

## Sixteenth Century Journal Author Instructions

### General Guidelines:

The *Sixteenth Century Journal* is dedicated to providing readers with thought-provoking research and inquiry into the sixteenth century broadly defined (i.e., 1450-1648). Our articles all maintain a strong historical core and cover subjects from around the world.

We review in a double-blind anonymous system. You will not know the identity of the person reviewing your submission and she or he will not know yours. To facilitate this, we ask that you remove any identifying markers from the manuscript. If you quote yourself, for the initial review period, please refer to yourself in the third person.

While we do not mandate a particular length, our articles are generally 9,000-10,000 words, including notes. Because we believe that the notes represent a significant aspect of an essay's argument, we cannot review essays without complete notes (even if you promise to "fix" them later). All notes are in *Chicago Manual of Style* form, not parenthetical references. Examples of proper citation are provided below.

Generally, we do not consider or publish essays that are simply a narrative of events or review of secondary literature. Thus, a clearly defined thesis must appear in an essay's beginning section. A thesis is a statement of the paper's *main argument*, not a question or a description of what the article will be about. Situate the paper and its arguments explicitly within the appropriate recent scholarship on the issue, providing citations to the work of others to establish building blocks and points of departure of your work. However, do not exhaust your editor/readers with a long bibliographical or theoretical preamble surveying all research to date. (No article should start out looking like the first chapter "review of past research" part of a dissertation.) In addition, do not try to carve out a niche for yourself by denouncing the errors of previous generations of scholars in hostile language.

The readership of *SCJ* is international and from many disciplines. While we do not expect every article to be interdisciplinary, we do expect that scholars outside a narrow field of research might be interested in the argument presented. Thus, do provide an explanation about why the issue discussed is important for a better understanding of the early modern era. By about page 4, readers should have a clear sense of why this matters.

Provide internal structural markers, such as subheads or textual markers of structure so that editors and outside readers can follow your argument easily. Do not multiply footnotes in an effort to impress. Provide an adequate conclusion that sums up your argument.

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### Specific Instructions for Manuscript Submission for Articles

- Manuscripts should be submitted in a plain format, using standard upper-and lowercase English.
- **Do not** “justify” paragraphs; use only “align left.”
- **Do** use automatic footnote/endnote feature.
- Double-space throughout, including notes, block quotations, and tables.
- **Do not** use all caps or bold for titles or headings.
- **Do** use *italics* or underscore for titles of books, journals, or similar documents as indicated in *Chicago Manual of Style*, 15th edition.
- Notes should be formatted as footnotes and should be in the same size and font as the text. The notes will appear as footnotes in your article.
- **Do not** insert images/illustrations into the text; simply indicate where they should appear. Peer Track adds them to the document automatically. After uploading your document, upload images as Figures.
- If your article is ultimately accepted, you will be required to submit the original illustration for scanning. As a rule, we cannot accept electronic images unless they meet the specifications of our printing company. Information on this will be provided when your article is accepted.

### Reference Sources

SCJ uses the following references works for spelling, grammar, capitalization, punctuation, and citation of sources.

- *Chicago Manual of Style*, 15th edition (CMS)
- *Merriam-Webster's Collegiate Dictionary*, 11th edition (Webster's)
- *Merriam-Webster's Biographical Dictionary* (1995 or later)
- *Oxford Encyclopedia of the Reformation* – Use OER for the Spelling of Proper Names and Places, e.g., Henry II not Henri II.
- *The SBL Handbook of Style*, esp. 7.3, 8.3, and the appendices for citing ancient and classical sources

### General Style Information

The SCJ generally follows the *Chicago Manual of Style*, 15th edition, for grammar, punctuation, capitalization, hyphenation, and the like (with a few exceptions).

