EMBLEMATICA

Guidelines for Book Reviewers

January 2023

Thank you for agreeing to review one or more books for *Emblematica*. The work of our reviewers is extremely important to the emblem studies community, whose members depend on the reviews, and we are grateful to you for your contribution. These guidelines are intended to assist you in preparing your review for publication, not to answer every possible question! Inquiries about matters not covered in what follows may be addressed to the Reviews Editor, and suggestions for improving these guidelines are always gratefully received.

GENERAL

Emblematica follows the latest edition of *The Chicago Manual of Style* in most respects. The following guidelines, however, should suffice for most purposes and should cover the great majority of cases encountered by reviewers. This style guide is based on our style sheet for authors, which owes much to those of *Renaissance Quarterly* and *Modern Language Quarterly*, and the editors' debt to the authors of those guides is hereby gratefully acknowledged. In all doubtful cases, please consult the Reviews Editor for guidance.

Because *Emblematica* is an annual, we often publish a substantial number of reviews, and it may take some time between submission of the first draft of the review and its eventual appearance in print. There is no absolute limit on length, but very long reviews may be shortened by the editors or returned to the reviewer for shortening. A useful rule of thumb is that even reviews of substantial and important volumes should not normally exceed ca. 3,500 words, and most reviews should not exceed 2,500 words in length. Exceptions should be discussed in advance with the Reviews Editor.

DEADLINES

When you are approached by the Reviews Editor, please consider whether you are in a position to submit your review in time for inclusion in the next volume of *Emblematica*. The Editor will be able to advise you how long you can take, but it is usually expected that you will return the review to us within three months following receipt of the volume or volumes that you have agreed to review. The book will normally be shipped directly to you by the publisher, and it is of course yours to keep once you have submitted the review.

NEGATIVE REVIEWS

Critical comment is normal, and you should not feel compelled to offer only positive opinions or to shy away from pointing out shortcomings in the volume or volumes you have agreed to review. In rare cases, however, it may happen that you form an entirely and strongly negative opinion of a volume that you have agreed to review sight unseen. In such cases, *Emblematica*'s normal policy is to refrain from publishing a review; please advise the Reviews Editor that the volume does not merit review in your opinion, and include a short statement outlining your reasons for having reached this conclusion and the basis for those reasons so that the Editor may advise the publisher appropriately.

Author's right of response

Occasionally, an author may ask *Emblematica* for an opportunity to reply to a reviewer's comments. In such cases, our policy is to publish the author's rejoinder together with any additional response that the reviewer may wish to make. If this happens in the case of your review, the Reviews Editor will send you the author's response and will offer you an opportunity to make whatever additional comments you wish. The correspondence is then considered closed, and no further rejoinders will be published.

FORMAT OF REVIEWS

Please submit the text of your review in a standard word processing format: Microsoft Word (preferred), RTF, WordPerfect (acceptable, but more problematic). Images are not normally included in reviews. Please follow the guidelines below, but as a general rule, the less paragraph formatting, the better. Instructions on formatting citations and the list of works cited follow later in these guidelines.

All reviews should include the author's name and institutional affiliation immediately after the text, on separate lines, as they should appear in *Emblematica*. Independent scholars should omit the affiliation.

Title and bibliographic information for the work being reviewed

Please preface your review with the following information: Full names of authors or editors as they appear in the volume; complete title; series and number (if any); place of publication; publisher; date; number of pages (including front matter); ISBN; price. The following examples are typical.

ALISON ADAMS, STEPHEN RAWLES and ALISON SAUNDERS. *A Bibliography of Claude-François Menestrier: Printed Editions, 1655–1765*. Geneva: Droz, 2012. Pp. lvii + 516. ISBN 978-2-600-01526-4. $122.40.

SIMON McKEOWN, ed. *Otto Vaenius and His Emblem Books*. Glasgow Emblem Studies 15. Glasgow, 2012. Pp. 316. ISBN 978-0-85261-932-2. €35.50.

ANDREA ALCIATO. *Andrea Alciati Emblematum liber, Augustae Vindelicorum 1531. Emblematum libellus, Parisiis 1534*. Trans. by Hiroaki Ito. Tokyo: Arina Shobo, 2010. Pp. 542. ISBN 4-7566-0063-8. ¥7200.

