

Instructions and Style-Book for the Publication of Texts in
Corpus Christianorum (v. 1/ Aug. 03)

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Preliminary statement

- The following set of [guidelines](#) have been established with a view to making the *Corpus Christianorum* series more consistent and to comply with international academic standards in critical editions. Individual cases may require deviations from the rules. If you foresee the need for special treatment of difficulties not discussed in these guidelines, present these special cases when you submit sample pages (see [\[1\]](#)). The editorial board naturally wishes to preserve the internal coherence of any edition for the sake of clarity.
- These guidelines have been developed to meet the requirements of printing technology. It will reduce the number of corrections and changes to an edition if editors read the guidelines before submitting sample pages of their work.
- The editorial board asks all editors to acquaint themselves with the various stages of the [printing process](#).
- [CTLO](#), the Centre «Traditio Litterarum Occidentalium», is the successor in the field of Latin studies to Cetedoc. It develops the *Instrumenta Lexicologica Latina* (ILL), which accompany every edition of *Corpus Christianorum SL-CM*. This development provides the editor support in verifying and in eliminating errors. So editors are encouraged to consult the lists produced by CTLO at the earliest possible phase of their work. In order to ensure the highest possible standards of a critical edition in *Corpus Christianorum*, it is essential that editors, the editorial board and CTLO all coordinate their efforts.

Preparation of the manuscript: Guide

[1] General rules

- Before proceeding to the final draft, submit sample pages of the manuscript to the editorial board.
- The editorial board will not reach a final decision on publication until it has reviewed the final draft, including the introduction, the critical text, the apparatus and the indexes.
- After the editorial board has given its comments to the editor, it is expected that they will be considered and implemented. If the editor cannot implement them, the reasons must be given.

[2] Practical instructions

- Manuscripts must be submitted in electronic form, accompanied by a hard-copy print-out.
- Introduction, text, and the various apparatus must be in separate document files. The hard-copy format must maintain these distinctions. Do not place any apparatus on text pages.
- Uniform style for capitalization, sigla, abbreviations, punctuation etc. must be observed throughout.
- Use the formatting features of your word-processing program, such as italics, superscripts, small capitals etc., but do not try to simulate the final lay-out.
- When another character-set, such as Greek, is required, submit this character-set to the publications manager or embed the 'true type fonts', when working with Word (toolbar 'tools'/ 'Options'/ 'Save').
- When unusual characters, such as e-caudata, a horizontal bar above certain letters, etc., are needed but not available in your word-processing program, you may use codes. Alert the editorial board when submitting sample pages, and make sure that the codes are unambiguous and do not resemble codes used elsewhere.
- Punctuation: Place one space before and after a dash. Do not put a space before a period,

- comma, exclamation point, question mark, colon and semi-colon.
- Camera-ready and DTP-format are only acceptable if the editorial board has agreed to them in advance.

Introduction

[3] The introduction may be written in English, French, German, Italian, Latin or Spanish.

Contents. The introduction must contain the following elements:

[4] **A brief introduction to the author and the work**

Place the author and his work in context, but do not discuss literary, historical, or theological questions at length. If a longer discussion is necessary, present the reasons for the more developed treatment to the editorial board in the initial phase. Depending on circumstances, the board may permit a longer introduction, or even a separate introductory volume.

[5] **The manuscript tradition**

The description of the manuscript tradition is the most important part of the introduction. Discuss the relationships among the manuscripts, illustrating them with stemmata if possible. Describe each manuscript concisely and give complete references to modern printed descriptions. If the manuscripts have not been described in an earlier work or catalogue, the description may need to be longer. Consult with the editorial board on this topic.

[6] **Survey of previous editions**

Provide a brief survey of previous editions, placing the present edition in context.

[7] **Principles applied in the edition**

State your editorial decisions regarding the text, and its orthography. Discuss any special symbols used in the text and the apparatus.

[8] **Bibliography**

Give complete bibliographic descriptions of both primary sources (editions) and secondary literature. Editions need to appear in two forms: an abbreviated form and a complete form. Secondary works appear only in a complete form in the bibliography.

Bibliographic entries (bibliography)

Uniformity in all references is essential. The system shown in the examples is recommended.

Primary sources

All primary sources must be given in two forms: an abbreviated form and a complete form.

- [9] • The bibliographic entries of the primary sources are given in the alphabetic order of their **abbreviated form**. This abbreviated form consists of two parts: the abbreviated Latin form of the name of the author in small capitals (use the abbreviations listed in the Indices of the *Thesaurus Linguae Latinae* or of the *Nouum glossarium*) followed by an abbreviated form of the Latin title in italics. Names beginning with 'Pseudo' (abbrev. 'Ps. -') follow their authentic homonyms. Anonymous works are arranged alphabetically by title.
e.g. CASSIOD., *Inst.*; *Eglogae tractatorum in psalterium, Praef.*; FEST., *De uerb. signif.*; GVILL. MALM., *Gesta pont.*; HIER., *In Ezech.*; *Lib. Quare*; MAR. VICTORIN., *De def.*; MAR. VICTORIN., *Rhet.*; PETR. CANTOR, *Eccl. milit.*
- [10] When more than one edition of the same text is used, avoid ambiguity by integrating the name of the modern editor or series name into the abbreviated form.
e.g. MAR. VICTORIN., *Rhet.* – ed. K. Halm; MAR. VICTORIN., *Rhet.* – ed. J.K. Orelli
e.g. AVG., *Serm.* – *CC SL*; AVG., *Serm.* – *PL*
- [11] • The abbreviated form is followed by the **full bibliographic description**.
- The **author's name**, in small capitals. Whereas the abbreviated form is always a Latin form, the complete form gives the name as it appears in the publication. An author integrated into the title is part of the title and is placed either in italics (in the case of a monograph) or in standard type within single quotation marks (in the case of an article), but not in small capitals.
- [12] ○ The **title**, in italics or standard type within single quotation marks ('...') is to be given

CC SL	<i>Corpus Christianorum, Series Latina</i>
CC CM	<i>Corpus Christianorum, Continuatio Mediaevalis</i>
CC SG	<i>Corpus Christianorum, Series Graeca</i>
CC SA	<i>Corpus Christianorum, Series Apocryphorum</i>
CSEL	<i>Corpus Scriptorum Ecclesiasticorum Latinorum</i>
MGH	<i>Monumenta Germaniae Historica</i>
	<i>Auct. ant.</i>
	<i>Conc.</i>
	<i>Epp.</i>
	<i>LL nat. Germ.</i>
	<i>Poetae</i>
	<i>SS rer. Merou.</i>
PG	<i>Patrologia Graeca</i>
PL	<i>Patrologia Latina</i>
PLS	<i>Patrologiae Latinae Supplementum</i>
SC	<i>Sources Chrétiennes</i>

This list is not exhaustive. Every abbreviation must be immediately identifiable. Use the lists in the CPL and CPG.

