

STYLE SHEET FOR CONTRIBUTORS TO FRANCISCAN INSTITUTE PUBLICATIONS

All submissions are to be electronically sent to jmsmith@sbu.edu

To save unnecessary delay and expense, contributors are asked to observe the following guidelines:

1. MSS. should be submitted electronically. **Required program: Microsoft Word.** Text, quotations, and notes should be double-spaced or space and a half. Notes should be in footnotes. In each chapter note numbering should begin over with 1. It is best to keep each chapter in a separate file.
2. The University of Chicago Manual of Style, 16th Edition, is to be consulted on general questions of style.
3. Extended quotations from foreign languages should be given in English and not in the foreign language. Quotations longer than four lines should be indented and without quote marks.
4. Titles of books and periodicals should be italicized. Titles of articles should be enclosed in quotation marks and not underlined or italicized. Arabic numerals should ordinarily be used for all volume numbers of printed books, journals, and manuscripts.
5. When a book, article, or manuscript needs to be cited more than three times in an article, it should be given an abbreviation, which should be indicated in the first reference.
6. The first time an author is cited in the text, his/her full (first and last) name should be given. Thereafter, only the last name is used. All caps are not used for authors' names.
7. Do not use *ibid.* or *op.cit.* in footnotes. Use the author's last name or, in case of more than one work by the same author, the author's last name and a key word from the work's title.
8. References to Scripture sources or to basic Franciscan sources (i.e., writings of Francis and Clare, early biographical documents) should not be footnoted, but entered within parenthesis immediately after the cited text, with a period following the closed parenthesis. Use standard abbreviations (see attached list of abbreviations for Franciscan sources). For example:

(1Cor 13:6). (Paul's first letter to the Corinthians)
(ER 23:2). (The Early Rule)

(1LAg 2:13). (Clare's first letter to Agnes)
(1C 5:8). (Celano's first Life of Francis)

Editions of the Franciscan sources should be noted in a footnote in the first reference.

9. Some examples of note and bibliographic styles:

Book, single author, edited or translated.

Note:

¹ Zachary Hayes, O.F.M., *The Hidden Center: Spirituality and Speculative Christology in St. Bonaventure* (St. Bonaventure, NY: The Franciscan Institute, 1992), 15-17.

Biblio:

Hayes, Zachary, O.F.M. *The Hidden Center: Spirituality and Speculative Christology in St. Bonaventure*. St. Bonaventure, NY: The Franciscan Institute, 1992.

Journal article, translated.

Note:

¹ Jean Leclercq, "Women's Monasticism in the 12th and 13th Centuries," trans. Edward Hagman, O.F.M. Cap., *Greyfriars Review*, 7 (1993): 172.

Biblio:

Leclercq, Jean. "Women's Monasticism in the 12th and 13th Centuries." Trans. Edward Hagman, O.F.M. Cap. *Greyfriars Review*, 7 (1993): 167-92.

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

Writings of Saint Francis

Adm	The Admonitions
BLl	A Blessing for Brother Leo
Ctc	The Canticle of the Creatures
CtExh	The Canticle of Exhortation
1Frg	Fragments of Worcester MS
2Frg	Fragments of Thomas of Celano
3Frg	Fragments of Hugh of Digne
LtAnt	A Letter to Br. Anthony of Padua
1LtCl	First Letter to the Clergy (Earlier Edition)
2LtCl	Second Letter to the Clergy (Later Edition)

1LtCus	The First Letter to the Custodians
2LtCus	The Second Letter to the Custodians
1LtF	The First Letter to the Faithful
2LtF	The Second Letter to the Faithful
LtL	A Letter to Brother Leo
LtMin	A Letter to a Minister
LtOrd	A Letter to the Entire Order
LtR	A Letter to the Rulers of the People
ExhP	Exhortation of the Praise of God
PrOF	A Prayer Inspired by the Our Father
PrsG	The Praises of God
OfP	The Office of the Passion
PrCr	The Prayer before the Crucifix
ER	The Earlier Rule (<i>Regula non bullata</i>)
LR	The Later Rule (<i>Regula bullata</i>)
RH	A Rule for Hermitages
SalBVM	A Salutation of the Blessed Virgin Mary
SalV	A Salutation of Virtues
Test	The Testament
TPJ	True and Perfect Joy

Writings of Saint Clare

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

Franciscan Sources

1C	The Life of Saint Francis by Thomas of Celano
2C	The Remembrance of the Desire of a Soul
3C	The Treatise on the Miracles by Thomas of Celano
LCh	The Legend for Use in the Choir
Off	The Divine Office of St. Francis by Julian of Speyer
LJS	The Life of St. Francis by Julian of Speyer
VL	The Versified Life of St. Francis by Henri d'Avranches
1-3JT	The Praises by Jacapone da Todi
DCom	The Divine Comedy by Dante Aligheri
TL	Tree of Life by Ubertino da Casale
1MP	The Mirror of Perfection, Smaller Version
2MP	The Mirror of Perfection, Larger Version

HTrb	The History of the Seven Tribulations by Angelo of Clarenò
ScEx	The Sacred Exchange between St. Francis and Lady Poverty
AP	The Anonymous of Perugia
L3C	The Legend of the Three Companions
AC	The Assisi Compilation
1-4Srm	The Sermons of Bonaventure
LMj	The Major Legend by Bonaventure
LMn	The Minor Legend by Bonaventure
BPr	The Book of Praises by Bernard of Besse
ABF	The Deeds of St. Francis and His Companions
LFl	The Little Flowers of Saint Francis
KnSF	The Knowing of Saint Francis
ChrTE	The Chronicle of Thomas of Eccleston
ChrJG	The Chronicle of Jordan of Giano

**Standard Abbreviations for Scripture
used at Franciscan Institute Publications**

Old Testament

Gen	1 Sam	Tob	Cant	Hosea	Zeph
Ex	2 Sam	Judith	Wis	Joel	Haggai
Lev	1 Kings	Esther	Isa	Amos	Zech
Num	2 Kings	Job	Jer	Obad	Mal
Deut	1 Chron	Ps	Lam	Jonah	1 Macc
Joshua	2 Chron	Prov	Bar	Micah	2 Macc
Judges	Ezra	Qoh	Ez	Nah	
Ruth	Neh	Sir	Dan	Hab	

New Testament

Matt	Rom	Phil	2 Tim	1 Peter	Jude
Mark	1 Cor	Col	Titus	2 Peter	Rev
Luke	2 Cor	1 Thes	Phlm	1 John	
John	Gal	2 Thes	Hebr	2 John	
Acts	Eph	1 Tim	James	3 John	