

GUIDELINES FOR BIBLIOGRAPHICAL REFERENCES AND QUOTATIONS

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1 BIBLIOGRAPHICAL REFERENCES

Preliminary note: There are different styles in use and recommended by different manuals. This paper represents just one choice, not an arbitrary one, but based on the professional standard ISBD (International Standard Book Description), which is – awaiting the elaboration of new international cataloguing rules – the common denominator of Anglo-American, French, German and Italian professional usage. Even within this frame choices are necessary and in order to make this paper not too complicated only some are presented. Sometimes a longer and a shorter form of bibliographical indications are given for your own choice.

This guide is elaborated with special regard to the history of philosophy, therefore the proposals you find here are definitely different from such rules as found in the ‘Chicago style-sheet’ or the ones of the Modern Languages Association, which are less suited for this purpose. You may decide not to use this guide and adopt another style, but always keep in mind:

Your bibliographical references have to be consistent, unambiguous, and sufficient to trace back your sources.

‘Amateurs’ usually underestimate the complexity of this matter and as a consequence they produce confused, insufficient or simply wrong indications, arranged in a way that makes it difficult to find the material. Therefore, this guide contains some indications, which you may consider as unnecessarily complicated at first glance. Nevertheless, they will help you in difficult cases. Examples are boxed Good example, examples how NOT to do something are boxed and stricken through ~~Bad example~~. The special brackets “<” and “>” are used to indicate the elements of bibliographical descriptions in their order, they sometimes appear in examples in order to show what element a specific indication is.

1.0) Author’s names (valid for all following sections)

- a) - Strict rule: The name of the author is to be given in the original language he/she (mostly) wrote. E.g. THOMAS de Aquino NOT ~~Thomas Aquinas~~ or ~~Tommaso d’Aquino~~.
- b) - Less strict rule (for beginners): Write the name of the author in the form customary in your language.

Names in other alphabets (e.g. Arabic, Greek, Hebrew, Cyrillic) are given in Latin alphabet transcription, names in non-alphabetic writings (e.g. Chinese, Japanese) in Latin alphabet transliteration of the sounds (☞ 1.0.4).

It is not mandatory but useful to write that part of a name which is decisive for the alphabetic classification either in CAPITALS or in SMALL CAPITALS.

1.0.0 If the name is a pseudonym you add “[Pseud.]” and if available “[= true NAME]”. The true name often can be found by KVK¹.

¹ NB: KVK (*Karlsruher virtueller Katalog*) is the gateway to the biggest collection of online library catalogues (Library of Congress, [US-] National Union catalogue, British Library, Bibliothèque Nationale de France, Biblioteca Nazionale Centrale, Roma, almost all important German libraries, collective catalogues of Italy, Austria, Australia and many other countries). You find it in the internet as: “<http://www.ubka.uni-karlsruhe.de/kvk.html>” - or just google: “kvk”.

Rules for different periods and cultures

1.0.1 Classical Ancient time

- 1.0.1.1 Ancient Greek Authors – these names are usually single-named personalities, e.g. **ARISTOTELES**. However, there are some late-Greek writers where this is not the case, e.g. **DIOGENES Laertios**.
- 1.0.1.2 Roman Authors – First name, second name, and family (and sometimes, their gens = clan-name), e.g. **Marcus Tullius CICERO**.
- 1.0.1.3 Fathers of the Church – mostly begin with their Christian name and then last names. Some Latin fathers however are rendered like classical Roman authors. E.g. **GREGORIUS Magnus**, but **AUGUSTINUS, Aurelius**, **BOETHIUS, Manlius S.**. Render names of authors, who primarily wrote in Latin, in Latin (this generally applies to Scholastic figures as well).

1.0.2 Occidental Middle Ages

Names of Christian authors are given <1st> by the Christian (baptismal or religious-order-name), then often follows <2nd> an identifier (e.g. some characteristic or family), usually <3rd> a place or regional name, mostly introduced by “de”.

E.g. <1> HUGO <2> Ripelin <3> de Argentina; <1> THOMAS <3> de Aquino;
 <1> SIGERUS <3> de Brabantia; but <1 > RHABANUS <2> Maurus;
 <1> JOHANNES <2> Quidort <3> Parisiensis; <1> HENRICUS <3> a Gandavo,
 NOT **AQUINAS, Thomas**

A reference guide for medieval personal-names is *RAK-PMA (Regeln zur alphabetischen Katalogisierung, Personennamen des Mittelalters, 2 vol.s München 2000)*, for Dominicans better: Thomas KAEPPELI [& Emilio PANELLA, for vol. 4]: *Scriptores Ordinis Praedicatorum Medii Aevi*, 4 vol.s, Roma 1970-1993. Many names of medieval Latin writers can be found also in the two current annual bibliographies: *Medioevo Latino*, Firenze-Tavarnuzze, and *BAMAT (Bibliographie annuelle du moyen âge tardif [from 13th c. onwards])*, Turnhout since 1991).

1.0.3 Occidental Modern Times (i.e. persons from 16th c. onwards)

1.0.3.1 The author’s family name (surname) is always given completely. Hyphenated and composite surnames are given completely, e.g. **VANNI-ROVIGHI** **FAES DE MOTTONI**

There are 2 different possibilities:

- Put first name(s) first then family name, e.g. **Jack LONDON**
- Begin with family name, then first name(s) **LONDON, Jack**

For automatic classification, the second option would obviously be easier.

1.0.3.2 The author’s first-name(s) have to be given:

- At the first occurrence the first first name completely, the others – if there are some - by the initials only, e.g. **Georg Friedrich Wilhelm HEGEL** becomes **HEGEL, Georg F. W.** at the first indication and **HEGEL, G. F. W.** at subsequent cases.

Some American authors don’t like to give their first name in full or they give only the initial of their first name and use their second name instead (Deterring example: **R. James LONG**) for **Raymond J. LONG**). We must insist on verifying and using the complete first name. If it cannot be traced with reasonable effort (looking it up in KVK ☞ 1.0.0, footnote 1) you may give the initial only. Hyphenated first names are considered as one and rendered in full, e.g. **Jean-Paul SARTRE**.

