

Crusades: Guidelines for the Submission of Papers

The editors ask contributors to adhere to the following guidelines. Failure to do so will result in the article being returned to the author for amendment, or may result in its having to be excluded from the volume.

1. Submissions. Submissions should be sent as email attachments to one of the editors (contact details below). Papers should be formatted using MS Word, double-spaced and with wide margins. Times New Roman (12 pt) is preferred. Remember to include your name and contact details (both postal and email addresses) on your paper. If the author is not a native speaker of English, it is their responsibility to have the text checked over and polished by a native speaker prior to submission.

2. Peer Review. All submissions will be peer reviewed. The manuscript will be scrutinized by the editors and sent to at least one outside reader. Decision on acceptance or rejection of the submitted article will normally be made by the editors after two rounds of revision.

3. Length. Normally, the maximum length of articles should not exceed 6,000 words, not including notes. The editors reserve the right to edit papers that exceed these limits.

4. Notes. Normally, notes should be REFERENCE ONLY and placed at the end of the paper. Number continuously.

5. Style sheet. Please use the most recent *Speculum* style sheet (see: <http://www.medievalacademy.org/?page=stylesheet>). This sets out the format to be used for notes. Please note that this is not necessarily the same format as has been used by other edited volumes on the crusades and/or the Military Orders. Failure to follow the *Speculum* format will result in accepted articles being returned to the author for amendment. In the main body of the paper you may adhere to either British or American spelling, but it must be consistent throughout the article.

6. Language. Papers will be published in English, French, German, Italian and Spanish.

7. Abbreviations. Please use the abbreviation list on pp. vii–ix of this journal.

8. Diagrams and Maps should be referred to as figures and photographs as plates. Please keep illustrations to the essential minimum, since it will be possible to include only a limited number. All illustrations must be supplied by the contributor in camera-ready copy, and free from all copyright restrictions.

9. Italics. Words to be printed in italics should be italicised if possible. Failing this they should be underlined.

10. Capitals. Please take every care to ensure consistency in your use of capitals and lower-case letters. Use initial capitals to distinguish the general from the specific (for example, “the count of Flanders” but “Count Philip of Flanders”).

11. Summary of Article. Contributors will be required to provide a 250 words summary of their paper at the start of each article. This will be accompanied by the author’s email address. The summary of the paper is to be in English, regardless of the language of the main article.

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