

Publication Guidelines

The Volume «Knotenpunkt Byzanz» will appear as Volume 36 of the MISCELLANEA MEDIAEVALIA (W. de Gruyter, Berlin–New York). The following guidelines are to be observed without exception in the submission of manuscripts.

General Instructions for Publication

1. Contributions can be composed in German, English, French, Italian. The German contributions should follow the classical orthography (“alte Rechtschreibung”). We ask those authors who are not writing in their mother tongues to arrange by **themselves** to have a native speaker competent of the respective field correct their manuscript. The editors can undertake no such linguistic editing. Manuscripts lacking a native speaker correction will be rejected.
2. Manuscripts are to be submitted – as a file and in hardcopy – in a clean and easily legible form. The text must be **ready for print**. Subsequent changes (in the galleys) will not be possible.
3. The text and notes must be printed with sufficient margins and line-spacing (**1 1/2 line spacing**). New paragraphs are always to be **indented**.
4. We request that you submit your article in MS Word format (or MS Word compatible). In any case, please indicate the system and word processing program used. Please, **do not use any automatic formatting** and follow only the formatting instructions we give you.
5. Please use Unicode fonts only for Greek, Arabic and Hebrew. The same holds for transcription fonts. You can find a selection of Unicode fonts and further information on our homepage www.kmt.uni-koeln.de. Manuscripts using non-Unicode fonts will be rejected.
6. Deadline: At the latest, manuscripts must be received by the editors **by November 1, 2010** (send them to the editor: Prof. Dr. Andreas Speer, Thomas-Institut der Universität zu Köln, Universitätsstr. 22, D-50923 Köln, Germany, andreas.speer@uni-koeln.de and philipp.steinkrueger@uni-koeln.de). Contributions received after this date cannot be accepted for the volume.

Guidelines for the Form of the Text (body of text and notes)

1. The form of the text should follow the model of the **Miscellanea Mediaevalia**. Please observe the following particular instructions precisely:

2. Please use a **single** font or typeface, without italics or boldface (unusual computer fonts are not acceptable!). This applies as well for references (whether in the body of the text or in the notes) to the names of authors and the titles of works. Titles may, if so desired, be placed in quotation marks. In no case, however, are they to be italicized or underlined.

3. **Only** Latin quotations and Latin technical terms will be printed in italics. Quotations or technical terms in other languages are not to be italicized.
4. Emphasis or clarification in the text is **not** to be made by means of boldface, unusual spacing, or italics.
5. All quotations—including long “block” quotations—are to be set off in quotation marks. Use in German „“, in English “ ” and in French « ». For quotations inside quotation marks use: in German ‚ ‚, in English and French ‘ ’.
6. (Foot)note numbers should be placed within clauses. That is to say, they should appear before any punctuation mark closing the clause. In most cases, this will mean that the (foot)note number should come before the period at the end of a sentence.

Manner of Citation in Notes

General Rules

Please use the Latin form for common scholarly abbreviations:

id., ead.	ibid.	l. c. (work and page identical) op. cit. (work identical)	cf.	e. g.	etc.
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Folio (sing, pl.)	Column (sing., pl.)	Volume (sing., pl.)	Editor (sing., pl.)	edited by (sing., pl.)	f., ff.
fol., foll.	col., coll.	vol., voll.	ed., eds.	ed., edd.	sq., sqq.

Note	and others	no place	no date		
nt.	e. a.	s. l.	s. a.		

Pattern for citations to individual Books

First Initial of the Author’s first name — period — Author’s last name — comma — Title (n.b., neither underlined nor italicized!) — when relevant, the Series name in parentheses (do not abbreviate) — comma — Place and Year of publication (not separated by a comma!) — comma — Page numbers (without a preceding ”S.” or ”p.”) — period.

EXAMPLES

M.-D. Chenu, La théologie au douzième siècle (Études de philosophie médiévale 45), Paris 1957, ³1976, 21-30.

G. Wieland, *Ethica – scientia practica. Die Anfänge der philosophischen Ethik im 13. Jahrhundert* (Beiträge zur Geschichte der Philosophie und Theologie des Mittelalters N.F. 21), Münster 1981, 145-152.

Pattern for Articles in Journals or Essay-Collections

First Initial of the Author's first name — period — Author's last name — comma — Title (n.b., no quotation marks!) — comma — in (the Latin word "in" should also be used in non-German language contributions) — colon — Title of Journal or Collection — Volume, then Year in parentheses (citations of Essay Collections should follow the book guidelines above from here on...) — comma — Page numbers (without a preceding "S." or "p.") — Period.

EXAMPLES

R. Imbach, *Le (Néo)-Platonisme médiévale, Proclus latin et l'école dominicaine allemande*, in: *Revue de théologie et de philosophie* 110 (1978), 427–448.

C. Steel, *The Individuation of the Human Intellect. Henry Bate's Platonic-Nominalistic Position*, in: J. A. Aertsen/A. Speer (eds.), *Individuum und Individualität im Mittelalter* (*Miscellanea Mediaevalia* 24), Berlin–New York 1996, 230–248.

Crossreferences

Author's last name — comma — short title — in parentheses: number of footnote, where the article/book is first mentioned (the abbreviation "nt." should be used) — comma — Page numbers (without a preceding "S." or "p.") — Period.

BEISPIELE

Steel, *Individuation* (nt. 10), 230-248.

Wieland, *Ethica* (nt. 2), 145 sq.