- 1.0.4 Names in non-occidental cultures will be transliterated into Latin alphabet - as all words in a bibliographic note or quote.
- 1.0.4.1 **Arabic** Names in full usually are very long and may be abbreviated – e.g. **IBN RUSHD** for: **Abū l-Walīd Muhammad IBN RUŠD**. In the context of a work on occidental medieval philosophy and/or theology the Latinized forms should be given: e.g. **AVERROËS**.
- 1.0.4.2 This applies to old **Hebrew** Names as well. Modern Hebrew names are like occidental ones.
- 1.0.4.3 For **others** follow the name form given by important libraries such as the British Library, this can be found in the KVK (☞ 1.0.3.1).

1.1) Monographs (i.e. books by one author) are indicated by the following elements:

- 1.1.1 Author(s) ☞ 1.0. If two or three authors have written a whole book together, this is treated like a monograph, the names of the authors are given in the order as they appear on the main-title-page. Books with more than three authors are Collective works (☞ 1.2).
- 1.1.2 Title - the subtitle, if there is one, separated from main title by “: ”.
The source for this indication is the main title page, different formulations, for instance on the cover or the back are not rendered.
Note: It is a good idea, although not mandatory, to give the title of independent works (= books) in *italics*. Titles (as names of the authors) should be rendered in the original language of the work. In the case of works in Greek, the title is rendered in Latin letters and in its Latin form: e.g. **ARISTOTELES: *Metaphysica*** for: **ΑΡΙΣΤΟΤΕΛΕΣ: Τῶ μετὰ τὰ φυσικὰ** (Sorry for the bad place of accents, we dont have a better font).
- 1.1.3 a) In the long form only: if it is not the 1st edition, then **edition**/printing, e.g.: 3rd rev. ed.
b) For the short form ☞ 1.1.7.
- 1.1.4 If applicable other persons: ed[itor]. rev[ised by]. transl[ator]. – these abbreviations are fixed, to avoid confusion these designations should be abbreviated in a fixed way and not otherwise (For additional recommended abbreviations ☞ 3.1).
- 1.1.5 Place of publication as indicated in the book, 2nd and further places are replaced by “[e.a.]”. If this indication is missing try to find out by KVK ☞ 1.0.0, if not retrievable write: “Without indication of place”
- 1.1.6 Publishing house – optional, but either to be given always or never.
- 1.1.7 Year – in the short form 2nd and later editions are given as exponent before the year, e.g. **²1922**. (for editions in the long form ☞ 1.1.3) If this indication is missing try to find out by KVK ☞ 1.0.0, if not retrievable write: “Without indication of year of publication” or “year not given”.
- 1.1.8 The case occurring: series in brackets (*series-title* <n^o>) e.g. ***Vestigia* 13**, use *italics* if you decided to do so (☞ 1.1.2).
- 1.1.9 You may give the ISBN (**I**nternational **S**tandard **B**ook **N**umber), but this is not mandatory. Not all books have an ISBN (generally not if printed before 1970, Italian books mostly much later only).

1.2) Collective works (i.e. books that have more than three authors and/or parts that are identified as work of a determinate author).

There are mainly three different styles:

- a) Library style *Title*, editor(s) ... [etc.]
- b) DIN-style Editor(s) followed by “(ed.)”, *title* ... [etc.] DIN = Deutsche Industrie Normen
- c) Italian style “AA.VV.” (= Autori vari), *title*, editor(s) ... [etc.]

You may chose between them, but **once you have decided to use a style you have to give all references according to it**. Here we use and recommend to use the library style, which is the choice of ISBD.

- 1.2.1 Title of the work (☞ 1.1.2), if you choose it generally then in *italics* (☞ 1.1.2).
- 1.2.2 Full first name of the (1st) editor, if applicable the initial(s) of a 2nd, 3rd ... first name, then the surname followed by the abbreviation “ed.” [in square brackets if the title page does not reveal that (s)he/they is/are editor(s), not author(s)], if necessary the same for a 2nd and a 3rd editor. If there are more than three editors write the names of the 1st followed by: “[e.a.]”. If no editor’s name is given, then give the names of the 1st contributor, preceded by the abbreviation “contrib.” and followed by “[e.a.]”.
- 1.2.3 In the long form only: edition/printing (☞ 1.1.3), for the short form ☞ 1.1.7.
- 1.2.4 Then give place, if necessary publishing-house and in any case year of publication (☞ 1.1.5 – 1.1.7), if relevant, then series (☞ 1.1.8) and – if you wish - the ISBN (☞ 1.1.9).

Special case:

- 1.2.5) The Bible** has as its official standardized title: *Biblia sacra* followed by the indication of the language in square brackets – if it is not the original language, which is not indicated, if it is not a bi- or multilingual edition, e.g.: *Biblia sacra* [Lat.]. Editions of the Old or New Testament only are marked respectively: e.g., *Biblia sacra, Vetus Testamentum*, but: *Biblia sacra, Novum Testamentum* [Gr., Engl.] (= a bilingual ed.), this is followed by the title as in the book: E.g.: *Biblia sacra, Novum Testamentum* [Gr.] *The Greek New Testament*. Then give the editor(s), translator(s), printing, place, year etc. (☞ 1.2.2-1.2.4).

A simplification of this rule (for beginners, term papers etc.): Give the indication in the language used for your paper, according to the indications on the title page and its backside:

The Holy Bible containg the Old and New Testaments, transl. out of the original tongues ... set forth in 1611 ... King James Version, New York 1944.

In this case the rather lengthy indication of the edition:

translated out of the original tongues and with the former translations diligently compared & revised, set forth in 1611 and commonly known as the King James Version.

is shortned to the essential elements that it is translated from the original [Hebrew and Greek], first published in 1611 and that it is the so called “King James Version” (the traditionally predominant Protestant English Bible).

