

Sixteenth Century Journal Author Instructions

Introduction:

Contributions to the *Sixteenth Century Journal* are invited. The *SCJ* is dedicated to providing readers with thought-provoking research and inquiry into the sixteenth century broadly defined (i.e., 1450–1648). All our articles 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 intend to quote yourself, for the initial review period, please refer to yourself in the third person.

Though we do not mandate a particular length, our articles are generally in the 9,000- to 10,000-word range. This includes notes. We require notes as opposed to parenthetical references. Further, because we believe that the notes represent a significant aspect of an essay's argument, we cannot review essays without notes (even if you promise to "fix" them later). Examples of proper citation are provided below.

Generally, we do not publish or review narrative essays. Thus, a clearly defined thesis ought to appear in an essay's introductory section.

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. Notes must be embedded directly into the file, rather than tacked on manually at the end.
- 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.
- Double-space throughout, including notes, block quotations, and tables.
- **Do not** use all caps or bold for titles or headings.
- **Do** use *italics* for titles of books, journals, or similar documents as indicated in *Chicago Manual of Style*, 17th ed. (CMS).
- **Do not use "ibid." Instead use "author, short title," for subsequent citation of a work.**
- **Do not insert** images/illustrations into the text; simply indicate where they should appear. They are added to the document automatically by Peer Track. After uploading your document, upload images as Figures.
- If your article is ultimately accepted, you will be required to submit high-quality images. All images submitted electronically must meet our explicit specifications for quality and size. Information on this will be provided when your article is accepted.

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Reference Sources

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

- *Chicago Manual of Style*, 17th ed. (CMS), esp. chapter 14.
- *Merriam-Webster's Collegiate Dictionary*, 11th ed. (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 Information

The SCJ generally follows CMS for grammar, punctuation, capitalization, hyphenation, and the like (with a few exceptions).

Following are some general guidelines:

- **Do not** use first or second person, even the relatively impersonal *we*.
- **Avoid** passive voice and biased language whenever possible.
- **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; in notes month names will be abbreviated following CMS 10.39, col. 1.
- 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. 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 the nouns *Middle Ages*, *Renaissance*, and *Reformation* are capitalized.
- For compound words not listed in *Webster's*, consult the CMS to determine hyphenation (CMS 7.89).
- 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/range).
- *Author translations*. If using your own translation in several places, use one of the

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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, thousands, hundred thousands, and millions), and any number that begins a sentence. Use numerals in other cases. For details, see *CMS* 9.2–10.
- For abbreviating or condensing inclusive numbers, *SCJ* uses the method in *CMS* 9.61 (25–31; 125–31; 100–104; 101–4).
 - For inclusive numbers, use an en-dash: 79–103, 146–47.
 - For inclusive years, use, e.g., 1605–10, 1569–1631.
 - If *from* or *between* is used before the first of a pair of numbers, the en dash should not be used; instead, *from* should be followed by *to* or *through*, *between* by *and*: From 1496 to 1511, ... between 1530 and 1565....
- For abbreviating state names, *SCJ* uses the two-letter postal abbreviations as in *CMS* 10.27 (Kent, OH; San Bernardino, CA).

Tables

Tables should be set up in a simple, clear, and consistent style 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

SCJ requires original languages for all works of verse. For prose, we do not print original quotations unless the translation is central to the argument of the essay. 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* 11.19 for details on punctuation, special characters, etc.

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.

When both a source and a translation are required in the text, the source may be enclosed in parentheses and the translation in brackets

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.

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All sources published after 1934 must include: the place of publication, the publisher, and the date of publication (Kirksville, MO: Truman State University Press, 2004).

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 14.246 and 251; *SBL Handbook*, 7.3).

An unpublished work that is under contract and expected to be published within the next eighteen months 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 *Luthers Work*, 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.

Essay within a book:

3. Steven Shapin, "Introduction," in *The Scientific Revolution* (Chicago: University of Chicago Press, 1996), 3.

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4. **Journal Article:** Robert J. Kalas, "Noble Widows and Estate Management during the French Wars of Religion," *Sixteenth Century Journal* 39 (2008): 356.

subsequent shortened citations:

5. Schutte, *Aspiring Saints*, 34.
6. Clark, "Rational Witchfinder," 228.
7. Prevenier and Blockmans, *De Bourgondische Nederlanden*, 282.
8. Kalas, "Noble Widows," 361.

Chapter or essay in an edited volume:

9. 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.

subsequent shortened citation:

10. Blockmans, "Burgundian Court," 26.

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

Multivolume work – only one volume cited:

11. 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.
12. Aries, *Passions of the Renaissance*, 131.
13. Muriel St. Clare Byrne, ed., *The Lisle Letters* (Chicago: University of Chicago Press, 1981), 4:243
14. Byrne, *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, often 4, 8, or 16) bore a letter, numeral, or other symbol (its "signature") at the bottom of the page 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, G6v identifies one page within a signature, G6r–7v a range of four pages. The abbreviation "sig." is no longer included.

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

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the front, or recto, side. Page citation therefore consists of sheet number plus “r” (recto) or “v” (verso) – for example, 176r, 231v, 232r-v; or, if entire folios are cited, fol. 232, fols. 50-53. See also the CMS 14.225 for folios in manuscript collections.

Dissertations

15. Patricia Coit Murhy, “What a Book Can Do: Silent Spring and Media-Borne Public Debate” (PhD diss., University of North Carolina, 2000), 125-26.

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 14.221-31 for more information on manuscript collections.

16. Letter from Archbishop John Whitgift to William Cecil, Lord Burghley, 29 May 1584; British Library (hereafter BL) Lansdowne MS 42.43.
17. James Oglethorpe to the Trustees, 13 Jan. 1733, Phillips Collection of Egmont Manuscripts, 14200:13, University of Georgia Library.
18. 1549 Isabetta de Bernardino formagerius v. Natalino pelliparius, Buste 1540-1560; Cause matrimoniali, Archivio della Curia Vescovile de Verona.