INSTRUCTIONS TO AUTHORS

IDENTIFICATION, COVERAGE, CONTENT

Magnificat Cultura i Literatura Medievals
International journal published annually.
Publisher: Universitat de València.
Coverage: (1) Global subjects for the Romance area, in the medieval and post-medieval era (up to 1600). (2) Literature, linguistics and cultural issues in general, concerning the Crown of Aragon and Occitania (and other related areas such as Naples and Navarre). (3) Digital humanities or otherwise methodological studies, on condition that they may be of service to the medievalist.

 The texts to be studied can be in French, Catalan, Occitan, Italian, Aragonese, Spanish and Latin, as well as in other languages, if relevant to the period and geographical areas mentioned.

Methodological studies will also be accepted, including digital humanities, on condition that they are of service to the medievalist.

This annual publication has been created with the intention of serving as a platform for works that exceed the conventional length of journal articles. Therefore *Magnificat CLM* will preferably publish long articles, but articles of medium length are not excluded.

Magnificat CLM is aimed at an audience of researchers and specialists in medieval studies, especially Romance philology, as well as of specialists in digital humanities.
Magnificat CLM consists of a single section of articles, occasionally including a monographic dossier on particular subjects. All articles are indexed.
Magnificat CLM published its first volume in 2014.

In order to meet the conditions laid down by most indexers to prevent academic inbreeding, *Magnificat CLM* did not publish work by any members of its publishing body, the Universitat de València, in its first five years. From its number 6 on, our journal allows this collaboration, but only by a maximum of a 10% among our authors.

PRESENTATION OF MANUSCRIPTS

FORM

Manuscripts will be sent exclusively in digital form through OJS platform. Previously, the applicant will have to register as an author (https://turia.uv.es/index.php/MCLM/user/register) and accept the submitting conditions (see https://www.uv.es/mclm/process.pdf). Only one copy must be submitted, in .docx format (MS Word). Tables and images are submitted inside the text document, in the places where they will appear.

If the article has several authors, each and every one of them must register and accept the conditions and submit the same document, individually.

The document uploaded should not contain any kind of authorial marks, as this is the version to be submitted to reviewers. Learn how to remove authorial marks here.

FORMAT

Margins

The space margins (both top and bottom and left and right) will be the default standard in MS Word and LibreOffice.

Paragraphs

The beginning of the paragraph is marked with a single tab. New paragraph change will be marked with a single carriage return. Do not leave blank lines between paragraphs.

Length of lines

The length of lines is the default standard in MS Word and LibreOffice.

Letter-Spacing

Letter spacing in the default standard in MS Word and LibreOffice.

Line-Spacing

Use single spacing.

Pagination

Do not number pages.

CONTENT, STRUCTURE AND STYLE OF THE MANUSCRIPT

The manuscript should be divided into the following parts:

Title page, abstract and keywords; text; acknowledgments (if any); works cited; appendices or annexes.

Title or cover page of article

In the **first, anonymous version**, the cover page will only present title and abstract.

If accepted, the **last version**'s cover will show these elements:

Title and subtitle

Original title will be given in the first place, separated from the subtitle by a colon, lower case bold, centred.

The title should refer to the central theme of the work and be clearly informative to facilitate searches by topics. For the same reason, the title will avoid the use of unusual abbreviations, symbols or formulae.

Author(s) name and surname

Author(s) name and surname will be given next. In case of more than one author, in this order:

<div align="center">

Author A / Author B / etc.

</div>

Authors will sign with their official form of name as registered in ORCID. The order of appearance of different authors (either alphabetical, hierarchical, etc.) will have been previously agreed among them, and this order will be respected in the publication. (In the beginning these authors will have agreed on one spokesperson for correspondence.)

Institution to which the authors belong

The name of the institution to which each author belongs will be given in the manuscript, untranslated, in italics, separated by /:

<div align="center">

Universidad de Buenos Aires / Universitat Autònoma de Barcelona

</div>

Email and ORCID ID

Next, in sucessive lines, author's email and ORCID ID (in URL format) de l'autor. If more than one author:

<div align="center">

autorA@etc.com
https://orcid.org/autorA
autorB@etc.com
https://orcid.org/autorB
autorC@etc.com

</div>

https://orcid.org/autorC

Translation of title

If the title is not in English, an English translation should be added next, centred and in bold. Articles in English will omit this field.

