



## STYLE GUIDELINES

### 1. FORMAT

- a. Texts must be written in Word format (not Pdf or other formats), without any formatting or any other particular form of pagination.
- b. Top and bottom page margins should be 2 cm, while left and right ones should be 3 cm.
- c. Texts should be typed in Times New Roman, 14-point character size, 1.5-spaced, fully justified.
- d. The author's name should be written in capital letters on the first page, centred, in 16-point; the title of the article, should appear two 14-point lines below – it should be capitalized, in bold, in 18-point, and placed in the centre of the page. The text begins after five lines in 14-point.
- e. The first line of a new paragraph should be 1.25 cm indented.
- f. Pages should be numbered consecutively in the top right-hand corner, in 12-point; do not number the first page.
- g. Texts must be divided into subdivisions with headings. Headings (in 14-point) should be italicized and numbered (Arabic numerals in roman type). Each section must be preceded and followed by a blank line in 14-point.

### 2. NOTES AND QUOTATIONS

- a. Notes and long quotations (more than three lines) must be in 12-point, single-spaced, fully justified. They should be 1.25 cm indented, as in the first line of a new paragraph.
- b. Notes must appear as footnotes. Bibliographical references are compulsory and must be included in the footnotes. Do not include a separate bibliography ('Works cited') at the end of the article.
- c. Footnote reference numbers should always *follow* any type of punctuation, including quotation marks. Type the references in the text



as superior figures ('superscript'). Footnotes numbering must be progressive and footnote numbers should never be repeated.

- d. Indicate omissions with [...]; this can also be used at the beginning of a quotation, but exclusively when the starting point of the quotation does not coincide with the beginning of a sentence (the first letter of the cited passage is therefore not to be capitalized).
- e. Add *sic* in square brackets [*sic*] to indicate ambiguities in the source text or obvious errors made by the original author.
- f. Use a forward slash (/) with a space on each side to separate lines of quoted verse or manuscript folios, and a double slash (//) to indicate a stanza break.
- g. If the text begins with an epigraph, it should be in roman type, in 12-point, between double quotation marks (" "), flushed left, 7 cm indented from the left margin of the page.

### 3. QUOTATION MARKS AND ITALICS

- a. Short quotations which run on with the main text and long quotations (more than three lines) should be enclosed in double quotation marks (" ").
- b. For a quotation within a quotation, single quotation marks should be used (' ').
- c. Long quotations should be separated from the preceding and following lines of typescript by a blank line. The next paragraph should be 1.25 cm indented, just like the first line of a new paragraph.
- d. Double quotation marks (" ") should also be used to indicate journals in bibliographical references.
- e. As far as quotations are concerned, punctuation marks should always follow the closing quotation marks, with the exception of exclamation marks, question marks and dots belonging to the quoted material.
- f. Single quotation marks (' ') should also be used to emphasize a word or an expression, as an alternative to italics; to indicate special nuances of meaning; to emphasize a term (for example: the term 'intertextuality' is to be referred to...) in the article or in a title (T. Atou, *L'origine du mot 'armadillo'*, Paris-Texas, Éditions Carapace, 2010).



- g. Italics should be used for section titles, titles in bibliographical references, words in a different language from that used in the article, and – in moderation – for rhetorical emphasis. In the bibliography, *et al.*, *ibidem*, *passim*, *supra* and *infra*, *r* (*recto*) and *v* (*verso*), should be italicized.
- h. Bold type should be avoided, unless strictly necessary.

#### 4. BIBLIOGRAPHICAL REFERENCES

Bibliographical references appearing in footnotes should be given according to the following guidelines:

- a. The author's last name should be written in roman and preceded by forenames reduced to initials; forename initials and the last name should be separated by a space (V. Volpacchietti, M. I. Stificatore).
- b. Titles of books should be given in italics and titles of journals enclosed in double quotation marks (“ ”).
- c. Abbreviations: p. and pp. (with a space preceding the number of the page), ch. and chs., vol. and vols, t. and tt., cf., etc.
- d. Page numbers should always be given in full (pp. 124-129, pp. 657-689); the same principle should be used to indicate years (1914-1916).
- e. The first reference to any item should be given in full in a form similar to that in the following examples:
- Monograph: V. Volpacchietti, *La caccia alla volpe*, Milano, Furbastri, 1827<sup>3</sup> (the superscript indicates the third edition), p. 545;
  - Essay in edited book: A. Spetta and S. Pera, *Il giorno del Giudizio*, in *Prospettive millenaristiche*, ed. by G. Da Fiore, Cosenza, Mannaggia, 1973, pp. 567-824;
  - Journal article: B. Revetto, *Les souffrances de l'inventeur*, in “La corrida. Journal Spirituel”, XXIV, 1968, pp. 3-15;
  - Translation into/from another language: V. Volpacchietti, *La caccia alla volpe*, Engl. trans. *Fox-hunting*, Hounds and Hounds, Croydon, 1838, vol. II, p. 36 (in this case the quotation must refer to the edition in the original language).
- f. Details about book series should not be included, unless the position of a work within a collection or a series is particularly meaningful (for example the *Rerum Italicarum Scriptores*).



- g. Later references: in all references to a book or article after the first, the author's name and the title (in full) should be repeated, followed by *cit.* (V. Volpacchietti, *La caccia alla volpe*, *cit.*, p. 45).
- h. *Ivi* (in roman) should be followed by a comma and the page number (if different from the one indicated in the preceding footnote), and be used when quoting the same book as the one in the note immediately above. *Ibidem* (in italics) should be used when quoting the same book as the one in the note immediately above and the page is the same as the one in the note immediately above.
- i. *Idem* (Id.) / *Eadem* (Ead.) should be used when the same author is quoted in subsequent bibliographical references (within the same footnote or in following footnotes) or when indicating the collection to which a work belongs: S. Estessa, *Iterazioni e interazioni*, in Ead., *La critica allo specchio*, Roma, Narciso, 1991, pp. 152-251.
- j. Works cited within a title (of an article, a section, another work) should be enclosed in double quotation marks (F. Furetti, *Osservazioni su "La caccia alla volpe"*).

## 5. FURTHER REMARKS

- a. Titles should always be given in full: *Rerum vulgarium fragmenta*, not *Rvf*; *Purgatorio*, not *Pg* o *Purg.*; the same principle should be used for Biblical quotations (*Matteo*, 5, 27 or *Matthaeus*, 5, 27). The use of abbreviated titles is admitted in the case of recurring texts.
- b. Abbreviations should be in roman type; only the initial letter should be capitalized and full stops should be omitted (*Utet*, *Fiat*, etc.).
- c. (Italian language) – Accented vowels are *à*, *ì*, *ò*, *ù* (always with a grave accent) and *é* (always with an acute accent: *né*, *sé*, *perché*, *affinché*, *poiché*, *giacché*, etc.). Exceptions (with a grave accent): *cioè*, *è*, *caffè*.
- d. Dashes used to enclose parenthetical statements – as in this case – should be long, preceded and followed by a space.
- e. Please note: references to or quotations from secondary sources are NOT to be included in the body of the text. Opt instead for a brief allusion in the notes.
- f. Please make sure that all surnames quoted for the first time in the body of the text are preceded by the first name.