it precedes.
- The article should start with: title, author's name, and a short summary of 10 to 15 lines.
- The article should end with a postal address and an email address
- Quotations should be preceded and followed by one blank line. They should be indented.
- When translations are deemed necessary, first the original is given and immediately thereafter the translation (as second part of the same quotation)

Illustrations.

If the article requires illustrations, these must be provided by the author in separate files, with explicit legends, and an indication (fig. 1) should appear at the appropriate place in the text. The resolution of the illustrations should be at least 300 dpi. The format of the file(s) does not matter. The author must also obtain the permission to reproduce the item from the library or publisher that possesses the legal rights.

Spelling.

English-language text should follow British-English (not American-English) spelling conventions, except in the case of direct quotation from an American publication.

Bibliographical References.

Reinardus follows the *Chicago Manual of Style* (<http://www.chicagomanualofstyle.org>), with a preference given to footnotes over parenthetical author-date references and corresponding reference list. A bibliography may be added at the end of the article if the author considers it is necessary, but it is not required.

The examples given *infra* just represent the most frequent cases, for full details, please consult the manual.

Authored Volume

• **First quotation in note:**

Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

• **Subsequent references**

Pollan, *Omnivore's Dilemma*, 3.

NB: if the notes contain numerous references, one may mention for subsequent references (see n. 00).

[• **Entry in Bibliography**

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.]

Edited Volume or Text Edition

• First quotation in note:

Le Garçon et l'Aveugle. Jeu du XIIIe siècle, ed. Mario Roques, Classiques français du Moyen Age 5 (Paris: Champion, 2nd rev. edn, 1921).

- Articles in French, German or Italian will naturally replace the English 'ed.' with the equivalent formulae: 'éd./édité par/publié par', 'hrsg. (von)', 'a cura di', etc.
- Note the acceptable addition of the series name (not in italics) where - as in the case of CFMA - it is particularly well-known. There is no comma between series name and volume number.

• **Subsequent references:**

Le Garçon et l'Aveugle. ed. Roques, vv.

[• **Entry in Bibliography**

Le Garçon et l'Aveugle. Jeu du XIIIe siècle, ed. Mario Roques, Classiques français du Moyen Age 5. Paris: Champion, 2nd rev. edn, 1921.]

Article in Periodical

• **First quotation in note**

Walter Blair, "Americanized Comic Braggarts," *Critical Inquiry* 4, no. 2 (1977): 331–32. (*and add the full page range of the article 331-49*)

• **Subsequent references**

Blair, "Americanized Comic Braggarts," 335.

[• **Entry in Bibliography**

Blair, Walter. "Americanized Comic Braggarts." *Critical Inquiry* 4, no. 2 (1977): 331–49.]

Article or Essay in Festschrift or Collective Volume

• **First quotation in note**

Glenn Gould, "Streisand as Schwarzkopf," in *The Glenn Gould Reader*, ed. Tim Page (New York: Vintage, 1984), 310. (*and add the full page range of the article 308-11*)

• **Subsequent references**

Gould, "Streisand as Schwarzkopf," 309.

[• **Entry in Bibliography**

Gould, Glenn. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 308–11. New York: Vintage, 1984.]