

Stylesheet for *Franciscan Studies*

Manuscript Preparation

- 1 Acceptable Main Text Languages are English, French, Italian, Spanish and German.
- 2 Manuscript must be prepared in Microsoft Word, in Times New Roman, 12-point font, and double-spaced throughout.
- 3 Titles in **Bold Times New Roman, 16-point font**
- 4 Bold should be avoided; use *italics*, not underscoring.
- 5 One-inch margins (2.5 cm) on all sides.
- 6 Justify text, left margin only (in order to avoid hyphens).
- 7 Indent first lines of text .25in/1cm (except first lines of essays).
- 8 Headings are in **Bold type**; subheadings are in ***Bold italics***
- 9 Additional space should not be inserted between paragraphs or notes; use subheads when necessary to signal a division between sections of the text.
- 10 Notes should be formed as footnotes. Footnotes must be in 10-point font and double-spaced, first lines indented .25in/1cm.
- 11 Special characters and accents must print clearly and unambiguously.
- 12 Extended quotations from foreign languages should be given in Main Text Language and not in the foreign language. (The original language quote may be included in the footnotes).
- 13 Named terms in Main Text Language are in “double quotation marks.” Named terms in foreign languages are in *italics*, e.g. *paupertas*, *Dasein*, *fraternité*, etc.
- 14 Quotations longer than four lines or 100 words should be indented .25in/1cm from the left, 2.0 spaced and without quote marks.
- 15 An abstract of ca. 200 words and an author biography of ca. 100 words should be included.
- 16 The *Chicago Manual of Style*, 18th ed. is to be consulted on general questions of style.
- 17 Manuscript shall be submitted electronically to Franciscan Institute Publications at franciscanstudies@sbu.edu

Figures

- 1 All images must have proper citations and captions.
- 2 Illustrations and captions, if any, should be placed at the very end; indicate correct placement in the text.
- 3 Make sure that any images presented for publication are at a 300 dpi resolution.
- 4 Permissions for all images must be included with article submission.
- 5 By submitting an article to Franciscan Studies, you guarantee that it has not been submitted to or published by another journal or publisher.

Quotations

- 1 The author is responsible for the accuracy of quotations and citations, which should be verified before the manuscript is submitted.
- 2 If you quote Franciscan documents in English, please use *Francis of Assisi: Early Documents*, 4 vols. (New York: New City, 1999–2020), and *Clare of Assisi: Early Documents* (New York: New City, 2006).

Manuscripts and Archival Material

Both in the text and in the notes, the abbreviation “MS” (plural “MSS,” no period) is used only when it precedes a shelf mark. Cite the shelf mark according to the practice of the given library. Folio numbers should include a recto/verso reference, abbreviated and written on the line, not as a superscript. The abbreviation of “folio” is “fol.” (plural “fols.”). Do not use the plural form for inclusive references within a single folio: fol. 22rb–va.

The first reference to a manuscript should give the place-name, the name of the library, and the shelf mark:

Paris, Bibliothèque nationale de France, MS lat. 4117, fols. 108v–145r.

Vatican City, Biblioteca Apostolica Vaticana, MS Vat. lat. 6055, fols. 151r–228v.

Munich, Bayerische Staatsbibliothek, Clm 334455, fols. 2r–3v.

Subsequent references:

BnF lat. 4117, fol. 108r. [If the context allows, “lat. 4117” may be sufficient.]

Vat. lat. 6055, fol. 151r.

References to archival material should give the place-name, the name of the archive, the institution, and the shelf mark:

Venice, Archivio di Stato, S. Lorenzo di Venezia, B.21.

