



Gracchi Books Style Guide

Gracchi Books follows, with limited exception, the styling model of the *Chicago Manual of Style*, 17th edn. (Chicago: University of Chicago Press, 2017) (hereafter, CMOS) and Punctum Books.

The following guide lays out basic information regarding our styling, including clarifications on common issues and a short list of the exceptional cases in which we do not follow the suggestions of CMOS.

LANGUAGE

- US English should be used throughout the body, notes, and bibliography.
 - Quotes that contain uses of other forms of English should remain in their original.
 - Quotations from other languages should be placed in a footnote with the English translation in the body of the text, with two exceptions:
 - a small quote of a few words (or not requiring translation)
 - when it is not the substance but the style of the original that matters for the argument being made at that point in the text

BODY

- Paragraphs should be separated by space not by indentation.
- Double quotations throughout
 - as a rule, commas and periods are placed inside quotation marks
- Oxford comma throughout
- et al. is not preceded by a comma or italicized
 - this applies also in the notes and bibliography
- Single spaces between sentences
- Quotes over 100 words separated from paragraph
 - Omissions by the author from citations should be signaled by an ellipsis between square brackets: [...]. Punctuation around the ellipsis is maintained to clarify what been excised (this rule holds true also for quotations in footnotes)
- Measurements must be made firstly US Customary Units (e.g. miles, feet, inches, ounces, etc.). The use of the metric system is allowed in parenthesis, or first if it for some reason is necessary for the field or requested by the author. If so, the US measurements should be provided by the author in parentheses.
- PhD over Ph.D. but St. over St
- The word “bishop” is not typically capitalized, e.g. bishop Braulio NOT Bishop Braulio
- Use roman numerals sparingly; avoid if possible
- councils and canons as: 4 Toledo 75 (same in footnotes)
- on manuscript citation see “deviations from CMOS” section below

FOOTNOTES

- Full names of authors
- All quotations (including of foreign-language originals) should be in double quotation marks and not italicized
- Journal entries:
 - full names of journals (no acronyms)
 - volume, number, and pagination as: 55, no. 2 (May 1994): 73
- Simply write out page numbers *without* “p.” or “pp.”, unless necessary to clarify the numbers as referring to pages (or, for example, with St. Gallen manuscripts).
 - page numbers should be shortened as e.g. 147-48 NOT 147-8
- All titles, including of series, journals, collections, repositories, and archives must be spelled out in full in the first instance.
- Titles of works within titles are italicized but set off with quotation marks: e.g. Random historian x, *Smelling the Madness in Isidore’s “Etymologies”: Examining the Absurd in Visigothic Moral Drama* (Antarctica: Polar Books, 1835).
 - in an article or chapter title, only *Etymologies* would be italicized here.
 - the same principle applies to bibliographical entries.
- A chapter in an edited volume should read as: Author, “Chapter,” in *Book*, ed. name of editor 1, NoE 2, and NoE 3 (Place of publication: Publisher, year of publication), page numbers.
 - use “ed.” even when there are multiple editors, since the “ed.” is short for “edited by” as will be used in the bibliography entry.
- An edited volume alone should read as: Name of editor, ed., *Book title* (place of publication: publisher, date of publication), page numbers.
 - Note: in this case, you would use “eds.” if there are multiple editors.

BIBLIOGRAPHY

- Entries are listed alphabetically (letter by letter), including repeated entries of the same author(s).
- All titles, including of series, journals, collections, repositories, and archives must be spelled out in full in all bibliography entries that includes them.
- No indentations
- Include DOI info
- A chapter in an edited volume should read as: Author. “Chapter.” In *Book title*, edited by name of editor 1, NoE 2, and NoE 3, page numbers. City: Publisher, year.
- If pertinent, bibliography must include a list of manuscripts with links to digitizations

DEVIATIONS FROM CMOS OR PUNCTUM:

- Use of BC / AD is preferred to BCE / CE.
- Use of Idem.
- No US state abbreviations: e.g. (Albany: SUNY Press, 2002) NOT (Albany, NY: ...)
- In bibliography: “2 volumes.” instead of “2 vols.”

- manuscript citation: in line with CMOS, folios are abbreviated as fol. / fols., but in deviation, the recto / verso indicators (r / v) should be superscript.
 - pages in St. Gallen manuscripts should be cited with p. / pp.