Abstract, in English

This section will be headed with the word ABSTRACT in small capitals, centred and followed by a line return. Then, also justified, give the abstract of the work. (Articles in English which follow American norms will use the same norms in the abstract; articles in English which follow British norms will use the same norms in the abstract.) For those articles which contribute original research (as distinct from, for example, inventories or critical editions of texts) objectives, methodology, results and conclusions must be set out in the abstract. The abstract should not contain information that does not figure in the text of the article, and should use significant words representative of the content, to facilitate automated searches.

Abstracts should not exceed three hundred words.

Keywords, in English

Keywords are those words or, more commonly, phrases that help categorize thematically the work in question. This is very important for finding the work, once published, via automated search engines. The journal therefore advises the use of at least six fields of keywords.

This section will be headed by KEYWORDS in small capitals, centred and followed by a line return. Then, also justified, give the keywords in the language of the article, separated by semicolons and without a full stop.

Abstract in the article's language

This section will be headed by the word ABSTRACT (in the article's language) in small capitals, centred and followed by a line return. Then, also justified, give the abstract. Articles in English should omit this section.

Keywords in the article's language

This section will be headed by the word KEYWORDS (in the article's language) in small capitals, centred and followed by a line return. Then, also centred, give the keywords in the article's language, separated by semicolons and with no full stop. Articles in English should omit this section.

Acknowledgment of grant or financial support for the work

Next, and adjusted, a paragraph will acknowledge which grants or aids for projects (if any) have enabled the authors to undertake the work published.

Table of Contents

A TABLE OF CONTENTS, adjusted and in capitals, and in the language of the article, will list its sections. The headings and subheadings must appear with the same method and arrangement (numbering system and format of sections) as used in the text (see below).

Text

In its first stage *Magnificat CLM* publishes only a single section dedicated to articles, especially long or very long ones. The guidelines for the text of articles are:

Text structure

Articles should follow a clear and logical written order, starting with the justification of the work and its relation to previous works, followed by the explanation of the methods and techniques employed, and ending with the conclusions and results.

Extent of articles

The minimum length of an article in *Magnificat CLM* will be twenty-five (25) pages, double-spaced. The maximum length shall be one hundred (100) pages, double-spaced. This extension will include text, cover pages, list of references and appendices and illustrations, if any.

Sections and subsections

The divisions and subdivisions of the article must be presented thus:

Headings and subheadings should be numbered according to the specific standard ISO 2145, always numbered consecutively in arabic numerals, using a point to separate the levels of division. The numeration of sections is to be in romans.

The headings and subheadings will be the same body as the text (12 pt.). The general headings will be lower case (except the initial capital), bold, justified, and the first paragraph will also be justified, without tabs. Sub-headings will be in italics, with tab, and the first paragraph will appear as a normal paragraph, with a single tab. Lower levels of headings all will be in romans: the third level, after two tabs, the fourth level, after three tabs.

Example:

1 **Introduction**
2 **The Romance Standard**
    2.1 *The Hispanic Standard*
        2.1.1 The Castilian Standard
        2.1.2 The Aragonese Standard
        2.1.3 The Catalan Standard
            2.1.3.1 Eastern Catalan
            2.1.3.2 Western Catalan

The headings and subheadings will be separated by two lines above and one line below. Lower levels of headings are separated by one line above and below.

Basic typographic symbols

Use high quotes, never low. Single quotes are used to indicate the meaning of words or passages, or for a quote within another quote. Italics are used for foreign words or phrases.

If a single word or pharse in a foreign language is used, it should be in italics. If more than a phrase is reproduced, it is treated as an quotation, in double quotes.

"The meaning of *destral* as 'go-between' in the Catalan *Facet* and in Old Occitan".

"Quotes precede the punctuation mark"; footnotes follow punctuation.[1]

Units of measurement

Refer to units of measurement (if necessary) in accordance with International Standard ISO 1000.

Names and terminology

Use the standardized terminology for each discipline, ISO 01040 Domain themed vocabulary and terminology.

Abbreviations and Acronyms

Initials or acronyms of legal entities (RABLB, UNESCO, TV3) are in capitals; bibliographical acronyms are in capitals in italic or roman as appropriate: *DCVC* (*Diccionari català-valencià-balear*), *DECLC* (*Diccionari etimològic i complementari de la llengua catalana*), but PL (Patrologia Latina: a series, not a title).