Footnote Citations

- 1 Numbers indicating a footnote should be inserted after the word to which they refer. If this word is at the end of a quotation or at the end of a sentence, the footnote number should follow all punctuation marks. For example:
 - word¹²
 - “word”¹²
 - “word.”¹²
 - word.¹²
- 2 Footnote references for books must be complete: Author (first name + last name), title (in *italics*), place, publisher and year. For articles: Author (first name + last name), title (enclosed in quotation marks), name of the journal, year, pages.
- 3 Subsequent references include: author last name, shortened title, page reference.
- 4 Authors are cited by:
 - [First name] [last name] in the first citation
 - [Last name] after the first citation.
 - Do not use *ibid.* or *op. cit.*
 - Do not put author names in ALL CAPS.
 - Do not use titles or honorifics (Sr., Fr., Dr., OFM, etc.) See examples below.
- 5 Titles of books are in *italics*.
- 6 Punctuation following an italicized title is not italicized.
- 7 Titles of journal articles and book chapters should be enclosed in double quotation marks. The comma that follows the article title is inserted *before* the closing double quotation mark. For example: “Article Title,” *Franciscan Studies*
- 8 References to Scripture sources should not be footnoted, but entered within parenthesis immediately after the cited text, with a period following the closed parenthesis. For example: *love endures all things* (1Cor 13:6).
- 9 References to Franciscan and medieval sources should include the following:
 - The title *in full* in the first reference; an abbreviated title thereafter (see standard abbreviations below for FAED and Bonaventure).
 - Reference to the location within the critical edition that the citation can be found.
 - The edition that is being used for the English translation. This reference should be in full the first time it appears in the paper; thereafter it can be abbreviated.
- 10 Arabic numerals are to be used for volume, part, and section numbers. This is true for volume numbers in a multi-volume work and other subdivisions in a series. It is also true for the subdivisions of classical and medieval texts. However: do not include volume numbers in first footnote references to journal articles.
- 11 Roman numerals are retained when the original work uses them for page numbers. They are also retained for manuscript shelfmarks.
- 12 The abbreviations “p.” and “pp.” are not to be used unless necessary to disambiguate from volumes, lines, etc. Provide inclusive pages rather than “f.” or “ff.” References to page and note take the form “123 n. 1.”
- 13 The guiding principle for citations is maximum clarity for the reader rather than brevity.
- 14 Some examples of footnote and bibliographic styles:

Book, single author.

¹ Stephen J. McMichael, *Mary Magdalene in Medieval Franciscan Spirituality: Beloved Disciple and Apostle of the Apostles* (St. Bonaventure: Franciscan Institute Publications, 2024), 15–17.

Book, translated.

¹ André Vauchez, *Francis of Assisi: The Life and Afterlife of a Medieval Saint*, trans. Michael Cusato (New Haven: Yale University Press, 2012), 317.

Article in an edited collection.

¹ Katherine Wrisley Shelby, “The *Vir Hierarchicus* and the Goal of Theology According to St. Bonaventure,” in *Saint Bonaventure Friar, Teacher, Minister, Bishop: A Celebration of the Centenary of His Birth*, ed. Timothy J. Johnson, Katherine Wrisley-Shelby and Dominic Monti (St. Bonaventure: Franciscan Institute Publications, 2020), 159–172 at 160.

Journal article.

¹ Robert J. Karris, “Three Probes into St. Francis of Assisi’s Second Letter to the Faithful,” *Franciscan Studies* (2022): 79–136 at 102.

FAED Volumes:

¹ *Francis of Assisi: Early Documents*, ed. Regis J. Armstrong, J.A. Wayne Hellmann and William J. Short, vol. 1: *The Saint* (New York: New City Press, 1999). Hereafter *FAED 1*.

¹ *Francis of Assisi: Early Documents*, ed. Regis J. Armstrong, J.A. Wayne Hellmann and William J. Short, vol. 2: *The Founder* (New York: New City Press, 2000). Hereafter *FAED 2*.

¹ *Francis of Assisi: Early Documents*, ed. Regis J. Armstrong, J.A. Wayne Hellmann and William J. Short, vol. 3: *The Prophet* (New York: New City Press, 2001). Hereafter *FAED 3*.

¹ *Francis of Assisi: Early Documents*, ed. Regis J. Armstrong, J.A. Wayne Hellmann and William J. Short, vol. 4, bks. 1–3: *The Conformity* (New York; New City Press, 2020). Hereafter *FAED 4*.