Secondary literature

- The bibliography cites the **complete bibliographic reference**.

- [19] ○ The **author's name** consists of the initial letter(s) of the given name(s) (with no spacing between initials) followed by the surname in small capitals. A second author is separated from the first one by a dash.
e.g. J.-P. BOUHOT; A. DE LIBERA – I. ROSIER-CATACH
- [20] ○ The **title** of a monograph is placed in italics. Titles of articles, whether in a journal or as a part of a collective work, appear in standard type, in single quotation marks ('...').
e.g. P. HADOT, *Marius Victorinus. Recherches sur sa vie et ses œuvres*, Paris, 1971.
e.g. G.A. KENNEDY, 'The Survival of Classical Rhetoric from Late Antiquity to the Middle Ages', in *A New History of Classical Rhetoric* – ed. G.A. Kennedy, Princeton, 1994, p. 271-277.
e.g. P. HADOT, 'Cancellatus respectus', *Archivum Latinitatis Medii Aevi*, 24 (1954), p. 277-282.
- [21] A review article is cited under the name of the reviewer followed by 'rec.' and the identification of the reviewed publication.
e.g. M. GIUSTA rec., 'Censorini De die natali – ed. N. Sallmann, Leipzig, 1983', *Gnomon*, 57 (1985), p. 559-561.
e.g. M. CAMARGO rec., 'T. Haye, *Oratio. Mittelalterliche Redekunst in lateinischer Sprache*, Leiden, 1999', *The Journal of Medieval Latin*, 11 (2001), p. 227-229.
- [22] ○ In the case of a collective work, the title is followed by the **editor** in standard type and separated by a dash. Use this format also for giving the name of a translator, illustrator, collaborator, etc.
e.g. *Texts and Transmission. A Survey on Latin Classics* – ed. L.D. Reynolds, Oxford, 1990³.
e.g. G. DECLERCQ, *Anno Domini. Les origines de l'ère chrétienne* – trad. C. Adeline, Turnhout, 2000.
- [23] ○ A monograph or a collective work may be published in a collection or **series**. This series name is placed in italics and between parentheses immediately following the title (or the title and the editor in the case of a collective work). The number of the publication within the series is placed in unitalicized Arabic numerals, separated from the series name by a comma.
e.g. A. CLERVAL, *Les écoles de Chartres au Moyen Âge (Mémoires de la Société archéologique d'Eure et Loir, 11)*, Chartres, 1985.
e.g. *Vestigia, imagines, verba. Semiotics and Logic in Medieval Theological Texts (XIth – XIVth Century)* – ed. C. Marmo (*Semiotic and Cognitive Studies, 4*), Turnhout, 1997.
e.g. *Latin vulgaire – Latin tardif. Actes du IV^e Colloque International sur le latin*

vulgaire et tardif (Caen 2-5 sept. 1994) – ed. L. Callebaut (*Université de Caen. Centre d'études et de recherche sur l'antiquité: textes scientifiques et techniques latins*), Hildesheim, 1995.

- The title possibly followed by an editor and/or a series is followed by the publication information.

- [24] ▪ In the case of a **monograph**, give the place and year of publication.
 e.g. J.-P. BOUHOT, *Ratramme de Corbie. Histoire littéraire et controverses doctrinales*, Paris, 1976.
 e.g. R. RIEDINGER, *Der Codex Vindobonensis 418. Seine Vorlage und seine Schreiber (Instrumenta Patristica, 17)*, Steenbrugge – Den Haag, 1989.
 e.g. B. MUNK OLSEN, *L'étude des auteurs classiques latins aux XI^e et XII^e siècles, I : Catalogue des manuscrits classiques latins copiés du IX^e au XII^e siècle : Apicius-Juvénal ; II: Catalogue des manuscrits classiques latins copiés du IX^e au XII^e siècle: Livius-Vitruvius; Florilèges – essais de plume; III-1 : Les classiques dans les bibliothèques médiévales ; III-2 : Addenda et corrigenda – Tables (Documents, études et répertoires publiés par l'Institut de Recherche et d'Histoire des Textes)*, Paris, 1982-1989.
- [25] ▪ In the case of a **part of a collective work**, give the title of the collective work (italics), preceded by 'in' and followed by its editor, place and year of publication and the pages or columns. Do not spell out the words page or column: use 'p.' and 'col.' only, whether singular or plural.
 e.g. A. DE LIBERA – I. ROSIER-CATACH, 'L'analyse scotiste de la formule de la consécration eucharistique', in *Vestigia, imagines, verba. Semiotics and Logic in Medieval Theological Texts (xiith – xivth Century)* – ed. C. Marmo (*Semiotic and Cognitive Studies, 4*), Turnhout, 1997, p. 171-201.
 e.g. G.A. KENNEDY, 'The Survival of Classical Rhetoric from Late Antiquity to the Middle Ages', in *A New History of Classical Rhetoric* – ed. G.A. Kennedy, Princeton, 1994, p. 271-277.
- [26] ▪ In the case of an **article** in a journal, give only the title of the journal in italics, followed in standard type by a comma, the volume number, the year in parentheses, followed by a comma, p. and the inclusive pages.
 e.g. S. BOYNTON, 'Latin Glosses on the Office Hymns in Eleventh-Century Continental Hymnaries', *The Journal of Medieval Latin*, 11 (2001), p. 1-26.
 e.g. P. HADOT, 'Cancellatus respectus', *Archivum Latinitatis Medii Aevi*, 24 (1954), p. 277-282.
- [27] • Use a **short reference form** for secondary literature if the items are cited frequently in the introduction or apparatus. This form consists of the surname of the author in small capitals, followed by a significant part of the title (italics in the case of a monograph; standard type in single quotation marks ['...'] for the other cases).
 e.g. MUNK OLSEN, *L'étude*, III-1; HADOT, *Marius Victorinus*; KENNEDY, 'Survival of Classical Rhetoric'

Bibliographic references (footnotes and apparatus)

Footnotes (introduction)

- [28] • Footnotes in the introduction end with a period or full stop.
 • Do not use *op. cit.* Use the short reference form / abbreviated form instead.
 • Use *ibid.* sparingly. When reference is made to the same source as in the previous note, *ibid.* is acceptable.
- [29] **Primary sources**
- If the note indicates a locus in the Latin text, the reference should be made as in the apparatus (see [32]).
 - If the note refers to an editor's introduction (that is, not to the Latin text), add the editor's name to the abbreviated form. The page numbers are preceded by a comma and by the abbreviation 'p.'.

e.g. CASSIOD., *Inst.* – ed. R.A.B. Mynors, p. VI.
 e.g. *Rhetores Latini Minores* – ed. K. Halm, p. IX.

