



JMRC STYLE GUIDELINES

General Guidelines:

The punctuation, mechanics, and citation method of your essay should conform in all aspects to the *Chicago Manual of Style*, 15th edition (author-title system).

All submissions must be in English. Please give translations for *all* quotations in languages other than English (including Old English and difficult Middle English passages.) *See below for specific translation guidelines.*

All submissions should be double-spaced in twelve-point Times New Roman (or equivalent) font with standard margins.

All footnotes should be converted to endnotes, double-spaced, and rendered in 12-point Times New Roman.

JMRC uses a double-blind review process; please remove all references to or clues about your identity as author from the main text and footnotes.

Submissions between 15 and 60 pages will be considered; query editors prior to submission if essay falls outside the page minimum or maximum.

Submissions not conforming to these general guidelines will be returned to the author for revision before the review process begins.

Specific Guidelines:

Ellipses. There is much confusion over ellipses. Please follow these guidelines:

- When omitting part of a sentence, use 3 periods with a space before, in between, and after.
- If the end of sentence is omitted, use four periods, the first immediately following the text, with spaces in between and after.
- Use four periods if an entire sentence is omitted.
- Do not use ellipses at the beginning or end of a quotation.

Translations:

- Give translations in square brackets for all quotations in languages other than English.
- Single word glosses or translations in the text should be in parentheses; however, single word glosses or translations appearing inside a quotation should be placed in square brackets.
- Example of in-text translation: “Whan that April with his shoures soote” (line 1) [When April with its sweet showers].
- Block quotations: translation follows in square brackets with no blank line intervening.
- In general, translations should be accompanied by the original quotation (either quoted in-text or in a footnote) whenever possible.

Citations:

All references/citations in the text must be footnoted. However, if a specific text is referred to five or more times, in-text citation may be used for that source.

Footnote format:

- When giving a reference to a journal article, the first citation should appear in the following format: Johanna Smith, “Title of Article,” *Journal Title* 37, no. 1 (1998): 26-53, at 50. Note that entire page run of article is given first and the specific page number for reference appears after “at.” Include issue number.
- First citations for books should follow this format: Kimberly Smith, *Title of Book* (Logan, UT: Utah State University Press, 1998), 58. If book appears as a part of a series, include the series title after the book title.
- First citations to chapters/essays in book collections should follow this format: John F. Benton, “Consciousness of Self and Perceptions of Identity,” in *Renaissance and Renewal in the Twelfth Century*, ed. Robert L. Benson and Giles Constable with Carol D. Lanham (Cambridge, MA: Harvard University Press, 1982), 263-95, at 271.
- All subsequent footnote references should follow Chicago’s short title format: Author, shortened title, page number. Example: Savage and Watson, *Anchoritic Spirituality*, 2.
- Manuscript references: When referring to manuscripts, the first citation must include the full manuscript information: City, Library, manuscript number, and folio number.

After 30 October 2009, submit all articles via Editorial Manager:

<http://www.editorialmanager.com/jmrc/> (see “Instructions for Authors”)

Up until then, finished articles should be submitted as an attachment in MS

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