

# IHSI House Style Sheet



This style sheet is applicable to all IHSI publications – IHSI book series and *AHSI* journal

Queries, feedback and suggestions can be sent to:  
Camilla Russell, Publications Editor, [arsi-pubb@sjcuria.org](mailto:arsi-pubb@sjcuria.org)

## Submission of Manuscript

Manuscripts are considered for publication in the following languages: English, Italian, French, Spanish, Portuguese, German.

Please format manuscripts in double-spaced, 12-point Times New Roman, in MS Word, with author name and details removed. For articles, please include a 200-word summary with your submission. IHSI uses footnotes (not endnotes), single-spaced, 10-point Times New Roman. The number of the footnote in the text should come after all punctuation marks and after quotation marks. Thus: .<sup>1</sup> (not <sup>1</sup>.) and ”.<sup>1</sup> (not <sup>1</sup>”). It is the author’s responsibility to obtain images and all necessary publishing permissions; they should be submitted as digital files in TIFF format, minimum resolution 300 dpi. Images will appear in black and white.

***AHSI* Journal articles:** Essays typically are accepted with a length of between 8,000 and 13,000 words of body text. Use short subheadings [separate line, centre justified, italics] to break up the text and to help readers navigate through the article (these may be numbered). The text should commence with an introduction — *Introduction* — and be rounded off with a Conclusion — *Conclusion*.

**Book review:** the target length of a book review is 1,000–1,500 words.

## Jesuits

Jesuits should be named thus: Alessandro Valignano SJ

For Jesuits named in the text, insert a footnote at the first mention, with the following information: date of birth and birthplace; date, place or province of entrance into the Society; the date and place of death, citing sources for this information. The customary style is \* (for birth); SJ for admission into Society; † for death (months are given in capital Roman letters, I–XII):

Michael Gavin, \* 5.I.1843 Kilpeacon (Ireland), SJ 23.I.1864 Rome, † 28.VI.1919 Roehampton (England) (*DHCJ* II, p. 1592).

As a further aid to reader comprehension, IHSI requires life dates for historical figures and publication dates for literary works discussed. These appear in parentheses immediately after the first mention of the figure or work, e.g., the *Essais* (1580) of Michel de Montaigne (1533–92). In the cases of sovereigns or popes, regnal dates may be substituted for life dates, indicated as follows: Paul IV (r. 1555–59).

Note that dates are required only for figures and works roughly contemporary with the period from the founding of the Society of Jesus (1540). So, provide dates for Carlo Borromeo (1538–1584), but not for Francis of Assisi.

## Style

IHSI uses *The Chicago Manual of Style (CMS)* (sixteenth edition), with some modifications. When *CMS* and the IHSI style sheet conflict, the IHSI style sheet takes precedence.

Note an important divergence from *CMS*: IHSI House Style requests all punctuation to be placed after quotation marks, thus: It has been observed that, “when it comes to punctuation, nothing can be left to chance”. For bibliographical citations, the same system applies: Trexler, “Adolescence and Salvation”, 71–85.

For articles published in English, IHSI uses British English spelling, idioms, syntax, and vocabulary. It uses double quotation marks (“ ”) to enclose quotations; single quotation marks (‘ ’) are used only for quotations within quotations. Translate quotation marks from different systems or languages (e.g. « ... » or „...“) into the forms here. Periods and commas are placed after closing double and single quotation marks. Quoted passages of a certain length (about three lines or more) should be set as a separate and indented paragraph (indented 5 points).

The abbreviations, regarding titles of books and journals, and locations in archives, which are to be found in the *Notae Compendiariae* on the back cover of *AHSI* (copy attached), should be used.

Regarding capitalisation: titles should be given according to the style ordinarily used in that language. Thus, O’Malley, *The First Jesuits*; Prosperi, *La vocazione*.

### Further points to note:

- Throughout, avoid reflective and “I” constructions. Replace with formal scholarly second- person. “It is useful to note...”; “one can observe”, not “I believe...”

- All non-hyphens, should be en-dash, thus: – e.g. 1676–78, not 1676-178 (the same for page spans, e.g. 18–27.)

- All parenthetical dashes should be em dash, thus — e.g. The artistic style — according to general opinion — was Baroque.

- In footnotes, write thus: For this perspective, see Jones, *The Jesuits*, 54 (not: For this perspective see Jones, *The Jesuits*, 54.

- Numbers. These should be spelled out, eg: twenty-seven, seventeenth century. For numbers over 100, Arabic numerals should be used, eg: 427. Page spans and date spans should indicate the last two numbers only for the second numbers mentioned, thus: 423–27, not 423–427; 1860–61, not 1860–1861.

## Citations

### Footnotes:

Use short format consisting of: Surname, *Short Title*, pages (do not use p. or pp.) – for short title, always use the first words of the title

For example:

Prosperi, *Tribunali della coscienza*, 11–12.

Coster and Spicer, eds, *Sacred Space in Early Modern Europe*.

Trexler, “Adolescence and Salvation”, 71–85.

Ibid. may be used (but not *op. cit.*), e.g. Ibid., 79. (Same publication cited immediately above, different page. Do not use *ibid.* if the preceding note cites multiple works. NB: *Ibid.* is not italicized.)

### Cited Works

At the end of your article, provide a bibliographical list of all works in the essay, under the title, **Cited Works**. (Indent subsequent lines after first line of bibliography by 1.27cm – see examples below.)

Please list cited works under separate headings and on separate lines, thus:

#### Manuscript Sources

#### Published Primary Sources

#### Secondary Sources

#### Electronic Sources

### For Manuscript Sources and citations from archives

Cite the place (city), archive or library (with complete information, even if this is well known, followed by its abbreviation in parentheses, which should be used for footnotes), collection, file unit, number of page(s) or folio(s). For clarity, include the place, even if it is included in the title of the archives, e.g. Archivum Romanum Societatis Iesu (ARSI):

London. British Library (BL), Add. MS 11055, ff. 101r–107v.