[30] **Secondary literature**

- Give complete references to secondary literature in the footnotes. Use the short reference form only for publications that are frequently cited.
- Whether you use the short or complete reference form, indicate the precise locus. The title is followed by a comma and the page(s) referred to. Page numbers may be omitted if the reference is to a monograph or to a collective work in its entirety.
 e.g. MUNK OLSEN, *L'étude*, III-1, p. 53.
 e.g. The principal reference work to Victorinus is beyond any doubt HADOT, *Marius Victorinus*.

Apparatus

- [31]
- References in the apparatus do not end with a period or full stop.
 - Do not use *op. cit.* Use the short reference form / abbreviated form instead.
 - Use *ibid.* sparingly. When reference is made to the same source as in the previous note, *ibid.* is acceptable.

[32] **Primary sources**

- References to an exact locus in an edition are given in abbreviated form. Provide both the reference to the text (liber, caput, etc.) and the exact locus in the edition. If the source is a classical text of which there exist several editions, and if the locus is unambiguous, it is sufficient to give the reference to the text (liber, caput, etc.), without specifying the edition. If the editor needs to refer to a specific edition, the reference must be to a critical one, cited in the bibliography (see [8]).
- The locus in the text follows the title of the work with no intervening comma. Do not use roman numerals: AVG., *Sermo* 287, 2 and not: AVG., *Sermo* CCLXXXVII, 2.
- When citing the locus in an edition, place this reference in parentheses after the locus in the text. Indicate whether the citation is to pages or columns. Line numbers are separated from page-references by a comma.
 e.g. quod – perplexa est] cfr HIER., *In Ezech.* 13, praef. (p. 606, 33-40) (= p. 606, lines 33-40 in the edition of F. Glorie, *CC SL* 75, 1964)
 e.g. cfr AVG., *Serm.* 25, 7 (*PL* 38, col. 170) (= col. 170 in one of the 2 used editions, namely the one of *PL*)
 e.g. Qui potest – oret ut possit] HVBERT. DE BALESMA, *Summa* (p. 28) (= p. 28 in the text edited by I. Yukio in 1997, in *Semiotic and Cognitive Studies*, 4)

[33] **Secondary literature**

- In exceptional cases a reference to secondary literature may occur in the apparatus or notes. Follow the format used in the footnotes (see [30]).

Text

Presentation

[34] **Conspectus siglorum**

A *conspectus siglorum* precedes the text. List all manuscripts and editions used, with their respective symbols in Roman italic: use uppercase letters for manuscripts, and lowercase for printed editions. If needed, use Greek italic lowercase letters for groups of manuscripts. If the text has appeared in another modern edition, maintain the sigla used previously if possible (see [5] – [7]).

[35] **Marginal references**

If a reference is to be placed in the margins, give this reference and mark its place by means of a code (not to be printed) within the text so that the reference can be correctly printed in the margin next to the precise line or verse.

- [36]
- Right margin:
 - If an edition relies on a single manuscript, the folio numbers of the manuscript are given in the right margin. In the same way a reference can be made to the pages or columns of another widely used edition. The change from one folio / page or column to the next is marked in the text by a vertical bar.
 In the right margin also an additional note for a word or passage in the text can be

- marked (see [102]).
- Codes \$1 and \$2: The reference is placed in the text between the codes \$1 and \$2, so that this reference will be placed automatically in the right margin.
e.g. reference to a folio number: antequam |\$190vb\$2 habeatur
text: antequam | habeatur
right margin: 90vb
- e.g. reference to an additional note: dubia pitagorice littere bicornia\$1adnot.\$2 peregisse memineram
text: dubia pitagorice littere bicornia peregisse memineram
right margin: adnot.

- [37]
- Left margin:
 - In some specific cases references can be added in the left margin: in exegetical works and commentaries there can be a reference to the book and verses of the Scripture, in historical works dates can be indicated in the left margin.
 - Codes £1 and £2: such references are placed in the text between the codes £1 and £2, so that this reference will be placed automatically in the left margin.
e.g. reference to a date: Accidit autem ut Septembre proximo £1IX 1158£2 cum omni comitatu suo tradita est.
text: Accidit autem ut Septembre proximo cum omni comitatu suo tradita est.
left margin: IX 1158

Order of parts of the book and running heads

- [38]
- The running heads give textual references to book, chapter, and paragraph. The publications manager will allocate them in consultation with the editor.
- [39]
- Final line-numbering occurs only after first proof. In each logical unit (chapter, sermon ...), the lines of the text are numbered incrementally by fives. Avoid logical units in excess of one thousand lines. The publications manager assists you in this task.

Text

Latin text

- [40]
- Spelling: Use the following orthographic conventions for the Latin text:

u	for	u	and	v
V	for	U	and	V
i	for	i	and	j
I	for	I	and	J

Words in vernacular languages occurring within the Latin text should be spelled according to the conventions of the language in question.

- [41]
- Use the following symbols for passages of one or more words requiring editorial intervention. Do not use them within a single word: note the form of the word in the critical apparatus. The symbols are printed in standard type. If your text requires other symbols, discuss the need for them when you present the sample pages to the editorial board (see [1]).

[]	for words suppressed by the editor
<	>	for words added by the editor
†	†	for corrupt passages
***		for lacunae

[42] **Typeface in the Latin text**

- The text is written in standard type. Variations in size of type font or colour will not be maintained in the final printed text.
- **Italics** are used only for literal quotations from the Bible.
- **Bold** is not used in the Latin text.
- **Small capitals** are used in commentaries. The lemmata of the text commented-upon are placed in small capitals.
- **Single quotation marks** ('...') are used to indicate words highlighted by the author in the text.

