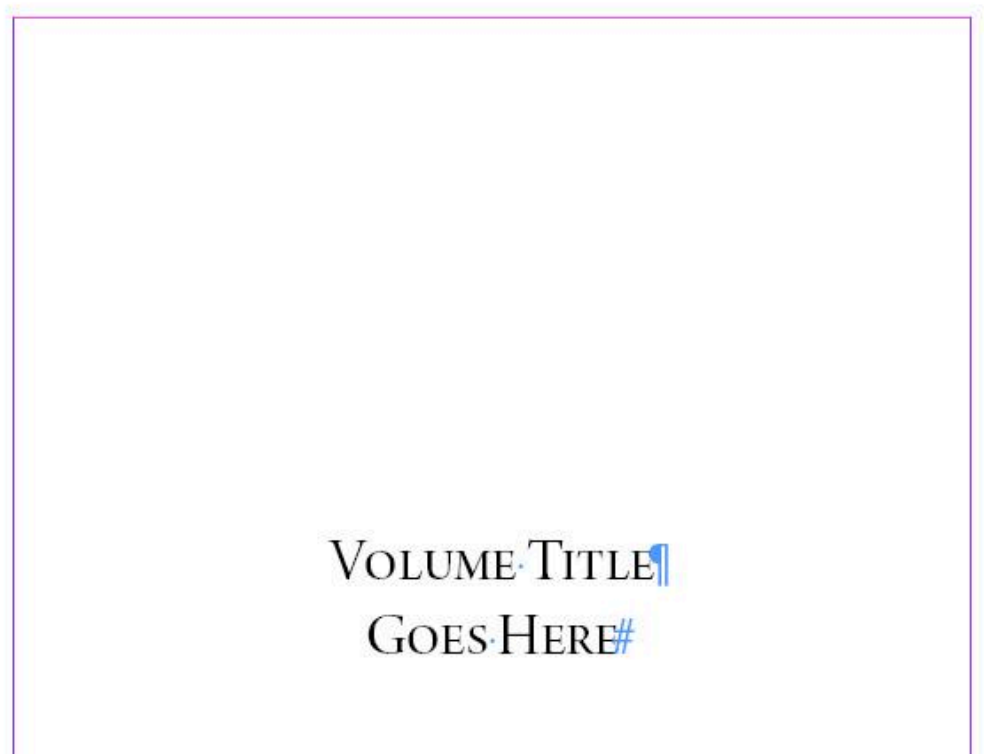


First Title Page:

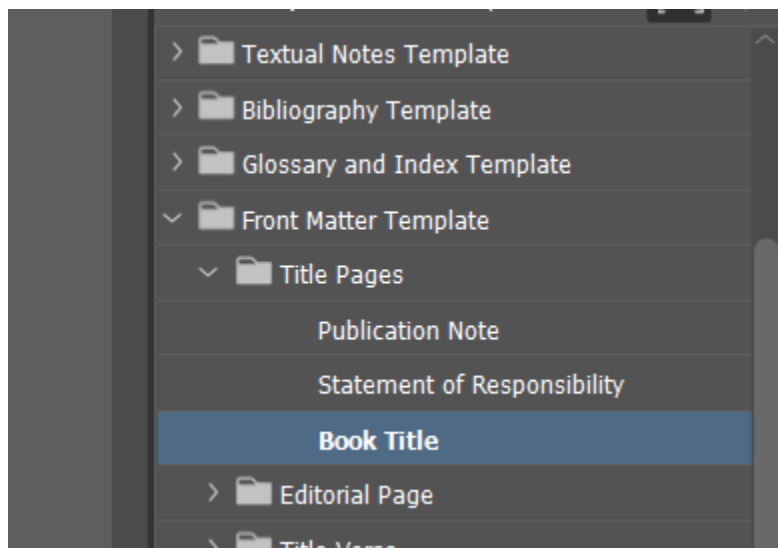
This page contains the complete title of the volume. Below, see the Template, which has the placement of the Volume Title preset. If the volume has a medieval author, that author will be listed on the first line of the title, with the rest of the title on subsequent lines. If it is a multi-line title, consult with the Managing Editor about how best to format it.