The New Jerusalem Bible, New York [e.a.] 1985.²

Regardless of the actual title a Bible is always classified alphabetically as *Biblia sacra* or, if you use the simplified form in English: *Bible*, in Italian: *Bibbia*.

- 1.2.6 Official publications** (by councils, popes, governments, legislative bodies etc.) are treated by cataloguing rules in a very complex way. The simplification proposed here is:

- 1.2.6.1 The issuing body** is given like an author or editor (☞ 1.2.2) by its official name as stated in the publication. Organizations that are part of collective bodies themselves (e.g. States of the

² In this rare case no indication of editor(s) is given.

U.S., dioceses, religious orders and parishes of the Catholic Church) are given by their own name if self-governed, but organs or subordinate units of a collective body are rendered firstly by the name of that body and secondly by their proper designation: e.g.

Ecclesia Catholica Romana, Sacra Congregatio pro Instructione Catholica;

United Kingdom, Foreign Office; if this name is identical with the functional name of its head, it is given with the name of the function: e.g. United States of America, The Secretary of State.

1.2.6.2 The title of such publications is given as found on the title-page in the publication itself.

1.2.6.3 In the special case of **documents issued by popes or ecumenical councils**, the first (two or three) words characterize a publication (e.g. Johannes Paulus Papa II: *Fides et ratio*; Oecumenicum Concilium Vaticanum II: *Gaudium et Spes*).

1.2.6.4 Handbooks, technical descriptions etc., issued by the producer or distributor (e.g. for computers), railway / airline / ship timetables, university study-guides, etc. can be considered as official publications in a larger sense - if issued regularly for a certain period even as periodicals. You indicate as given on the title-page (which can be different from the cover-page!):

<1> Issuing institution.

<2> *Title*,

<3> - If the case occurs – <3a> release or/and <3b> period of validity,

<4> place of publication (if not yet contained in 2),

<5> year - and after the year, if necessary, the month and if not yet unambiguous even the day - of publication (if not yet contained in 3a). E.g.

Pontificia Università S. Tommaso d'Aquino Angelicum: *Ordine degli studi – Order of studies*, anno accademico – academic year 2008-2009, Roma 2008.

N.B. Printed or photocopied texts, such as course hand-outs and/or “for internal use only”, are considered non-conventional print-materials ☞ 1.6.

1.3) Articles in collective works

1.3.1 Author (☞ above 1.0).

1.3.2 Title (☞ above 1.1.2) - but NOT in *italics*, because articles are not bibliographically independent works

1.3.3 “, in ”.

1.3.4 Title of the work in *italics*, **after this** the abbreviation “**ed.**” [in square brackets if the title page does not reveal this] followed by the full First Name of the (1st) editor, the case occurring the initial(s) of a 2nd, 3rd ... First Name, then the surname, the case occurring the same for a 2nd and a 3rd editor. If there are more editors write the names of the 1st followed by: “[e.a.]”, then give place, the case occurring publishing-house, and year of publication (as in ☞ 1.1.5 – 1.1.7), if relevant the series (as in ☞ 1.1.8), and finally – if you have chosen to give them – the ISBN (as in ☞ 1.1.9).

1.3.5 Then give 1st and last page of the article. The page n^os have to be indicated completely, e.g.

pp. 342-355 NOT pp.342-55. First Quotations of an individual page:

pp. 342-455, here p. 347.

SENNER, Walter: ‘Theologia scientia affectiva’ oder ‘scientia secundum pietatem’ bei Albertus Magnus – eine Alternative zur Dichotomie ‘scientia theoretica aut practica’?, in: *Handlung und Wissenschaft: die Epistemologie der praktischen Wissenschaften im 13. und 14. Jahrhundert*, ed. Matthias LUTZ-BACHMANN & Alexander FIDORA, Berlin 2008 (*Wissenskultur und gesellschaftlicher Wandel* 29), pp. 61-72.

- 1.3.6 **Articles in a work of reference, which are signed** (dictionary, encyclopedia etc.) with more than three contributors: quote the author(s), the title of the article, then write “in:” the title of the work (in *italics* if this format has been chosen ☞ 1.1.2), if you have given it in a list of abbreviations you may use a short form (examples ☞ 3.2), the editors of the work may be added (attention for the style adopted ☞ 1.2), if applicable: volume, place, year, then first and last page (or column) of the article.

SIMI VARANELLI, Emma: Tommaso d’Aquino. Iconografia, in: *Enciclopedia dell’arte medievale*, Istituto della Enciclopedia Italiana, vol. XI, Roma 2000, pp. 233-239.

- 1.3.7 **Articles in a work of reference, which are not signed:** you just quote the title of the article and the work as any collective work – or monograph, if there are up to 3 authors.

Antoninus Florentinus, in: KAEPPELI, Thomas: *Scriptores Ordinis Praedicatorum Medii Aevi*, vol. I, Romae 1970, pp. 80-100.

1.4) Articles in Periodicals

- 1.4.1 Author (☞ above 1.0).
- 1.4.2 Title (☞ above 1.1.2) - but NOT in *italics*.
- 1.4.3 “, in:”
- 1.4.4 The title of the periodical, in the case occurring in *italics*. You may use abbreviations, but in this case you have to explain them in a **list of abbreviations**.
- 1.4.5 The volume of the periodical. The fascicle is to be given only if the periodical is paged not by volume but by fascicle.
- 1.4.6 In round brackets the year of publication.
- 1.4.7 Comma, “pp.” first page, hyphen, last page. If you are referring to (a) special page(s) in the article, then add: “here p. <page n^o>” or “here pp. <page n^{os}>”.

SENNER, Walter: Meister Eckharts Straßburger Ordensauftrag, in: *Meister-Eckhart-Jahrbuch* 2 (2008), pp. 17-35, here p. 19.

1.5) Internet-Publications

These are admissible ONLY if there is no hardcopy. You may consult an e-book (that is a printed book rendered on Internet as well), but you have to give exactly the same indications as for the printed version.

Giving Internet contents without source-verification is considered a plagiarism.