GENERAL FORMATTING CONSIDERATIONS

Please keep the formatting to a minimum, and respect the following to the extent possible:

1. Please use single spaces following full stops (including between sentences);

2. Please use only one carriage or paragraph return between paragraphs (do not insert an extra paragraph return to create extra space);

3. Please do not indent the first line of paragraphs using a tab; *Emblematica* house style does require indents, but these will be added automatically to the final text;

4. Please do not worry about justifying text or attempting to duplicate *Emblematica*'s paragraph or character styles, and please do not use fancy fonts (use a common word processing font whenever possible, such as Time or Times New Roman); we will handle the final formatting, and the less there is in the submission, the better;

5. Once the page layout of the review is complete, a PDF proof copy will be forwarded to you for final checking. **Please be very careful to read the proof in detail to ensure that nothing has been lost in the process of preparing it for publication (missing italics are a common problem, for example). Note that minor differences between the proof copy and the final published copy may result from the copy editing process.**

ABBREVIATIONS AND ACRONYMS

Abbreviations should generally be avoided except in footnotes and citations. Except for those in most common usage, acronyms should be introduced parenthetically following the first use of the term they designate:

> Largely thanks to the Text Encoding Initiative (TEI), the use of the Standard Generalized Markup Language (SGML) is now widespread.

Abbreviations in frequent use include the following: cf., chap. (chaps.), ed. (eds.), e.g., esp., et al., etc., fol. (fols.), i.e., intro., l. (ll.), n. (nn.), pt. (pts.), rpt., sec. (secs.), ser., s.v., sig., trans., vol. (vols.). Note that i.e. and e.g. are always followed by a comma. For foliated works, please use "r" and "v" (not superscripted) to designate recto and verso.

NB: Ampersands (&) in citations (including those in footnotes) and in the list of works cited should be expanded to their equivalent in the language in which they appear; those appearing in quoted material may be left intact.

WORDS AND PHRASES IN LANGUAGES OTHER THAN ENGLISH

All words and short passages in foreign languages, other than those in most common use among readers of *Emblematica*, such as *pictura*, should be translated in square brackets, without quotation marks, immediately after the original language the first time they are used, e.g., *coram papam* [in the presence of the pope]. Subsequent quotations of passages already translated should omit the translation. Long passages should normally be translated in the text and quoted in the notes. Very long passages will be converted to appendices, though such are seldom if ever found in the reviews. In the notes, quotations in non-Roman alphabets should not be transliterated. **For quoted material in Latin, abbreviations and contractions should be spelled out and modern conventions followed for such letters as I/j, u/v, w/vv, etc.** Use modern punctuation and capitalize proper names even when lowercased in the original.

Italics are not used for place names (S. Maria Gloriosa dei Frari), proper names (François I), or quotations in foreign languages that are longer than two words. Thus: *mamma mia* vs. "mamma mia carissima." The technical terms *pictura*, *subscriptio* and *inscriptio* should be italicized, as should *impresa*; so should their plurals. Note that foreign words and expressions in common English use (e.g. per se, dictum, savoir faire) should be left in Roman type.

Non-Roman fonts

For material in non-Roman fonts (e.g. Cyrillic, Greek) or requiring special characters (such as Eastern European or Baltic languages), *please use a Unicode font wherever possible*: this should obviate most problems, but it is nonetheless prudent to include a PDF or scanned photocopy of your submission, showing how the text should appear. Quotes in non-Roman alphabets, even brief ones, should not normally be enclosed in quotation marks.

Place names

Emblematica uses English versions of place names whenever possible, e.g. Lyons, Antwerp, The Hague rather than Lyon, Anvers, Den Haag. In the case of volumes published simultaneously in more than one country, we use only the place of the publication of the edition consulted. Potentially ambiguous place names should be disambiguated, e.g. London (ON), Cambridge (MA).

Names of persons

Emblematica avoids Latinized names of persons unless they are widely accepted as the standard form, and generally prefers the original vernacular spelling. We therefore use "Alciato" rather than "Alciatus" or "Alciati," "Gessner" in preference to "Gesner" or "Gesnerius," and "Henri II" instead of "Henry II" (for the Valois monarch). Where an English version of a name has become standard, however, we use it; we would therefore prefer "Philip II" (of Spain) to "Felipe II." In all cases of doubt, please consult the Reviews Editor.

SPELLING AND PUNCTUATION

Emblematica uses American (US) spelling and punctuation; its preferred reference dictionary is *Merriam-Webster's Eleventh Collegiate*. Most notably, this means that:

1. "-our" words are spelled "-or" (author, honor, behavior); we use "-ize" rather than "-ise" (authorize, categorize, etc.); we use one "l" in some cases where UK usage has two ("traveling" vs. "travelling"); **please set your spelling checker to "US English"** to help minimize problems;

2. Double quotes (" ") are used for inline quoted material, titles of articles and the like;

3. Single quotes (' ') are used for quoted material appearing within double quotes;

4. Punctuation appears *within* quotes rather than outside, as in UK and European usage. Note, however, that normal sentence punctuation follows parenthetical citations;

5. Authors may indicate an em-dash or en-dash using two hyphens (--) or one (-) respectively; please note that we do not leave space either before or after an em-dash.

Serial Commas

Emblematica uses the serial (or Oxford) comma to separate the second-to-last from the last item in a set of three or more.

> While applied emblems have long been a staple of emblematic research beyond the book, these papers offer fresh perspectives contextualizing the emblematic decorations within the liturgical, medical, and political settings of heretofore little studied edifices.