See the example below for a title page with an author. Note that the author's name is on the first line. The rest of the title is split between two lines, as it is lengthy. Also note the paraph symbols at the end of the first two lines and the # after the last word on the final line. The paraphs mark hard returns at the end of each line. One is already built into the preset format, but you may add more as needed. The hashtag should always appear at the end of the final word on the page.

JOHN LYDGATE'S
DANCE OF DEATH
AND RELATED WORKS

Note that this page uses a single Paragraph Style: Book Title, which is found in Paragraph Styles → Front Matter Template → Title Pages → Book Title. The text should be pre-styled but do check it.



Middle English Texts Series Page:



The entire page should be filled in and will require little intervention.

If you are working on a text that has not yet been published, the information about the Editorial and Advising Board should all be pre-filled in and correct. Check with the Managing Editor to make sure no changes have been made since it has last been updated.

If you are working on a backlog text, you will need to consult with the Managing Editor to figure out who was on the Editorial and Advising Board at the time of publication.

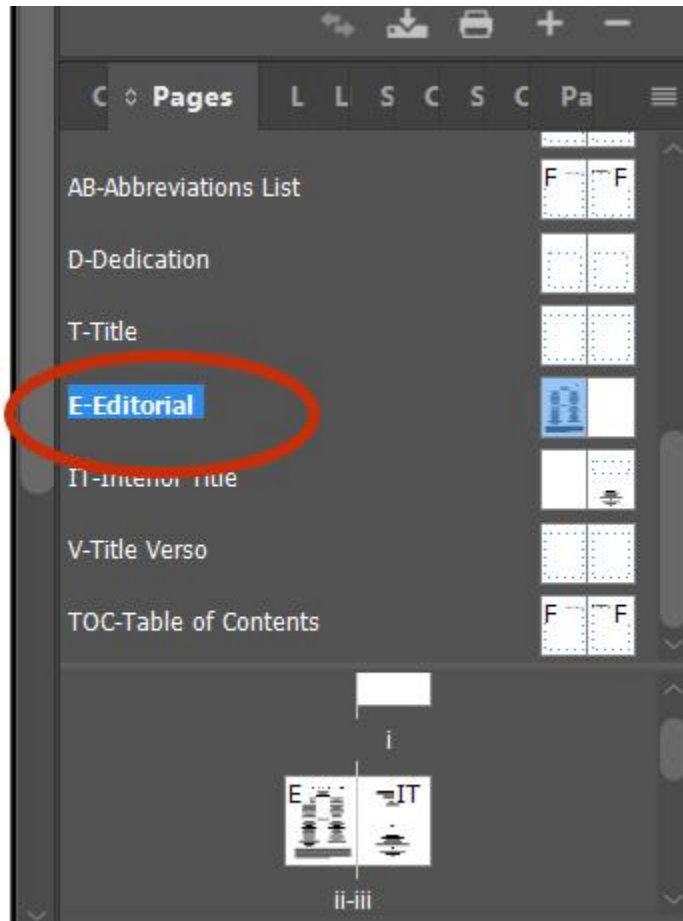
The description of METS is standard and should not be altered.

See below for an example:

 MIDDLE ENGLISH TEXTS SERIES 	
GENERAL EDITOR Russell A. Peck University of Rochester	
ASSOCIATE EDITOR Susanna Fein Kent State University	ASSOCIATE EDITOR Alan Lupack University of Rochester
ASSOCIATE EDITOR Anna Siebach-Larsen University of Rochester	MANAGING EDITOR Pamela M. Yee University of Rochester
CONSULTING EDITOR Thomas Hahn University of Rochester	CONSULTING EDITOR Victoria Szabo Duke University
ADVISORY BOARD	
Theresa Coletti University of Maryland	David Raybin Eastern Illinois University
Rita Copeland University of Pennsylvania	Eve Salisbury Western Michigan University
Alexandra Gillespie University of Toronto	Lynn Staley Colgate University
Thomas Goodmann University of Miami	David Wallace University of Pennsylvania
David A. Lawton Washington University in St. Louis	Bonnie Wheeler Southern Methodist University
Michael Livingston The Citadel	
<p>The Middle English Text Series produces scholarly texts designed for research and classroom use. Its goal is to make available to teachers, scholars, and students texts that occupy an important place in the literary and cultural canon but have not been readily available in print or online editions. The series does not include authors, such as Chaucer, Langland, or Malory, whose English works are normally in print. The focus is, instead, upon Middle English literature adjacent to those authors that are needed for research or teaching. The editions maintain the linguistic integrity of the original work but within the parameters of modern reading conventions.</p>	

If you do need to change this information, you must go into the Parent Page in order to do so, since all of this text is embedded there. To get to the Parent Pages, you need to go into the Pages

menu on the right bar. This is one of the tabs tucked behind Paragraph and Character Styles tabs. Once that tab is open, scroll up to the Parent Pages and double-click into the one marked E-Editorial. This will take you to the Parent Page of the METS Editorial Page. From here, you can click into text boxes and alter board members as needed.



If you do alter this page, make sure that you apply the correct Paragraph Styles.


<p>GENERAL EDITOR Russell A. Peck University of Rochester</p>	
<p>ASSOCIATE EDITOR Susanna Fein Kent State University</p>	<p>ASSOCIATE EDITOR Alan Lupack University of Rochester</p>
<p>ASSOCIATE EDITOR Anna Siebach-Larsen University of Rochester</p>	<p>MANAGING EDITOR Pamela M. Yee University of Rochester</p>
<p>CONSULTING EDITOR Thomas Hahn University of Rochester</p>	<p>CONSULTING EDITOR Victoria Szabo Duke University</p>

Role titles like “associate editor” use Paragraph Style: Editorial Page Staff Role.
For names of people or institutions of the editorial board use: Editorial Page Staff Name and Institution.

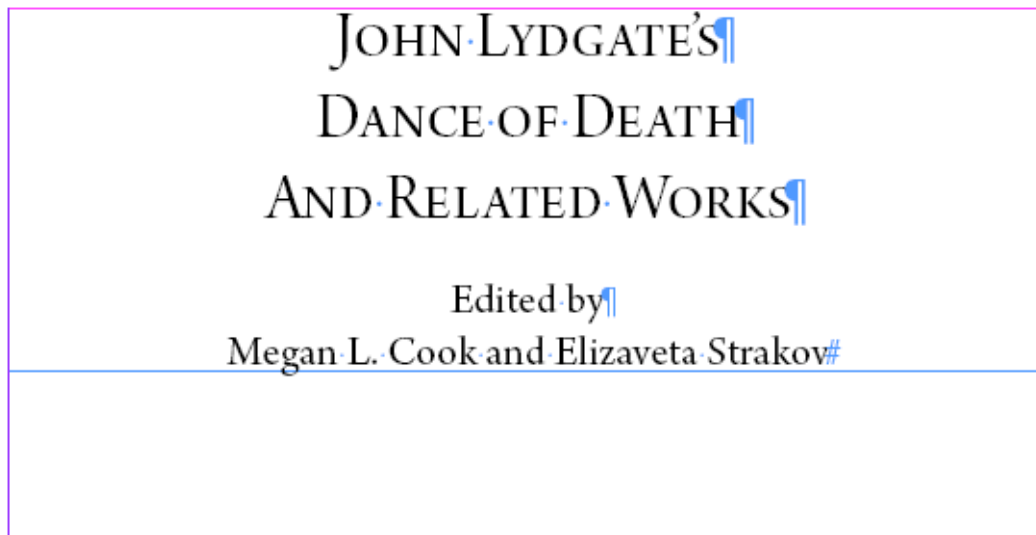
For names of people of the advisory board use: Editorial Page Staff Name and Institution
For institutions of the advisory board use: Editorial Page Institution Name