As a rule, websites, especially those which do not give their sources and are not traceable are an object for scepticism. However, for content which you find on the Internet only, there is:

1.5.1 **Strict rule** (for doctoral theses and publications):

You must give a “persistent identifier“, which at the same time is a link, independent of the physical location of the server.

For this the URL is NOT sufficient, but you need one of the following identifications:

- DOI = digital object identifier (some international publishing houses) www.doi.org,
- NBN = National bibliographic number, managed by Library of Congress, Washington DC,
- URN = Uniform resource name, managed by Deutsche Bibliothek, Frankfurt a.M.

Those standards are defined by IETF (**I**nternet **E**ngineering **T**ask **F**orce ☞ www.ietf.org).

Other Internet contents cannot be quoted, as they may be deleted or changed at any time and are not accessible anymore!

1.5.2 **Less strict rule:** (sufficient for term-papers, but even here 1.5.1 is recommended)

You have to quote the full URL. In case some Internet content is not traceable you'll be held responsible for giving an incorrect quote.

1.6) **Non-conventional print materials** are – besides archives (§ 1.7.2) – such printed or somehow polycopied³ texts that have not been distributed commercially or as official publications (§ 1.2.6) by an authority (state or ecclesiastical) or a company. Among them course handouts are of special importance in this context. If such materials are handwritten, then they are considered as manuscripts (§ 1.7.1). Typewritten materials are treated as archival materials § 1.7.2.

1.6.1 Course handouts –scripts etc.

1.6.1.1 If they are **written by the professor/teacher** you give <1> author, <2> official title of the course – the case occurring after this the actual title if different, <3> institution include place-name and faculty and/or institute, <4> term, <5> indication of the (physical) form if not hardcopy (e.g. dataset + program).

1.6.1.2 If they are **student's notes:** <1> professor <2> “student's notes by” <name of the student(s)> - if it is the case “revised” and/or “authorized by the professor”, <3> title(s), institution, term, (indication as above in 1.6.1.1) <2-5>.

1.6.2 **Written works, term papers by students, unpublished⁴ *tesinas* and doctoral dissertations** are given by <1> author(s), <2> title, <3> indication of the sort of text (e.g. “doctoral dissertation”) and “directed by” N. N., <4> institution incl. place-name and faculty – <4a> if term paper add the title of the course and the term, - <4b> if *tesina* or diss. introduce by “submitted to”, <5> year (if necessary precise date) of submission.

1.7) Manuscripts, archives, maps, CDs, DVDs, and audio-visual materials.

1.7.1 Manuscripts (Western)

1.7.1.1 Describing a manuscript

When you quote a manuscript (you may abbreviate with “ms.” or “cod.”) the following essential elements and their order ought to be given as follows:

<1> The name of the author (in original language § 1.0, the part decisive for alphabetic ordering should be written in capitals); if the name of the author is not given in the ms. it put between square brackets [...]. If the name actually given is not in the normalized form (§ 1.0.1 & 1.0.2) you give it as it is, followed by the normalized form: Doctor communis [THOMAS de Aquino] If the work is attributed to an author, but not surely his, you introduce the name by “Attributed to”, and the bracket-rule applies. If the name is a pseudonym § 1.0.0.

<2> The title of the work as given in the manuscript – if there is one – if not and if this title is different from the canonical (usual) title then add this in square brackets, e.g.

Malleus hereticorum [Summa contra gentiles]. Furthermore a manuscript text is characterized by the **Incipit** and the **Explicit**, the first and last few words of the text, respectively. If you are mentioning a ms. text not just in passing, you give them together with the author and title, e.g.:

PETRUS de Tarentasia: *Postillae super Epistolas Pauli Apostoli* [Rom-II Cor], INC: Dedi te in lucem gencium ... EXPL: ... appropriatur Patri, qui est primum et uniuersale principium.

³ “polycopied” designates any form of technical reproduction of an original. Not covered by this term are copies produced manually in handwritten and/or typewritten form.

⁴ A thesis etc. is considered “unpublished” if it is not printed and distributed through a publishing house and/or booksellers, even if there are copies, privately polycopied or printed, e.g. in libraries of universities.

<3> The location of the manuscript: <3.1> the city by its actual official name, <3.2> the library or other institution, in the case occurring also <3.3> the name of the collection, and <3.4> the shelf mark.

<4> Optionally in a detailed description: the measures, height and width (in mm), cover and binding.

<5> The number of leafs (*folium/folia*, abbreviated “fol.”)⁵ according to the numbering found in the ms. – even if erroneous (errors should be mentioned in an detailed description). In some rare cases a ms. is numbered by pages; in this case give the page n°s with the indication “pp.”, and immediately following indicate the material: parchment, paper, papyrus, or other.

– In an detailed description the number and composition of the signatures⁶ (fascicles) and, the case occurring note whether there are reclamants and pecia-signs⁷.

<6> The case occurring the original (place and collection) of the ms. may be indicated.

<7> The date of writing should be indicated, if given; if not, the century (in Roman ciphers), “century = saeculum” usually is abbreviated “saec.”. If the writer mentions him/herself give his/her name, or even the whole colophon, if you make a detailed description, e.g.:

<1> THOMAS de Aquino: <2> Super I-IV Sententiarum, <3.1> Assisi, <3.2> Biblioteca Comunale, <3.4> Ms. 114, <5> 329 fol. perg., <6>(olim Sacer Conventus S. Francisci). <7> saec. XIV.

If you quote only a part of a ms., e.g. a particular work contained among others in this ms., counted by folia, specify on which side of the folio in question it begins and on which it ends (also valid for quotations of individual passages): the front page (*recto*) is abbreviated “r”, the back page (*verso*) “v”. If there are different columns, this is indicated by a small letter, beginning with “a” immediately following the *recto/verso* indication (You may format this indication as superscript), e.g.: fol. 25^{rb} which means 2nd column, front page, leaf n° 25⁸.

If the work or passage in question is not beginning and/or ending a page the line n°(s) should be given as well, if you quote an individual passage it **has** to be given fol. 25^{vb}10-15.

