

Style Guide for *The Year's Work in Medievalism*

YWIM provides a codisciplinary medium of exchange for scholars investigating in the postmedieval reception of medieval culture, scholarly and popular. YWIM invites contributions in the field of medievalism studies, not medieval studies. Thus, while an essay on the medieval Joan of Arc would not be appropriate, we welcome contributions investigating Joan's reputation in early modern Italy, the contexts of her canonization in 1920, or her depiction in a motion picture or as a sculpture in contemporary France.

General

- Articles should usually be between 3,000 and 4,000 words (including notes). They should be in Arial font (12 point) and double-spaced (including bibliography).
- We accept articles on a year-round basis. Please submit them as a Microsoft Word file by email to Valerie B. Johnson (vjohnso6@montevallo.edu) or Renée Ward (rward@lincoln.ac.uk).
- All submissions are subject to double-blind review, so no identifying information should appear anywhere in the article.
- Contributors may submit illustrations as part of their texts, but are responsible for ensuring copyright for such materials.
- If you have any further questions about style please first consult The Chicago Manual of Style, 17th Edition.

Structure

Sub-headings

- These should be easy to follow and there should not be more than two levels.
- Set each subhead on a new line, flush left, and in bold type.

Illustrations

- If an author wishes to illustrate something using a photograph, image, drawing, diagram or chart, please ensure a high-quality electronic scan is supplied.
- For photographs, please scan at a minimum of 300 dpi. For line illustrations (i.e. maps, graphs etc), please scan at a minimum of 1200 dpi. All image files should be saved as a jpeg.

- Contributors may submit illustrations as part of their texts, but are responsible for ensuring copyright for such materials and making payments if necessary for copyright and the reproduction of illustrations.
- Any images should be centered on the page, with a 1 point black border.

Captions

- Tables, figures, maps or illustrations should include a caption. This should be centered under the image.
 - Figure x.x Title of the figure, (Source details).

Paragraphs

- All paragraphs should be aligned fully left. A one-line break should separate each paragraph.

Tables

- Tables should be numbered separately from illustrations and figures.
- Please indicate in the text where the table would ideally be located.

Margins

- All margins should be set to 1".

Page numbers

- Page numbers should be located in the footer, center-justified.

Grammar/Style

Abbreviations

- Abbreviations should generally be spelled out at first occurrence. The abbreviation usually follows immediately, in parentheses.
- It is preferable in text to say 'for example' rather than 'e.g.'
- No full points should be used in upper-case abbreviations such as 'US' or 'UK' but people's initials are spaced and followed by a full point: L. J. Workman.
- Use two-letter abbreviations for US states or Canadian provinces in references and bibliography.
 - Toronto, ON *not* Toronto, Ont; Atlanta, GA *not* Atlanta, Georgia
- Italicize abbreviations only if they stand for a term that would be italicized if spelled out—the title of a book or periodical, for example.

- Personal titles should be followed by a full point.
 - Prof.*not* Prof and Mrs. *not* Mrs

Acronyms

- Use full caps for acronyms, e.g. NATO, USA, TV.
- Use full caps only for BC, AD.

Dates

- Spell out days and months in full.
 - Monday, November 9, 1996
- Follow hyphen rules for centuries (see below).ellipses
 - Noun: “In the fourteenth century ...”
 - Adjective: “... fourteenth-century literature.”
- Do not include unnecessary numbers when listing dates.
 - 1798–1803, 1800–10, 1923–4
- The letters *BC* should follow the date, and the letters *AD* should precede the date.
 - “Britain was invaded successfully in 55 BC and AD 1066.”

Ellipses

- Ellipses should be placed on the same line, spaced evenly apart and followed by a character space or by a closing quotation mark.
 - “Fourscore and seven years ago our fathers brought forth. . . the proposition that all men are created equal.”
- Avoid following ellipses with a full stop or a comma if possible. Where unavoidable, ellipses followed by a full stop should have a fourth full stop.
 - “His name was Simon. . . .”

Font

- Please use Arial, 12 point. Footnotes should be 10 point.

Hyperlinks

- Hyperlinks should be active, but they should be formatted to align with the remainder of the text.
 - <https://sites.google.com/site/theyearsworkeinmedievalism/home>

Hyphens

- Use hyphens for compound words (advanced-level) and long dashes/spaced en for breaks in a sentence (—).

Italics

- Italics should also be used for titles of newspapers, journals, plays, books, films, works of art, names of ships, but not for the names of institutions or associations.
- Italics should be used for foreign words except when part of a foreign-language quotation or if the word has been assimilated into the English language.
- Avoid italics for emphasis wherever possible.

Lists

- Place a comma before the final 'and' or 'or'.
- A colon can be used at the beginning of a list, though it is not necessary.
- Semicolons should only be used if the items are long or contain internal punctuation.
 - While traveling I visited Seattle, Washington; Portland, Oregon; and San Francisco, California.

