The following document is the stylesheet for *Acta Periodica Duellatorum* (*APD*). It contains all of the necessary information pertinent to presenting and referencing articles submitted to *APD*. Articles that do not consistently adhere to these principles will be returned to the author before they are considered for review and publication.

Please format the article according to the MHRA (Modern Humanities Research Association) style. To facilitate the preparation of manuscripts for submission, *APD* provides a Microsoft Word template. The information in this document provides additional information to the submission guidelines (https://bop.unibe.ch/apd/about/submissions), sets out some of the more common aspects of referencing in the MHRA style, and provides examples. A complete handbook for the third edition of MHRA, updated in 2013, is freely available on their website (http://www.mhra.org.uk/pdf/MHRA-Style-Guide-3rd-Edn.pdf). The headings in this document indicate the related sections in the MHRA handbook.

If the MHRA handbook does not clarify the issue then please contact our assistant editor, Jacob Deacon (hyjhd@leeds.ac.uk).

Article Length and Mandatory Items

Research articles for *APD* should be between 5,000 and 12,000 words. Research notes should be between 2,000 and 5,000 words. Reviews of books and conferences ought to be between 1,000 and 2,000 words.

There are a number of mandatory items that must be included in the article. They can be seen in the Microsoft Word template. This includes the title, author name(s) and academic affiliation(s), an abstract of 150-200 words, between five to eight keywords of the author's choice, and a bibliography (for further information on the bibliography see the relevant section below). This information will appear in the document, and in the metadata of the article (in the submission process).

Formatting

Use the Microsoft Word template provided by the journal. Do not alter the font (Garamond) or the font sizes. Font sizes are set as 12 for text, 16 for title, and 14 for headings (and sub-headings, numbered as follows: 1, 1.1, 1.1.1). Not using the template bears the dangers of inhomogeneity, whereas using it enhances convertibility and assists with semantic markup.

Please note that *APD* uses British English spelling.

Acronyms should be fully spelt out with the first mention but not thereafter, unless there is good reason to do so.

Single words or short phrases in foreign languages not used as direct quotations (e.g. *Kunst des Fechtens* or *fin de siècle*) should be in italics.

Avoid the unnecessary use of hard return <¶> (especially for adding space before/after headings or between paragraphs). Do not indent paragraphs (the Microsoft Template provides styles to do

so automatically). Do not arrange the text with the space key (e.g. for table-like passages, etc.). In such cases use tables (see Tables, Figures, and Illustrations).

Quotations (MHRA 9)

Quotation marks should indicate material directly sourced from a written source. They may also be used for definitions of words, or for otherwise highlighting a specific word or phrase.

Short quotations of forty words or less should be enclosed in single quotation marks ['…'] as part of the main text. Unless there are special reasons to the contrary, the forms of quotation marks in foreign languages (« » or „ ", for instance) should be normalised to English usage. Double quotation marks ("") indicate quotations within quotations.

Other quotations longer than forty words are broken off from the main text by a hard return and increased space. They are included without quotation marks. By applying the style 'Quote' in the Microsoft Word template, the layout is generated automatically.

> Example:
>
> […] Hope wrote that:
>
> > You may now perceive the great Advantage General Rules have over Particular ones, and it is the Abstract of those General Rules that are of such admirable use, which I am to set down to you together with the reasons in the following sheets.[25]
>
> This is an inductive method that tries to derive generally valid rules from the […]

The spelling, capitalisation, italicisation, and other punctuation of quotations is always left identical to how it is presented in the book or edition referred to.

If a verse quotation includes a line division, this should be marked with a spaced upright stroke [|].

> Example:
>
> The fyrst pointe is a florysh about the|fynger þe nexte florysh is abowte þe hande|And thanne iij quateres And a rownde and|ii rakes & ij funes iij quateres closede|staffe A j rounde war hym your armes be hynde.

If a short quotation is used at the end of a sentence, the final full stop should be outside the closing quotation mark.

Quotations in languages other than English should not be italicised.

When quoting from primary sources, particularly medieval and early modern texts, the author is free to provide either a transcription or translation at their own discretion. If the transcription has been done by the author, then they should use standard academic requirements for editing

such texts. Otherwise, a transcription from a quality scientific edition should be provided. If a translation is the author's own, then it should include the transcription (and, if applicable, the edition of the transcription) of the original text in footnotes. Translated quotations, like transcriptions, should likewise be taken from a quality scientific edition.

Tables, Figures, and Illustrations (MHRA 1.3.11-1.3.12 and 11.2.18)

Graphs, drawings, photographs, manuscript illuminations, and other images should be labelled as 'Figures'. References to figures should be included in the main body of the text like so (Fig. 1). Figures should be numbered consecutively throughout the text and accompanied with a caption. Please ensure that images are easy to interpret in black and white (for printed copies of *APD*) and crop out white margins and parts of the illustration that are irrelevant to the article.

Information contained within rows and columns should be labelled as a 'Table'. References to tables should be included in the main body of the text like so (Table 1). They should be numbered consecutively throughout the text. Tables may not always convert satisfactorily from word-processed files. They should be prepared using the Microsoft Word template of the journal. Larger or complicated tables should be prepared separately.

When adding charts or graphs prepared in another software, no characters should be smaller than the 75% of the text size in the document.

