

# Checklist in preparation for the final version of your paper:

## 1. HEADING

- Insert your full name.
- In the next line, give the title of your chapter.

## 2. TEXT FORMATTING

- Use a 10 points font size.
- Always use footnotes rather than endnotes.
- Do not use manual word separations, codes, commands, manual adjustments of margins, line spacings, page numbers, etc.
- Indent all quotes longer than 3 verses or 2 lines, leaving one space before and after. If non-English text, offer a translation. If within text, use round brackets for translations, if indented, following the original, use square brackets.
- If you use a dash in order to create a pause in the sentence, no space, then the m-dash, such as —; if you have years, or pages, such as 1940–2006, use the n-dash, as indicated.
- Every sentence is separated from the next with only one space.
- If you can, add a reference to the other papers that will form part of the book. I'll share all contributions with you once they are ready. If you need an extra copy, please let me know.
- Use the tab setting, instead of empty spaces. All sentences are separated from each other with only one space, no double spacing anywhere.
- Do not header or footer, I'll do that later.
- Try not to have any particular commands, do not format, it only causes headaches for me.
- Verify all data, spelling of names, and your quotes at least several times.
- Use search tools such as MLA and WorldCat, or RLine, to make sure that you have covered all relevant research literature. Keep in mind, please, that in many cases the bibliographical information cited in other studies is not quite complete.
- Finally, compare your conclusion with what you have said in your thesis.
- No space before and after a quotation mark (never use the square marks!).
- No space before a colon! Colons always go after a quotation mark.
- Use American spelling: Toward, and not towards, onward, not onwards: analyze, criticize, favorite, etc.
- Footnote numbers follow the colon.
- Subheadings always in bold, same font size, not followed by an empty line. Do not use any numbering system (neither Roman nor Arabic).

### 3. REFERENCES / PRINTED SOURCES

- Always give the full first name (middle name) and last name, then comma, then title etc.
- Referencing articles / chapters in books: first name, last name, comma, quotation marks, title, comma, quotation marks, space, journal name or book title in italics (if book, followed by editor (New York: Palgrave, 1995), page number/s; if article: followed by volume, such as 63, 4 (1996): 4-52; here 35 (note the semicolon!)).

Example for chapters in books: Juanita Ruiz, "From Virile Eloquence to Hysteria: Reading the Latinity of Heloise in the Early Modern Period," *Latinity and Alterity in the Early Modern Period*, ed. Yasmin A. Haskell and Juanita Feros Ruys. Medieval and Renaissance Texts and Studies, no. (City: Publisher, year).

Example for journal articles: Kenneth C. Russell, "John Cassian on a Delicate Subject," *Cistercian Studies Quarterly* 27 (1992): 1-12; here 1, n. 1. Please note: semicolon after the inclusive pagination.

- Note, always double-check if book has appeared in a book series, whether there is a series no. or not. (Tempe: Arizona Center for Medieval and Renaissance Studies, forthcoming October 2008).
- When you repeat a reference, cite the author's last name, and use an abbreviated title. Following the title, add (see note xx); only then come the pp. (no letters pp., only the figures).
- Make sure that you have always the full pagination of every article, and never use 'f' or 'ff.' I.e., use autopsy when you cite!
- Make sure that you list at least the first two cities, such as: Chicago, London, and Baltimore: publisher, 1990), 46, or: (Chicago, London, et al.: publisher, year), 127.

Example: Peter Dronke, *Women Writers of the Middle Ages: A Critical Study of Texts from Perpetua († 203) to Marguerite Porete († 1310)* (Cambridge: Cambridge University Press, 1984), 108.

- Verify if there is a subtitle for a book (always include it). Is there a book series and vol. no?

Example: W. G. East, "This Body of Death: Abelard, Heloise and the Religious Life," *Medieval Theology and the Natural Body*, ed. Peter Biller and A.J. Minnis. *York Studies in Medieval Theology*, 1 (Woodbridge: York Medieval Press, 1997), 43-59; here 48.

- Referencing a Ph.D. or M.A. thesis: John Smith, "Title," Ph.D. diss., University of Toronto, 2007, 47 (note: no italics).
- Verify all your sources; if you cite from a secondary source, distrust it and go to online databases, such as MLA or WorldCat and double-check. Very often people forget to include the title of a book series and the vol. no. Alternatively, go to the wonderful Karlsruhe Virtueller Katalog at: <http://www.ubka.uni-karlsruhe.de/kvk.html>.
- Do not use any acronyms for a book series, a journal, etc. I would even prefer to have the full name of series such as MGH, or PMLA. This will be an interdisciplinary vol., so many readers might not necessarily know what you are referring to.
- Please note that the editor's or editors' name/s always follows the book title, separated by a comma, then period, then the book series, then comma, then the vol. no. Always: ed., even when there are several editors.

#### 4. ONLINE SOURCES AND MATERIAL

- Information on the Internet is neither stable nor always reliable, since it may be altered or deleted. Please use printed reference works wherever possible. Referencing websites makes sense if they will contain a wider array of sources, provide more up-to-date information, or outstanding usability.
- When citing Internet sources, please prefer sites provided by universities and other research organisations, critical online editions, research libraries, creative commons image databases, etc. When in doubt, please check for sponsor or affiliation of the website. Refrain from citation if the domain the content is located at contains inappropriate content. Please avoid citing content from private blogs, topic-related websites hosted by non-professionals or ‘fans’, and commercial online magazines except where this sort of media or reception is your topic.
- Please include the URL in your reference, as well as the date of your last access to the site. Cite as in the following samples:

Online Journal

Michel Aaij, “Saint Elisabeth of Thuringia, 1207-2007,” *A Journal of Early Medieval Northwestern Europe* 10 (2007), <http://www.heroicage.org/issues/10/bio2.html>, last accessed on July 24, 2017.

Online Reference Work

<http://www.handschriftencensus.de/werke/1256>, last accessed on July 24, 2017.

Manuscripts

Thomasin von Zerclaere, *Der Welsche Gast*, Dresden, Sächsische Landesbibliothek – Staats- und Universitätsbibliothek, Mscr. M 67, [http://digi.ub.uni-heidelberg.de/diglit/slub\\_m67](http://digi.ub.uni-heidelberg.de/diglit/slub_m67), last accessed on July 24, 2017.

#### 5. IMAGES

- Please secure reproduction rights (you will have to pay for any charges yourself).
- Make sure that the image’s resolution is high enough: for halftone images (color or black/white), the resolution **in its final format** has to be at least 300 dpi. This can be checked on the tab “Details” in the “Properties”-window of an image file.
- Insert a caption for each image, including the copyright information as well as the title for the image.

Example: Fig. 6: “Chaucer Portrait” © The British Library Board, MS Harley 4866, fol. 88r