Title Page with Editors and Publication Information:

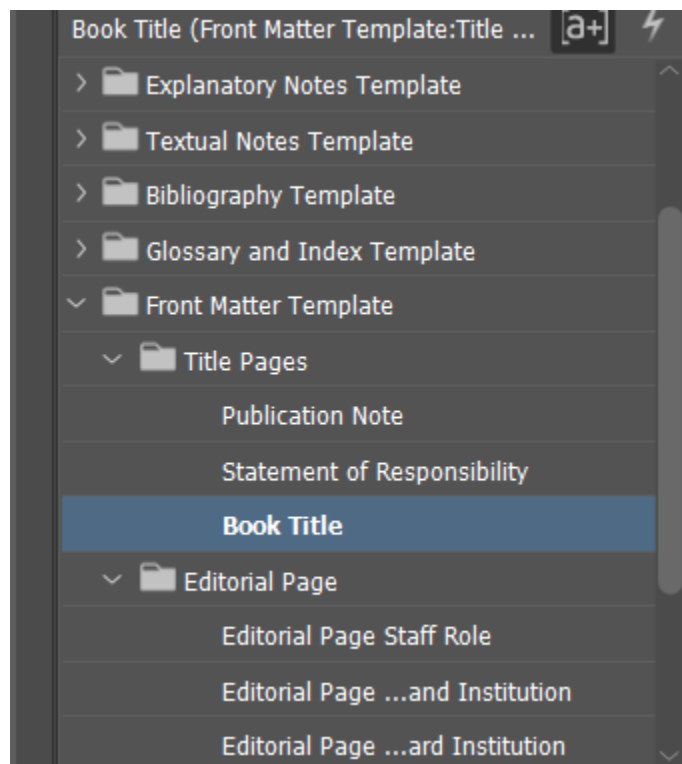
In this page, you will need to fill out the title of the work and the editors, so you will only be working in the top section of the page. See below:

<p>AUTHOR (IF APPLICABLE)¶</p> <p>VOLUME TITLE¶</p> <p>Edited by¶</p> <p>Volume Editors#</p>

<p>A publication of the¶</p> <p>ROSSELL HOPE ROBBINS LIBRARY¶</p> <p>in collaboration with¶</p> <p>the University of Rochester¶</p> <p>and the Teaching Association for Medieval Studies¶</p> <p>by¶</p> <p>MEDIEVAL INSTITUTE PUBLICATIONS¶</p> <p>Kalamazoo, Michigan¶</p> <p>20xx#</p>

The format of the title on this page should match the one on the initial title page.
List the editor(s) on a single line beneath the “Edited by” phrase.



The Paragraph Styles are already added to the text you are replacing, so you should not have to change these. But if you do, the correct styles are found in Front Matter Template → Title Pages. Use Book Title for the title of the edition, and Statement of Responsibility for the editor's names.



Do not alter the publisher information nor publication date at the bottom of this page. The publication date will be filled in later.

Publication and Library of Congress Information:

This information is filled in by MIP, do not alter it.

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The text of this book was set in Arno Pro 11pt, a contemporary typeface inspired by books from the 15th and 16th centuries. It was designed by Robert Slimbach at Adobe.

Library of Congress Cataloging in Publication Data

John Lydgate's Dance of Death and Related Works / Megan L. Cook, Elizaveta Strakhov, editors.

pages cm.

"Lydgate's Dance of Death is presented alongside five other contemporary Middle English poems treating similar themes, two more poems that demonstrate its literary afterlife in England." — Introduction.

Includes index.

ISBN 978-1-58044-123-4 (pbk : alk. paper)

1. Lydgate, John, 1370?-1451? Poems. Selections 2. Religious poetry, English (Middle) 3. English poetry--Middle English. I. Title.