Rome. Archivum Romanum Societatis Iesu (ARSI), *Ital.* 61, ff. 10rv.

### For Published Primary Sources,

- Provide full information; full author name/s, title of books in full, including the subtitles; include the names of editors, translators, etc.; include the publisher of the volume.

- if **an author has more than one entry**, use a line consisting of five underlines and a period to replace the author’s name

### Sample entries for critical editions and translations:

Achillini, Alessandro. *Commentaria in De physico auditu*. In his *Opera Omnia*. Venice:  
Hieronimus Scotus, 1545, fols. 64r–90r.

Compagni, Dino. *Dino Compagni’s Chronicle of Florence*, ed. and trans. Daniel E. Bornstein.  
Philadelphia: University of Pennsylvania Press, 1986.

### Sample entries for Secondary Sources

Becker, Marvin B. *Medieval Italy: Constraints and Creativity*. Bloomington: Indiana University Press, 1981.

- Caron, Marie-Thérèse and Denis Clauzel, eds. *Le banquet du faisan: 1454: l'Occident face au défi de l'Empire ottoman*. Arras: Artois Presses Université, 1997.
- Ehmer, Hermann, Martin Klumpp, and Ulrich Ott. *Evangelische Klosterschulen und Seminar in Württemberg 1556–2006. Lernen – Wachsen – Leben*. Stuttgart: Theiss, 2006.
- \_\_\_\_\_ and Sabine Holtz, eds. *Der Kirchenkonvent in Württemberg*. Epfendorf / Neckar: Bibliotheca Academica, 2009.

### Sample entries for articles in journals

(page numbers are given at the end of the entry and there is no pp.)

- Arnaldi, Girolamo. “Dino Compagni cronista e militante ‘popolano’”. *La Cultura* 21 (1983): 237–82.
- Trowbridge, Mark. “Processional Plays from Aalst: a View from the Archives”. *Mediaevalia* 28.1 (2007): 195–17.

### Sample entries for articles in collections

- Ditchfield, Simon. “Reading Rome as a sacred landscape, c. 1586–1635”. In Will Coster and Andrew Spicer, eds. *Sacred Space in Early Modern Europe*. Cambridge, UK: Cambridge University Press, 2005, 167–93.
- Hughes, Diane Owen. “Invisible Madonnas? The Italian Historiographical Tradition and the Women of Medieval Italy”. In Susan Mosher Stuard, ed., *Women in Medieval History and Historiography*. Philadelphia: University of Pennsylvania Press, 1987, 25–57.

### Electronic Sources

**Note:** a printed book or article that is available electronically is not an electronic source, but a printed source; you may, if you wish, indicate that an electronic source for that item is available online; e.g.

- Ceccarelli, Giovanni. “The Price for Risk-Taking: Marine Insurance and Probability Calculus in the Late Middle Ages”. *Journal Electronique d’Histoire des Probabilités et de la Statistique/Electronic Journal for History of Probability and Statistics* 3.1 (2007): 1–26. Online at [www.jehps.net/Juin2007/Ceccarelli\\_Risk.pdf](http://www.jehps.net/Juin2007/Ceccarelli_Risk.pdf) House style guidelines for “Essays and Studies” 5

**Electronic Sources** should be cited in line with the following examples:

- Anselm, St. *Proslogium, Monologium, an Appendix in Behalf of the Fool, Gaunilon, and Cur Deus Homo*. Online at [http://www.ccel.org/ccel/anselm/basic\\_works.pdf](http://www.ccel.org/ccel/anselm/basic_works.pdf).
- Catechism of the Council of Trent*, trans. Donovan. Online at: <https://archive.org/details/thecatechismofth00donouoft>
- “The Montaigne Project” <http://www.lib.uchicago.edu/efts/ARTFL/projects/montaigne/>

**In the footnotes**, online resources should be indicated as follows:

- <sup>8</sup> Aquinas, *Summa Theologica*, Secunda Secundae Partis, Q.2.5; online.
- <sup>12</sup> *Catechism of the Council of Trent*, trans. Donovan; online.

### For multi-volume works:

#### Bibliography:

- Mori, Elisabetta. “Isabella de’ Medici e Paolo Giordano Orsini. La calunnia della corte e il pregiudizio degli storici”. In *Le donne Medici nel sistema europeo delle corti, XVI–XVIII secolo*, ed. Giulia Calvi and Riccardo Spinelli. 2 vols. Florence: Polistampa, 2008, 2: 537–50.

**Footnotes:**

Botta, *Storia d'Italia*, 4: 14.

\*\*\*

Notes for Final Revisions for *AHSI*:

Upon acceptance of the work, authors must provide the following information:

1. Author name
2. Author affiliation
3. Author biographical note (*c.* 50 words)
4. A summary/abstract of the article in two languages (up to 200 words)

In the revised final manuscript, type the author's name and affiliation on a separate line under the title. Authors may include acknowledgements, which will appear before the first note, together with the biographical note. To include bio note and acknowledgments with your manuscript, please type them below the title and above the start of the article.

Captions must include all relevant copyright and permissions information as specified in permissions agreements, e.g., "Courtesy of the British Library". Appendixes should be titled as follows: "Appendix: Title of Appendix"; or "Appendix 1: Title of First Appendix" and "Appendix 2: Title of Second Appendix".

Completed Manuscripts should be sent to Publications Editor,  
[arsi-pubb@sjcuria.org](mailto:arsi-pubb@sjcuria.org)

