GUIDELINES FOR PUBLICATION IN *ANALECTA BOLLANDIANA*
AND *SUBSIDIA HAGIOGRAPHICA*

1. Layout

1.1. Text entry:

a. Files format: Word (in Windows).

b. Mandatory use of Unicode fonts:

Latin, Armenian, Ethiopian and Georgian alphabets	→	Times New Roman
Greek alphabet:	→	Gentium
Syriac alphabet:	→	Estrangelo Edessa
Arabic alphabet:	→	Scheherazade
Coptic alphabet:	→	Antinoou
Slavonic alphabet:	→	CyrillicaBulgarian10U, Flavius New

… for other alphabets, it is sufficient that it be Unicode. The Editorial Board will deal with the choice of fonts.

c. The full stop, question mark, and exclamation mark are always followed by <u>two spaces</u>.

d. If the content of the article lends itself to it, please divide it into sections, each with its own title. Within a section, do not introduce spaces between paragraphs.

e. Tables can be added to articles using the "Table" function in Word. The formatting of these tables is left to the Editorial Board.

1.2. Text editions:

a. The critical text should be divided into <u>numbered</u> paragraphs.

b. The critical text should be presented in the body of the article. The apparatus, on the other hand, should be provided in a separate file, respecting the division into paragraphs.

c. The link between the words in the text and the entries in the apparatus will be made by <u>false footnote numbers</u>: the author will create these false footnote numbers by manually putting superscript numbers after the words concerned by the apparatus entry that he/she wants to create. In the file containing the apparatus, the word(s) will be repeated, with an indication of the corresponding paragraph and of the false footnote number.

E.g.: In the text:

2. Intrate per angustam portam, quia lata porta et spatiosa via, quae ducit ad perditionem, et multi sunt qui intrant per eam; quam angusta porta et arta via, quae ducit ad vitam, et pauci[1] sunt qui inveniunt eam.

In the file with the apparatus:

2. 1 pauci] multi A

d. If the text is accompanied by a translation, the authors will provide this in a separate file.

N.B.   It is possible to ask the Editorial Board for a template.

2. Footnotes, citations, references, and bibliography

2.1. Footnotes

a. The numbering of the footnotes should be continuous (not page by page); the footnote number should be placed before the punctuation, but after the inverted commas.

E.g.: … as the author of the text indicates[1].

… Christ said indeed: "Enter by the narrow gate"[1].

b. In the footnotes, <u>all</u> bibliographical references will be given in abbreviated form (see below, about bibliography), even when they occur for the first time.

c. To refer to other notes, use the following wording:

E.g.: See below/*infra,* n. 35.   or   See above/*supra,* n. 35.

d. If the author wants to add an unnumbered note at the beginning of the article (thanks, etc.), he/she can do so by placing an asterisk before note number 1.

2.2. Citations

a. For a short quotation (less than 2 lines), it should be entered in <u>roman</u> and enclosed in <u>inverted commas</u> (in French, Spanish, and Italian: « »; in English: " "; in German: „ "). It will be part of the main text.

b. For a longer quotation (more than 2 lines), it will be given as an independent paragraph. The Editorial Board will deal with the details.

c. Each quotation is <u>systematically</u> followed by a footnote reference, and the bibliographic reference is given in the corresponding note, as explained below.

2.3. References and bibliography

2.3.1. References

a. Each reference consists of the author's name in small capitals, followed by a few representative words from the title, followed by the relevant page.

E.g.: VAN DEUN, *De statu,* p. 45.

N.B. The above system is the only one allowed. Authors should therefore avoid the following styles: ~~VAN DEUN, 2006~~, ~~VAN DEUN 2006~~, ~~VAN DEUN (2006)~~.

b. For each ancient text quoted, the author should systematically mention the critical reference edition, which must always be the most recent available (except in specific cases to be discussed with the Editorial Board). The use of the *PL* and the *PG* is only allowed when it is the only edition available.

In addition, the *BHL, BHG, BHO, CANT, CAVT, CPG,* and *CPL* numbers should <u>always</u> be cited for <u>all</u> texts when first mentioned. Of course, other repertories can be cited in notes and in the final bibliography.

c. Ancient Greek and Latin authors may be mentioned in full in the text of the article, in the language in which it is written. However, bibliographical references in notes should have the name of the author and the title of the work abbreviated in Latin, in particular:

> Greek authors and Fathers: abbreviations in LAMPE, *Patristic Greek Lexicon.* Byzantine authors (if absent from LAMPE): abbreviations of the *Lexikon zur Byzantinischen Gräzität.*
>
> Latin authors and Fathers: abbreviations of the *Index* of the *Thesaurus Linguae Latinae* (1990); for authors who are not listed there, use the *Liste des auteurs et des ouvrages cités* in A. BLAISE – H. CHIRAT, *Dictionnaire latin-français des auteurs chrétiens,* Turnhout, 1954[1].
>
> Middle Ages Latin authors (if absent from TLL): abbreviations in P. STOTZ, *Handbuch zur lateinischen Sprache des Mittelalters.* Bd. 5: *Bibliographie, Quellenübersicht und Register* (= *Handbuch der Altertumswissenschaft,* II/5), München, 2004.

For biblical books, use the abbreviations found in the *Biblia Sacra iuxta vulgatam versionem.* Ed. B. FISCHER et al., Stuttgart, 1994.

d. The Latin citation of the author and the work, complete with the chapter and paragraph (and possibly the line, when the lines of the text are numbered and there is no subdivision into chapters and paragraphs), will be <u>systematically</u> followed by the abbreviated reference to the edition used (see above on how to create the bibliographical references):

> E.g.: See Eustrat., *Stat. anim.,* l. 540 (ed. VAN DEUN, *De statu,* p. 23).
>
> = Eustratius of Constantinople, *De statu animarum post mortem,* l. 540, on p. 23 of the critical edition by P. VAN DEUN, which will be cited in full in the bibliography.

e. For dates, use only the following systems, differentiated by language:

French:	av. J.-C.	apr. J.-C.	
English (both Br. and Am.):	BC	AD	(**not** BCE/CE)
Italian and Spanish:	a. C.	d. C.	
German:	v. Chr.	n. Chr.	