PR1119.A2 2019

820.8--dc23

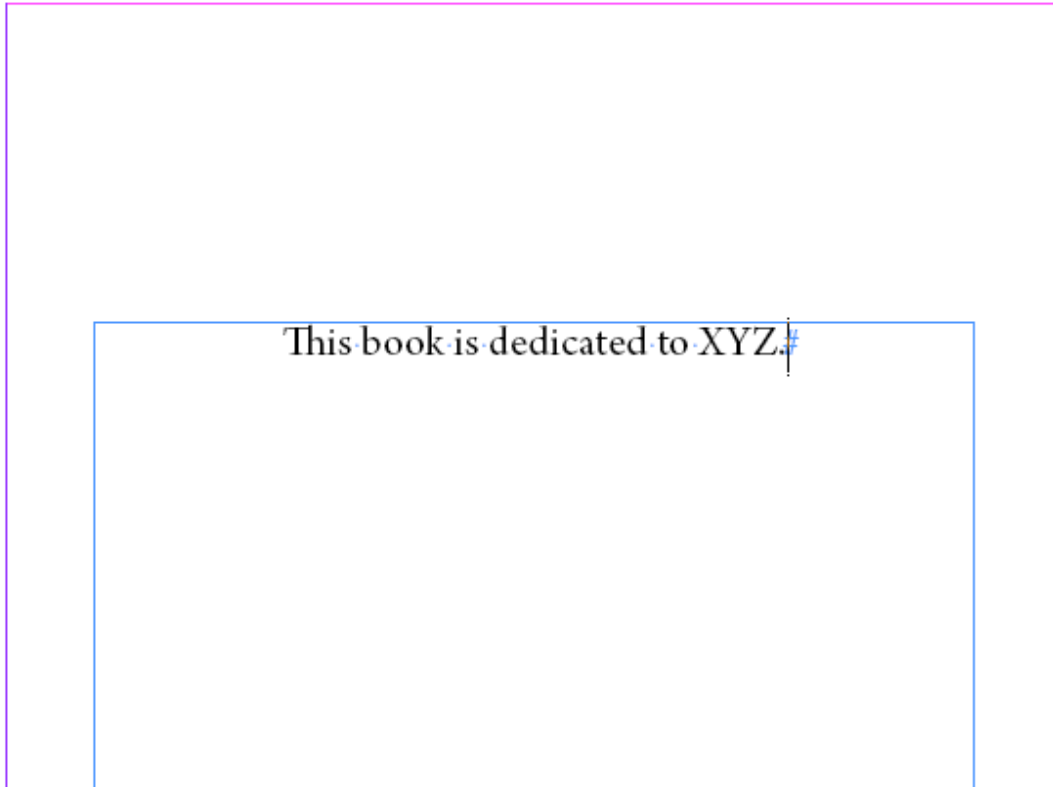
2019123456

ISBN 978-1-58044-123-4

P 5 4 3 2 1#

Dedications:

- ❖ If the editor(s) has included a dedication, type it into the top of the text box provided on the page. Make sure you use the Paragraph Style **Dedication Text** so that it is formatted correctly. You may need to manipulate the formatting of the dedication by adding in line breaks where you would like to split longer dedications for aesthetic purposes.



This book is dedicated to XYZ.

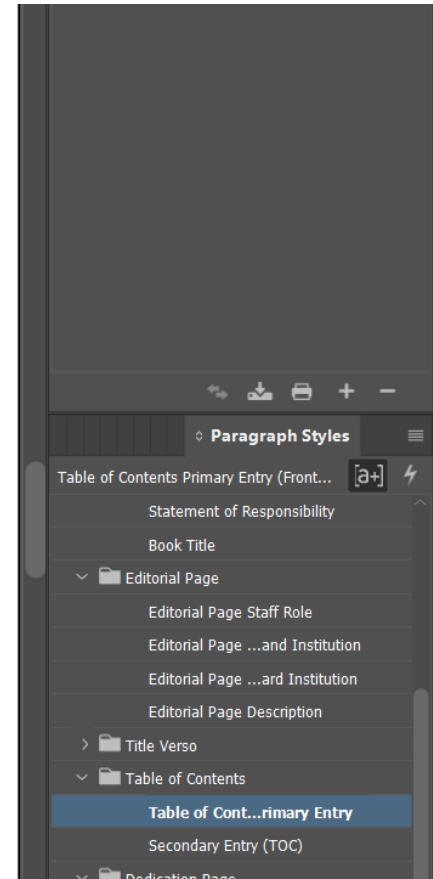
- ❖ **If there is no dedication**, delete the page from the book so that the Table of Contents begins directly after the publication page. Refer to Document Pagination in the Formatting Reference to learn how to add and delete pages from books.