Quotations and allusions

Bible

- [43] • Direct, literal quotations from the Bible are placed in italics. If the author announces a direct quotation, place all of it in italics even though a few words may be lacking or there are slight deviations due to syntactical adaptations to the context. If the author does not announce a direct quotation, use italics if the quotation is literal, uninterrupted, and central to the following discussion.
- [44] • Echoes of Biblical passages or allusions to the Bible remain in standard type. Note them in the biblical apparatus by 'cfr'. Ideas and phrases from the Bible are such an integral part of the thought processes of our Christian authors that we cannot set off every allusion in italics.
- [45] • When the author repeats words or phrases from a literal Bible quotation (in italics) in order to comment upon them, use standard type. Do not place the words or phrases in italics.
e.g. Ps. 103: *Extendens caelum sicut pellem, qui tegis aquis superiora eius*. Deus enim extendit caelestem animam, ipsam interius dilatando amore suo, sicut pellem, id est ad similitudinem pellis extendendae, praeueniendo eam in benedictionibus caelestium unctionum; tegit etiam aquis superiora eius, protegendo gratiarum promouentium arcanis influentiis supermentalia uniuersa ipsius sua gratuita bonitate.
- When the author repeats a single word or phrase from a literal Bible quotation (in italics) in order to bring it into sharper focus, use standard type, and place the word or phrase selected in single quotation marks.
e.g. Apoc. 10, 1: *Et uidi alium angelum fortem descendentem de caelo amictum nube et iris in capite eius*: 'Angelus amictus' erat Christus; 'angelus fortis' humana natura.

Other sources

- [46] • Other sources are – as a rule – never placed in italics, not even when intentionally and literally quoted. They can be placed in double quotation marks ("..."). They can be preceded by a colon or introduced by 'quod' (in which case the colon disappears).
- [47] • Words cited within a quotation are placed in single quotation marks ('...').
- [48] • When the author repeats words or phrases from a literal quotation (in double quotation marks) in order to comment upon them, use standard type. Do not place the words or phrases in double quotation marks.
- When the author repeats a single word or phrase from a literal quotation (in double quotation marks) in order to bring it into sharper focus, use standard type, and place the word or phrase selected in single quotation marks ('...').

Direct speech

- [49] • The words that are quoted from a speech, discussion, or conversation are likewise placed between double quotation marks ("..."). They can be preceded by a colon or introduced by 'quod' (in which case the colon disappears).
- [50] • Within a direct speech, words cited are not placed in double ("...") but between single quotation marks ('...').
- [51] • When the author repeats words or phrases from a direct speech (in double quotation marks) in order to comment upon them, use standard type. Do not place the words or phrases in double quotation marks.
- When the author repeats a single word or phrase from a direct speech (in double quotation marks) in order to bring it into sharper focus, use standard type, and place the word or phrase selected in single quotation marks ('...').

[52] **Punctuation**

Punctuation is of the utmost importance. Its purpose is to make the structure of the text clear to the modern-day reader. Do not follow the punctuation of a manuscript or an earlier edition unless the punctuation coincides with modern usage.

Punctuation marks appear in the same type, whether italic or standard, as the text to which they pertain.

The conventions of vernacular languages vary, and editors are understandably influenced in the punctuation of Latin by the rules pertaining to their mother tongue. While rigid rules for the punctuation of Latin texts cannot be enforced, these are the preferences of the editorial board:

- No comma before an object or subject clause when the main verb precedes.
e.g. Notandum quoque est quod primogeniti non iuxta hereticorum opinionem soli sunt quos fratres sequuntur alii, sed ...
- No comma before indirect speech / question when the main verb precedes.
e.g. Nobis ergo imminet ostendere quomodo Ioseph dicatur secundum Matthaenum patrem habuisse Iacob ...
- No comma before a restrictive relative clause when its antecedent precedes.
e.g. Omnis quippe qui nostra tollit, inimicus est.
- Dashes only used when the stream of thought is really interrupted. This dash is preceded and followed by a space. See [2].

Apparatus

- [53] Editors must provide three distinct apparatus, submitted in separate documents: a biblical apparatus, a source apparatus and a critical apparatus. If an apparatus is needed for the *traditio textus*, it precedes the critical apparatus. If additional apparatus are needed, they follow the critical apparatus. An example of such an apparatus is a comparative apparatus. See [97].

Biblical apparatus

Editorial principles

- [54] • The Bible apparatus is written in **Latin**.
- [55] • Do not incorporate the **quotation** from the Bible in the apparatus.

Practical instructions

- [56] • **Order of the units:** if two entries begin with the same word in the same line, but have a different length, begin by giving the locus for the longer segment first, then give the locus for the shorter unit: e.g. **20/25** Dominus – synagogam] cfr Matth. 12, 7-12 **20** Dominus - sabbati] Matth. 12, 8; Luc. 6, 5
- [57] • **Lemmatization:** For direct quotations from the Bible (see [43]), give the line number(s) immediately followed by the locus. If ambiguity could arise, lemmatize the passage by repeating it after the line number and before a square bracket; the Biblical locus follows the lemma: e.g. **16** resistens manibus tuis] Ps. 16, 8; Dan. 4, 32
- **Inclusive lemmatization:** For more extensive passages, place the first and last words before a square bracket, with a dash between them: the dash indicates that the intermediate words are included: e.g. **31** beati – Dei] Luc. 6, 20
 - **Exclusive lemmatization:** For words separated by extensive text, place the first and last words before a square bracket, with three dots between them: the three dots exclude the intermediate words: e.g. **33** beati ... pauperes] Luc. 6, 21
- [58] • For **allusions** the locus is preceded by `cfr': e.g. **175** lapides uiui] cfr I Petr. 2, 5
- [59] • **Additional comments** by the editor are placed in **standard** type.

[60] **Presentation on the page**

- The **Roman numeral of each chapter** is set in the apparatus at the beginning of the references for that chapter.
- **Line numbers** appear in **bold** face.
- Type **each reference** on a **separate line** without any indentation and without a final period (or full-stop).
- **If several references occur in the same line(s)** give the line number only for the first reference; do not repeat the line number for each reference.
- In final proof the items will be separated by `|'. Do not try to imitate this lay-out in your document.

[61] **Abbreviations for the books of the Bible**

- Note: The **numbers referring to chapter and verse** are always given in Arabic numbers. The number for the chapter is followed by a comma and a blank space, then the verse

number.

