1. The journal

Founded in 1946, Scriptorium. International Journal of manuscripts studies is primarily intended for codicologists, paleographers, philologists and art historians as well as for library scholars. According to the criteria of the "European Reference Index for the Humanities", Scriptorium is classified as "Level A", the highest category for scientific journals. Published annually in two fascicles, Scriptorium contains firstly articles, notes and materials or notes of chronicles as well as detailed reviews, and secondly the Bulletin codicologique, the on-going bibliography, established in 1953 under the auspices of the International Centre of Codicology in Brussels. The notes in the Bulletin codicologique are intended to review and comment on books and articles concerning the study of ancient, medieval or Renaissance manuscripts (before 1500), both in Latin or Greek writing. 550 reviews are published in the fascicles of the Bulletin codicologique, written in four languages: German, English, French and Italian.

2. General principles

The reviews of the Bulletin codicologique are analytical and eventually critical. They focus on presenting the structure and the contribution of the book or article, with particular emphasis on manuscripts related data. Our first aim is to bring out the classification mark of the manuscripts covered by a description or a discussion. In the case of manuscript collections catalogues or editions, it is useful to report the number of manuscripts described or used and to characterize the choice or the specifics, but we will abstain from copying this lists from now on. In the case of exhibition catalogues, it may be useful to point out the manuscripts that were given detailed notes. The presence of an index of manuscripts must be mentioned, as well as the eventual presence of manuscript’s reproductions. An accurate report of the manuscript’s classification mark is of particular importance because they are included in the annual index of the journal and, cumulatively, in the online database of the website of Scriptorium (www.scriptorium.be).

3. Manuscript’s quotations

The manuscripts are quoted as follows: ms. (in singular) or mss (in plural) followed by the name of the city (in its original language, or in the language of the note for the cities
commonly translated), the name of the library in its original language (which may be abbreviated according to the conventions indicated on the journal’s website: e.g. BL for the British Library, BM for Bibliothèque municipale, StiftsB for Stiftsbibliothek, UB for Universiteitsbibliotheek ou Universitätsbibliothek), finally the full and accurate classification mark. For the last one, the collection’s name usually begins with a small letter unless if the designation comes from a proper noun (a name or a place) in which case it begins with a capital letter (as for the mss Chigi of the Vatican, for the mss Harley or Sloane of the BL in London, of the mss Rothschild in the BNF in Paris or of the various collections of Wolfenbüttel). One must be really careful with some of the particularities, such as the inclusion of the format in the classification mark for the Berlin’s, Copenhagen’s and Wolfenbüttel’s collections, e.g.

Ex. ms. Paris, BNF, lat. 1244
mss Paris, BNF, fr. 52, n.a.fr. 701, n.a.lat. 422 et Rothschild 12
Hss München, BSB, clm 442 und clm 12344, gall. 25
mss Arras, BM, 455; Würzburg, UB, m.ch.f. 20; Vaticano, BAV, Urb. lat. 501; Wolfenbüttel, HAB, Guelf. 84.5 Aug. 2° ; Zwickau, RatsschulB, IV I

For the notes in German, use Hs. and Hss.; in English and in Italian ms. et mss. The list of the most common abbreviations appears in each edition of the journal, in the beginning of the Bulletin Codicologique.

In a list of mss classification marks, the original language is used for names of cities and libraries, and we will abbreviate them using the abbreviations indicated on the website of Scriptorium: http://www.scriptorium.be/search_archival_institutions.php.

4. Monographs
Reviews of monographs can be of variable length depending on the specific interest of the book, but some brevity is required: one note counts with between half a page and two pages (one single-spaced page counts approximately 700 words and 3500 characters).

For the long reviews, it exists within Scriptorium a "reviews" section, reserved for the codicological and palaeographic major contributions and works.

Books references:

Monograph of a single author

Two or more authors (NB: use & before the last name)


Collection of articles of an author (eventually edited by others)


5. Edition or text’s translation

The name of the author edited or translated is written in small capitals in the beginning of the reference, eventually in square brackets if it is not in its original language (often in Latin) on the title page.


6. Collective volumes

Miscellanies

*Tributes in Honor of James H. Marrow. Studies in Painting and Manuscript Illumination of the Late Middle Ages and Northern Renaissance*, edited by Jeffrey F. HAMBURGER & Anne S. KORTEWEG. Harvey Miller Publishers, London-Turnhout 2006. 679 p., ill., pl., index, € 150,00. ISSN 1-905375-08-5.