<1> THOMAS de Aquino: <2> Super Dionysium De divinis nominibus, <3.1> Brescia <3.2> Biblioteca Civica <3.4> Cod.. B.VI.9, fol. 30^{ra}-101^{ra}, <7> 1482 “Finis. per d[ominum] Hieronymum Mediolanensem scriptum et monasterio S[ancte] Marie de D. [illisibile] applicatum. 1482.”

1.7.1.2 GIVING A LIST OF MANUSCRIPTS:

If you have many Ms. it is convenient to give in the bibliographical index of your work the list of all Mss. according to the alphabetical order of city-names (by their official present-day form). If there is more than one library in a particular city mentioned in your list you give them in alphabetical order of their (official) names. For the rest (fonds, shelf marks, fol., date ☞ 1.7.1.1 <3-7>). If you edit a text from manuscripts you should give a siglum to each manuscript; usually this is done by the initial of the city where it is located. e.g. **C** for Cambridge, **C²** for a 2nd Cambridge ms.

⁵ We do NOT recommend the abbreviation “f.”-“ff.” or “c./cc.” <for *charta/ae*> because they are ambiguous.

⁶ For bookbinding and its specific terminology see: “<http://ezinearticles.com/?How-Hardback-Book-Binding-Works&id=1920596>”.

⁷ “Reclamant” is the term used to describe when the first words of a new signature are repeated in the lower margin of the last leafs back page. “Pecia” is a signature of a university-manuscript.

⁸ We do NOT recommend the practice not to distinguish front- and backside by “r” and “v”, but to give it by letters fol. 25^e thus could be a) 3rd column of the front page, correct: fol. 25^{rc}, b) 1st column of the back page, correct: fol. 25^{va}.

If you frequently quote a ms. from an existing edition, it is convenient to use the siglum given in this edition.

- C¹ JOHANNES SCOTUS, *Omelya lectionis eiusdem beati iohannis episcopi*, Cambridge, Gonville and Caius College, 243, fol. 32- 37r., sec. XII.
- C² JOHANNES SCOTUS, *Omel[ia] beati iohannis episcopi*, Cambridge, University Library, li II.19 (1752), fol. 174r - 180r., sec. XII.
- D GREGORIUS NAZANZENUS, *Omelia Beati Gregorii Nazanzeni episcopi de eadem lectione* (contained only from I,1 to I,14: *superant omnem in ...*), Dijon, Bibliothèque municipale, 167, Fol. 188 v., sec. XII.
- O¹ ORIGENES, *Homel[ia] origenis*, Oxford, Bodleian Library, Canonici Liturgici 391, fol. 53v.-60v., first half XII.
- O² JOHANNES SCOTUS, *Omelia beati iohannis episcopi*, Oxford, St. John's College, 317, fol. 31v.-40v., sec. XII.
- P¹ ORIGENES, *Hom[i]l[ia] origenis presbiteri de eadem lec(tione)*, Paris, Bibliothèque Nationale, Lat. 790, fol. 62r.- 69v., sec. XII-XIII.
- P² JOHANNES SCOTUS, *Om[i]lia beati iohannis episcopi*, Paris, Bibliothèque Nationale, Lat. 2653, fol. 1r.- 6v., sec. XII.

Facsimile publications of manuscripts are treated like other printed books, the indication of the manuscript(s) thus may be part of the title.

1.7.2 Archival materials

In this context it is not possible to describe how to find and use archival sources⁹, therefore we can give only some suggestions on how to indicate them in bibliography and quotes.

1.7.2.0 General rule

Archival materials generally are indicated giving <1> the type of material, <2> place and (official) name of the archives holding them, the identification proper to that archives, and – if applicable <3> the publication where to find it printed either in full text or as *regestum* (résumé), or, if there is no such publication, the inventory of the archives or the particular collection – if such a thing exists. For **Archives** give the name of the city where the archive is located in its present-day official form (Warsaw, but Warszawa) and then the name of the institution by their (present-day) official name; thus NOT Rome, National Archives, but Roma, Archivio di Stato.

A **Publication** of archival material is referred to as described above ☞ 1.0 – 1.5.

Types of materials

1.7.2.1 Documents in the narrow sense (“Urkunden”) are legal (trans-)actions, issued or confirmed by a public (civil or ecclesiastical) authority, that serve as titles for properties, privileges etc. They have to comply with formal rules, which vary widely in different historical contexts (during the Middle Ages: the seals are the most important affidavits”, in modern times signatures). Originals and (certified) copies are distinguished. Such documents are characterized by <1.1> the name of the issuer or the issuing institution, Papal documents additionally by their first words (☞ 1.2.6.3), <1.2> Place and <1.3> date, continue as above under <2-3>, LEO papa X.: “Exsurge Domine”, Rome 1520, June 15: DH n° 1451-1492 the bull by which Pope Leo X condemned 41 propositions by Martin Luther (For the Siglum *DH* ☞ 3.2 beneath).

⁹ A recommendable guide is: *Archival information: How to find it, how to use it*, ed. Steven FISHER, Westport CT [e.a.]: Greenwood Pr., 2004, ISBN 1-57356-389-7; emphasis on U.S. – contains much information on websites.