Numbers

- In expressing a succession of numbers please do not include any that are not necessary to understanding.
 - 2-4, 23-4, 37-43, 98-101, 100-9, 115-17, 123-4, 144-244.
- Spell numbers up to but not including 100.
- Use commas for numbers larger than 1,000.
 - 8,000 or 12,000
- Percentages should be expressed as numbers, but the percent sign should not be used.
 - 7 percent

Quotation marks

- Please use double quotation marks.
- Single quotation marks should be used for quotations within a quotation, as well as for special terms.
- Periods and commas should precede final quotation marks.

Quotations

- Avoid the use of ellipses in quotes.
- Use original spellings and add [sic] if necessary.
- Punctuation should follow regular rules. If a quotation starts a new sentence, then use a capital. If it continues as part of a sentence, use lower case.

- If the quote is in verse form, the source details should be on the line below the quote.
- Quotations in languages other than Modern English should be italicised.

Block quotations

- Quotations longer than four lines of text should be placed in a block quote.
- The first word of block quotations should be capitalised.
- Block quotes do not have quotation marks. Any quotes within a block quote should have single quotation marks.
- They should be indented 1 x tab in on both the left and right margins.

Sensitive terms

- Avoid sexist, dehumanizing, and stereotypical language.
- Use neutral nouns: avoid the use of man if not specifically referring to men; for example, for man use humans; for manpower use workforce. Beware of referring to people with stereotypical pronouns ("the doctor treated his patient").
- We recommend the use of the singular 'they' wherever possible.

Spaces

- There should be one character space between sentences and not two.

Spellings

- Please use US spellings.

Tense

- In general, literary present tense should always be used ("Tolkien writes...", "Umberto Eco argues..."), however historical events can be discussed in the past tense.
 - "The 1381 Uprising was not, despite it's other well-known name the Peasants' Revolt, actually an event focused on peasants. Rather it was an event focused on the more middling member of the third estate, mostly from urban settings."

Translations

- Any translations included in the text should be but in parenthesis.
 - "Carpe vinum" (Seize the wine).

Referencing

We follow The Chicago Manual of Style, 17th Edition, notes only format, except for our use of footnotes rather than endnotes.

Notes

- Notes should take the form of footnotes.
- Note indicators in the text should be superscript numerals, without parentheses, outside any punctuation and quotation marks.
- Each note should begin with a capital letter.
 - Please avoid the use of 'Ibid.'
- The full reference should be given the first time the source is mentioned in the article.
 - Cheryl Strayed, *Wild: From Lost to Found on the Pacific Crest Trail* (New York: Alfred A. Knopf, 2012), 87–88.
- After the first reference, further references should follow the shortened citation style.
 - Strayed, *Wild*, 87-88.
- Publication details should include place of publication, the publisher's name, and the date of publication.
- Do not use 'p' or 'pp' before a page number or page span.
- Examples (full references)
 - Monograph
 - Stefan Goebel, *The Great War and Medieval Memory* (Cambridge: Cambridge University Press, 2007), 17.
 - Journal article
 - Gérard Genette, "Introduction to the Paratext," *New Literary History* 22, no. 2 (1991): 261-72, 261.
 - Chapter in an edited volume
 - Daniel T. Kline, "Participatory medievalism, role-playing and digital gaming" in *The Cambridge Companion to Medievalism*, ed. Louise D'Arcens (Cambridge: Cambridge University Press, 2016), 75-88, 77.
 - Translated work

- *The Poetic Edda, Vol. III, Mythological Poems II Scandinavian Crime Fiction*, ed. Nestingen and Arvas, ed. and trans. Ursula Dronke (Oxford, New York, *et al.*: Oxford University Press, 2011), 3.
- Online article (magazine, newspaper, etc.)
 - Dave Itzkoff, "His Beautiful, Dark, Twisted Fantasy: George R.R. Martin Talks *Game of Thrones*," *New York Times*, April 1, 2011, accessed January 07, 2020, <https://artsbeat.blogs.nytimes.com/2011/04/01/his-beautiful-dark-twisted-fantasy-george-r-r-martin-talks-game-of-thrones/>.
- Website
 - "Eternal Fire," *Witcher Wiki*, April 1, 2017, accessed August 29, 2019, witcher.fandom.com/wiki/Eternal_Fire.
- Film and television episode
 - *Game of Thrones*, season 7, episode 1, "The Dragon and the Wolf," directed by Jeremy Podeswa, aired August 27, 2017, on HBO.
 - *X-Men: Days of Future Past*, directed by Bryan Singer (20th Century Fox, 2014).
- Video game
 - *Minecraft*, video game (2019), Xbox 360, Mojang, Sweden.
- Comic books
 - "The Wheel of Misfortune," *Justice League of America* 6, no. 2 (National Comics Publications: 1961), 6.