- Use the following abbreviations:

Gen.	Genesis	Is.	Isaias	I Cor.	I ad Corinthios
Ex.	Exodus	Ier.	Ieremias	II Cor.	II ad Corinthios
Leu.	Leuiticus	Thren.	Threni	Gal.	ad Galatas
Num.	Numeri	Bar.	Baruch	Eph.	ad Ephesios
Deut.	Deuteronomium	Ez.	Ezechiel	Phil.	ad Philippenses
Ios.	Iosue	Dan.	Daniel	Col.	ad Colossenses
Iud.	Iudicum	Os.	Osee	I Thess.	I ad Thessalonicenses
Ruth	Ruth	Ioel	Ioel	II Thess.	II ad Thessalonicenses
I Reg.	I Regum	Am.	Amos	I Tim.	I ad Timotheum
II Reg.	II Regum	Abd.	Abdias	II Tim.	II ad Timotheum
III Reg.	III Regum	Ion.	Ionas	Tit.	ad Titum
IV Reg.	IV Regum	Mich.	Michaeas	Philem.	ad Philemonem
I Par.	I Paralipomenon	Nah.	Nahum	Hebr.	ad Hebraeos
II Par.	II Paralipomenon	Hab.	Habacuc	Iac.	Epistula Iacobi
I Esdr.	I Esdrae	Soph.	Sophonias	I Petr.	I Petri
II Esdr.	II Esdrae	Agg.	Aggaeus	II Petr.	II Petri
Tob.	Tobias	Zach.	Zacharias	I Ioh.	I Iohannis
Iudith	Iudith	Mal.	Malachias	II Ioh.	II Iohannis
Esth.	Esther	I Mach.	I Machabaeorum	III Ioh.	III Iohannis
Iob	Iob	II Mach.	II Machabaeorum	Iudae	Iudae
Ps.	Psalmi	Matth.	Matthaeus	Apoc.	Apocalypsis
Prou.	Prouerbia	Marc.	Marcus	Or. Man.	Oratio Manassae
Eccle.	Ecclesiastes	Luc.	Lucas	III Esdr.	III Esdrae
Cant.	Canticum Canticorum	Ioh.	Iohannes	IV Esdr.	IV Esdrae
Sap.	Sapientia	Act.	Actus Apostolorum		
Eccli.	Ecclesiasticus	Rom.	Ad Romanos		

[62] Example:

xxxix, **12/13** Ioh. 1, 29
13/14 Matth. 11, 9
14/15 cfr Matth. 11, 11
16 resistens manibus tuis] Ps. 16, 8; Dan. 4, 32
dulce lumen] Eccle. 11, 7
17/18 cfr Matth. 11, 7-9; Marc. 1, 3-4; Luc. 3, 2-4
30/31 si – bibit] cfr I Cor. 11, 29

final page-setting:

xxxix, **12/13** Ioh. 1, 29 || **13/14** Matth. 11, 9 || **14/15** cfr Matth. 11, 11 || **16** resistens manibus tuis] Ps. 16, 8; Dan. 4, 32 || dulce lumen] Eccle. 11, 7 || **17/18** cfr Matth. 11, 7-9; Marc. 1, 3-4; Luc. 3, 2-4 || **30/31** si – bibit] cfr I Cor. 11, 29

Source apparatus

Editorial principles

- [63] • The source apparatus is written in **Latin**.
- [64] • Do not incorporate the **quotation** from the source in the apparatus.

Practical instructions

- [65] • **Order of the units:** if two entries begin with the same word in the same line, but have a different length, begin by giving the locus for the longer segment first, then give the locus for the shorter unit.
- [66] • **Lemmatization:** For direct quotations from all sources except the Bible, give the line number(s) immediately followed by the locus. If ambiguity could arise, lemmatize the passage by repeating it after the line number and before a square bracket; the locus follows

the lemma: e.g. **130/131** in quibus – aureum] *Lib. quare* Appendix II, 51, 58-61 (p. 195)

- **Inclusive lemmatization**: For more extensive passages, place the first and last words before a square bracket, with a dash between them: the dash indicates that the intermediate words are included.
- **Exclusive lemmatization**: For words separated by extensive text, place the first and last words before a square bracket, with three dots between them: the three dots exclude the intermediate words.

- [67] • For **allusions** the locus is preceded by ‘cfr’: e.g. **164** forti manu et desiderabili] cfr HIER., *Nom. hebr.* (p. 103, 11)
- [68] • For **bibliographical references** in the source apparatus, follow the format used in the apparatus (see [31] – [33]).
- [69] • **Additional comments** by the editor appear in **standard** type.
- [70] • If there is a special reason to quote the source, the **quotation** will be placed in **standard** type: e.g. **191** cuius uita despicitur r u e p] GREG. M., *In euang.* 1, 12, 1 (p. 82, 36-37): cuius uita despicitur restat ut et predicatio contemnatur
- [71] • If a **deviant reading in a source** needs to be included, place this reading immediately after the reference to the locus. Follow the rules of the critical apparatus (see [84] – [85]): e.g. **108-121** GVILL. S. THEOD., *Epist. frat. M. D.* 120-123 (p. 238-240) *sed* **111** assuetus faciendus] assuefaciendus

[72] **Presentation on the page**

- The **Roman numeral of each chapter** is set in the apparatus at the beginning of the references for that chapter.
- **Line numbers** appear in **bold** face.
- **If several source references occur in the same line(s)** give the line number only for the first reference; do not repeat the line number for each reference.
- Type **each source reference** on a **separate line** without any indentation and without a final period (or full-stop).
- In final proof the items will be separated by ‘||’. Do not try to imitate this lay-out in your document.