- 1.7.2.2 Registers and copiaries¹⁰ of documents and of court-sentences, registers of rents, taxes, and tolls, ecclesiastical (parish-) registers, (liturgical) calendars (containing the memorials to be celebrated), matricles¹¹ of universities, registers of acts/commercial registers, and ledgers are recorded like the above (1.7.2.1) mentioned documents, in most cases these documents are not authored by a single person but by an institution (most notable exception: letter registers of popes, emperors, and kings), as <1.3> give the dates of the first and of the last entry. When referring to a specific item in such a text you first indicate this, if possible, as above (1.7.2.1 <1.1-3>), then – if unpublished you continue as in 1.7.2.0 (2-3), if published ☞ 1.0-1.5.
- 1.7.2.3 Acts, files, records, material of heterogeneous origin, including internal notes and memos, brought and kept together for the use of an administration. This type of document exists since the late middle-ages and is described giving the institution, the time of origin, the case occurring the department or section and/or the classification, then its location in the archives, viz. the publication containing it.
- 1.7.2.4 Correspondence. If between two persons, then both are indicated as authors, if between one person and several others, then it is given as “Correspondence of N.N”, the rest is treated analogously to 1.7.2.2. Fictive letters [Litterae virorum obscurorum] are treated as publications (☞ 1.1) or manuscripts (☞ 1.7.1).
- 1.7.2.5 “Ego-documents” diaries, unpublished autobiographical notes, and literary estates by one person are rendered by the author and for the rest like 1.7.2.2.
- 1.7.2.6 Pictures are characterized by their object, the type (water-colour, oil-painting, sketch, photo, etc.), author, date, and their location in the archives.
- Maps, plans ☞ 1.7.3, Electronic records ☞ 1.7.4.

1.7.3 Maps are either a) published (i.e. for commercial sale), or b) internal (for official/military use only: e.g. precise topographical maps in communist countries) or c) private (e.g. of an estate for the use of its owner) – then they are often called “plans”.

In all cases you give: Title, scale, cartographer – if mentioned, if not the publisher: Institution from which the map or the data originated, out of which it has been compiled, Place of publication: Publisher, year, if applicable collection & n°.

Concerning content maps can be

- general (topographic / political)	<i>Roma e dintorni: Carta turistica e dei sentieri: [4] Colli Albani – Castelli Romani, vulcano Laziale, 1:25.000, [basata sulla carta del Istituto Geografico Militare, Firenze 1:25.000, fol. 150 II.SO-IV.NE, 1948], Firenze: ed. Multigraphic, [2000].</i>
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- thematic:	<i>Iraq, carta 1:2.400.000, I siti delle armi, i pozzi di petrolio, i paesi coinvolti, Novara: Istituto Geografico De Agostini, 2003 (La mappe della crisi).</i>
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Digital maps are referred to like hardcopy, with the media-form added.

Virtual maps (e.g. *Google earth*) are referred to either by giving (a) the shown region or locality, scale and date or (b) the geographic coordinates, scale and date.

1.7.4 CDs, DVDs

1.7.4.1 If CD or DVD or a publication on USB-stick refer to an electronic format of a book, or any

¹⁰ A „copiary“ is a handwritten book, where a civil or ecclesiastical authority collected copies of letters, orders, mandates etc. issued by the same authority – often in the form of a regestum (a summary of the content).

¹¹ The „matricle“ is the register of all students enrolled in a university etc.

other intellectual work whether previously printed on paper or not, then the established rules (§ 1.1 – 1.1.2) strictly apply with an indication that identifies the type of electronic media, e. g., for a CD version of a book: [MCINERNEY, Ralph: *Aquinas*, [CD-ROM] Cambridge [UK] 2004.]

1.7.4.2 If CD and DVD refer to musical scores, sound recordings, then the established rules also apply. The name of the composer (considered as author) or the artist's name (if she/he is singing/playing his/her own work or if it is pop-music) is listed first, then the title of the work (or name of the song/album), if you have made the general choice (§ 1.1): in *italics*, if applicable the opus n° (in brackets), the case occurring the interpreter(s): first conductor, then orchestra or band, optionally: soloists, the number of disks (cassettes), then the recording company by place and name, and finally the year of publication.

BACH, Johann Sebastian: *Weihnachtsoratorium* (BWV 248), Enoch zu GUTTENBERG [conducting], KlangVerwaltung, Chorgemeinschaft Neubeuern, Malin HARTELIUS soprano, Malinda PAULSEN alto, Tom ALLEN tenor, Dietrich HENSCHEL bass, 3 CDs, München: Farao-classics, 2008.

Concerning Internet-publications § 1.5

1.7.5 Audio-visual materials are referenced by giving the name of the producer and director, the title in *italics*, and any additional indications that are pertinent to the specific use of the material, e.g. specific actor(s) and/or actress(es), etc., finally place, distributor (= publisher) and year.

1.7.6 Microfilms and microfiches are rendered like their originals, but added “Microfilm” or “Microfiche”. If necessary (e.g. microfilms of manuscripts) add the institution holding it, given by place, name, and, if necessary, the collection.

THOMAS de Aquino: *Quaestiones disputatae De veritate*, Durham, Cathedral Chapter Library, Ms. B.I.22, ffol.1^{va}-119^{va}: Microfilm, Paris, Collegium editorum operum S. Thomae de Aquino (Commissio Leonina).

1.8) Arranging your bibliography

1.8.1) There are different possibilities – you can choose, but **you must be consistent**:

- a) The most common and easiest form is to give all items in alphabetical order of the (1st) authors (and in case of 1.2 – library style - the titles).
- b) You can divide between sources (e.g. the writings of the author on whom you are writing) and secondary literature, given in alphabetical order of the (1st) authors (and in case of 1.2 the titles). The sources can be arranged either in alphabetical order (of the titles) or in chronological order (of the titles, according to the respective 1st edition). This division can be useful if you write on one definite author, in other cases it is rather more difficult to consult. Do NOT separate books and articles (in collective works, periodicals etc) into separate alphabets as this makes your bibliography more difficult to consult. To give separate bibliographical lists of printed and of unpublished materials (§ 1.6 + 1.7) makes sense only if your focus is on such stuff.

In case you refer to a considerable quantity of manuscripts, give a list of them – by preference at the beginning of your bibliography § 1.7.1.2.

1.8.2) If you give the original version of a book or an article and translations into other languages, always give the original publication first, followed by the translation(s) in alphabetical order of the target-language(s).

