

TENSO STYLE SHEET AND EDITORIAL PROCEDURES

Authors are advised of the following rules observed by *Tenso*.

Authors whose manuscripts are accepted for publication must be current members of the Société Guilhem IX. You may join the Société upon acceptance of the submission.

Tenso accepts manuscripts submitted by e-mail only. Manuscripts should be double-spaced throughout, including notes and quotations. Quotations should be given in the original language. Troubadour lyrics should be identified by Pillet-Carstens (PC or BdT) number. In general, submissions should not exceed a maximum length of 5000 words (roughly 20 pages); longer submissions will be considered. Submissions should be sent by email to:

Dr. Wendy Pfeffer
Editor-in-chief, *Tenso*

pfeffer@louisville.edu

Evaluation of submissions is blind. Your name and institutional affiliation should NOT appear on any page of the manuscript itself. In the text of your submission email, provide the complete title of the submission, abstract, keywords, your name, institutional affiliation, mailing address and e-mail address; the submission, as a Word attachment, should not include identifying information.

Articles may be written in any European language using the Latin alphabet; authors are strongly encouraged to use the language in which they are most comfortable. Quotations in medieval languages and in Occitan should be translated into the language of the article. Translations should be placed immediately after the original text, e.g.:

Prop las aygas Babilonicas
Grans arrius de lermas gitauan
Nostas amna melancholicas,
Quant de Syon s'arrecordauan:

[Près des eaux de Babylone / grands ruisseaux de larmes jetaient / nos âmes mélancoliques, / quand elles se souvenaient de Sion]

Submissions should be submitted in MicroSoft Word or .rtf format. All illustrations, musical examples, and additional material should also be in electronic format. For illustrations, *.jpg, at minimum resolution of 600dpi, is recommended; *.pdf is acceptable. Authors are responsible for obtaining permission for use of any copyrighted image. If any special features, typefaces, or graphics are used, submit a .pdf version of the submission as well as a *.doc or *.docx version.

An abstract of the article (see below) will appear on the first page, after the title and before the first paragraph.

Footnotes are placed on each page of the article. Please use a “footnote utility” to generate the notes. The list of “Works Cited” should follow the article. *Tenso* uses the MLA format for citations, a format that seeks to reduce endnotes to a minimum. Footnotes are not for simple page or citation references, which should be placed within the text, in parentheses. See models below.

An entry in the list of “Works Cited” should be as complete as possible; every author mentioned in the article should appear in the list of cited works (again, MLA format). For any book, at the minimum, provide author’s last and first name, full title of work cited, place of publication, name of publisher and date of publication. For any article, provide author’s last and first name, title of article in quotation marks, full name of the journal, volume number, year of publication, and inclusive pages of the article. Book chapters should provide full bibliographic information for the entire work, as well as the specific pages of the article referenced. The “Works Cited” should be listed in alphabetical order, author by author and then title by title. See examples below.

Tenso uses the North American style of punctuation placement. These rules are especially true for articles written in English.

- There should be no space before a colon or semi-colon or before any final punctuation, e.g.: Cahors: Editions Louve, 2005. Another example: Is Guilhem the seventh or the ninth?
- Final punctuation marks stay within quotation marks, e.g.: Flamenca asks, “What is the matter?”

Example of an in-text citation, with related reference in Works Cited:

Ginouillac considers the cross, “une rosace singulière,” noting that he has more questions than answers (9).

Work Cited

Ginouillac, Raymond. *La croix occitane: Histoire et actualité*. Réalmont: Institut d’Études occitanes du Tarn, 2004.

Examples of punctuation within quotation marks. Note placement of commas, periods and question marks:

Paden, William D. “What Singing Does to Words: Reflections on the Art of the Troubadours.” *Exemplaria* 17.2 (2005): 481-506.

Paterson, Linda. “Y a-t-il une identité occitane au moyen âge?” *Récits d’Occitanie: Actes du colloque, Aix-en-Provence, 4 et 5 mai 2001*, eds. Jean-Claude Bouvier and Jean-Noël Pelen. Aix-en-Provence: PU Provence, 2005. 17-28.

Schulze-Busacker, Elisabeth. “‘En aquels bels jardins,’ les jardins fleuris dans la poésie médiévale occitane.” *France latine* 140 (2005): 7-30.

Tenso uses the North American style of italicization.

- Titles of short works (*cansos*) appear within quotation marks without italics; longer works (titles of *novas*, grammar texts, romances, and other narratives) are italicized.
- Technical terms such as *canso*, *cobla*, *comjat*, *domna*, *sirventes*, *vida* can be in italics.
- Neologisms and new or special words are in quotes. Quotation marks can be used to highlight a special use of a word and when referring to a word as a word. E.g. Les Toulousains préfèrent l’orthographe *Godoli*.
- Titles of doctoral dissertations that have not been formally published are not italicized.