All images, illustrations and datasets must be included in the submission file and be submitted as additional files (accepted formats: .pdf, .eps, .ai, .tif, .jpeg – and .docx for tables) when the manuscript is accepted. Figure size including legend is either full page (210x297mm=A4portait) or half-page (210x148mm=A5landscape). Photographic images should have a minimum resolution of 300 dots per inch (dpi). When possible, supply the charts or produced images with vector-based files, giving maximum flexibility for sizing and maintaining high print-quality resolution at any size.
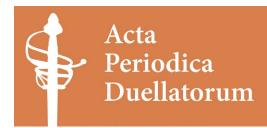
Captions for figures and tables should be supplied in the manuscript. Acknowledgement of permission to reproduce the illustration, where appropriate, should be indicated at the end of the caption.

> Example:
>
> Fig 5. *Combat with daggers in Fiore dei Liberi, Il Fior di Battaglia, 1410 (Los Angeles, J. Paul Getty Museum, Ms. Ludwig XV 13, fol 9') © Getty's Open Content Program.*

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References (MHRA 11.1-11.3)

References allow the reader to access the information cited by the author. The guiding principle for footnotes is that they should provide the most clarity that they can for the reader. For this reason, they should be clear, consistent, and comprehensive in the direction they offer. *APD* uses the MHRA referencing system for footnotes (*N. B.* Not the author-date system and not endnotes). MHRA's complete footnote style and the differences between references for different types of publications are outlined fully in chapter eleven of the MHRA handbook (pp. 58-82). As the bibliography contains a complete record of cited works, please use shortened references (MHRA 11.2.1).

Footnotes should appear after punctuation at the end of a sentence and not in the middle. For a footnote that contains references to multiple works, separate them with a semi-colon [;].

When citing primary sources, make sure the reader can differentiate between first hand transcription/translation (by the author) and previously published materials (editions, transcriptions, translation). For fight books (particularly manuscripts), as authorial attribution, titles, and dating are disputable, it is better to provide institutional information (MHRA 11.2.9). Additional information may, at the author's discretion, be added within brackets following the reference. When citing manuscript folios, please use superscript for the recto and verso.

> Example:
>
> [14] Forgeng, 'Owning the Art', p. 172.
> [15] 'Mit dem spies und mit der stangen'. München, Bayerische Staatsbibliothek, Cgm 558, fol. 130^r (Hugo Wittenwiller, [Fechtbuch], 1493).
> [16] The dating of this manuscript to the late fourteenth century (c. 1389) is the most likely theory but not the most definite. See Burkart, 'The Autograph of an Erudite Martial Artist', p. 453.
> [17] Nuremberg, Germanisches Nationalmuseum, Hs. 3227a, fol. 78^r.
> [18] Los Angeles, J Paul Getty Museum, Ms. Ludwig XV 13, fols 35^v-37^r (Fiore dei Liberi, *Il Fior di Battaglia*, c. 1410).
> [19] Ibid., fol. 39^v.

Bibliography (MHRA 11.6)

Articles submitted to *APD* must have a bibliography of all consulted works at the end. This allows the reader to easily access the information given in the footnotes using the shortened reference (MHRA 11.2.1). It also provides better indexing and metadata of the article in bibliographical databases. Only works which have been referenced in the article should be included in the bibliography. This should be divided into two sections: primary sources and secondary literature. Primary sources are listed alphabetically according to the author's first name. Depending on which source has been used, they can be referred to as

(a) manuscript: place, conservation location, shelf mark ([if available, the following information may also be included at the author's disrection] author's name, title of the work, date)
(b) original print: author's name, title of the work (location: printer, date)
(c) edition or translation (as in MHRA 11.6)

Anonymous works, whether primary or secondary, are listed according to their title, ignoring any initial definite or indefinite article. Two consecutive em dashes [——] should be used as a substitute for the author's name after their first appearance. In the case of multiple works by the same author, they should be arranged by the alphabetical order of the title (ignoring initial definite or indefinite articles). When an article is available in an open-access format, please provide the DOI at the end of the reference. Final full stops should not be used in the bibliography.

Sample MHRA Bibliography

Primary Sources

Agrippa, Camillo, *Tratto di Scientia d'Arme, con un Dialogo di Filosofia* (Roma: Antonio Blado, 1553)

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Burkart, Eric, 'The Autograph of an Erudite Martial Artist: A Close Reading of Nuremberg, Germanisches Nationalmuseum, Hs. 3227a', in *Late Medieval and Early Modern Fight Books: Transmission and Tradition of Martial Arts in Europe (14th - 17th Centuries)*, ed. by Daniel Jaquet, Karin Verelst, and Timothy Dawson (Leiden: Brill, 2016), pp. 451-80

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Forgeng, Jeffrey L.,'Owning the Art: The German Fechtbuch Tradition', in *The Noble Art of the Sword: Fashion and Fencing in Renaissance Europe*, ed. by Tobias Capwell (London: Wallace Collection, 2012), pp. 165-75

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Strayer, Joseph R., and others, eds, *Dictionary of the Middle Ages*, 13 vols (New York: Scribner, 1982–89), vi (1985)

Tzouriadis, Iason-Eleftherios, 'The Typology and Use of Staff Weapons in Western Europe c. 1400 - c. 1550' (unpublished doctoral thesis, University of Leeds, 2017)