**Standard Abbreviations for Franciscan Sources
used at Franciscan Institute Publications:**

Standard Abbreviations for Bonaventure Texts:

<i>Apol paup</i>	Defense of the Mendicants
<i>Brev</i>	Breviloquium
<i>Christus mag</i>	Christ, the One Teacher of All
<i>Comm Ec</i>	Commentary on Ecclesiastes
<i>Comm John</i>	Commentary on the Gospel of John
<i>Comm Luke</i>	Commentary on the Gospel of Luke
<i>Const Narb</i>	General Constitutions of Narbonne
<i>De donis</i>	Collations on the Seven Gifts of the Holy Spirit
<i>De quin fest</i>	The Five Feasts of the Child Jesus
<i>De test Trin</i>	On the Triple Witness to the Most Holy Trinity
<i>Ep off</i>	Official Letters
<i>Hex</i>	Collations on the Six Days of Creation
<i>Itin</i>	The Journey of the Soul to God
<i>Leg maj</i>	Major Legend of St. Francis
<i>Leg min</i>	Minor Legend of St. Francis
<i>Lig vit</i>	The Tree of Life
<i>Myst Trin</i>	Disputed Questions on the Mystery of the
<i>Trinity Perf ev</i>	Disputed Questions on Evangelical Perfection
<i>Perf vitae</i>	On the Perfection of Life Addressed to the
<i>Sisters Plant par</i>	The Plantation of the Garden of Paradise
<i>Red art</i>	On the Reduction of the Arts to Theology
<i>Reg nov</i>	The Rule for Novices
<i>Regn Dei</i>	The Reign of God described in the Parables of the Gospels
<i>Scien Chr</i>	Disputed Questions on the Knowledge of Christ
<i>I, II, III, IV, Sent</i>	Commentaries on the Books of Sentences of Peter Lombard
<i>Solil</i>	A Dialogue on the Four Spiritual Exercises
<i>Trip via</i>	The Triple Way
<i>Trib. qu.</i>	Letter to an Unknown Master

Standard Abbreviations for Distinctions within individual texts:

a.	articulus
an.	Annotation
au.	articulus unicus
c.	capitulum
coll.	collatio
con.	contra
concl.	conclusio
d.	distinctio
dub.	dubium
fr.	fructus
fund.	fundamentum
n.	numerus
opp.	oppositum
p.	pars
praenot.	praenotata
prol.	prologus
prooem.	prooemium
q.	quaestio
resp.	respondeo
rub.	Rubric

Example:

I Sent d. 8, p. 1, a. 1, q. 2, resp. (1, 160).

Standard Abbreviations for the Writings of Saint Francis

<i>Adm</i>	The Admonitions
<i>BIL</i>	A Blessing for Brother Leo
<i>Ctc</i>	The Canticle of the Creatures
<i>CtExh</i>	The Canticle of Exhortation
<i>1Frg</i>	Fragments of Worchester MS
<i>2Frg</i>	Fragments of Thomas of Celano
<i>3Frg</i>	Fragments of Hugh of Digne
<i>LtAnt</i>	A Letter to Br. Anthony of Padua
<i>1LtCl</i>	First Letter to the Clergy (Earlier Edition)
<i>2LtCl</i>	Second Letter to the Clergy (Later Edition)
<i>1LtCus</i>	The First Letter to the Custodians
<i>2LtCus</i>	The Second Letter to the Custodians
<i>1LtF</i>	The First Letter to the Faithful
<i>2LtF</i>	The Second Letter to the Faithful
<i>LtL</i>	A Letter to Brother Leo
<i>LtMin</i>	A Letter to a Minister
<i>LtOrd</i>	A Letter to the Entire Order
<i>LtR</i>	A Letter to the Rulers of the People
<i>ExhP</i>	Exhortation of the Praise of God
<i>PrOF</i>	A Prayer Inspired by the Our Father
<i>PrsG</i>	The Praises of God
<i>OfP</i>	The Office of the Passion
<i>PrCr</i>	The Prayer before the Crucifix
<i>ER</i>	The Earlier Rule (<i>Regula non bullata</i>)
<i>LR</i>	The Later Rule (<i>Regula bullata</i>)
<i>RH</i>	A Rule for Hermitages
<i>SalBVM</i>	A Salutation of the Blessed Virgin Mary
<i>SalV</i>	A Salutation of Virtues
<i>Test</i>	The Testament
<i>TPJ</i>	True and Perfect Joy