- 1.8.3) If you give different editions of the Bible (☞ 1.2.5) begin with the original languages (Hebrew & Greek), followed by Latin and then other languages in alphabetical order. Among editions in one given language (or combination of languages) the oldest edition comes first then the others in chronological order.
- 1.8.4) It is a courtesy to the reader(s) – although not strictly required – to indicate as well 2nd authors, editors etc. in your bibliography and to hint from their entry in the order adopted to the main entry under the 1st author, title etc.
- 1.8.5) If necessary and/or helpful give – separate from the bibliography – list(s) of :
- Abbreviations which you use. You may also just refer to a well known work of reference, as **LThK**³ or **TRE** if you use only the abbreviations and sigla given there.
 - Biblical referrals, arranged in the order of the books of the Bible.
 - Referrals to the works (of the author) you treat, if this is your topic.
 - Names of persons in alphabetical order (for this ☞ 1.0). To subdivide this into historical and contemporary persons makes sense only if there are many.
 - Place names – if it is important in the context of your work.
 - Philosophical and/or theological terms and/or concepts, important in the context of your work.

2 RULES FOR QUOTING

2.0 General rule: Every source has to be quoted. Anything that is found undocumented on your work counts either as your own thought or as plagiarized material.

It is always important to note down for your own use the 'source' of the bibliographical entry you make. This is in reference to when a particular book is found, for example, in passing.

- 2.0.1 How to use *ID.*, *Ibid.*, *Loc. cit.*, *Op. cit.* (☞ 3.1) under those abbreviations. You may use them **only** for pointing to an item quoted in the note **immediately** before.
- 2.0.2 It is a courtesy to the readers to give in the first footnote where a book, article, etc. is quoted, full bibliographical details and to point to that note when making repeated quotes in abbreviated form by its number in square brackets, e.g. [n. 1].

2.1 Classics (i.e. in a broad sense, all more famous works, if they have an order that is independent of the page numbers or editions, e.g.

Ludwig WITTGENSTEIN: *Tractatus logico-philosophicus* has a Dewey classification numbering system.

You have to quote them twofold:

1. The place in the work, according to its division – as precisely as possible.
2. The edition / translation used, as characterised by (short) title, ed., (if applicable) vol., place, year, page(s) (where applicable line(s)), separated from the first part by a colon “:” E.g.

ALBERTUS Magnus: *De bono*, tr. I, q. 1, a. 1: *Opera omnia*, ed. Coloniensis, t. 25,2, Münster Wf. 1993, p. 1,10.

Exceptions to the above are the Bible , and THOMAS de Aquino: *Summa Theologiae* (but NOT his other works!) - if you are not comparing different versions of the text. (A special paper how to quote Thomas Aquinas is in preparation).

2.2. Monographs (i.e. books by one author).

2.2.1 First quote with full details: the author's name(s): title, (1st) place of publication (optionally, but either always or never: publishing house – NOT before place), year of publication, page(s) quoted (if applicable, lines, if they are counted in the margin in the original). E.g.: MCINERNEY, Ralph: *Aquinas*, Cambridge [UK] 2004, p. 25.

2.2.2 Further quotes of the same work with reduced details: (1st) author with initials for 1st name(s): abbreviated title – if applicable ending "...", page(s) quoted. It is a courtesy to the readers to give a reference to the footnote with the first quote. E.g. [MCINERNEY, R.: *Aquinas* [n. 1], p. 25].

2.3 **Articles in a collective work** (cf. above 1.3). Author(s): title, "in:" title of the work, 1st and last page (as in 1.3.4-1.3.5), page(s) quoted, introduced by "here:". Further quotes of the same work may be abbreviated analogous to 2.2.2. E.g.

WEISHEIPL, James A.: The life and works of St. Albert the Great, in: *Albertus Magnus and the sciences*, ed. James A. WEISHEIPL, Toronto 1980 (*Studies and texts* 49), pp. 13-51, here p. 22.

2.3.1 **Articles in a work of reference** are given as explained above ☞ 1.3.6 / 1.3.7, adding the very page(s) you quote, introduced by "here:"

SIMI VARANELLI, Emma: Tommaso d'Aquino. Iconografia, in: *Enciclopedia dell'arte medievale*, Istituto della Enciclopedia Italiana, vol. XI, Roma 2000, pp. 233-239, here: p. 238.

2.4 **Articles in a periodical (cf. above 1.4)**. Author(s): title, "in:" title of the periodical, vol. given by its number only, year in brackets, 1st and last pages of the article, page(s) quoted. E.g.:

SCHEEBEN, Heribert C.: Les écrits d'Albert le Grand d'après les catalogues, in: *Revue Thomiste* 36 (1931), pp. 260-292, here: p. 287 sq.

2.5 Articles in a (daily of weekly) newspaper

Author (if given): Title of the article, "in:" Name of the newspaper, Place, day date (dd/mm/yyyy), n° of the issue, p(p). E.g.:

LINDNER, Roland: Windows steckt in der Krise, in: *Frankfurter Allgemeine Zeitung*, Fri. 06/06/2008, n° 130, p. 20.

2.6 Special cases:

2.6.1 The Bible

a) If the different versions and/or translations are not your focus, it is sufficient to give the (abbreviated) book of the Bible, chapter and verse, which you are quoting. E.g.: Ex. 3,14.

Note: it is better NOT to use the colon ":" here to separate chapter from verse, as this may be mistaken for introducing an information of the same level, whereas the verse is subordinated to the chapter.

b) If the version matters first give the indications as in a), then after a colon ":", the edition used, page(s) and, if applicable, line(s).

E.g.: Ps. 12,2: *Biblia hebraica Stuttgartensia*, Stuttgart 1977, p. 1095.

Indicate a List of Abbreviations for the Biblical Books which you use and stick to it.

2.6.2 **Official publications** (councils, popes, legislative bodies) ☞ 1.2.6.

2.7 How to quote **archival materials** ☞ 1.7. 2, **audio-visual materials** ☞ 1.7.5, **computer-readable materials** ☞ 1.7.4, **manuscripts** ☞ 1.7. 1, **maps** ☞ 1.7.3 , **pictures** ☞ 1.7.2.7, **publications in Internet** ☞ 1.5. Referring to audio-visual or computer-readable materials, if a multiple volume, give the number of the particular disk (cassette).

