

Short guidelines for editing your contribution to Studies in Spirituality/ Studies in Spirituality Supplements

The printing is prepared in Microsoft Word for Windows (all versions).

1. Send a computer file through e-mail. A hard copy (or PDF-file) is not necessary, unless the editor asks for this.
2. Between the name of the author, the title and the text there should be only one line spacing. Other style details will be added by the editor.
3. The text should not be divided in too many (small) paragraphs.
4. The use of the Tab should be rather limited, and do never use more than one Tab.
5. Quotations within the text between single quotation marks: ‘quotation’. Larger quotations or cited texts, which are discussed or commented upon, should be presented as block quotes, without quotation marks, and preceded and followed by a blank line. Quotations in Latin or other non-modern languages in *italics*. Omissions in quotations should be placed between parentheses: (...). Additions in quotations should be placed between square brackets: [...]. If next to the original text a translation is offered, please position this translation directly after the quoted text, between square brackets. The editor will decide whether the translation will be transferred to a footnote or kept in the text.

6. References in footnotes should be as follows:

- As you can see in the footnotes below, for the first reference to books the order is as follows: the name of the **author(s) or editor(s)** followed by a comma, one space and the **title** of the book in *italics* followed by a comma, one space and the **place** where the book is published, followed by the **year** of publication, eventually followed by a comma, and after one space the **page numbers** (without p.), followed by a semicolon or a full stop.¹ Eventually you can mention the **publisher's** data, separated from the the place of publication by a **colon**, and from the year of publication by a **comma**.² Please be consistent in your reference system; either all references should contain publisher's data, or none of them.

- In the case of the first reference to articles the order is as follows: the name of the **author(s)** followed by a comma, one space and the **title** of the article between quotation marks, followed by a comma, one space and **in:** one space and the **title** of the book³ or the journal⁴ in *Italics* followed by a comma, one space and the **volume** number followed by one space with the **year** of publication within brackets followed by a comma, one space and the **page numbers** (without p.) followed by a semicolon or a full stop.

1 Cf. Bernard McGinn, *The mystical thought of Meister Eckhart: The man from whom God hid nothing*, New York 2001; Albrecht Classen (Ed.), *Women as protagonists and poets in the German Middle Ages*, Göttingen 1991.

2 Ernest W. McDonnell, *The beguines and beghards in medieval culture: With special emphasis on the Belgian scene*, New York: Octagon Books, 1969.

3 Cf. Christine Ebner, ‘The convent chronicle of Engelthal, and the call to ministry among fourteenth century religious women’, in: Albrecht Classen (Ed.), *Women as protagonists and poets in the German Middle Ages*, Göttingen 1991, 187-207.

4 Cf. Hein Blommestijn, ‘Initiation into love: The mystical process according to John Ruusbroec’, in: *Studies in Spirituality* 2 (1992), 99-126.

- In the case of citations, please first give the page numbers of the **full article**, followed by a **colon**, then the page number of the **cited text**.⁵
- In the case of repeated references the order is as follows: surname of the **author(s)**, comma, **short title**, comma, and, if necessary, **page** numbers (without p.) followed by a semicolon or a full stop.⁶

Please send your contribution to
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5 Peter Dinzelbacher, 'Die Wiener Minoriten im ausgehenden 13. Jahrhundert nach dem Urteil der zeitgenössischen Visionärin Agnes Blannbekin', in: Idem, *Von der Welt durch die Hölle zum Paradies: Das mittelalterliche Jenseits*, Paderborn-Munich-Vienna-Zürich: Schöningh, 2007, 225-238: here 229-231.

6 McGinn, *The mystical thought of Meister Eckhart*, 113; Ebner, 'The convent chronicle of Engelthal', 190; Blommestijn, 'Initiation into love', 100.