

## Notation Style Guide for *Studies in Medieval and Renaissance History*

This document is a brief guide to help you follow the appropriate notation style when preparing your work for submission to *SMRH*.

Our notation style is based on the *Chicago Manual of Style*, 15th edition, “notes without full bibliography” guidelines. This document includes samples of notations for book, article, contribution within a book, and unpublished work. It also provides guidelines for repeated references within the notes, formatting inclusive numbers, and formatting dates.

Although this document is helpful as a quick reference, it is not meant to replace the *Chicago Manual of Style* itself. Please refer to the *Manual* if further clarification is needed.

### I. General Format

Your essay should include footnotes rather than endnotes, or works cited. Footnotes should be double-spaced in 12pt font Times New Roman with the first line indented.

### II. Examples of Notes

#### 1. Book

Natalie Zemon Davis, *The Return of Martin Guerre* (Cambridge, Mass: Harvard University Press, 1983), 55-60.

#### 2. Author Contribution within a Book

Julia Kristeva, “Motherhood According to Giovanni Bellini,” *Desire in Language: A Semiotic Approach to Literature and Art*, trans. Thomas Gora, Alice Jardine, and Leon S. Roudiez (New York: Columbia University Press, 1980), 241.

#### 3. Article

• In a journal with an issue number:

Judith C. Brown and Jordan Goodman, “Women and Industry in Florence,” *Journal of Economic History* 40, 1 (Mar. 1980): 76.

• In a journal without an issue number:

Joan Kelly, “The Social Relations of the Sexes: Methodological Implications of Women’s History,” *Signs* 1 (1976): 816.

#### 4. Unpublished Works, Folio, and Manuscript

• Letter:

Virginia Randolph Trist to Virginia Cary, May 2, 1828, Nicholas P. Trist Papers, Southern Historical Collection, University of North Carolina Library, Chapel Hill.

Barbara Gamage Sidney to John Stamer, Jan. 3, 1597, Huntington Library MS STT 1897.

- Unpublished Dissertation:

Stephanie Lynn Budin, “The Origins of Aphrodite (Greece)” (PhD diss., University of Pennsylvania, 2000), 301-2.

- Early Modern Manuscript:

Author (if known), *Title*, Date, Series Title (if applicable), name of collection (if applicable), name of depository, page numbers.

*Declaration del Bando que se a publicado de la expulsion de los moriscos* (1610), in the Biblioteca Nacional, ms. V.E. 44-56.

Saint Aurelius Augustinus, *Meditationes, Soliloquium, Manuale, De fide ad Petrum Diaconum. Pseudo-Lentulus: De habitudine de la reverendissima & gloriam persona de Yhu Christo quanto ala assumpta humanitate* (ca. 1500), in the Special Collections Department at the University of Colorado, Boulder, MS 1, 3-5.

## 5. Repeated References

- From primary texts should be cited parenthetically in the body of the text after the first full citation in footnote.
- From secondary sources give the author’s last name, a short title, and the page number(s): e.g., Kristeva, “Motherhood,” 243.
- If your note immediately follows a note referring to the same work, then use “ibid.” and the page number(s): e.g., Ibid., 243.

## III. Inclusive Numbers

Spell out numbers under 100 (e.g., He was sixty-five years old; sixteenth century; sixteenth-century Italy)

This table is taken directly from the *Chicago Manual of Style*, 15<sup>th</sup> edition, p. 396.

First Number	Second Number	Examples
1-99 100 or multiples of 100	Use all digits	3-10, 71-72, 96-117 100-104 1100-1113
101 through 109, 201 through 209, etc.	Use changed part only	101-8 1103-4
110 through 199, 210 through 299, etc.	Use <b>two or more</b> digits as needed	321-28, 498-532, 1087-89, 11564-615, 12991-13001
	But if three digits change in a four-digit number, use all four	1496-1504, 2787-2816

#### IV. Dates

- Range of years:

Follow inclusive numbers guideline above. (For ex., 1558-70, 1571-79.)

- Specific date:

Write as month, day, year.

- Abbreviate months as follows *in notes*. Do not abbreviate months in the text.

Jan.	Feb.
Mar.	Apr.
May	June
July	Aug.
Sep.	Oct.
Nov.	Dec.

#### V. Foreign Language Translations

When quoting a text in a language other than English, include the original followed by the English translation in parentheses.

#### VI. Deadlines

- Image permissions:

Acquire image permissions as soon as your essay has been accepted by *SMRH*.