Table of Contents:

This begins on a recto page. The TOC can continue onto the following page. If it does, you will need to add a page directly after the original TOC page. Refer to Document Pagination in the Formatting Reference for how to do this. You will need to turn the Parent Page of the new document into B-Body in order to have the correct margins.

There is a standard template that imports with all Front Matter, see below. This template comes in with the proper Paragraph Styles assigned to different Table of Contents sections. Go in and adjust the section titles now, but the managing editor will not be able to finalize pagination until formatting is complete and page numbers are set. For more about setting pagination, see the Setting Pagination Instructions.

TABLE OF CONTENTS		
ACKNOWLEDGMENTS	»	VII
ABBREVIATIONS LIST	»	IX
INTRODUCTION	»	I
TEXT 1	»	XXXX
TEXT SECTION		
1. » Text 2	»	XXXX
2. » Text 3	»	XXXX
TEXT 4	»	XXXX
EXPLANATORY NOTES	»	XXXX
TEXTUAL NOTES	»	XXXX
BIBLIOGRAPHY	»	XXXX
GLOSSARY	»	XXXX



All major texts and sections of the edition should use the Paragraph Style: Table of Contents Primary Entry. If there are subsections beneath those main sections, you will use Secondary Entry (TOC). You will have a Table of Contents put together by the volume editor; use that to fill this section out. Unlike most InDesign documents, you need to type this in manually rather than importing a file.

A note about page numbers: the Front Matter uses roman numerals, while the substance of the edition, which begins with the Introduction, are numbered with Arabic numbering. This is set up to work automatically, but you will need to adjust this in the TOC.

National Endowment for the Humanities Page

This begins on the first verso page after the Table of Contents. We have a standard page acknowledging the support that the National Endowment of the Humanities has given us through

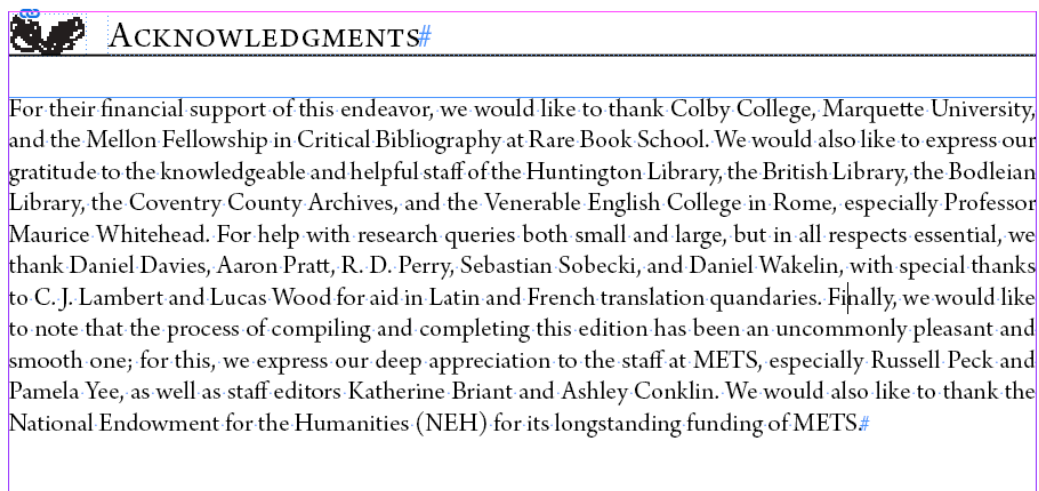
their grant. This uses the required language and logos provided by the NEH. The managing editor will update this page as the NEH continues to update its guidelines.

