

## ***Rhetorica* Guidelines for Manuscript Preparation**

Manuscripts submitted to *Rhetorica: A Journal of the History of Rhetoric* should be original and not be under consideration elsewhere or previously published in whole or part without acknowledgement in the manuscript. More generally, *Rhetorica* endorses *The European Code of Conduct for Research Integrity*, rev. ed. (Berlin: ALLEA—All European Academies, 2017; <https://allea.org/code-of-conduct/>) and expects that all submissions are compliant with the principles of this *Code*.

The identity of authors is concealed from evaluators of manuscripts; therefore, each submission should include a separate title page containing the title of the essay and the author's name, mailing address, email address, and phone number. Besides the title and the author's name, this page should not contain information that would form part of the published article envisioned in the manuscript. The author's identity should not otherwise be revealed in the manuscript (third person references to the author's published research may be revised once a manuscript is accepted for publication). The essay title should be repeated on the first page of the text of the manuscript.

Manuscripts, including text, quotations, and notes, must be double-spaced throughout and generally should contain 8,000 to 12,000 words, including notes. Authors are responsible for verifying all quotations, citations, and references in the manuscript before submission. Quotations must be collated word-by-word with source texts. Sources and locations of citations in source texts must be confirmed. Documentation of facts of publication for all works cited in must be scrutinized for accuracy and completeness. Authors are responsible for correct spelling, capitalization, punctuation, and end-of-line word divisions at every stage of the publication process.

Prior to final acceptance of any article for publication in *Rhetorica*, the author will need to ensure it conforms to these guidelines. The guidelines are an implementation of *The Chicago Manual of Style*, 17th ed. (Chicago, IL: University of Chicago Press, 2017; hereafter CMOS), and for any matter of documentation not addressed in particulars presented here, CMOS serves as the authority.

1. Authors must compose manuscripts in one of the following languages: English, French, German, Italian, Latin, or Spanish. However, authors may discuss and quote texts written in any language for which there exists a Unicode script (see <https://unicode.org/standard/supported.html>)
2. Typescripts should be double-spaced with margins justified left (with certain exceptions for quotations and notes containing languages that are printed from right to left). *All documentation of sources must be presented exclusively in notes.* Notes should be formatted as endnotes in the manuscript. The beginning of the first paragraph in each section of the manuscript is not indented. Paragraphs thereafter are indented (using tabs, not spaces). Use Times or Times New Roman 12 throughout the manuscript.
3. All manuscripts are to be uploaded through ScholarOne Manuscripts at the following URL: **<https://mc.manuscriptcentral.com/ucpress-rh>**.
4. Include an *abstract* at the beginning of the manuscript of about 100 words. For purposes of submission, the language of abstracts should match the language of the article.
5. Include a limited number of *key words* at the beginning of the manuscript. The language of these key words should match the language in which the manuscript is composed.

6. Acknowledgments of all sorts should be placed in an unnumbered note preceding all the regular, numbered notes.

7. If your manuscript includes a non-Latin script (e.g., polytonic Greek or Arabic), submit the text with that script in Unicode. If your manuscript includes a Latin script with diacritics or any non-Latin script, accompany your submission with a complete manuscript in PDF.

8. Long quotations should be printed as separate, fully indented paragraphs (without quotation marks), set off from the surrounding text by one empty line before and after the quotation. Short quotations (fewer than 100 words) should be inserted within paragraphs of the text and enclosed by double quotation marks. Short phrases transliterated in Latin script from languages that employ non-Latin scripts should be italicized (at least in their first instance, CMOS 11.75). Transliterations of Arabic, Chinese, Japanese, Hebrew, Russian, South Asian languages, and classical Greek should conform to the specifications set out by CMOS (11.71–111). (Note especially that classical Greek transliterations require macrons over the letters representing eta [ē] and omega [ō].) For other non-Latin scripts, authors should document the source for transliteration principles used in their manuscripts.

9. Authors may quote either in translation or in the original language, depending on the point they are making. However, when consultation of primary sources is important for the argument, the primary source should be provided in the original language. Original language quotations must be accompanied by translations either immediately following the quotation in the text or in a note. Where notes contain passages in the original language, a translation must appear in the note as well. If translations are created by the author, this fact must be specified, either globally or case by case. If translations are not created by the author, the translator must always be identified in documentation. Italics (not underlines) should be used for titles of books, periodicals, works of art, and short phrases in foreign languages.

10. Notes should be confined mainly to documentation of references and quotations. Use the normal endnote feature of your word-processing program. Manuscripts in Microsoft Word are preferred, but any software that has an endnote feature and can be translated into Microsoft Word is acceptable. Bibliographical references should be given in full (except for published page ranges) in the first note where a work is mentioned. In subsequent notes, that work may be referred to in a shortened, but clear form. Immediately following a full or shortened reference to a single source, references *to that source* may be transacted by placing page numbers in parenthesis (CMOS 13.66, 14.34)

11. Places of publication must be documented for all books. Publishers must be documented for books from 1900 onward (CMOS 14.128). However, it is permissible and often preferable to include publisher names for books published before 1900. Titles of journals and series must be presented in full.