3 ABBREVIATIONS

3.1 Recommended abbreviations

a.	Articulus / article (especially in Scholastic works).
ad [1, 2, ...]	Responsum / answer to an argument (in Scholastic works).
arg.	Argumentum / argument (especially in Scholastic works).
c.	Capitulum / chapter. In case of Thomas de Aquino: <i>Summa theologiae</i> : corpus articuli (for this also: “c.a.” or “corp.”).
Cf. (cf.)	Confer means one is not quoting literally, but in the same sense.
cod.	Codex: for a bound manuscript; “ms.” may e used also.
com.	Commentator / commentary.
contrib.	Contributor(s) / contributing.
Dt. / dt.	Deutsch / German.
e.a.	Et alii / aliae / alia = and others.
E.g. / e.g.	Exempli gratia = for instance.
ed.	Edited [by] / editor.
Engl.	English.
etc.	Et cetera / and others.
EXPL	Explicit ☞ 1.7.1.1.
fasc.	Fascicle.
fol.	Folio a) a leaf of a manuscript or an old book, not numbered by pages (p.). Texts quoted are indicated by “fol. [n ^o] r” or “v” and the case occurring a small letter for the column, beginning with “a” for the first, and finally the line number(s), e.g. : fol. 73vb = 73th leaf, backside, 2nd column. We do NOT recommend the use of “f.” for “folio”, as it is ambiguous. b) a book in “folio format” (i.e. more than 30 cm high), better to be indicated by “2 ^o ”.
Franç.	Français / French.
Fri.	Friday.
Gr.	Greek.
<i>Ibid.</i>	Ibidem this designation should refer to the same work on the same page/column only.
ID.	Idem gives the same author(s), but another work.
i.e.	Id est / that means.
INC	Incipit ☞ 1.7.1.1.
Ital.	Italiano (do NOT write it., as it can be taken for “item” or “information technology”).
Lat.	Latin.
<i>Loc. cit.</i>	Loco citato refers to the same work quoted in the note immediately before,

	same place in the work (e.g.: c.), but on another page in the quoted edition (to be indicated).
Mon.	Monday.
Ms.	Manuscript: mostly instead of pages leafs are indicated by “fol.” ☞ 1.7.1.
n.	Note = footnote (followed by its n°).
n°.	Number.
N. N.	Nomen nominandum / a) a place to insert a person’s name b) for an unknown name.
<i>Op. cit.</i>	Refers to the same work quoted in the note immediately before, but on another page (to be indicated).
p.	Page, pp. = pages. Attention: it is NOT admissible to write “ seq. ” for an indefinite number of following pages!
q.	Quaestio / question (in Scholastic works).
rev.	Revised (in the case occuring add: [by N. N.]).
s. c.	Sed contra / Argument “contra” (in favour of the author’s view) in a Scholastic work.
Sat.	Saturday.
(sic!) / (!)	Alerts of a morphological or syntactical error (misspelling / grammatical error) in the text you quote.
sol.	Solutio (= Responsio) / Solution (Main body of a question or article in a Scholastic work).
sq.	Sequens exclusively the one following page (or line - if lines are numbered), not “ seq. ” for an indefinite number of following pages due to its imprecision.
Sun.	Sunday.
suppl.	Supplement / supplementary.
t.	Tomus for a separately bound part of a vol[ume], old use also equivalent to vol[ume].
Thurs.	Thursday.
tr.	Tract(atus).
transl.	Translated [by] / translator (may be followed by the names of the person/s).
Tue.	Tuesday.
UK	United Kingdom = Great Britain.
vol.	Volume - a vol. may be subdivided into (bound) t[omi] or (unbound) fasc[icles].
Wed.	Wednesday.

3.2 Some sources for abbreviations

(Authors, Titles, Sigla of Periodicals, authoritative editions of classical works).

D / DH / DS *Enchiridion symbolorum, definitionum et declarationum de rebus fidei et morum*, ed. **Heinrich DENZINGER** [e.a.] Freiburg Br., many editions since 1854.

The most recent is:

DH (Same title as above), **Heinrich DENZINGER [ed.], emendavit ... Peter HÜNERMANN**, Freiburg Br. [e.a.] ³⁷1991.

LAMPE, G. W. H.: *A Patristic Greek lexicon*, Oxford ⁷1978, has a list with many abbreviations for Greek works by the Fathers of the Church.

LIDELL-SCOTT: LIDELL, Henry G. & SCOTT, Robert: *A Greek-English lexicon*, Oxford ⁹1968, has an important list of abbreviations for Greek works from ancient times.

LThK³ *Lexikon für Theologie und Kirche*, **3rd ed.**, by **Walter KASPER** [e.a.], 10 vol.s, Freiburg Br. 1993-2001. The suppl. fasc. *Abkürzungsverzeichnis*, Freiburg Br. 1993, contains an almost exhaustive list of abbreviations for important works, periodicals, serials, place-names, religious orders etc. For books & periodicals see also: **TRE**.

Oxford Latin dictionary, ed. **P. G. W. GLARE**, Oxford 1982, has a list with many abbreviations for Latin works.

SOP **KAEPPEL, Thomas:** *Scriptores Ordinis Praedicatorum Medii Aevi*, 4 vol.s, Roma 1970-1993 (vol. 4 ed, by Emilio PANELLA). Contains the medieval Dominicans and their writings.

TRE *Theologische Realenzyklopädie* ed. Gerhard KRAUSE, Gerhard MÜLLER [e.a.], 36 vol.s + 2 vol.s registers, Berlin[e.a.] 1977-2007.
Suppl. vol.: SCHWERTNER, Siegfried M.: *Abkürzungsverzeichnis*, Berlin ²1994 = Contains the most complete (prescriptive) list of abbreviations for theological, philosophical and (church-)historical source-publications, reference-works, periodicals, and serials.

Gratias agimus R.P. Philippo Andreae Holzeri OP perspicuo correctori huius elaborationis

- EXPLICIT PLUSMINUSVE FELICITER, ROMAE DIE 30 MENSIS IUNII, A.D. 2009 – DEO GRATIAS -