

CLAVIS

STYLE GUIDE

GENERAL STYLES:

Font:

Articles should be submitted in 12 pt Times New Roman.

Spacing:

Single Space.

Margins:

1" on Left, Right, Top, and Bottom.

Dating Conventions:

Use BCE and CE, not BC/AD, unless in a source document that uses them.

Punctuation: Quotation

Use British style punctuation: commas and periods after single quotes. Double quotes only for quotes within quotes. No quotes are used on extracts unless something else is being quoted within the extract itself.

Inclusive numbers:

Follow *Chicago Manual of Style Vol 16*:

1 through 99, use all digits: 3-10, 71-72, 96-117

100 or multiples of 100, use all digits: 100-104, 1100-1113

101 through 109/201 through 209 etc., use changed part only: 101-8; 203-8; 1103-4

110 through 199/210 through 299, use two or more digits as needed: 321-28; 11564-615

But, if three digits change in a four digit number, use four: 1496-1504; 2787-2816

Ibid. is deployed, but only when there is only one source in the previous footnote, and it is not italicized.

CITATION STYLES:

CLAVIS does not publish bibliographies; all citations must be embedded into the footnotes, not endnotes, with full information upon first citation. Every instance thereafter should be author last name, shortened title, and page reference (if needed).

Footnote marks are placed on the outside of all punctuation, *preferably at the end of a sentence*. The following exception is acceptable, but the mark is placed outside the comma:

The spirit of Satan then enters Judas,¹ who goes to the temple priests, and for thirty pieces of silver agrees to betray Jesus by identifying him.

BOOKS:

1. Andrew Chumbley, *The Azoëtia*, Xoanon, 2002, p. 22.
2. Friedrich von Spee, *Cautio Criminalis*, 1631.

SELECTION (ESSAY OR ARTICLE) IN A BOOK:

3. Andrew Chumbley, 'Gnosis for the Flesh Eternal', *Opuscula Magica II*, Three Hands Press, 2011.
4. Gustav Henninsen, 'The Ladies from Outside': An Archaic Pattern of the Witches' Sabbath', pp. 76-99, in Bengt Ankarloo and Gustav Henninsen, eds., *Early Modern European Witchcraft: Centres and Peripheries*, 1993.
5. Henry Corbin, 'Mundus Imaginalis, or the Imaginary and the Imaginal', pp.1-33, in *Swedenborg and Esoteric Islam*, Swedenborg Foundation, 1995.

JOURNAL ARTICLES:

6. Gustav Henninsen, 'The White Sabbath and Other Archaic Patterns of Witchcraft', *Acta Ethnographia Adademiae scientarum Hungaricae* 27 (1991/92): pp. 293-304.
7. Gustav Henningsen, 'The Witches Flying and the Spanish Inquisitors, or How to Explain (Away) the Impossible', *Folklore* 120, no. 2 (April 2009): pp. 57-74; p. 66.

BIBLE

8. Luke 22:3
9. Mark 3:13-19.

If the specific translation/edition of the Bible is important, indicate full work upon first citation, then use above style throughout.

MANUSCRIPTS

Author, *Title*, Location, Year. And (if applicable) library ID number and source library, as in:

10. *Archivo histórico Nacional Inquisición* doc. Lib. 900 518r-27r, *relación del auto* 13.2.1628, no. 37.

PERSONAL COMMUNICATION:

11. William Kiesel, pers. comm., 12/21/2012.

SUBSEQUENT CITATIONS:

12. Chumbley, *The Azoëtia*, p. 22.
13. Henninsen, 'The White Sabbath', p. 304.
14. Corbin, 'Mundus Imaginalis', pp.23-33,

CITING WORKS INSIDE A NARRATIVE CITATION:

Use parentheses, as in:

15. For example, the revelatory Dream-Sabbaths of Bavaria (W. Behringer, *Shaman of Oberstdorf: Chonrad Stoekhlin and the Phantoms of the Night*, 1998) and the present-day Corsican cult of the nightwandering *mazzerei* (D. Carrington, *The Dream-Hunters of Corsica*, 1995).

FIGURES:

At the end of the caption: Artist/Author First and Last Name, *Title*, Year, as in:

Paco Dietz, *Hole*, 2012.