

Cîteaux : Commentarii cistercienses
GUIDELINES FOR CONTRIBUTIONS IN ENGLISH

The following notes have been assembled by the editorial committee to aid contributors in the preparation of manuscripts. These guidelines supersede those of 1990 (t. 41, p. 192-196).

GENERAL

contract: Manuscripts submitted must not have appeared elsewhere in any language, nor be committed to future publication, nor have been sent to another journal while under consideration by the editorial board of *Cîteaux*.

There is no limit to the length of a manuscript; the announced subject should be treated fully with appropriate references. All references must be verified by the author before the manuscript is submitted.

process: Each manuscript is read and discussed by the editorial board, which may in addition engage outside readers. While the editorial board reserves the right to make suggestions and to propose corrections, the author is responsible for the content.

The editorial board will decide if a manuscript is to be published as an "article" or as a "communication".

summary: Once a manuscript is accepted, the author must provide a short (1000 character) summary which will appear in French, English and German (translations are provided by the journal).

proofs: It is the author's responsibility to correct and return proofs *within two weeks* after they are received.

off-prints: Authors receive 20 off-prints free of charge. If more are desired, the order must be placed when proofs are returned and are at the author's expense.

copyright: Copyright of all manuscripts published by *Cîteaux : Commentarii cistercienses* is held by the journal. Permission for reproduction or translation by any means, whether printed or electronic, must be requested in writing to the editor prior to re-publication, and a copy of the re-publication sent to the editorial office.

on-line publication: Once accepted, please indicate in writing if you agree to having your article posted on-line on the journal's web-site (at the discretion of the board).

ILLUSTRATIONS

relevance: There is no fixed limit to the number of images that may accompany an article, but all must illustrate specific points made in the text. Images should be numbered consecutively and a reference made to each one at the appropriate place within the body of the text: *i.e.* (Fig. 1).

quality: The journal prints all illustrative material in black and white; photographs or drawings need to be of sufficiently high quality to reproduce well in this manner. Please do not include color-coded graphs; lines or shading should be used.

acquisition of photographs and reproduction rights: It is the author's responsibility to provide the desired illustrations and to obtain, in writing, the reproduction rights, as well as to pay any fees to the institution and, if required, to the photographer. This must be done prior to publication.

caption: Each image must be provided with a caption that includes:

- identification of the image
- artist (if known)
- date
- provenance (place of production, current location, accession number)
- name of photographer
- credit line (as requested by photographer or institution)

STYLE SHEET

Presentation

All manuscripts submitted for consideration should be sent by e-mail attachment to kinder@citeaux.org. Page numbers should run consecutively from the text through the notes and appendices, and images included in low resolution. If this is not possible, a CD may be sent by mail to the editor-in-chief (17 rue Rabé, 89230 Pontigny, France), accompanied by one print-out using double spacing on standard size paper, **one side only**, in a common type face. Acknowledgement of receipt will be sent electronically.

The text should be provided with titles and sub-titles as guideposts to the structure and content of the article.

The formatting should be simple, using a straightforward typeface with a *minimum of text enrichment* (please avoid automatic formatting, heading codes, etc). If the manuscript is accepted for publication, the format will be standardized to follow the style of the journal.

Quotes

Quotes of more than three lines are to be indented and printed block style. Brief citations (less than three lines) may be included in the text within quotation marks, or in italics if in a language other than English.

Use of capitals

Capitals should follow the usage of the language being cited (*e.g.*, first letter of first word only for a French title; first, last and all major words for an English title; first + all nouns for a German title).

Numbers

Arabic numerals are to be written out in full (*e.g.*, six, seventeen, fifty-five) except for dates, statistics, degrees and numbers over 100.

Roman numerals are used only to identify titles (*e.g.*, Innocent III, Louis XIV).

Notes and Abbreviations

Notes should generally be brief, printed either as footnotes or endnotes, in either case using automatic note referencing.

Note numbers are to be placed within the text as superscript following punctuation or closing quotation marks, without parentheses: "...the barrel vaults."²¹

Provide full first name of the author(s), not just initial(s).

- Full page numbers should be given for beginning and ending pages
p. 681-686, not 681-6 or 681-86.

- Avoid abbreviations in the text; for notes, the citation should be given in full the first time, followed by the abbreviation that will be used thereafter. Please provide full titles of journals, dictionaries, lexicons and series.

- The following common abbreviations **are to be used:**

p. = page (p. 7) or pages (p. 7-11)

n. = note

n^o = number

fol. = folio

col. = column

vol. = volume

ed. = "edited by" (precedes name of editor)

i.e. = *id est* = that is

"...lay brothers, *i.e.* religious who are neither clerics nor monks,..."

e.g. = *exempli gratia* = for example

"thirteenth-century monasteries with archaic architectural

characteristics, e.g., the cloister of Silvacane”

Id. = *Idem* = the same author; may only be used in consecutive references
Ibid. = *Ibidem* = refers to both author and title; to be used only in consecutive references

- The following abbreviations **are to be avoided**:

op. cit. (instead cite last name of author + short title + page numbers)

pp. (use a single p. regardless of the number of pages)

- **If two or more titles are cited repeatedly throughout the manuscript, a list of abbreviations may be provided at the bottom of the first page, preceding the notes.** (References in subsequent notes would then consist of the given abbreviation + vol. [if appropriate] + pages.)

AUBERGER, *L'unanimité...* Jean-Baptiste AUBERGER, *L'unanimité cistercienne primitive: mythe ou réalité?*, (Cîteaux : Studia et Documenta; 3), Cîteaux/ Achel 1986.

BELL, “Infirmaries...” David N. BELL, “The Siting and Size of Cistercian Infirmaries in England and Wales,” *Studies in Cistercian Art and Architecture*, vol. 5, ed. Meredith P. Lillich, (Cistercian Studies Series; 167), Kalamazoo MI/ Spencer MA 1998, p. 211-238.

BENKENDORF, *Kloster...* BENKENDORF, Hans-Wolfgang, *Kloster und Schloß Dargun, ein Beitrag zur Baugeschichte des 13. Jahrhunderts, I. Textband* (maschinenschriftliche Diplomarbeit Rostock 1957/58).

HIGOUNET, “Exploitations...” Charles HIGOUNET, “Les types d’exploitations cisterciennes et prémontrées du XIII^e siècle et leur rôle dans la formation de l’habitat et des paysages ruraux”, *Géographie et histoire agraires (Annales de l’Est: Mémoire; 21)*, Nancy 1959, p. 260-271.

PL *PL = Patrologiae cursus completus, series Latina* (ed. Jacques-Paul MIGNÉ), Paris 1844-1864.

SBO *Sancti Bernardi Opera*, ed. Jean LECLERCQ, Henri ROCHAIS, Charles H. TALBOT, Rome 1957-1977.

WADDELL, *Narrative...* Chrysogonus WADDELL, ed., *Narrative and Legislative Texts from Early Cîteaux*, (Cîteaux: Studia et Documenta; 9), Brecht 1999.

WADDELL, *Statutes...* *Twelfth-Century Statutes from the Cistercian General Chapter*, (Cîteaux: Studia et Documenta; 12), Brecht 2002.

POWELL, Cheryl *Santa Maria of Sonnenkamp: A Graceful key to the origins of Backsteingotik* (manuscript M.A. thesis University of Delaware, August 1992).