



ALMA : EDITING STANDARDS

No stylesheet. Avoid internal numbering, such as 1, 2, 1.1, 1.2 etc.

Text

- Main text in Times 12 pt, single-spaced, justified, first line indented 0,5 cm, Do not hyphenate.
- Words in a language different from the main text must be in italics (except in quotations)
- Capitals are accented.
- Centuries in arabic numerals, e. g.: 12th century.
- When citing names include the first name.
- Quoted titles in the main text must be in italics.
- Use typographic quotation marks with one hard space on each side of quotation (« ... » and « ... '...' ... »).
- **Footnote numbers:** There should be no space between footnote number and the word it refers to. Normally the footnote number precedes a punctuation mark. If, however, a quotation follows the punctuation, then the footnote number comes after the closing quotation mark.
- **Short citations (< 2 lines):** are integrated in the main text between quotation marks.
- **Long citations (> 2 lines):** in Times 11 pt, standard, single-spaced, without quotation marks, justified, 0,5 cm indented on the left side.
- **Omission in a citation:** use (...).
- **Footnotes:** Times 11 pt, single-spaced, justified, without indentation.

Bibliographical References

- **Monograph:** First name not abbreviated, surname in small capitals, title and subtitle in italics, place and year of publication, page(s) (p. and not pp., p. 164-169 and not 164-69).
- **Journals:** First name not abbreviated, surname in small capitals, article title (with one hard space on either side) in french quotation marks, journal title in italics, volume number in arabic numerals, year (preceded by comma), p.
- **Contributions to books:** First name not abbreviated, surname in small capitals, contribution title (with one hard space on either side) in french quotation marks, followed by "in", first name and surname of editor, etc.
- **Series:** Reference to series is put in brackets following the year of publication, in italics, volume number (within series) in arabic numerals preceded by comma.
- **Please do not use 'op. cit.'** Book title or article title is written in full length at first quotation, afterwards only in an abbreviated form (first words of title).
- **'ibid.'** only used when the reference is exactly the same as the one preceding it.

Abbreviations

- **Indication of pages:** p. 150-155 ;
- **of footnotes:** p. 42, n. 25 ;
- **of columns:** col. 632 ;
- **of folios:** fol. 3v.

'manuscript' is written unabbreviated, except in shelf marks



Exemples de citations et de références bibliographiques

Citation courte

A todo ello hay que añadir dos menciones únicas, una, también específica : « ad Barchinonensem consulem » (247.12) ; y otra, general, incluida en una enumeración junto a otras dignidades, al estilo de las vistas en los documentos : « regum et imperatorum, consulum et potestatum aliorumque insignia heroum facta » (149.2).

Citation longue avec coupure

Such words were those which Isidore would probably have approved of as he watched the development of the Latin language, for in his *Etymologiae* he observes that it is easier for people to understand a new word if they recognized its source, while if a word is taken from a foreign language it is hard to know what its source or meaning is :

etymologia est origo vocabulorum, cum vis verbi vel nominis per interpretationem colligitur. (...) cuius cognitio saepe usum necessarium habet in interpretatione sua. Nam dum videris unde ortum est nomen, citius vim eius intellegis. (...) alia (*nomina*) (...) ex nominibus locorum, urbium vel fluminum traxerunt vocabula. Multa etiam ex diversarum gentium sermone vocantur. Unde et origo eorum vix cernitur.

Isidore would presumably have been less comfortable with the influx of words, mainly technical terms, from Greek and Arabic, in the fields of medicine, astronomy and alchemy. Examples of such words are *elixir* and *algorithmus*.

Références d'ouvrages

Isidore de Séville, *Étymologies. Livre XII. Des animaux*, éd. Jacques ANDRÉ, Paris, 1986 (*Auteurs latins du Moyen Âge*, 12).

Christian MEYER, *Les traités de musique*, Turnhout, 2001 (*Typologie des sources du Moyen Âge occidental*, 85).

Maria Luisa ALTIERI BIAGI, *Fra lingua scientifica e lingua letteraria*, Pisa, Roma, Venezia, Vienna, 1998.

Référence d'article dans une revue

Marcel PUJOL HAMELINK, « La tipología naval medieval en Cataluña (siglos VIII-XV) : las fuentes de información », *Revista de historia naval*, 88, 2005, p. 27-56.

Référence d'article dans un ouvrage collectif

Patrick GEARY, « Entre gestion et *gesta* », in Olivier GUYOTJEANNIN, Laurent MORELLE, Michel PARISSÉ (éd.), *Les Cartulaires. Actes de la Table ronde organisée par l'École nationale des chartes et le G.D.R. 121 du C.N.R.S.* (Paris, 5-7 décembre 1991), Paris, 1993, p. 13-26.