Acronyms which are not initialisms take an initial capital and following lower case letters: Termcat, Renfe.

Frequently Used Abbreviations

vid.	*vide*, ' see', not *veg*.
et al.	*et alii*
f., ff.	folio, folios. Verso or recto are indicated by r, v, without space or point
p.	page, pages
no., nos.	number, numbers
v., vv.	verse, verses
l., ll.	line, lines
vol., vols.	volume, volumes
ed.	edition, always in the singular
c.	circa

Imprecise abbreviations should be avoided, such as *op. cit., id., loc. cit.*
Use *ibid*. only when the same work of an author is cited more than once in the same paragraph.

Numbers

Amounts quoted in isolation, especially those under fifty, are written out in full: "The piece consists of fifty verses", but "A summary of 51 words". Duration of time (for example, a person's age) is always written in full: "Ausiàs March died at the age of fifty-nine".

Magnificat CLM prefers the use of arabic numerals and keeps use of roman numerals to a minimum (to facilitate internet searching). However there are cases where tradition makes such use unavoidable. When necessary, romans will usually be in capitals; in Romance languages, centuries will be in small capitals: "segle XIV".   For the numbering of leaves in a manuscript or the pagination of the preliminaries of a printed book the author can choose between small caps (ff. XXXIV-XLIII) or lower case (ff. xxxiv-xliii).

In references to a sequence of pages or verses or dates, reduce the second number to two digits, or the minimum difference: 390-420, 1994-99; vv. 12445-546.

Quotations

These are defined as those portions of text written by the author or others, presented in summary or literally.

To avoid plagiarism, all data and ideas of others should be duly cited. Quotations must be justified and relevant. Be objective in the selection of texts, avoiding tendentiousness.

Texts must be reproduced or paraphrased accurately, even if they contain errors or misprints. Mark these with "[*sic*]" (italics and square brackets).

If parts of the quotation are omitted, ensure meaning is not distorted. For omissions, use three points and space at the beginning or end of the quotation, and enclose three points in parentheses within the quotation.

Insertions should only be used for clarification and should be enclosed in square brackets.

Quotations should always be given in their original language.

Quotations of less than four lines should be included in the text, between high double inverted commas (" "), before punctuation ("... chivalry".). Longer quotations are given in a separate paragraph, inset, in 11 pt., without inverted commas.

Bibliographical citation in the text

To avoid unnecessary footnotes, indicate the author of a quotation in the main text, in parentheses, by author-year system (surname year).

If necessary, page or pages are indicated after the year, preceded by colon and space:

(Riquer 1990: 43-49).

Volume numbers, always in arabic, are indicated thus:

(Riquer ed., 1975, 3: 949-52).

Critical editions are cited by editor not author:

(Wittlin *et al*. ed. 1986) not (Eiximenis 1986).

If the author's name is given in the text, follow this with date and page in parentheses. On first mention, include the first name in the text:

… the chivalric novel, says Martí de Riquer (1990: 43). If Riquer's method is applied (1990) … If you apply the criteria mentioned (Riquer 1990) …

In case of two authors, give both surnames, linked with a hyphen. If there are more than two authors, give the first, followed by the abbreviation "*et al*.").

(Cabré-Torró 2010)
(Wittlin *et al*. ed. 1986)

When an author has two or more entries from the same year, add a lower case letter in roman, in both the references and the citation.

Pujol 2010a; Pujol 2010b

When there are two or more authors with the same surname with publications of the same year, in this case (and only then), the citation will include the abbreviation of the first name of each author

(L. Cabré 2005) (M. Cabré 2005)

Notes

Use footnotes. Bibliographical references should go in the text (see above).

The footnote number, in superscript, follows punctuation. Footnotes to be in 10pt., single-spaced, with one cm indent. Footnote numbers should follow a syntactic unit (at the end of the sentence, if possible) and not be placed in the middle; not between subject and verb, or between noun and adjective.

If internal references are made, these should be done as simply as possible and should be scrupulously checked by the author at proof stage.

Acknowledgments

If the author considers it necessary to make acknowledgments, these should be placed at the end of the main text and precede the references section. Name, academic affiliation and the type of collaboration for which thanks are given should be specified.

References

These appear after the text of the article, after a page break, headed "**Works Cited**", in bold. Between the heading and the first entry leave three line breaks.

