NOTES FOR CONTRIBUTORS TO
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Articles for consideration for publication in PBSR should be sent to the Editor. Please ensure that your details are on a separate page, and that on the article itself the author’s name, institutional affiliation or any other indication of the identity of the author are not given.

All articles must be original, and must not be under consideration for publication, or in press, elsewhere. By submitting a paper to the Editor you are indicating that this is the case.

Submissions are normally accepted in English or Italian. Authors planning to submit in any other language should discuss this with the Editor in advance.

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**GUIDELINES FOR SUBMISSION AND HOUSE STYLE**

The diverse content of *PBSR* presents problems of uniformity in the style of presentation of articles. The first priority is clarity and in some cases this may mean divergence from the standards set out below. Consistency within a paper is of prime importance. None the less, it is expected that contributors will, so far as is possible, follow these instructions. Expense and time will then be saved both for contributors and for the BSR.

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**TEXT**

**FOOTNOTES**

These should be numbered consecutively through the text (and not with a new sequence for each new page). Notes should start at 1, and not include, for example, a first note marked by a symbol. Footnotes must not be used simply for Harvard system references — these should be given in the text, within parentheses.

**BIBLIOGRAPHICAL REFERENCES**

Authors may use the Harvard (Author-date) System OR the Short Title System.

**HARVARD (Author-date) SYSTEM**

All works cited should be listed (alphabetically by author’s surname; if necessary divided into primary and secondary sources) in full in a separate bibliography. In the text works should then be cited by author’s surname, year of publication, and page reference (if applicable). References should be placed in the text, rather than given as notes (although notes may of course be used for additional comment). Here are some examples of the style to be used.


Please note the following additional points.

Multiple references to the same author and year: these should be labelled, for example, 1985a and 1985b (not 1985 and 1985a).

References in text should take the following forms:
‘... as was noted by Smith (1967: 24) ...
‘... this point has been made (Smith, 1967: 24) ...
‘... as Smith (1967, 1968) has shown ...
‘... (Plog, Plog and Wait, 1978) ...
‘... (Whitehouse et al., 1982) ...

Multiple references in the text to different authors: these should be given in chronological order, with the earliest first, for example: (Herlihy, 1967; Arthur, 1985; Herlihy, 2005).

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Books and articles should at their first citation be cited in full, with complete bibliographical details. Some examples of the style to be used follow.


At subsequent occurrences the reference should be shortened: for example, 
Toubert, *Les structures du Latium médiéval* (above, n. 7), 17
Guiraud, ‘Le réseau de peuplement’ (above, n. 5), 488
von Falkenhausen, ‘Il ducato di Gaeta’ (above, n. 3), 349

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If references are very frequent, abbreviations for classical authors and works may be used. These should follow those given in the latest edition of *The Oxford Classical Dictionary*.

The use of *ibid.*, *idem*, *op. cit.*, *art. cit.*, *loc. cit.* must be avoided.

**GENERAL**

References in English: in book titles initial capitals should be used for all main words; in article titles initial capitals should be used only for proper nouns (see examples above).

References in Italian: initial capital letters should be used only for proper nouns in book and article titles.

References in German: initial capital letters should be used for all nouns in article titles; otherwise as for English.

References in French: initial capital letters should be used only for proper nouns in book and article titles.

Names of periodicals: capital letters should be used for all nouns and adjectives in all languages.

Volume numbers: for periodicals, arabic figures should be used; for books in more than one volume, upper case Roman numerals should be used. The word volume/vol. should be omitted.

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Miscellaneous matter such as the place of publication, abbreviated form of editors, and ‘and’ should be given in the language in which your article is written.

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All illustrations should be referred to as ‘Figures’ and will be integrated within the text. (See below for further details.) Reference must be made in the text to every illustration. They should be numbered according to the occurrence of the major reference in the text. Tables should be referred to as ‘Tables’ and again numbered consecutively. The following forms should be used: 'Fig.', 'Figs', 'Table', 'Tables' (please note the use of capital letters).

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It is helpful if contributors can supply marginal references or ‘comments' to page and line of the typescript: for example, in the text/note 'see page 00'; in margin or as comment 'page 24, line 12 onwards' or 'between notes 7 and 8'.

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Metric units must be used throughout or given as a comparison. (For recommended abbreviations see below.)

ABBREVIATIONS

Contributors should see the attached list.

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STYLE, ABBREVIATIONS AND CONTRACTIONS

ITEM & REQUIRED FORM

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italics  
italicize anything to be set in italics; individual words not in the language of the article and not in inverted commas should normally be italicized (see Shorter Oxford English Dictionary for guidance)
quotations  
quotations in a language other than that of the article should not be italicized if they are in inverted commas; otherwise italicize
Titles  
Pope/King/Count etc. + name, the pope/king /count etc.
Protestant Catholic  
as shown
Early Bronze Age  
noun — as shown, adjective — lower case initial letters
hyphenation within words  
avoid if possible, otherwise follow Oxford Spelling Dictionary
accents  
include all, and ensure that they have printed correctly on the hard copy supplied
capital O and zero  
please ensure that you use the correct character. If there is room for confusion, please annotate
lower case L and one  
please ensure that you use the correct character. If there is room for confusion, please annotate
Roman and arabic 1/I  
if there is room for confusion, please annotate
river Tiber  
from the seventh to the ninth centuries
twelfth and thirteenth centuries
fourth or fifth century
thirteenth-century  
hyphenate if this is an adjective
1128–30  
use a hyphen where this means from 1128 to 1130
1128/30  
use a slash where this means at an uncertain point datable between 1128 and 1130 inclusive

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• New Oxford Spelling Dictionary.