12. Avoid using *ibid*, *idem*, *op. cit.*, or *loc. cit.* in notes or parenthetical citations (CMS 14.34-36).

13. Notes should very rarely include cross-references to page numbers or note numbers in the manuscript. When employed, cross-references must be assiduously verified in article proof sheets by the author (CMOS 14.28).

14. Do not use “quoted in” (or secondary source) citations except when absolutely necessary and, then, only with scrupulous attention to full documentation of both the original source as well as the secondary source that provides information about the original source (CMOS 14.260). “Quoted in” is necessary when the original source no longer exists (e.g., a manuscript lost or destroyed) or the original source is very difficult to access (e.g., a pamphlet in a private collection or an article in a journal available only in a few libraries worldwide).

15. The following are departures from CMOS that are observed in the *Rhetorica* Guidelines:

(a) In references to books, after all places of publication, provide an abbreviated indication of the appropriate state or country of the place; e.g., Berlin, DE; Cairo, EG; Cambridge, GB; Copenhagen, DK; Geneva, CH; Kyiv, UA; Leiden, NL; Madrid, ES; New York, NY; Paris, FR; Rio de Janeiro, BR; Rome, IT; Leiden, NL (for alpha-2 country codes, see <http://www.iso.org/obp/ui/#search>).

(b) In references to multi-volume books where a volume number and colon precedes a page number or a page range, insert a space after the colon: e.g., 1: 110; 5: 421–422.

(c) In references to inclusive numbers, use complete, not abbreviated numbers; e.g., 101–108; 321–328; 808–833; 1103–1104; 12991–13001.

16. Documentation of sources cited for the first and subsequent times should be composed consistent with the following samples:

*Journal Article*

Sophie Gotteland, “Le Contre Timarque d’Eschine: prolégomènes à un Art rhétorique?” *Rhetorica: A Journal of the History of Rhetoric* 39, no. 4 (Autumn 2021): 410–11, <https://doi.org/10.1525/rh.2021.39.4.410>.

Gotteland, “Le Contre Timarque,” 410–11.

*Chapter in a Single-Authored Book*

Salvador Mas Torres, “Más sobre política: cuestiones retóricas,” in *Epicuro, epicúreos y el epicureísmo en Roma*, Artes y humanidades (Madrid: Universidad Nacional de Educación a Distancia, 2018), 414.

Mas Torres, “Más sobre política: cuestiones retóricas,” 414.

*Chapter in Multi-Authored, Edited Book*

Dietmar Till, “Nach der Topik. Zur Lehre von der Invention im 18. Jahrhundert,” in *Pitbanologie: Exemplarische Studien zum Überzeugenden*, ed. Michael Pietsch and Markus Mülke, Rhetorik—Forschungen 23 (Berlin: De Gruyter, 2020), 269.

Till, “Nach der Topik,” 269.

*Edition of Primary Text*

Gualtiero Calboli, ed., trans., comm., “Prolegomena,” in *Cornifici seu Incerti Auctoris Rhetorica ad C. Herennium*, 3 vols., Sammlung wissenschaftlicher Commentare (Berlin: De Gruyter, 2020), 1: 110.

Calboli, “Prolegomena,” 1: 110.

*Translation*

David C. Mirhady, ed. and trans., introduction to *Rhetoric to Alexander*, in Aristotle. *Problems, Volume II: Books 20-38. Rhetoric to Alexander*, ed. and trans. Robert Mayhew, David C. Mirhady, Loeb Classical Library 317 (Cambridge, MA: Harvard University Press, 2011), 451.

Mirhady, *Rhetoric to Alexander*, 451.

*Single-Authored Book*

Rita Copeland, *Emotion and the History of Rhetoric in the Middle Ages*, Oxford Studies in Medieval Literature and Culture (Oxford: Oxford University Press, 2021), 134.

Copeland, *Emotion and the History of Rhetoric*, 134.

*Manuscript*

Carrie Chapman Catt, “The Woman's Century, 1820–1920,” 9 June 1936, Carrie Chapman Catt Papers, Manuscript Division, U. S. Library of Congress, 2.

Catt, “Woman’s Century,” 2.

17. Miscellaneous

15 December 1416

1570s

BCE and CE (small caps, no periods)

Double quotation marks, then single within double.

Spaces between initials: C. S. Peirce.

For “see” in note references, please use the full word of the language in which the manuscript is composed; do not use v. or its equivalent.

Empty space before and after three-dot ellipses, thus x . . . y.

Commas and periods within quotation marks, thus “abc,” and “abc.”

Commas after the penultimate member of a series before the ultimate, thus a, b, and c.

18. Along with the final, accepted version of your manuscript, please submit accurate name, address, and contact information as you would like it to appear in the contributor list.

19. The editor reserves the right to edit for style, sense, accuracy, and completeness.

Last Updated June 2022