Acknowledgments

This begins on the first recto page after the Table of Contents and the NEH Page. If the Acknowledgments spill onto the following verso page, that's fine. If it does, you will need to add a page directly after the original Acknowledgments page. Refer to Document Pagination in the Formatting Reference for how to do this. You will need to turn the Parent Page of the new document into B-Body in order to have the correct margins.

You will import Acknowledgments from a Word doc directly into the textbox on the Acknowledgments page. Refer to How to Insert Text from Word to InDesign in order to import the text.

Occasionally you may get a file that has both Acknowledgments and Dedications in them, just delete the dedication upon import. Style the first paragraph of Acknowledgments with Body First (no indent) Paragraph Style. Any following paragraphs should be styled with Body (indent built into the Paragraph Style). There should be little or no additional formatting but if there is, refer to the Formatting Guidelines, Common Font Styles, as needed.



Abbreviations List

This begins on the first recto page after the Acknowledgments. If the Abbreviations List spills onto the following verso page, that's fine. If it does, you will need to add a page directly after the original TOC page. Refer to Document Pagination in the Formatting Reference for how to do

this. You will need to turn the Parent Page of the new document into B-Body in order to have the correct margins.

Note that backlog texts do not have an abbreviations list in the same format as our current editions. Consult the backlog-specific workflow for creating these abbreviations lists.

Import Abbreviations Lists from a Word doc directly into the textbox on the Abbreviations page. Refer to How to Insert Text from Word to InDesign in order to import the text.

See below for a standard Abbreviations List.



ABBREVIATIONS LIST#

A	»	British Library Additional 36523¶
Addit	»	British Library Additional 36983¶
C	»	British Library Harley 4733¶
CA	»	Gower, <i>The Confessio Amantis</i> , ed. Peck¶
Chester	»	<i>The Chester Mystery Cycle</i> , ed. Lumiansky and Mills¶
Cov	»	Coventry, City Records Office MS 325/1¶
CT	»	Chaucer, <i>The Canterbury Tales</i> , ed. Benson¶
D	»	Bodleian Digby 230¶
Douce	»	Bodleian Douce 126¶
EH	»	Eusebius, <i>Ecclesiastical History</i> ¶
GN	»	<i>Gospel of Nicodemus</i> , ed. Hulme¶
Herbert	»	<i>Titus and Vespasian</i> , ed. J. A. Herbert¶
HJW	»	Mason, <i>A History of the Jewish War A.D. 66–74</i> ¶
JW	»	Josephus, <i>The Jewish War</i> , ed. Thackeray¶
LA	»	Jacobus de Voragine, <i>Legenda Aurea</i> , trans. Ryan¶
MED	»	<i>Middle English Dictionary</i> ¶
MS	»	Bodleian Laud Misc 622 [base text]¶
Munro	»	Munro, “Edition and Study” ¶
N-Town	»	<i>The N-Town Plays</i> , ed. Sugano¶
O	»	Beinecke Osborn A.11¶

Every entry should use the Paragraph Style: Abbreviations List. There should be an end of paragraph symbol at the end of every entry. Use the Common Fonts Character Styles to make sure that the formatting of each entry is correct; you will primarily use *Italic*.

An entry consists of the abbreviation, which is aligned with the left margin and should be listed in alphabetical order. There should be one tab between the abbreviation and the short title of the entry.

Note that the Abbreviations List should be more or less correct when you import it. If you notice anything that seems to go against our typical short title guidelines (refer to the METS Style Guide for full details), bring it to the Managing Editor's attention, but otherwise you should simply replicate the formatting found in the Word doc of the Abbreviations List.