[73] **Example**

IV, **12/16** cfr BEDA, *De templo* 1 (p. 160, 532-542)
81 quidam aiunt] cfr ISID., *Etym.* 15, 4, 15 (p. 123)
96/97 cfr BEDA, *In prou. Salom.* 1 (p. 62, 5-10)
108/115 GVILL. S. THEOD., *Epist. frat. M. D.* 120-123 (p. 238-239) *sed* **111** assuetus faciendus] assuefaciendus
119/128 cfr BEDA, *De templo* 1 (p. 163-164, 669-681)
130/131 in quibus – aureum] *Lib. quare* Appendix II, 51, 58-61 (p. 195) ; Ps. HVGO S. VICT., *Spec. de myst. eccl.* I (col. 335B-337D)
164 forti manu et desiderabili] cfr HIER., *Nom. hebr.* (p. 103, 11)
191 cuius uita despicitur r u e p] GREG. M., *In euang.* 1, 12, 1 (p. 82, 36-37): cuius uita despicitur restat ut et praedicatio contemnatur
203/204 cfr IOH. FRIB., *Summa conf.* 3, 13, q. 7 (f. 151rb), ubi Bernardus et Guilelmus minus fuse quam hic citantur

final page-setting:

IV, **12/16** cfr BEDA, *De templo* 1 (p. 160, 532-542) || **81** quidam aiunt] cfr ISID., *Etym.* 15, 4, 15 (p. 123) || **96/97** cfr BEDA, *In prou. Salom.* 1 (p. 62, 5-10) || **108/115** GVILL. S. THEOD., *Epist. frat. M. D.* 120-123 (p. 238-239) *sed* **111** assuetus faciendus] assuefaciendus || **119/128** cfr BEDA, *De templo* 1 (p. 163-164, 669-681) || **130/131** in quibus – aureum] *Lib. quare* Appendix II, 51, 58-61 (p. 195) ; Ps. HVGO S. VICT., *Spec. de myst. eccl.* I (col. 335B-337D) || **164** forti manu et desiderabili] cfr HIER., *Nom. hebr.* (p. 103, 11) || **191** cuius uita despicitur r u e p] GREG. M., *In euang.* 1, 12, 1 (p. 82, 36-37): cuius uita despicitur restat ut et praedicatio contemnatur || **203/204** cfr IOH. FRIB., *Summa conf.* 3, 13, q. 7 (f. 151rb), ubi Bernardus et Guilelmus minus fuse quam hic citantur

Traditio textus**Editorial principles**

- [74] • When the textual tradition is complex, a *traditio textus* apparatus may precede the critical apparatus. Whereas the *conspectus siglorum* normally suffices to alert the reader which manuscripts are used to establish any particular passage, this is not always the case. If there are many manuscripts and the editor must use different manuscripts to establish different passages in the text, the *traditio textus* apparatus gives the list of manuscripts used for each page.
- [75] • The *traditio textus* is written in **Latin**.

Practical instructions

- [76] • The witnesses are enumerated in the **order of the families** to which they belong.
- [77] • If the **tradition changes**, i.e. if a manuscript presents important lacunae, or is incomplete at the beginning or the end of the text, indicate these changes in the *traditio textus*.
e.g. *BG(lac. hab. 251/399 postquam – dixit)D AP(inc. ab 250 deinde)R C*

[78] Presentation on the page

- **Manuscript-sigla** are separated by a small space (code = \$). Group together the sigla pertaining to the same family, and separate the **different families** by a full space: e.g. *B\$G\$D A\$R C*, where *B* and *G* and *D* belong to one family, *A* and *R* to another and *C* is an isolated manuscript.
- The same groupings will be repeated on subsequent pages, until a **change** is announced.
e.g. Let us suppose that on a page containing lines 239-255 the following changes are given in the *traditio textus* apparatus: *B\$G(lac. hab. 251/399 postquam – dixit)\$D A\$P(inc. ab 250 deinde)\$R C*. This means that beginning with the word 'postquam' in line **251** and on all subsequent pages to the point where the word 'dixit' occurs in line **399**, *G* is absent from the textual tradition, whereas *P* joins the textual tradition with the word 'deinde' in line **250**. Not until the page containing line 399 will the *traditio textus* mention *G* again.
- The *traditio textus* can only be generated after the **final page-setting**. However, all elements needed must be provided before in a separate list. E.g.: **250** *P inc. ab deinde 251/399 G lac. hab. (postquam – dixit) 399 G denuo inc. ab apostolus*

Critical apparatus**Editorial principles**

- [79] • The critical apparatus is written in **Latin**.
- [80] • **As a rule**, the critical apparatus is based on the principle that unless variant readings are given, the manuscripts contain the text as printed. In the implementation of this **negative principle**, manuscripts are not cited unless their reading diverges from the text.
- In **exceptional cases**, for the sake of clarity the editor may be obliged to give the readings of all the manuscripts, listing first the manuscripts that confirm the chosen reading, followed by the variants. The editor is encouraged to discuss particularly difficult passages in the introduction (see [Z]), and to alert the reader that such passages required the implementation of a **positive principle** in the apparatus. The editor is urged to confirm any peculiarity, orthographic, syntactic, or other, which might be mistaken for a misprint.
- [81] • The editor must decide whether **orthographic variants** need to be indicated, and must discuss the matter in the introduction (see [Z]). The editorial board strongly recommends that all orthographic variants of proper names be given.
- [82] • Do not include **readings drawn from sources** in the critical apparatus. However, if a preferred reading of the text relies on the source or if the source or its manuscripts corroborate one reading against another, this evidently must be mentioned in the critical apparatus.

Practical instructions

- [83] • **Order of the units**: if two entries begin with the same word in the same line, but have a different length, begin by giving the locus for the longer segment first, then give the locus for the shorter unit: e.g. **17/20** *Tunc omnes - rogantes] om. ABC 17* *Tunc] et DEF*

- [84] • Within a **critical unit** it is necessary to distinguish the reading adopted in the text, i.e. the lemma, from the variants, from other indications such as *om.*, *del.*, *add.*, *eras.* and/or the editorial remarks.
- [85] • **Typeface**: the lemmata and the variants are always given in standard type. Even italicised words of the text are placed in standard type if included in the lemma. The rest of the critical unit, namely editor's remarks, references, numerals, symbols (e.g. sigla) etc., are given in italics: e.g. possunt] possint *S, ante omnia pos. R, secl. ut uid. F*
- [86] • The **lemma** is separated from its variants by a **square bracket** (]).
e.g. **9** scire] *del. S, om. M T*
- [87] • When a passage is unusually long, it is advisable to **lemmatize the passage** as follows:
- **Inclusive lemmatization**: For more extensive passages, place the first and last words before a square bracket, with a dash between them: the dash indicates that the intermediate words are included: e.g. **31** Tunc omnes - rogantes] *om. ABC*
 - **Exclusive lemmatization**: For words separated by extensive text, place the first and last words before a square bracket, with three dots between them: the three dots exclude the intermediate words: e.g. **17/18** aqua ... igne] igne ... aqua *A*. This means that *A* uses the same words but changes the order of the two words 'aqua' and 'igne'. The intermediate words are not affected.
- [88] • Use a comma to divide one **variant** from the next within the same critical unit. The indication given after each comma refers to the lemma, not to the previous variant: e.g. **9** scire] scite *B, del. C, om. M T*
- [89] • **Manuscript-sigla** are separated by a small space (code = \$). Group together the sigla pertaining to the same family, and separate the **different families** by a full space: e.g. cum] tum *B\$K, om. C R\$M b*
- [90] **Presentation on the page**
- The **Roman numeral of each chapter** is set in the apparatus at the beginning of the references for that chapter.
 - **Line numbers** are given in **bold** face.
 - Type **each critical unit** on a **separate line** without any indentation and without a final period (or full-stop).
 - If **several critical units occur in the same line**, give the line number only for the first reference; do not repeat the line number for each reference.
 - In final proof the items will be separated by `|'`. Do not try to imitate this lay-out in your document.
 - If a lemma occurs twice or more in the same line of the text, identify each occurrence by a raised or **superscript number**: e.g. **27** cum²] tum *UW*.