Ellipsis

Ellipsis is rarely necessary at the beginning or end of a quotation (which is obviously a part of a whole) but is obligatory within the body of quoted material to indicate omission. Ellipsis points should be dots (periods or full stops) separated by non-breaking spaces (. . .). These spaces can be inserted in Microsoft Word by means of Ctrl-Shift-Spacebar. A period (full stop) plus a non-breaking space precedes an ellipsis at the end of a sentence (or lengthy title) or between sentences, even in cases where the conclusion of the first sentence is omitted (. . . .). The "single character ellipsis" (…) should be avoided, as should full stops separated by ordinary spaces, which will break at the end of a line.

Numbers and dates

The numbers one through twenty are spelled out in the text except in dates, page numbers, and when used to refer to parts of books: "one chapter deals with" vs. "chapter 1 deals with." Cardinal and ordinal numbers higher than twenty should appear as numerals. Note, however, that a number appearing at the beginning of a sentence should always be spelled out in full.

Inclusive numbers

1. If the first number is less than one hundred, the second number is cited in full: 1–2, 7–58, 93–194.

2. If the first number is one hundred or a multiple of one hundred, however, use all digits in the second number: 100–122, 400–737, 1500–1739.

3. If the first number is 101 through 109 (in multiples of one hundred), use only the digits that change in the second number: 104–8, 507–29, 1004–5.

4. If the first number is 110 through 199 (in multiples of one hundred), use a minimum of two digits in the second number, even if only one digit actually changes: 423–24, 510–57, 599–637, 1479–1516.

Note the use of en-dashes to indicate ranges; the en-dash can usually be inserted as a "special character" (process for doing this will vary according to the software version).

Dates

Dates should be written European style: "1 January 1400." Numbers that identify centuries are spelled out; when used as an adjective, the century name should be hyphenated but not capitalized: "sixteenth-century art." The Italian centuries' names are capitalized, however: "Quattrocento," "Cinquecento."

Capitalization

For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if*, *because*, *that*, etc.). Articles (*a*, *an*, *the*) should appear as lowercase, as should coordinating conjunctions (*and, but*), and prepositions (regardless of length). The *to* in infinitives and the word *as* in any function are also lowercased.

Capitalization for languages other than English should follow generally accepted rules for the language in question.

Gender-specific language

Gender-specific language should be avoided in generic statements: use "Renaissance people" (not "Renaissance men"); "humanity" (not "mankind"); "ingenious authors will find elegant solutions to their problems" (not "an ingenious author will find elegant solutions to her problem"); and so on.

QUOTED MATERIAL

*Emblem titles or mottoes (*inscriptiones*)*

Emblem mottoes (*inscriptiones*) originally in uppercase, regardless of language, should be converted to sentence case (i.e., with the first letter in uppercase), should be enclosed in double quotes, and should follow normal capitalization rules for the language in question. *Inscriptiones* not in English should be translated, with the translation following immediately in square brackets.

Prose quotation

Short prose quotations (of less than a sentence, or less than a couple of lines) should be inserted inline into the text, enclosed in double quotes. Longer prose quotations should be inserted as a separate paragraph, with no enclosing quotation marks.

Verse quotation

Short verse quotations (1-2 lines) should be inserted inline, enclosed in double quotes and with lines separated by a solidus with a space on either side of it (/); breaks between stanzas can be indicated by a double solidus (//). Longer verse quotations should be inserted as separate lines, with each line followed by a paragraph return.

Quotation of secondary sources

Extended quotation of secondary sources should be avoided in reviews. Where reference to secondary sources is unavoidable, please include the full reference in the list of works cited (see below) and direct readers to the appropriate reference by means of an inline parenthetical citation, ensuring that you include only enough information to be unambiguous, e.g., "(Drysdall, 192–94)" or, if you refer to more than one work by a single author, "(Drysdall 2007, 207-9)" or "(Drysdall 2010b, 300)".

THE LIST OF WORKS CITED

If there is a list of works cited, it should be preceded by the words "Works Cited" on a separate line, flush left. Works should be listed alphabetically by author. *Emblematica* uses word-by-word alphabetization for the list of works cited. In other words, compound names are treated as if they were composed of separate words rather than as a single unit. **When more than one work by an author is listed, the works should**

appear in chronological order, with the earliest listed first, and subsequent entries preceded by five underscores, a full stop (period) and a space (see an example below under "Multiple entries for an author"). If the author is unknown, list by title. List primary and secondary sources together in a single list. Format for citations in the list should respect the following examples (see above under "inclusive numbers" for the format of numbers designating a range of pages). **A comprehensive guide to references may be found in the style sheet for authors, which is available on request, but will not normally be needed by reviewers.**

PLEASE ADDRESS ALL REVIEWS to submissions@emblematicajournal.com.

Created February, 2014 by David Graham
Updated January, 2023 by Pedro Germano Leal and Tamar Cholcman