Capitalization should follow the rules specific to the language of the text. Specifically:

- In English, proper names and proper nouns are always capitalized. In titles, all nouns, pronouns, verbs, accompanying adjectives and adverbs are capitalized. Other than as the first word of a title, prepositions are not capitalized. If citing a work in French or in Occitan, use the French rules of capitalization for that work.
- In French, proper names and proper nouns are always capitalized. In titles, the first word is always capitalized. If the first word is an article or other determiner, the first noun and any adjectives that precede it are capitalized.

DETAILS PARTICULAR TO *TENSO*

Please provide an abstract of your submission, roughly 100 to 120 words long, describing the topic of the article. Provide a synopsis of the article’s topic, problem, or question (one or two sentences), followed by an overview of the argument, findings, and conclusions (one or two more sentences). Also provide a short and targeted list of keywords. Be sure the keywords appear in the abstract.

Articles published in *Tenso* will have two abstracts, one in the language of the article, a second in another language, to be determined by the Editor and dependent on the language of the article. The assumption is that there will be an abstract in the language of the article, and an translation of that abstract, either into English or into another major research language in the discipline (most often French).

Manuscript sigla should be noted with italics: . . . in *I* and *K* . . .

Ordinal numbers in English should be spelled out in full: thirteenth, not 13th

Ordinal numbers in French can be abbreviated: XIIIe or treizième, but not XIIIème, 13ème nor 13e; avoid using superscript.

Provide Pillet-Carstens (PC) or BdT numbers whenever possible, to help readers identify lyrics being discussed: Gaucelm Faidit, in “Si tot m’a tarzat mon chan” (PC 167,53), suggests. . .

Titles of lyrics are placed within double quotation marks, “Lanquan,” and are not italicized. Longer works, e.g. *Flamenca*, are italicized.

The texts of quotations in Occitan are not italicized: Guilhem affirme toutefois, “qu’ie.n sai gensor et belazor / e que mais vau” (PC 183,7, vv. 35-36).

Use a forward slash, i.e. /, to mark line divisions of poetry not typeset as such. For example: “Ab tant se n’eis a son uis clau / sobre’l luntar torna la clau.”

English quotation marks (“ ” and ‘ ’) are used, regardless of language of the text. Avoid use of French *guillemets* (« »).

Tenso uses the serial (Oxford) comma before the word *and*, e.g.: one, two, and three.

Tenso does not shorten numbers in page ranges, e.g. 310-356, nor in date ranges, e.g. 1824-1867.

When in doubt about a modern author’s name, check a major library catalogue (Library of Congress or Bibliothèque nationale de France) to see how these institutions list the individual.

Capitalization should follow the rules specific to the language of the text. Specifically:

In English, proper names and proper nouns are always capitalized. In titles, all nouns, pronouns, verbs, accompanying adjectives and adverbs are capitalized. Other than as the first word of the title, prepositions are not capitalized. If citing a work in French or in Occitan, use the French rules of capitalization for that work.

In French, proper names and proper nouns are always capitalized. In titles, the first word is always capitalized. If the first word is an article or other determiner, the first noun and any adjectives that come before it are capitalized. If the title consists of two words or phrases of equal value, they are considered "co-titles" and each one is capitalized according to the above rules.

In practice, capitalization rules do vary.

When citing online sources, place the URL (the e-address) between angle brackets, e.g. <www.guilhem-ix.org/>. It is not necessary to begin the URL with *http://* if the letters *www* follow. In the list of works cited, include the date the URL was most recently accessed, using the format of “day month year,” e.g. 6 June 2015. For articles published online, in the List of Works Cited, indicate number of paragraphs or pages, if this information is readily available.

TENSO ACCEPTS THESE ABBREVIATIONS:

- ms. = manuscript (note lower case)
- mss = manuscripts (note lower case)
- f. = folio
- ff. = folios
- v. and vv. = vers
- l. and ll. = line(s)
- BnF = Bibliothèque nationale de France
- PC = Pillet-Carstens
- BdT = Bibliographie des Troubadours

When in doubt about using an abbreviation, spell the word in full.

When questions arise, *Tenso* follows the rules established in the most recent editions of the *MLA Handbook for Writers* (seventh edition) and *The Chicago Manual of Style*. However, whereas the seventh edition of the *MLA Handbook for Writers* advises marking sources as “Print” or “Web,” *Tenso* is not so insistent.

WORKS CITED

The Chicago Manual of Style. Chicago: University of Chicago Press, 2003. Print.

Nicholls, David G., ed. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association of America, 2009. Print.