

Guidelines for the Preparation of Manuscripts for the Series “Vita regularis. Abhandlungen” and “Vita regularis. Editionen”

Formal Criteria and General Explanations

Texts must be submitted in their entirety, ready for typesetting, and in a standard word processing format. The rules of the new German orthography apply. The preferred font is Garamond. Any necessary use of other fonts must be approved in advance.

Authors' and editors' last names (no first names) are set in small caps.

Accents should be retained on capital letters where required (e.g., in French).

Quotations in ancient languages are printed in italics (without quotation marks).

For quotations in modern languages (within the text), please use the quotation marks “...”.

For metaphors or quotations within a quotation, please use single quotation marks ‘...’.

Please use the en dash (–) for range indications: pp. 2–4 (instead of pp. 2-4), 1354–1364 (instead of 1354-1364), etc.

Footnotes should be numbered consecutively. They are indicated in the text by footnote symbols in the form of simple superscript numbers (this also applies to the consecutive numbering in the notes section), which generally follow the information (and the corresponding punctuation mark) to which they refer.

Boldface and underlining may only be used in justified exceptional cases. Emphasis should be indicated using spaced lettering (2 pt. character spacing).

Longer quotations of three lines or more are set in a separate text block. This block is indented on both sides and set one point smaller than the main text.

A bibliography listing all cited sources and references must be placed at the end of a monograph or article.

Bibliographic Information

The names of authors, editors, and dedicatees of commemorative volumes are always cited in the notes with first names written out in full, surnames in small caps, and separated from the following title by a comma.

Titles are always cited in full, including those of articles in journals, edited volumes, etc. Any subtitles must be separated from the title by a period.

The edition used is indicated before the year of publication as a superscript number.

If multiple titles are cited in succession, they should be separated by a semicolon.

Reprints should be identified as such.

Encyclopedia entries are generally treated like articles in periodicals, but are prefixed with “Art.” Volume numbers are given in Arabic numerals. The year of publication is placed in parentheses, followed by the page or column number.

Texts published online should be treated in the same way as publications within edited volumes or journals. Indicate the publication date, the URL or DOI, and the date of last access in square brackets, formatted as [Year/Month/Day].

→ The basic structure is as follows:

First NAME LAST NAME, Title (Series: Volume Number), [Number of volumes (if applicable)], Place of publication: Year of publication, [Volume number (if applicable)], [Page numbers (if applicable)].

First NAME LAST NAME / First NAME LAST NAME, Title (book series, volume number), [number of volumes, if applicable], Place of publication 1/Place of publication 2/Place of publication 3, Year of publication, [volume number, if applicable], [page numbers, if applicable].

First NAME LAST NAME, Article title, in: Journal Volume [Volume number, if applicable], [Page number].

Please note the following examples:

- Monographs

Henrike LÄHNEMANN / Eva SCHLOTHEUBER, *The Life of Nuns. Love, Politics, and Religion in Medieval German Convents*, Cambridge 2024.

Dolly JØRGENSEN, *The Medieval Pig (Nature and Environment in the Middle Ages 9)*, Woodbridge 2024.

- Edited volumes

Florian WÖLLER / Ueli ZAHND (eds.), *Dominican Culture, Dominican Theology. The Order of Preachers and its Spheres of Action (Archa Verbi. Subsidia 24)*, Münster 2025.

Jan-Hendryk DE BOER / Marcel BUBERT / Katharina Ulrike MERSCH (eds.), *Medieval Studies and Its Middle Ages (Europe in the Middle Ages 45)*, Berlin 2024.

Günther MENSCHING (ed.): *Radix totius libertatis. On the Relationship between Will and Reason in Medieval Philosophy (Contradictio 12)*, Würzburg 2011.

- Articles

Journals: Albrecht CLASSEN, Gender Relations in Late Sixteenth-Century German Jest Narratives. Early Modern Entertainment Literature as a Source for Social-Historical Research on Gender – with a Focus on the *Lalebuch* (1597), in: *Amsterdamer Beiträge zur älteren Germanistik* 83 (2023), pp. 555–574.

Edited volumes: Hedwig RÖCKELEIN, Expert Cultures Before Expert Cultures? Astronomical and Medical Knowledge in the Carolingian Period, in: Jan-Hendryk DE BOER / Marcel BUBERT / Katharina Ulrike MERSCH (eds.), *Medieval Studies and Its Middle Ages (Europe in the Middle Ages 45)*, Berlin 2024, pp. 315–339.

- Text editions

AUGUSTINE: *Confessionum libri XIII*, ed. Luc VERHEIJEN = *Sancti Augustini opera I.1* (Corpus Christianorum. Series Latina 27), Turnhout 1990.

Liber *Tramitis aevi Odilonis*, ed. Peter DINTER (Corpus consuetudinum monasticarum 10), Siegburg 1980.

WILHELM OF ST. THIERRY, **Disputatio adversus Petrum Abaelardum**, in: IBID., **Opuscula adversus Petrum Abaelardum et de fide**, ed. Paul VERDEYEN = **Guillelmi a Sancto Theodorico opera omnia** 5 (Corpus Christianorum. Continuatio Mediaevalis 89 A), Turnhout 2007, pp. 17–59.

- Lexicons, Encyclopedias, Reference Works

Barbara BÖHM, Art. Theresia (Teresa) (of Jesus) of Ávila, in: *Lexicon of Christian Iconography* 8 (1994), cols. 463–468.

Jean-Claude Guy, Art. Examen de Conscience III. Chez les Pères de l'Église, in: *Dictionnaire de Spiritualité Ascétique et Mystique*, 4.2 (1961), cols. 1801–1807.

- Texts and documents published online

Hanne GRIEBMANN, “The Library in the Book? Middle Low German Marian Prayers in Prayer Books from the Augustinian Canons’ Monasteries of Heiningen near Wolfenbüttel and Marienberg near Helmstedt,” in: *Mittelalter. Interdisciplinary Research and Reception History* (Feb. 23, 2017), <https://mittelalter.hypotheses.org/9529> [December 19, 2025].

Katja STOPKA, [Review of:] Schmieder, Falko; Weidner, Daniel (eds.): *Margins of the Archive. Cultural Studies Perspectives on the Emergence and Disappearance of Archives*.

Berlin 2016. H-Soz-Kult (May 19, 2017), <https://www.hsozkult.de/publicationreview/id/rezbuecher-27188> [December 19, 2025].

Art. Gerhochus Reicherspergensis (September 6, 2012), in: Repertorium “Historical Sources of the German Middle Ages,” http://www.geschichtsquellen.de/repPers_118690752.html [December 19, 2025].

- Manuscripts and archival material
 - are cited in the notes with an indication of the location, the library or archive, the collection, and the folio numbers.

Paris, Bibliothèque Nationale, MS lat. 10320, fol. 21r–22v.

Vienna, Hofkammerarchiv, Lower Austrian Dominion Records, vol. G 21/B, fol. 558v.

Please note:

References and citations must be placed exclusively in the notes. Only footnotes are to be used; no endnotes.

Only abbreviated titles are to be used in the notes. The complete bibliographic details can be found in the bibliography. These abbreviated titles are to be formatted as follows.

LÄHNEMANN / SCHLOTHEUBER, *The Life of Nuns*, p. 23.

To avoid repeating an author’s name or a title in immediately following entries, please use “IBID.”, “OP. CIT.”, and “ibid.”

If you have any questions, please contact:

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