Thematic collection or conference (colloquium) proceedings


For the treatment of collective volumes, two scenarios are possible:

✔ Global note

We can settle for a single note, drawing attention within this one, in the most relevant articles, in matter of content related to the mss. These articles are mentioned under their succession in the volume, preferably with their complete reference (author’s first

For items of secondary interest to the Bulletin codicologique, a descriptive mention may be enough, but we may as well ignore it.

✓ Basic (standard) note for a volume and individual notes for articles

It may be helpful to devote an individual note for various articles within a collective volume, but only if those are explicitly referred to manuscripts. In this case, the basic (standard) note describes the general content of the volume and indicates that the selected articles are mentioned under the name of their respective authors. The reference to the basic (standard) note includes the short title.


Ce volume rassemble une dizaine d’articles intéressant le monde animal dans la littérature médiévale, avec une attention particulière pour la dimension symbolique qu’ils peuvent adopter. Les contributions faisant usage de manuscrits sont recensées sous le nom de leur auteur : voir sous M. Hoogvliet, L. Houwen, 1. McNelis, R. Scheibe.


Cet article traite principalement de cinq mappemondes médiévaux, dont celles d’Ebstorf et de Hereford. L’a. y décèle l’influence des bestiaires de la ’2e famille’ (dont un bon représentant est le ms. Paris, BNF, lat. 3630).

For individual notes, make sure you won’t exceed half a page.
7. Articles in a journal

A particular aspect of the *Bulletin codicologique* is the critical revision of articles published in scientific journals. A coordination of these articles is assured in Brussels by the editor, always preoccupied by better covering the major Medieval Studies journals. The notes of the articles are generally short. 5 to 15 lines (maximum half a page) are sufficient to present the content. Again, only articles contributing in the knowledge of the manuscripts needs to be reviewed. Therefore, we will abstain to devote a note to an article concerning rural history which would be simply illustrated in a miniature reproduction; the case changes if this miniature is the subject of an analysis that identifies a specific contribution, circle or dating.


8. Catalogues

Manuscript’s Catalogue preserved in a single institution

In the beginning of the reference, one will place the name of the city in its original language and in square brackets.


9. Exhibition catalogue

As in the collective volumes, only the title of the exhibition is given in italics, with the mention of the city and the institution, the date and the duration of the exhibition; followed by the names of the editors; make sure you are careful about joint editions of institutions and publishers.

For the exhibited pieces, a catalogue often gives a detailed descriptive note accompanied by a bibliography. Since these catalogues do not always have an index, the *Bulletin codicologique* contributes by including the classification marks of the exhibited mss, that will after be included in the index of the Scriptorium, and then on the corresponding website.

We can place the catalogue number after the classification mark, but make sure you place it in brackets. Thus: Paris, BNF, n. a. lat. 307 (cat. 6).

### 10. Auction catalogue

In the beginning of the reference, place the name of the city in its original language and between square brackets.

[Sotheby’s, Monaco, samedi 28 février et dimanche 1er mars 1987], *Bibliothèque Marcel Jeanson. Première partie : chasse*, Monaco 1987. 27 cm, 515 p., ill.

[Christie’s, London, Wednesday 7 June 2006], *Valuable Manuscripts and Printed Books*. 27 cm, 253 p, ill.

### 11. Library catalogue (stock sale)

In the beginning of the reference, place the name of the city in its original language and in square brackets.

[Tenschert, Heribert, Antiquariat, Rotthalmünster 1991], *Das goldene Zeitalter der burgundischen Buchmalerei, 1430-1560*, bearbeitet von Eberhard KÖNIG (Katalog 27; Leuchtendes Mittelalter, 3). 574 S., Abb.

### 12. Sending a book review

Texts can be sent in a hard copy or on CD-ROM at the editor’s address or by email to the addresses given below, making sure, concerning any attached documents, in sending them as Word, RTF or PDF files, especially if they contains Greek characters or other languages making use of diacritics sings.

It is safer to ask for an acknowledgment of receipt (delivery receipt), to avoid losing them as unreported messages.
The address of the Bulletin codicologique’s editor:

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4 Boulevard de l’empereur.
B – 1000 Bruxelles

Courrier électronique : scriptorium@kbr.be
Copie à christiane.pantens@kbr.be et mickael.lefevre@kbr.be

website:
www.scriptorium.be

It contains cumulative indexes of manuscripts mentioned in the *Bulletin codicologique* and in the journal, the summary of the journal, a standardized list of cities and preservation institutes (and their abbreviations), an index of the review’s authors, general information about the journal, etc.