References will appear separated by two line returns. In order to facilitate reference mining, it is important that this separation be done this way (by pressing enter twice) and not in other ways (like "add space after paragraph", for example).

All references, either new or ancient, that can be checked online should include a DOI or (if they lack a DOI) a URL.

From its third issue on, *Magnificat CLM* follows the MHRA Style Guide in its author-date format: http://www.mhra.org.uk/style. See its Chapter 7 "References", and 7.13, "The Author-Date System".

Magnificat CLM's style will only differ from the MHRA's in these details:

–The author's given name will be explicit, not shortened: Bohigas, Pere, NOT Bohigas, P.

–Co-authors: separated by semicolon (;) without "and" between last-but-one and last.
Cabré, Lluís; Coroleu, Alejandro; Kraye, Jill (ed.). 2012. *Fourteenth-Century Classicism: Petrarch and Bernat Metge*, Warburg Institute Colloquia, 21 (London: The Warburg Institute; Torino: Nino Aragno Editore)

–In second and next entries by the same author, author's name must be explicit in every case

(therefore NOT following the MHRA's instruction "a 2-em dash (see 5.2 above) should be substituted for the name after the first appearance").

Carruthers, Mary. 1998. *The Craft of Thought: Meditation, rhetoric, and the making of images 400-1200* (Cambridge: Cambridge University Press)

Carruthers, Mary. 2006. 'Moving Images in the Mind's Eye', in *The Mind's Eye: Art and theological argument in the Middle Ages*, ed. by Jeffrey F. Hamburger and Anne-Marie Bouché (Princeton: Princeton University Press), pp. 287-305

–In critical and philological editions, preference will be given to entries by editor, instead of by author:

Cabre, Lluís (ed.). 2010. Bernat Metge *Llibre de Fortuna i Prudència*, Els Nostres Clàssics B, 30 (Barcelona: Barcino)

–Place should be given in the language of the publication (València, Wien, etc.)

–When there are two or more editors for an edited book, their surnames will precede their given names uniformly:

Chadwick, H. Munro, and Chadwick, N. Kershaw (NOT Chadwick, H. Munro, and N. Kershaw Chadwick).

–Websites: format date of accession: not "[accessed 10 October 2014]", but "[accessed 10-10-2014]". This information will only be specified when the referred online text is not a pdf.

CORDE: Corpus diacrónico del español (Madrid: Real Academia Española) <http://corpus.rae.es/cordenet.html> [accessed 16-05-2016]

Some further examples:

Article in a journal:

Fita Fidel. 1907. 'Canales de la Sierra: datos inéditos', *Boletín de la Real Academia de la Historia*, 50: 371-95

Book:

Richards, Earl Jeffrey.1981. *Dante and the 'Roman de la Rose': An Investigation into the Vernacular Narrative Context of the 'Commedia'* (Tübingen: Max Niemeyer) <http://dx.doi.org/10.1515/9783111329024>

Book in several volumes:

Ortiz y Sanz, José. 1795-1803. *Compendio cronológico de la historia de España desde los tiempos*

más antiguos hasta nuestros días, 7 vols (Madrid: Imprenta Real)

A particular volume in a book, when that volume has its own title:

Pujol, Josep. 2015. 'Felip de Malla', in *Història de la literatura catalana*, vol. 3: *Literatura medieval (III): segle XV*, ed. by Lola Badia (Barcelona: Enciclopèdia Catalana; Editorial Barcino; Ajuntament de Barcelona), pp. 370-90

Include items in the Works Cited list without tab and with hanging indent. If more than one work by the same author are cited, these are to be arranged chronologically, from earliest to most recent, and the author's name is repeated in each entry. If an author's form of name varies, these are reproduced, for example: "Riquer, Martí. 1990", but "Riquer, Martín (ed.). 1975", "Torró, Jaume. 2012" but "Turró, Jaume. 2002". Respect the form of name used by the author cited (in case of doubt, consult ORCID), which will determine whether the first name appears in full or abbreviated. The same criteria are used to specify one or more surnames:

Severin, Dorothy S. 2002
Miquel y Planas, Ramon (ed.). 1936-42.