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Following are some general guidelines:

- *Avoid* passive voice and biased language whenever possible.
- Use first or second person sparingly, even the relatively impersonal *we*.
- **Do not** use quotation marks for emphasis. *Italics* may be used sparingly for emphasis (as in adding emphasis to a quoted passage).
- SCJ uses serial comma before *and* (e.g., one, two, and three).
- Dates should be formatted as: 19 May 1586, 20–22 February 1603; June 1525.
- For rules of capitalization, see CMS, chapter 8.
  - The words *biblical*, *scripture*, and *holy scripture* are not capitalized; specific books of the Bible are capitalized (see CMS 15.51–54). Pronouns for the deity are not capitalized.
  - Civil, military, religious, and professional titles are capitalized when they immediately precede a personal name, but lowercased when they follow a name or are used in place of a name (e.g. Emperor Charles V, the emperor; Pope Innocent, the pope)
  - Most adjectives such as *medieval* and *early modern* are not capitalized, but *Middle Ages*, *Renaissance*, and *Reformation* are capitalized.
- For words not listed in *Webster's*, consult CMS 7.90 to determine hyphenation.
- Acronyms and abbreviations should be explained or spelled out at their first mention in the text. Include a list of acronyms or abbreviations if there are more than a few, or if they are used extensively
- Please check quoted material against the original to ensure its accuracy and that the citation is complete (including page number).
- *Translations*. If using your own translation in several places, use one of the following: “Unless otherwise noted, all translations are the author’s,” or “all translations are the author’s” at the first appearance.
- In general, spell out whole numbers below one hundred, spell out round numbers (hundreds, thousand, hundred thousands, and millions), and any number that begins a sentence. Use numerals in other cases. For details, see CMS 9.2–10.

### Tables

Tables should be set up in a simple and clear style, consistently throughout the manuscript. Tables should be numbered in the order they are discussed. Titles should be brief and descriptive. Please check the math in all tables for accuracy. Small tables may be inserted into the text. Larger tables (a full page or longer) should be in a separate file. Include a list of tables if there are more than two.

### Foreign Words and Phrases

In general, all foreign citations and phrases are translated in the body of the article,

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although *SCJ* requires original languages for all works of verse. For prose, we do not print original quotations unless this is central to the argument of the essay.

If both original language and English are necessary, a translation may follow the original (or vice versa) in parentheses following a run-in quotation or in brackets following a block quotation. No quotation marks are needed other than those required internally. If placing both original and translation in the text would create too much clutter, place the original in a note, in which case it is enclosed in quotation marks but not in parentheses or brackets. Quotations in a foreign language that are incorporated into an English text are set in roman type and run in or set off as block quotations according to their length. See *CMS* 11.85 for details on punctuation.

### Citations

A full citation should be provided at the first use of a source; subsequent citations should be shortened. When shortening titles, omit initial articles (the, an, a) unless, in a foreign language, the article governs the ending of the following word.

All sources published after 1926 must include: the place of publication, the publisher, and the date of publication (Kirksville, MO: Truman State University Press, 2004).

For abbreviating or condensing inclusive numbers, *SCJ* uses the method in *CMS* 9.64 (25–31; 125–31; 100–104; 101–4).

For abbreviating state names, *SCJ* uses the two-letter postal abbreviations as in *CMS* 15.29 (Kent, OH; San Bernardino, CA).

When quoting from the Bible, always include the version used.

- For the occasional quote: 2 Kings 11:8 (NRSV)
- For numerous quotations, include the following note at or before the first quotation: “Unless otherwise specified, all biblical quotations are from the New Revised Standard Version (NRSV)” or “All biblical quotations are from *The Geneva Bible: A Facsimile of the 1590 Version*, ed. Lloyd Eason Berry and William Whittingham (Madison: University of Wisconsin Press, 1969)” or “All translations from the Authorized, or King James, Version (KJV).”

When quoting a classical source in translation, cite the edition and/or translator (see *CMS* 17.255, 259; *SBL Handbook*, 7.3).

An unpublished work that will be published within a year may be listed as forthcoming (New York: Oxford University Press, forthcoming 2010). In other cases, such a work should be listed as unpublished.

In cases where there is a standard foreign language edition and a standard English edition, please provide cross citations. For example

*D. Martin Luthers Werke: Kritische Gesamtausgabe* (Weimar, H. Bohlau, 1883– ), hereafter WA; and *Luther's Works*, ed. Jaroslav Jan Pelikan and Helmut T. Lehman (St. Louis:

Concordia, and Philadelphia: Fortress, 1955–76), hereafter LW.

