

The Other Voice in Early Modern Europe: manuscript preparation (@3/24/2017)

1. Prepare manuscripts in Word, using automatic features to format paragraphs and create footnotes.
2. Font should be set at Times New Roman 12, double-spaced for both narrative and footnotes throughout.
3. Paragraphs in the narrative (excluding headings and sub-headings) should be first-line-indented, and no settings should be made for additional vertical spacing before or after paragraphs. Widow/orphan control should be off.
4. Citations and bibliography are to follow the *Chicago Manual of Style* (CMS; 15th or 16th ed.), section 14: Documentation I: Notes and Bibliography. The CMS calls for full citations in the notes of all titles on first reference. After the first reference, short titles are preferred to *ibid.*, *op. cit.*, etc.
5. Create one set of notes for the introduction and a second (or more) for the text (or separate text components).
6. The text of bilingual editions (poetry only) should have endnotes rather than footnotes (even though the notes to the Introduction appear as footnotes). There may be either one set or, if appropriate two, numbered in different formats, supplying annotations respectively to the original language text and the translation.
7. Create a different file for each section of your book: frontmatter (title page, contents, acknowledgments, etc.); introduction; text or texts translated or, for English editions, transcribed; original language texts (bilingual editions); appendices; bibliography (divided into sections as needed for manuscripts, primary, and secondary sources). Page numbers for each file and note numbers for introduction and text sections should start at 1.
8. The introduction should contain the following elements: "The Other Voice" – an explanation of why your text belongs in this series; author's life and works; historical context; summary and analysis of the text; afterlife of the text, including translations and subsequent interpretations; a note on the translation/edition.
9. Headings and sub-headings are by preference few and inconspicuous. The enumeration of headings is to be avoided, and if it is necessary (perhaps because of extensive cross-referencing), arabic, not roman numerals should be employed.
10. Where multiple sections of text are numbered (as in a collection of letters), use arabic, not roman numerals.
11. The original language passage may be supplied for quotations in the introduction, whether run-in or block. For run-in quotations, it may follow the quoted words in parentheses, and italicized; for block quotations, it should be supplied in a footnote. Avoid lengthy quotations from the translated or edited text included in volume.
12. Title page: The name of the author of the text translated or edited in the volume should be the first element on the title page, and is not to be included in the title. Specific roles of contributors, within reason, may be noted: e.g., edited by, translated by, with introduction/annotations by, etc., but preference is for the simplest possible statement of responsibility.
13. Contents (not Table of Contents): preference is for a simple and economical presentation, ideally on one page.
14. List of illustrations and Acknowledgments may follow Contents. Abbreviations may also follow, unless there are also other ancillary items (chronology, weights and measures, etc.), in which case all these should appear in the backmatter, not the front.
15. Appendix/Appendices as needed may follow the text with other backmatter and precede the Bibliography.