

Cîteaux – Commentarii cistercienses

GUIDELINES FOR CONTRIBUTIONS IN ENGLISH

The following guidelines have been assembled by the editorial committee to aid contributors in the preparation of manuscripts.

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 – Commentarii cistercienses*.

There is no fixed 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 will be made by the editors).

Proofs: It is the author's responsibility to correct and return proofs *within 10 days* after they are received.

Off-prints: Authors receive off-prints by pdf.

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.

SENDING IN YOUR MANUSCRIPT

When the manuscript is finished and details conform to the above guidelines, it should be sent as an attachment to the Editor-in-chief, Terry N Kinder: kinder@citeaux.org. If the file is too heavy, notify her by e-mail and

appropriate measures will be taken to ensure the safe reception of your manuscript.

ILLUSTRATIONS

Number: 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). Images should be sent in separate files, **not** inserted into the text; page layout is the responsibility of the editor-in-chief and the printer.

Quality: The journal prints all illustrative material in black and white. Drawings or photographs need to be of high enough quality to reproduce well; JPG or TIFF images should be at least 300 dpi. Please do not include color-coded graphs; instead use diagonal lines, cross-hatching, or shading.

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 accompanied by a caption that includes:

- identification (name of the abbey, specific building, painting...)
- artist (if known)
- date
- provenance (place of origin, current location, accession number)
- name of the photographer
- credit line (as requested by the photographer or institution)

STYLE SHEET

Presentation

The text should have titles and sub-titles as signposts to the structure and content of the article.

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

Abbreviations and abridged words are to be avoided in the text.

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

Numbers are to be written out in full (*e.g.*, six, seventeen, fifty-five) except for dates, statistics, weights and measures, degrees and numbers over 100, when Arabic numerals should be used (65 miles; 12 pounds; 360°).

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

NOTES AND ABBREVIATIONS**Authors**

Authors' surnames should be written in SMALL CAPITALS and preceded by the given names in full (Joseph-Marie CANIVEZ, not J.-M. Canivez or CANIVEZ, J.-M.).

Note numbering

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

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

Abbreviations in the notes

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° = number

fol. = folio

col. = column

vol. = volume

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

trans. = translation, translated by

Ibid. = *Ibidem* = refers to both author and title; to be used only in consecutive references

Id. = *Idem* = the same author (following the title of a different work); may only be used in consecutive references

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”)

The title of the journal *Cîteaux – Commentarii cistercienses* may be abbreviated in the notes as *Cîteaux* or *Cîteaux – Comm. cist.*

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.

ff. Cite all relevant pages (p. 10-27), not p. 10ff.

REFERENCES

Abbreviations

If two or more titles are cited repeatedly (*i.e.*, more than three times) throughout the manuscript, a list of abbreviations may be provided at the bottom of the first page, preceding the notes. Subsequent references would then appear in abbreviated form + vol. (if appropriate) + pages (see examples below).

In other cases, the first time a bibliographic reference is mentioned, the complete citation should be given, and an abbreviation used in subsequent notes. If subsequent references are far from the first, the number of the note where the original reference appeared may be given: MAHN, *L'ordre cistercien...* (see n. 4), p. 180.

The abbreviations used are left up to the discretion of the author, except for common abbreviations (*AASS, GC, PL, SBO...*), which are nonetheless to be included in the list of abbreviations. If an author is cited for one publication only, the surname alone may be used for the abbreviation (MAHN, p. 180).

Other recommendations

Names of cities where books were edited should be cited in English (Munich, Milan). It is not necessary to indicate the name of the publisher.

Full page numbers should be given for beginning and ending pages: p. 681-686 (not 681-6 or 681-86). When citing a single page in an article, first give the total number of pages, then the specific page: M.-Anselme DIMIER, « Chapitres généraux d'abbesse cisterciennes », *Cîteaux – Comm. cist.*, 11 (1960), p. 268-275 (p. 270).

List of examples

- 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.
- MAHN** Jean-Barthold MAHN, *L'ordre cistercien et son gouvernement des origines au milieu du XIII^e siècle*, Paris, 1951².
- PL** *PL = Patrologiae cursus completus, series Latina* (ed. Jacques-Paul MIGNE), 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).