Standard Abbreviation for the Writings of Saint Clare

<i>1LtAg</i>	First Letter to Agnes of Prague
<i>2LtAg</i>	Second Letter to Agnes of Prague
<i>3LtAg</i>	Third Letter to Agnes of Prague
<i>4LtAg</i>	Fourth Letter to Agnes of Prague
<i>LEr</i>	Letter to Ermentrude of Bruges
<i>RCl</i>	Rule of Clare
<i>TestCl</i>	Testament of Clare
<i>BCl</i>	Blessing of Clare

Standard Abbreviations for Early Franciscan Sources

<i>1C</i>	The Life of Saint Francis by Thomas of Celano
<i>VB</i>	The Life of our Blessed Father Francis of Celano
<i>2C</i>	The Remembrance of the Desire of a Soul
<i>3C</i>	The Treatise on the Miracles by Thomas of Celano
<i>LCh</i>	The Legend for Use in the Choir
<i>Off</i>	The Divine Office of St. Francis by Julian of Speyer
<i>LJS</i>	The Life of St. Francis by Julian of Speyer
<i>VL</i>	The Versified Life of St. Francis by Henri d'Avranches
<i>1-3JT</i>	The Praises by Jacopone da Todi
<i>DCom</i>	The Divine Comedy by Dante Aligheri
<i>TL</i>	Tree of Life by Ubertino da Casale
<i>1MP</i>	The Mirror of Perfection, Smaller Version
<i>2MP</i>	The Mirror of Perfection, Larger Version
<i>HTrb</i>	The History of the Seven Tribulations by Angelo of
Clareno <i>ScEx</i>	The Sacred Exchange between St. Francis and Lady
Poverty <i>AP</i>	The Anonymous of Perugia
<i>L3C</i>	The Legend of the Three Companions
<i>AC</i>	The Assisi Compilation
<i>BPr</i>	The Book of Praises by Bernard of Besse
<i>ABF</i>	The Deeds of St. Francis and His Companions
<i>LFl</i>	The Little Flowers of Saint Francis
<i>KnSF</i>	The Knowing of Saint Francis
<i>ChrTE</i>	The Chronicle of Thomas of Eccleston
<i>ChrJG</i>	The Chronicle of Jordan of Giano

Standard Abbreviations for Scripture

Old Testament

<i>Gen</i>	<i>1 Sam</i>	<i>Neh</i>	<i>Isa</i>	<i>Am</i>	<i>Zech</i>
<i>Ex</i>	<i>2 Sam</i>	<i>Esth</i>	<i>Jer</i>	<i>Ob</i>	<i>Mal</i>
<i>Lev</i>	<i>1 Kings</i>	<i>Job</i>	<i>Lam</i>	<i>Jon</i>	<i>Tob</i>
<i>Deut</i>	<i>2 Kings</i>	<i>Ps</i>	<i>Bar</i>	<i>Mic</i>	<i>Jdt</i>
<i>Josh</i>	<i>1 Chr</i>	<i>Prov</i>	<i>Ezek</i>	<i>Nah</i>	<i>Wis</i>
<i>Judg</i>	<i>2 Chr</i>	<i>Eccl</i>	<i>Dan</i>	<i>Hah</i>	<i>Sir</i>
<i>Ruth</i>	<i>Ezra</i>	<i>Song</i>	<i>Hos</i>	<i>Zeph</i>	<i>1 Macc</i>
			<i>Joel</i>	<i>Hag</i>	<i>2 Macc</i>

New Testament

<i>Matt</i>	<i>Rom</i>	<i>Phil</i>	<i>1 Tim</i>	<i>Jas</i>	<i>1 Jn</i>
<i>Mk</i>	<i>1 Cor</i>	<i>Col</i>	<i>2 Tim</i>	<i>1 Pt</i>	<i>2 Jn</i>
<i>Lk</i>	<i>2 Cor</i>	<i>1 Thess</i>	<i>Tit</i>	<i>2 Pt</i>	<i>3 Jn</i>
<i>Jn</i>	<i>Gal</i>	<i>2 Thess</i>	<i>Phlm</i>		<i>Jude</i>
<i>Acts</i>	<i>Eph</i>		<i>Heb</i>		