[91] **Abbreviations**

Frequently used:

<i>a.c.</i>	ante correctionem	<i>e corr.</i>	e correctione	<i>in ras.</i>	in rasura
<i>add.</i>	addidit	<i>ed. (edd.)</i>	editio(nes)/ editor(es)	<i>rell.</i>	reliqui
<i>al.</i>	alius	<i>em. (emend.)</i>	emendavit	<i>sc. (scil.)</i>	scilicet
<i>a.m.</i>	alia manu	<i>eras.</i>	erasit	<i>scr.</i>	scripsit
<i>cett.</i>	ceteri	<i>exp.</i>	expunxit	<i>secl.</i>	seclisit
<i>cod. (codd.)</i>	codex (codices)	<i>inc.</i>	incipit	<i>sub l.</i>	sub linea
<i>coni.</i>	coniecit	<i>in marg.</i>	in margine	<i>sup. l.</i>	supra lineam
<i>corr.</i>	correxit	<i>om.</i>	omisit	<i>tr.</i>	transposuit
<i>del.</i>	deleuit	<i>p.c.</i>	post correctionem	<i>ut uid.</i>	ut uidetur
<i>des.</i>	desinit	<i>praem.</i>	praemisit		

Notes:

- [92] ○ First person verbal forms referring to actions performed by the editor (*addidi, conieci, scripsi* etc.) are written out in full.
- [93] ○ A transposition of words can be indicated in different ways. The editor is asked to select a system and apply it consistently. The length and complexity of the apparatus will influence the choice.

e.g. humana natura] *tr. M*

e.g. humana natura] natura humana *M*

e.g. contra omnes ardores libidinis] c. l. a. o. *M*

The first system is the most succinct, but can only be used in the case of two words.

The third system is not recommendable but has the advantage of being applicable to cases of more than two words.

[94] ○ Indications such as *add.*, *coni.*, *corr.* etc. precede the manuscript-sigla.

[95] ○ Place the following abbreviations after the manuscript-sigla and in superscript: *a.c.*, *p.c.*, *e corr.*, *corr.*, *a.m.*, *in marg.*, *in ras.*, *sub l.*, *sup. l.* Scribal changes are indicated with the help of superscript numbers, the main scribe being number 1.

e.g. et item] *om. sed add. P^{sup. l.}*

e.g. eam] *eas P^{a.c.}\$L A, uel eam add. A^{sup. l. corr.}*

e.g. proloquar] *palam loquar M²*

[96] Example

III, **1** proloquar] *preloquar S, palam loquar M²*

cessent] scripsi, cessant codd.

2 Carthaginem] *Cartagine S*

5 iam] *om. m*

7 ingens] *ingenitus S\$M² Aug.*

12 aqua ... igne] *in aqua ... in igne P, igne ... aqua B^{a.c.}*

13 designatur] *significatur P^{a.c.}\$B A\$H, signatur P^{p.c.}*

20 enim sua] *tr. P*

24 ut] *et O*

praenuntiauerunt] praenuntiantur A\$H E G, pronuntiauerunt F

27 fiet] *fit V F*

praenuntiat] pronuntiat F

33 se¹] *om. V Z F*

se²] om. A\$H^{a.c.}, add. H^{in marg.}, del. C²\$D² P², sese add. P² in ras.

final page-setting:

III, **1** proloquar] *preloquar S, palam loquar M² || cessent] scripsi, cessant codd. || 2*
Carthaginem] Cartagine S || 5 iam] om. m || 7 ingens] ingenitus SM² Aug. || 12 aqua ...
igne] in aqua ... in igne P, igne ... aqua B^{a.c.} || 13 designatur] significatur P^{a.c.}\$B AH, signatur
P^{p.c.} || 20 enim sua] tr. P || 24 ut] et O || praenuntiauerunt] praenuntiantur AH E G,
pronuntiauerunt F || 27 fiet] fit V F || praenuntiat] pronuntiat F || 33 se¹] om. V Z F ||
se²] om. AH^{a.c.}, add. H^{in marg.}, del. C²D² P², sese add. P² in ras.

Comparative apparatus

Editorial principles

[97] • In some editions it may be necessary to include a comparative apparatus in addition to the critical apparatus. If a text survives in several recensions, one of the recensions produces the edited text and the critical apparatus gives the variant readings of the manuscripts used by the editor to restore this text.

○ Usually, the differences between the recensions are treated in the introduction, and do not appear in a special apparatus.

○ However, if the readings of the different recensions are significant and appear throughout either the entire text or a substantial part of it, the editor may wish to create a *Fassungsapparat*, in order to put the recension(s) into the proper light.

Discuss the need for such an apparatus when you present the sample pages to the editorial board (see [1]).

[98] • The comparative apparatus is written in **Latin**.

Practical instructions

see critical apparatus [83]-[89]

Presentation on the page

see critical apparatus [90]

Abbreviations

see critical apparatus [91]-[95]

[99] Example

XIII, **1** Seuerus .XI.] Seuerus *HT*, Post excessum beatissimi Apollenaris, beatus Seuerus tertius decimus rauennalem cathedram suscepit *F*

9/10 In sardicense – hic Seuerus] *om. HT*

final page-setting:

XIII, **1** Seuerus .XI.] Seuerus *HT*, Post excessum beatissimi Apollenaris, beatus Seuerus tertius decimus rauennalem cathedram suscepit *F* || **9/10** In sardicense – hic Seuerus] *om. HT*

Additional notes

[100] Annotations can be given in an appendix entitled '**Additional notes**'. They are written in the same language as the introduction. Textual notes discuss particular readings, readings proposed in earlier editions or justify the choice of a given reading. For some editions it may be of interest to add contextual notes, treating historical, legal, or liturgical points, depending on the nature of the text.

