GUIDELINES FOR SUBMITTING AN ARTICLE TO *GESTA*

GENERAL INFORMATION

- You must be a member of ICMA to submit an article to *Gesta*.
- A complete *Gesta* submission consists of four parts: the article, an abstract of not more than 250 words, a list of captions, and all illustrations (these do not have to be of publishable quality at the time of submission). Submissions must be sent through the Editorial Manager (EM) system on the University of Chicago Press website (www.press.uchicago.edu/ucp/journals/journal/ges.html). Detailed, downloadable EM submission instructions are also provided there.
- Because *Gesta* uses a double-blind review process, articles must not contain any first-person references, acknowledgments, or anything that might identify the author to a reviewer. If your article is accepted, these can be added later.
- *Gesta* follows the *Chicago Manual of Style,* 15th ed., including full authors' and publishers' names. Further detailed information is given below.
- Each author is responsible for the accuracy of all information, including dates and citations, which should be verified before the manuscript is submitted. All quotations in the text and notes must be free of error.

TEXT CONVENTIONS

- Please double-space and use Times New Roman 12-pt. font throughout. For foreign scripts (Greek, Hebrew, Arabic), be sure to use a unicode font.
- In the body of the article, except in the case of short passages, excerpts in ancient and foreign languages should be rendered in English translation or paraphrased, with the original language given in the notes. Keep in mind that *Gesta* has a wide audience that includes undergraduates in many countries.
- Italics should be used for titles of books and periodicals, unfamiliar terms, and short phrases in a foreign language. They should not be used for extensive quotations in foreign languages, place-names, or names of buildings. For questions about whether a word should be italicized, please consult *Webster's Third New International Unabridged Dictionary*; in general, if a word appears in *Webster's*, it does not require italics.
- Follow American spelling (medieval, not mediaeval; facade, not façade). Byzantine Greek names and terms should use the spellings given in the *Oxford Dictionary of Byzantium*.
- When referring to illustrations, use Fig. or Figs. inside parentheses (e.g., Fig. 1, Figs. 2–3).

MANUSCRIPTS

- Cite the MS shelf mark and number according to the standard practice of the given library, followed by the folio. Use the following abbreviations: folio(s) = fol., fols.; recto = r (no period); verso = v (no period). Do not superscript r and v.

CAPITALIZATION

- Capital letters should be used sparingly, e.g., northern Spain, the king, the bishop of Chartres (but Pope Hadrian I, Abbot Suger).

DATES

- Dates should conform to the following style: 9–10 June 1194, 1314–15, 1360s, trecento, ca. 1215. References to centuries should be spelled out: twelfth century. When used as an adjective, the century should be hyphenated: e.g., twelfth-century architecture; early fourteenth-century manuscript. Dates in quotations should follow the form given in the source. For dates following the Muslim calendar, give the Gregorian date followed by the Muslim date in parentheses.

PLACE-NAMES

- Place-names should be given in the conventional or current English form: Aachen, not Aix-la-Chapelle; Milan, not Milano.

SAINTS AND DEDICATIONS

- Refer to saints as St. (sing.) or SS (pl.). For French, use St. or SS. to refer to a person; Saint- or Sainte- to refer to a French church dedication; St.- or Ste.- to refer to a town (Saint-Denis for the abbey church, St.-Denis for the town). For Italian, use San, Sto., Sta., or SS. for the person of a saint or a church dedication, and San or Santa for the name of a town.

QUOTATION MARKS

- Double quotation marks (". . .") should be used for all direct quotations, unless it is a long (more than fifty words) passage set off by indentation. Single quotation marks (' . . .') should only be used for quotations within quotations.

FOOTNOTES

- Place any acknowledgments before the first footnote with no asterisk or number. Do not provide acknowledgments at the time of submission.
- Double-space and use Times New Roman 12-pt. font for footnotes.
- Notes should be numbered sequentially in the text with superscript numbers placed after the punctuation at the end of a sentence. Please use the conventions of the *Chicago Manual of Style,* 15th edition—author's first name precedes last name, anglicize place of publication, include names of publishers. Provide volume AND issue numbers for journal citations. Excerpts from the *CMS* are readily available online. See, for instance, www.chicagomanualofstyle.org/tools_citationguide.html.
- The first citation should be complete, with full names (not initials) and full page ranges of articles and book chapters. Specify particular pages this way: "article," *journal name* 12, no. 1 (2012): 234–55, at 240. Subsequent citations should use the shortest recognizable form of author and title. Thus: Ladner, *Ad Imaginem Dei,* 32–34. Do not use op. cit. or loc. cit. for subsequent references. Use ibid. for a repeated reference only when a single source is given in the immediately preceding note. Use idem (male) or eadem (female) for a just-cited author.
- Do not abbreviate titles of periodicals or series; *PL, MGH, DOP*, and *JWCI* are not sufficient. There is no longer a separate list of abbreviations in each issue of *Gesta.* Be sure to include dates of specific volumes cited.
- Arabic, Greek, Hebrew, and Slavic characters should be transliterated in the text. The original script may be used in the notes.