



Archa Verbi – Guidelines for Authors

(02.02.2017)

General

1. Avoid as many formatting codes as possible (e.g. no hyphenation, no “typographic quotations marks”, one font only, no bold print, no automatic numeration, etc.).
2. Footnote numbers follow after the punctuation marks.
3. Quotations both in the text and in the footnotes are within "inverted commas" (not in *italics*). Please use plain "quotation marks" (no “typographic marks”). Skipped text within quotations is marked by three dots in parentheses preceded and followed by one empty space ("propositum nostrae intentionis in hoc opere est, ea quae ad Christianam religionem pertinent (...) tradere.") Longer passages may be quoted indented and in a smaller font.
4. Source texts and literature in footnotes are quoted by short titles only. The complete bibliography has to be listed separately at the end of the article.
5. In the footnotes, page numbers are separated simply by comma, without using "p./pp."
Sample for a source text: PETRUS ABAELARDUS *Theologia christiana* I, 1, ed. cit. 72.
Sample for a study: ROUSE/ROUSE 1985, 42–54.
6. Highlighted terms may be put within 'simple inverted commas'; technical terms in foreign languages may be set in *italics*.

Bibliography

Submissions to *Archa Verbi* come with a complete bibliography at the end of the article. The bibliography is divided into "Sources" and "Studies" (resp. "Secondary literature"). Bibliographical references in the footnotes are quoted by short titles only. The full bibliographical information (along with the respective short titles) is provided in the "Bibliography" at the end of the article.

1. Short Title

Each entry in the bibliography is preceded by a short title, consisting of the last name of the author (in SMALL CAPS) and the year of publication. There are different ways to abbreviate (medieval) "sources" and (modern) "studies".

Sample for a source: PETRUS ABAELARDUS *Theologia christiana*

Samples for studies: SMALLLEY 1981; MCGINN 1995a; MCGINN 1995b

The short title of a *source* consists of the (last) name of the author followed by one or two title words of the respective publication and, in case of different editions, the year of publication. If the author is anonymous the short title will be created from the full title only.

If an author has written mostly in Latin his/her name appears in its Latin version, highlighted by SMALL CAPS; e.g. HIERONYMUS (instead of Jérôme or Girolamo); ARISTOTELES (instead of Aristôte or Aristotle); THOMAS DE AQUINO (instead of Thomas Aquinas). The title following the name—no comma in between!—is in *italics* (e.g. ABAELARDUS *Epistolae*).

If a source text is edited within a study or monograph it will be listed under "Sources" nevertheless. If only the introduction to an edition is quoted the reference goes into the section "Studies", by the name of the modern author. Anonymous sources will be listed alphabetically according to their titles.

2. Full Bibliography

a) Autors and editors

The full names of the authors or editors appear in SMALL CAPS. Middle initials remain abbreviated. Editors of critical text editions or of miscellanies are marked by "ed.", "hg. v.", "sous la dir. de" or "a cura di", according to editorial habits in the respective languages. The same applies to additional information (e.g. "réédition de l'édition Paris 1603"). If a book has more than one editor or author each author will be mentioned by his/her full first and last names (e.g. "ed. KENT EMERY, JR. / JOSEPH P. WAWRYKOW").

b) Title

The titles and subtitles of monographs appear in *italics*. If a book is part of a series the series will be mentioned in parentheses after the title.

c) Studies in journals, collected studies or conference acts

Titles of articles in journals, conference acts, collected studies or lexicons are marked by "inverted commas". The title of the book or journal in which the article was published, however, appears in *italics*. Page numbers follow at the end of the bibliographical reference.

d) Abbreviations

Abbreviations of journals or collections may follow the list in *Theologische Realenzyklopädie, Abkürzungsverzeichnis*, ed. SIEGFRIED SCHWERTNER. Nevertheless, all abbreviations, including those that have been generated individually or anew, have to be listed separately at the beginning of the bibliography under the heading "Abbreviations".

3. Sample Bibliography

Sources

ABAEARDUS *Epistolae*

PETRUS ABAELARDUS: *Epistolae*, in: PL 178, 113–378.

ADELARDUS *Quaestiones*

ADELARDUS BATHONIENSIS: *Quaestiones naturales*, ed. MARTIN MÜLLER: *Die Quaestiones naturales des Adelardus von Bath* (BGPhMA 31/2), Münster 1934, 1–69.

ALANUS *De planctu naturae*

ALANUS AB INSULIS: *De planctu naturae*, ed. NIKOLAUS M. HÄRING: "Alan of Lille, *De Planctu naturae*", in: *Studi medievali* 19 (1978) 797–879, editio 806–879.

ANSELMUS *De conceptu*

ANSELMUS CANTUARIENSIS: *Liber de conceptu virginali et originali peccato*, in: *Opera omnia*, ed. FRANCISCUS SALESIIUS SCHMITT, vol. II, Edinburgh 1946, 135–173.

ARISTOTELES *De generatione*

ARISTOTELES LATINUS, IX 1: *De generatione et corruptione*, ed. JOANNA JUDYCKA, Leiden 1986.

Studies

BERG 1975

LUDWIG BERG: "Die Mainzer Kirche und die heilige Hildegard", in: *Archiv für mittelrheinische Kirchengeschichte* 27 (1975) 49–70.

BERNDT 2001

RAINER BERNDT (Hg.): *"Im Angesicht Gottes suche der Mensch sich selbst". Hildegard von Bingen 1098–1179* (Erudiri Sapientia 2), Berlin 2001.

BURNETT/DRONKE 1998

CHARLES BURNETT/PETER DRONKE (eds.): *Hildegard of Bingen: the context of her thought and art*, London 1998.

GRAEF 1960

HILDA CHARLOTTE GRAEF: "Hildegard von Bingen", in: *Lexikon für Theologie und Kirche* V (1960) 342. [alternatively: in: LThK² V (1960) 342].

GÖRRES 1836–1842

JOSEPH VON GÖRRES: *Die christliche Mystik*, vols. I–IV, Regensburg/Landshut 1836–1842.

GOULLET 1999

MONIQUE GOULLET: "'In vera visione vidi, in vero lumine audivi'. Écriture et illumination chez Hildegarde de Bingen", in: *Francia* 26 (1999) 77–102.