For a surname preceded by a preposition (de, di, von, van...) , follow the practice of the country of the author. Therefore, Italian surnames file under the preposition, while those of other nationalities place the surname before the preposition:

Riquer, Martí de. 1990
Di Girolamo, Costanzo, 1995

Likewise with prepositions with apostrophes:

D'Annunzio, Gabriele. 1919
Abadal i de Vinyals Ramon, d'. 1948

Multiple authors: the names of up to three authors should figure in the references, separated by semicolons, without "and". If there are more than three, mention only the first three, followed by *et al.*:

Cabré, Lluís; Ferrer, Montserrat, 2012.
Wittlin, Curt; Pacheco, Arseni; Webster, Jill *et al.* (ed.). 1986

The place of publication will always appear in the language of the title page.

Series: specification of series and number is only recommended when this is more familiar than the publisher. Use the acronym for the collection when it is well known: NEORL, ENC, etc.

Publications on websites

When an URL is over forty characters, abbreviate it using an automated abbreviation service such as http://tinyurl.com or http://ow.ly.

Tweet :
Surname, name (@username on Twitter). Year. 'Text of the tweet', hh:mm dd-mm-yyyy <tweet's URL>:
Kempf, Damien (@DamienKempf). 2013. 'Browsing the LP makes you realise that Hieronymus Bosch's delirious imagination was more "medieval" than "modern"', 08:07 12-09-2013 <pic.twitter.com/5iYmQj0UCy>

If no real name is give, the tweet will file under the pseudonym, followed by the user name in parentheses.

After each bibliographical entry, add the publication's DOI (Digital Object identifier), if any, in the form of clickable link. To do this, the author may use a semi-automatic service: http://www.crossref.org/SimpleTextQuery. Here one can paste the list of references of the article (without formats), and the service will supply the identifier.

If the publication has no DOI but can be found online, give URL at the end of the bibliographical entry (please remember to shorten it with http://tinyurl.com or http://ow.ly).

Martínez Romero, Tomàs. 1998. 'Variacions sobre el tema "Corella i els contemporanis valencians"', *Caplletra*, 24: 45-65 <http://tinyurl.com/orec7kc>

Tables

There is no limit to the number of tables that may be included, as long as they have relevance to the author's argument.

Each table must be identified with a number, always in arabic numerals. This number is followed by a point and the title of the table ("1. Length of the works of Eiximenis"). The headings of the columns and rows will be in italics. If a legend is required (for example development of specific abbreviations in the table), this will be placed at the foot of the table after a blank line.

The tables will be single-spaced.
If abbreviations are used in the tables, these are explained in a legend at the foot of the table.

If the table is not the author's original, the bibliographical reference must be made in a legend at the foot of the table, always within the copyright limits.

Placing in the manuscript: If the manuscript includes tables, these will be placed at the point that the author considers most useful: either within the body of the text or as appendices after the references.

Illustrations

There is no limit to the number of illustrations that may be included, as long as they have relevance to the author's argument.

Each illustration must be identified with a number, always in arabic numerals. This number is followed by a point and the title of the illustration: "1. Retaule de Pertegàs".

If necessary, a caption can be added at the bottom: "Work of Jaume Huguet, 1470-80, National Art Museum of Catalonia."

Source: Given the importance of copyright today, *Magnificat CLM* will only include illustrations which either are in Creative Commons, or are accompanied by an official certificate from the right-holding institution or individual, which specifies in detail their permission to reproduce in *Magnificat CLM*, being aware that this is a Creative Commons non-profit journal. In either case the origin and copyright ownership will be stated in the caption.

Placing in the manuscript: If the manuscript includes illustrations, these will be placed at the point that the author considers most useful: either within the body of the text or as appendices after the references.

Appendices and Annexes

Articles in *Magnificat CLM* may be accompanied by appendices or annexes.

The appendix is a text by the author him/herself, added at the end of a work, and that serves as a continuation or extension. It serves to give more detailed information, expand explanations or methods, or present any information related to the main text, but not essential to its understanding.

The annexe contains one or several documentary pieces, usually unpublished or inaccessible sources, which serve as a complement to or confirmation of the body of the work.

Each annexe must be identified with a number, always in arabic numerals. This number is followed by a colon and the title of the annexe: "Appendix 1: Transcript of f. cxxvi of manuscript F".

The following may constitute annexes and/or appendices: transcripts of documents not fundamental but complementary to the original topic, illustrations or tables, lists of data, glossaries, lists of symbols and abbreviations used in the original, methods of analysis etc.