NB: In French, Italian, and Spanish, use Roman numerals to indicate centuries, e.g.: XIIᵉ s. (Fr.) / XII s. (It.) / s. XII (Sp.).
In English, instead of numbers in full (twelfth, fourteenth, etc.), use Arabic numerals with st, nd, rd or th as superscript, e.g.: 1st cent., 2nd cent., 12th cent., etc.

2.3.2. Bibliography

a. At the end of each article there will be a <u>complete</u> bibliography of <u>all</u> the references used, <u>and only those references,</u> including critical editions of the texts cited.

Only exception: the repertories and publications listed under "Abbreviations" on p. 4 of the first annual issue of *AB*.

b. Works by ancient authors will not be cited in the bibliography under the name of the ancient author, but under that of the editor. If the edition cited (for the reasons mentioned above) is the *PG* or *PL,* there is no need to cite it.

c. Each bibliography entry is opened by the abbreviation used, followed by the = sign, followed by the full citation.

> E.g.: Van Deun, *De statu* = P. Van Deun, *Eustratii presbyteri Constantino-politani de statu animarum post mortem (*CPG *7522)* (= *CCSG,* 60), Turnhout – Leuven, 2006.

d. In the note where the edition is cited, one will therefore only find Van Deun, *De statu,* followed by the page number.

e. The following is a list of examples of bibliographical references, including all the different types of publication (articles, books, collective works, contribution to a collective work, encyclopedia entry, etc.). Authors are invited to stick to the examples given, whatever the language of the article.

☞ In cases where the work cited is part of a series, <u>systematically</u> cite the name of the series (or its acronym, if this appears in the list of acronyms at the beginning of the *AB* volume) and the volume number, as in the example given above, 2.3.2.c.

G. Cioffari, *Le fonti latine su S. Nicola dal VII al IX secolo,* in *Nicolaus – Studi Storici,* 20 (2009), p. 17-96.

A. H. M. Jones, *The Later Roman Empire, 284-602. A Social, Economic and Administrative Survey,* Norman, 1964.

L'Editto di Costantino 1700 anni dopo. Atti del Convegno di studi (Bari 11-12 aprile 2013). Ed. R. Coppola – C. Ventrella, Bari, 2015.

G. Cioffari, *Il vescovo e il magistrato nella legislazione di Costantino. Il caso di San Nicola,* in *L'Editto di Costantino 1700 anni dopo.* Atti del Convegno di studi (Bari 11-12 aprile 2013). Ed. R. Coppola – C. Ventrella, Bari, 2015, p. 111-126.

S. P. Brock, «Greek, Syriac Translations from», in S. P. Brock et al., *Gorgias Encyclopedic Dictionary of the Syriac Heritage,* Piscataway, 2011, p. 180-181.

NB: The city of publication is always indicated in the language and form it has on the title page (and therefore in the language of the work cited).

> E.g.: *San Miniato al Monte in Firenze. Mille anni di storia e bellezza.* Ed. C. Acidini – R. Manetti – E. Sartoni (= *Studi sulle abbazie storiche e ordini religiosi della Toscana, 7*), **Firenze**, 2022, p. 18.

If, however, the name of the city is normally written in a non-Latin alphabet (Greek, Arabic, Cyrillic etc.), it will be mentioned in the language in which the article proposed to *AB* is written.

E.g.: Αθήνα/Ἀθῆναι   →   Athens (if the article is in English), etc.

القاهرة   →   Cairo (if the article is in English), etc.

Москвá   →   Moscow (if the article is in English), etc.

f. Special cases:

I. When works consist of several volumes, and the author wishes to cite a particular volume with a title, please proceed as follows:

E.g.: *The Ashgate Research Companion to Byzantine Hagiography,* **vol. 2**: *Genres and Contexts.* Ed. S. EFTHYMIADIS, Farnham – Burlington, 2014.

II. In the case of books prior to 1800, the name of the printer should also be indicated. The name of the printer should therefore appear in the same language and form as on the title page:

E.g.: J. MOLANUS, *Natales sanctorum Belgii, et eorundem chronica recapitulatio,* Lovanii, apud Ioannem Masium et Philippum Zangrium, 1595.

N.B.:

1. The abbreviation "vol." should be used when the work is in English, French, Italian, or Spanish, while Band / Bd. or Teil / T. should be used when it is in German (following the wording on the title page).

E.g.: G. ANRICH, *Hagios Nikolaos. Der heilige Nikolaos in der griechischen Kirche. Texte und Untersuchungen,* Band / Bd. 1: *Die Texte.* Leipzig – Berlin, 1913.

2. In the case of one volume among others forming a tome, Roman numerals should be used to indicate the tome, and Arabic numerals for the volume, the two being separated by the sign /.

E.g.: K. BAUS et al., *Handbuch der Kirchengeschichte.* Bd. **II/2**: *Die Reichskirche nach Konstantin dem Großen. Die Kirche in Ost und West von Chalkedon bis zum Frühmittelalter (451-700),* Freiburg – Basel – Wien, 1975.

3. Abstracts

Each article, regardless of the language in which it is written, must be followed by **two abstracts**, one in English and one in French.

The abstract should contain between 450 and 700 characters including spaces (between 5 and 8 lines of text).

Authors can choose which of the two abstracts they wish to write, while the Editorial Board will translate it into the other language.