Style Sheet for the Preparation of Typescripts for
Frühmittelalterliche Studien (FMSt)

I.   File format and typescript
1. Files should be submitted both as a Microsoft-WORD document (DOCX) and a PDF file (A4 [210 x 297 mm] or 8.5 in. x 11 in.).
2. The electronic copy of the text should be sent by e-mail attachment to: christian.scholl@uni-muenster.de
3. Please keep formatting simple!
4. Please do not justify the right margin, and do not use varying type sizes or variable line spacing.
5. Auto-hyphenation must be turned off on your word-processor program.

   Abstract: An abstract/summary in English should be provided summarizing the article (approx. 15 lines).

II.   Text
1. *Italics* are used for original terms (e. g. *rex*) and quotations from primary sources (e. g. in Latin, Middle High German, Middle English etc.).
2. Double quotation marks ("…") are used for quotations from secondary literature and translations of primary sources in modern languages.
3. Titles of primary sources cited in the text should be placed between single quotation marks (e. g. … the 'Vita Meinwerci' says…). The same applies to words used in special senses (e. g. 'new men') or in ironic usage.
4. New paragraphs are only indented.
5. A specific term or expression can be highlighted by t r a c k i n g (letter-spacing); bold print is not possible.

III.   Footnotes
1. Notes (footnotes) are numbered consecutively using Arabic numerals; in the text, footnote indicators should appear in the form of superscript numerals (please use the relevant option of your word processor); they should be placed before the punctuation mark, except when indicating a quotation (e. g., respectively: … medieval cultural production[1]. *versus* " … medieval cultural production."[1]).
2. It is not possible to place footnotes after headings (for technical reasons).
3. Authors should indicate locations in their own article by referring to one or several footnote numbers, for example 'see above following note 17'; 'cf. below between notes 87 and 93'. Please avoid referring to page numbers, which would have to be added at a later stage of production.
4. The footnote apparatus should not be too vast; it should be used to give references only. There should not be discussions in the footnotes; please either include these in the main text or leave them out. The majority of a page should consist of the main text, not the footnotes.

IV.   References
1. First names of authors should not be abbreviated; use SMALL CAPS – and **not** capital letters – for first names and surnames (GILES CONSTABLE, not G. CONSTABLE). The title of a book or of an article should be given in full, exactly as in the publication with no abbreviation; subtitles are separated by a full stop (not a colon). References to books (especially editions of texts) published in a series should give the names of the series.
2. The first reference to a book, edition or article must be given in full, with full bibliographical details. Second and subsequent mentions of references are cited as follows:
   MOLL, Die Lehre (as note 3), pp. 25–29.

NELSON (ed.), Politics and Ritual (as note 10).
BOUCHARD, Consanguinity and Noble Marriages (as note 14), pp. 272–273.
Einhard, Vita Karoli (as note 8), p. 167.

3. If two works by the same author are mentioned in succession, please write ID. (idem), Title, etc., or EAD. (eadem), respectively.
4. Names of multiple authors/editors or places of publication are to be separated by an en dash plus spaces (Berlin – New York); in case there are more than two names, these should be replaced by "et al." after the first name (Berlin et al.).
5. Extents between numbers and dates ('from … to') are separated by an en dash without spaces (pp. 22–25). Hyphens are used in composite words and hyphenated names only: Elsass-Lothringen, SCHMIDT-WIEGAND.
6. Subsequent editions of a publication should be indicated by a superscript numeral preceding the publication date (e. g. ³1986). References to reprints do not have to be provided.
7. Roman numerals are to be avoided, if possible.
8. If several passages from one source are referred to, page numbers are separated by commas, e. g. WOOD, Merovingian Kingdoms (as note 13), pp. 17, 37–40, 43.
9. Place names (and personal names) should be anglicized where familiar English versions exist, e. g. Munich, Vienna, Hanover etc. American place names should be accompanied by an American state in standard abbreviated form using capital letters, e. g. Cambridge (MA) 1999.

Bibliographical References:
→ Monographs:
HELMUT MOLL, Die Lehre von der Eucharistie als Opfer. Eine dogmengeschichtliche Untersuchung vom Neuen Testament bis Irenäus von Lyon (Theophaneia 26), Cologne – Bonn 1975, pp. 17–24.
→ Multi-volume book:
RUDOLF WACKERNAGEL, Geschichte der Stadt Basel, 3 vols., Basel 1907–1924.
→ Essays in a collection of essays:
– RENATE NEUMÜLLER-KLAUSER, Schlachten und ihre 'memoria' in Bild und Wort, in: KONRAD KRIMM – HERWIG JOHN (eds.), Bild und Geschichte. Studien zur politischen Ikonographie. Festschrift für Hansmartin Schwarzmaier, Sigmaringen 1997, pp. 181–196, here p. 191, note 22.
– HUBERTUS SEIBERT, Libertas und Reichsabtei. Zur Klosterpolitik der salischen Herrscher, in: STEFAN WEINFURTER (ed.), Die Salier und das Reich, vol. 2: Die Reichskirche in der Salierzeit, Sigmaringen 1992, pp. 503–569; RUDOLF SCHIEFFER, Erzbischöfe und Bischofskirche von Köln, ibid., pp. 1–30.
→ Articles in encyclopedias, etc.:
JOACHIM SPIEGEL, s. v. Vollziehung, in: LMA 8, 1997, cols. 1840–1841.
→ Articles in journals, etc.:
FRANCESCA TINTI, Benedictine Reform and Pastoral Care in Late Anglo-Saxon England, in: Early Medieval Europe 23, 2015, pp. 229–251, here p. 236.
→ Editions:
– Lex familiae Wormatiensis ecclesiae, in: Constitutiones et acta publica imperatorum et regum, vol. 1, ed. LUDWIG WEILAND (MGH LL 4, 1), Hanover 1893, nr. 438, pp. 639–644.
– Konrad von Eberbach, Exordium magnum Cisterciense sive Narratio de initio Cisterciensis ordinis, ed. BRUNO GRIESSER (CC Cont. Med. 138), Turnhout 1994, cap. 2, pp. 143–144.
→ Manuscripts (place name, name of the library, and shelfmark):
Paris, Bibliothèque nationale de France, ms. lat. 17716, fols. 108r–110v.

V. Abbreviations
1. Page = p.; pages = pp.; column(s) = col./cols.; folio(s) = fol./fols.

2. volume(s) = vol./vols.
3. ibidem = ibid. (used to refer to the immediately preceding reference if identical)
4. confer = cf.
5. chapter(s) = ch./chs.
6. editor(s) = ed./eds.
7. reprint = repr.
8. translated/translation = transl.
9. manuscript(s) = ms. / mss.
10. illustration/figure = fig.
11. Abbreviations like e. g., i. e. are always separated by a space; "see above" or "see below" are not abbreviated.

For abbreviated references to frequently cited series, journals or encyclopedias, cf. Frühmittelalterliche Studien, Abkürzungsverzeichnis.

For abbreviated references to the Bible, cf. Abkürzungen der Bücher der Bibel (Vulgata).

VI. Figures / Illustrations
1. It is up to the author to obtain rights for illustrations.
2. Figures can be published within the text or separately at the end of an article.
3. Figures must be submitted as separate graphic files and be accompanied by captions (are published under the illustrations).
4. Each article can be accompanied by three to four images.