Examples of Note Forms

***One, two, or three authors, first reference:***

***Authored book:***

1. Anne Jacobson Schutte, *Aspiring Saints: Pretense of Holiness, Inquisition, and Gender in the Republic of Venice, 1618–1750* (Baltimore: Johns Hopkins University Press, 2001), 27.
2. Walter Prevenier and Wim Blockmans, *De Bourgondische Nederlanden* (Antwerp: Mercatorfonds, 1983), 282.

***Journal article:***

3. Stuart W. Clark, "The Rational Witchfinder: Conscience, Demonological Naturalism and Popular Superstitions," in *Science, Culture and Popular Belief in Renaissance Europe*, ed. Stephen Pumfrey, Paolo L. Rossi, and Maurice Slawinski (New York: Manchester University Press, 1991), 227.

***subsequent shortened citations:***

4. Schutte, *Aspiring Saints*, 34.
5. Clark, "Rational Witchfinder," 228.
6. Prevenier and Blockmans, *De Bourgondische Nederlanden*, 282.

***Chapter or essay in an edited volume:***

1. Wim Blockmans, "The Burgundian Court and the Urban Milieu as Patrons in 15th Century Bruges," in *Economic History and the Arts: Proceedings of the Eleventh International Economic History Congress*, ed. Michael North (Cologne: Böhlau, 1996), 15–26.

***subsequent shortened citation:***

2. Blockmans, "Burgundian Court," 26.

***More than three authors:*** List first author only, followed by "et al."

***Multivolume work—only one volume cited:***

3. Philippe Aries, ed., *A History of Private Life*, vol. 3, *Passions of the Renaissance*, ed. Roger Chartier, trans. Arthur Goldhammer (Cambridge, MA: Harvard University Press, 1989), 129–31.
4. Aries, ed., *Passions of the Renaissance*, 3: 131.
5. Muriel St. Clare Byrne, ed., *The Lisle Letters* (Chicago: University of Chicago

Press, 1981), 4:243

6. Byrne, ed., *Lisle Letters*, 4.242.

### *Signatures and folios*

*Signatures.* Some books printed before 1800 did not carry page numbers, but each signature (a group of consecutive pages) bore a letter, numeral, or other symbol (its “signature”) to help the binder gather them in correct sequence. In citing pages in books of this kind, the signature symbol is given first, then the number of the leaf within the signature, and finally “r” (recto, the front of the leaf) or “v” (verso, the back of the leaf). Thus, for example, sig. G6v identifies one page; sig. G6r-7v a range of four pages (CMS 17.136).

*Folios.* In some early books the signatures consisted of folios – one large sheet folded once. Each folio thus had two sheets, or four pages. The sheets were numbered only on the front, or recto, side. Page citation therefore consists of sheet number plus “r” (recto) or “v” (verso) – for example, fol. 176r, 231v, 232r-v; or, if entire folios are cited, fol. 49, fols. 50-53 (CMS 17.137). See also CMS 17.226 for folios in manuscript collections.

### *Dissertations*

Patricia Coit Murphy, “What a Book Can Do: *Silent Spring* and Media-Borne Public Debate” (PhD diss., University of North Carolina, 2000), 125-32.

### *Manuscript collections*

Details will vary; list by title and date of item, series title (if any), name of collection, name of repository, and location. Information is organized from specific to general. A number of items from the same collections may be grouped together under the name of the collection, in which case the information is organized from general to specific. The order of the information may vary, but must be used consistently throughout the article. See CMS 17.226-233 for more information on manuscript collections.

1. Letter from Archbishop John Whitgift to William Cecil, Lord Burghley, 29 May 1584; British Library Lansdowne MS 42.43; hereafter BL Lansdowne followed by MS number.
2. James Oglethorpe to the Trustees, 13 January 1733, Phillips Collection of Egmont Manuscripts, 14200:13, University of Georgia Library.
3. 1549 *Isabetta de Bernardino formagerius v. Natalino pelliparius*, Buste 1540-1560; Cause matrimoniali, Archivio della Curia Vescovile de Verona.