[101] **Presentation in the appendix**

- Textual and contextual notes are listed by page and line number of the words or passages they refer to.
- If two or more notes refer to passages that begin with the same word in the same line, their order is determined by their length: the longest passage will take precedence.
- The page number appears in standard type. It is separated by a comma from the line number in bold face. The lemma appears in standard type, followed by a square bracket:
e.g. 27, **403** alapae] 'clasps or covers of a gospel book'. This word is unusual; usually 'alapa' means 'a blow'.
- Page and line numbers will not be known until the final page-setting.

[102] **Presentation in the edition**

- If the edition contains textual notes only, alert the reader to the presence of textual notes by the phrase '*uide adnot.*' or '*sed uide adnot.*' in the critical apparatus.
- If the edition contains both textual and contextual notes, or only contextual notes, the presence of notes is indicated in the right margin of the text, next to the line where the annotated passage begins. See [36].
e.g. dubia pitagorice littere bicornia\$1adnot.\$2 peregrisse memineram. In this example the word 'adnot.' will appear in the right margin.
In addition, alert the reader to the presence of textual notes by the phrase '*uide adnot.*' or '*sed uide adnot.*' in the critical apparatus.

[103] **Indexes**

The indexes are the final element in the edition.

- Normally there are two, an *Index locorum Sacrae Scripturae* and an *Index auctorum / operum*. If the nature of the text requires the production of other indexes (e.g. *Index liturgicus* and *Index analyticus*), this must be the subject of prior consultation with the editorial board and CTLO.
- The list of authors is given in alphabetical order in the *Index auctorum*. Titles of anonymous works are given in italics and listed alphabetically amongst the authors. The editor is asked to create this index, using the bibliography.

- An *Index formarum* will be produced by CTLO and published in a separate fascicule of the *Instrumenta Lexicologica Latina, series A - Formae*.

Printing process

Production schedule

Once the text is sent to the printers, it enters the production process of *Corpus Christianorum*. It is assigned a production number, which facilitates tracking through the successive stages of composition and printing.

The publications manager will establish the production schedule and the deadlines in conjunction with the editor. Usually the time necessary for all the production stages is 15 to 18 months.

Stages of the printing process

Text

- The editor receives four copies of the first set of galley-proofs of the text.
- From the first set, duly corrected, a second set of proofs will be produced. This second set will have the definitive line-numbering.
- At this stage the editor will need to adapt the various apparatus to conform to this line-numbering.

Apparatuses

- The editor receives for correction a first set of proofs of the apparatus with the definitive line-numbering.
- A second set of proofs will be produced, if there were many corrections to be made.

Page-setting

- Once the corrections have been made in the text and the apparatus, the pages can be set.
- The first set of page proofs is sent to the editor for correction.
- At this stage the running heads should be added. The *traditio textus* and 'Additional notes', if present, can be adapted to this page-setting.
- A second set of page proofs with the definitive pagination will be sent to the editor for a final check.

Introduction

- Before page-setting takes place, send the final version of the introduction to the publications manager.
- The editor receives a set of galley-proofs, with text and footnotes printed separately.
- A second set will be produced from the definitive page set-up.

Indexes

- The indexes will be the last element to be printed.
- For all the indexes two sets of proofs are provided: a set of galley-proofs and a set of page-proofs.

Final phase

- Once the text is considered to be correct and the concordance has been corrected and adapted to the definitive line-numbering, the *Instrumenta Lexicologica Latina* can be produced.
- When the editor approves the text for printing, the final phase of production begins.
- The editor is asked to prepare a list of some twenty journals that are likely to publish a review of the work.

Collaboration with CTLO

CTLO develops the *Instrumenta Lexicologica Latina (ILL)*, the two reference works that accompany every edition in the *Corpus Christianorum* series. The edition and its *ILL, series A - Formae* should appear simultaneously. This first fascicle contains a printed list of all word-forms in the text with their frequency of occurrence (*enumeratio formarum*) and a set of microfiches containing both a concordance in the alphabetic order of the forms (*concordantia formarum*) and an inverse index of word-forms with their frequency of occurrence (*index formarum a tergo ordinatarum*). A second fascicle, *ILL, series B - Lemmata*, prepared subsequently, provides a lexical analysis of the text.

Questionnaire and lists

The computing and specialist assistance of CTLO provides the editor with a support system for verifying readings and eliminating errors. The editor is required to assist this process by completing CTLO's questionnaire and by checking CTLO's computer-generated lists. The questionnaire enables CTLO to create a file for every edited text.

As early as possible in the production process, the editor needs to examine thoroughly the following lists, generated by CTLO and subsequently used to produce the *ILL*.

- A list of unidentified word-forms, i.e. forms that have not been attested by the *Dictionnaire automatique latin*.
- An alphabetical list of all the word-forms of the text. Greek words are transliterated.
- An alphabetical list of all the word-forms with their frequency in the text.
- An inverse index that gives all the word-forms in the text in the alphabetical order of their inflected endings. So, cases such as *ysopo / hysopo* will be found adjacent to each other, whereas in the normal alphabetical sequence they are difficult to compare.

These tools allow the editor to detect anomalies, contradictory readings, etc., and to correct them in the edition. A careful examination of these lists helps to improve the accuracy of readings in the edition.

Timetable: two alternatives

It is always preferable for an editor to begin making use of the services of CTLO before the text goes to press. However, if the editor cannot enter into collaboration with CTLO at that phase, CTLO offers a second opportunity to verify readings and references.

Before the printing process begins

- The editor supplies CTLO with an electronic version of the text in ASCII format, containing only the definitive text and provisional page and line numbers.
- CTLO prepares the lists so that the editor can verify and correct the edited text.
- A second set of lists is produced in the final phase.

During the final phase of production

- The publications manager sends CTLO a tape after the first correction of proofs.
- CTLO prepares the lists so that the editor can make final corrections and improvements to the edited text.

Of the two alternatives, the first procedure is clearly preferable since it reduces the corrections to be made in the final proofs.