

Stylesheet for *Franciscan Studies*

Manuscript Preparation

- 1 Acceptable Main Text Languages are English, French, Italian, Spanish and German.
- 2 Manuscript must be prepared in Microsoft Word, in Times New Roman, 12-point font, and double-spaced throughout.
- 3 Titles in **Bold Times New Roman, 16-point font**
- 4 Bold should be avoided; use *italics*, not underscoring.
- 5 One-inch margins (2.5 cm) on all sides.
- 6 Justify text, left margin only (in order to avoid hyphens).
- 7 Indent first lines of text .25in/1cm (except first lines of essays).
- 8 Headings are in **Bold type**; subheadings are in ***Bold italics***
- 9 Additional space should not be inserted between paragraphs or notes; use subheads when necessary to signal a division between sections of the text.
- 10 Notes should be formed as footnotes. Footnotes must be in 10-point font and

Manuscripts and Archival Material

Both in the text and in the notes, the abbreviation “MS” (plural “MSS,” no period) is used only when it precedes a shelf mark. Cite the shelf mark according to the practice of the given library. Folio numbers should include a recto/verso reference, abbreviated and written on the line, not as a superscript. The abbreviation of “folio” is “fol.” (plural “fols.”). Do not use the plural form for inclusive references within a single folio: fol. 22rb–va.

The first reference to a manuscript should give the place-name, the name of the library, and the shelf mark:

Paris, Bibliothèque nationale de France, MS lat. 4117, fols. 108v–145r.

Vatican City, Biblioteca Apostolica Vaticana, MS Vat. lat. 6055, fols. 151r–228v.

Munich, Bayerische Staatsbibliothek, Clm 334455, fols. 2r–3v.

Subsequent references:

BnF lat. 4117, fol. 108r. [If the context allows, “lat. 4117” may be sufficient.]

Vat. lat. 6055, fol. 151r.

References to archival material should give the place-name, the name of the archive, the institution, and the shelf mark:

Venice, Archivio di Stato, S. Lorenzo di Venezia, B.21.

Footnote Citations

- 1 Numbers indicating a footnote should be inserted after the word to which they refer. If this word is at the end of a quotation or at the end of a sentence, the footnote number should follow all punctuation marks. For example:
 - o word¹²
 - o “word”¹²
 - o “word.”¹²
 - o word.¹²
- 2 Footnote references for books must be complete: Author (first name + last name), title (in *italics*), place, publisher and year. For articles: Author (first name + last name), title (enclosed in quotation marks), nam

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

Standard Abbreviations for Bonaventure Texts:

<i>Apol paup</i>	Defense of the Mendicants
<i>Brev</i>	Breviloquium
<i>Christus mag</i>	Christ, the One Teacher of All
<i>Comm Ec</i>	Commentary on Ecclesiastes
<i>Comm John</i>	Commentary on the Gospel of John
<i>Comm Luke</i>	Commentary on the Gospel of Luke
<i>Const Narb</i>	General Constitutions of Narbonne
<i>De donis</i>	Collations on the Seven Gifts of the Holy Spirit
<i>De quin fest</i>	The Five Feasts of the Child Jesus
<i>De test Trin</i>	On the Triple Witness to the Most Holy Trinity
<i>Ep off</i>	Official Letters
<i>Hex</i>	Collations on the Six Days of Creation
<i>Itin</i>	The Journey of the Soul to God
<i>Leg maj</i>	Major Legend of St. Francis
<i>Leg min</i>	Minor Legend of St. Francis
<i>Lig vit</i>	The Tree of Life
<i>Myst Trin</i>	Disputed Questions on the Mystery of the
<i>Trinity Perf ev</i>	Disputed Questions on Evangelical Perfection
<i>Perf vitae</i>	On the Perfection of Life Addressed to the
<i>Sisters Plant par</i>	The Plantation of the Garden of Paradise
<i>Red art</i>	On the Reduction of the Arts to Theology
<i>Reg nov</i>	The Rule for Novices
<i>Regn Dei</i>	The Reign of God described in the Parables of the Gospels
<i>Scien Chr</i>	Disputed Questions on the Knowledge of Christ
<i>I, II, III, IV, Sent</i>	Commentaries on the Books of Sentences of Peter Lombard
<i>Solil</i>	A Dialogue on the Four Spiritual Exercises
<i>Trip via</i>	The Triple Way
<i>Trib. qu.</i>	Letter to an Unknown Master

Standard Abbreviations for Distinctions within individual texts:

a.	articulus
an.	Annotation
au.	articulus unicus
c.	capitulum
coll.	collatio
con.	contra
concl.	conclusio
d.	distinctio
dub.	dubium
fr.	fructus
fund.	fundamentum

Standard Abbreviations for the Writings of Saint Francis

<i>Adm</i>	The Admonitions
<i>BlL</i>	A Blessing for Brother Leo
<i>Ctc</i>	The Canticle of the Creatures
<i>CtExh</i>	The Canticle of Exhortation
<i>1Frg</i>	Fragments of Worchester MS
<i>2Frg</i>	Fragments of Thomas of Celano
<i>3Frg</i>	Fragments of Hugh of Digne
<i>LtAnt</i>	A Letter to Br. Anthony of Padua
<i>1LtCl</i>	First Letter to the Clergy (Earlier Edition)
<i>2LtCl</i>	Second Letter to the Clergy (Later Edition)
<i>1LtCus</i>	The First Letter to the Custodians
<i>2LtCus</i>	The Second Letter to the Custodians
<i>1LtF</i>	The First Letter to the Faithful
<i>2LtF</i>	The Second Letter to the Faithful
<i>LtL</i>	A Letter to Brother Leo
<i>LtMin</i>	A Letter to a Minister
<i>LtOrd</i>	A Letter to the Entire Order
<i>LtR</i>	A Letter to the Rulers of the People
<i>ExhP</i>	Exhortation of the Praise of God
<i>PrOF</i>	A Prayer Inspired by the Our Father
<i>PrsG</i>	The Praises of God
<i>OfP</i>	The Office of the Passion
<i>PrCr</i>	The Prayer before the Crucifix
<i>ER</i>	The Earlier Rule (<i>Regula non bullata</i>)
<i>LR</i>	The Later Rule (<i>Regula bullata</i>)
<i>RH</i>	A Rule for Hermitages
<i>SalBVM</i>	A Salutation of the Blessed Virgin Mary
<i>SalV</i>	A Salutation of Virtues
<i>Test</i>	The Testament
<i>TPJ</i>	True and Perfect Joy

Standard Abbreviation for the Writings of Saint Clare

<i>1LtAg</i>	First Letter to Agnes of Prague
<i>2LtAg</i>	Second Letter to Agnes of Prague
<i>3LtAg</i>	Third Letter to Agnes of Prague
<i>4LtAg</i>	Fourth Letter to Agnes of Prague
<i>LEr</i>	Letter to Ermentrude of Bruges
<i>RCI</i>	Rule of Clare
<i>TestCl</i>	Testament of Clare
<i>BCI</i>	Blessing of Clare

Standard Abbreviations for Scripture