

“MATERIALE STRUTTURA”: EDITORIAL STYLE GUIDE

As well as the **TEXT**, the following must be provided:

1. a 15-20 line **summary** briefly describing the issue discussed for translation;
2. **information about the author or authors**, in this order: full name, professional title and the institution where he or she is employed (as regards universities, mention the college or the department), e-mail address.

The complete, definitive **text must be supplied** in a Word file, together with a printed version with no corrections in the margin.

The text should be laid out in a normal style, without any formatting or style sheets applied and with no images, tables or such like included; please do not use any kind of hidden text, such as author's comments, index entries or cross-references, double spaces, underlined words, automatic or manual hyphenation.

Photographs must be free of any copyright, separately from the text and numbered in order, complete with captions. Authors are asked to provide good quality black-and-white and/or colour images, whilst digital images should be saved as TIFFs or JPEGs, at no less than 300 dpi, placed in their own folder and supplied along with a Word file that includes their captions, numbered one by one. Illustrations must be supplied separately; they have to be drawn and saved using computer programs that are suitable for print (Photoshop, not Word). Should photographic material not meet these requirements, the editorial team reserves the right to refuse their publication.

MAIN EDITORIAL STYLE GUIDE

Quotation marks. Quotation marks are used to highlight words and phrases compared to their content; there is no need to *italicise* words in quotation marks. **Italian-style quotation marks** (« ») are used to indicate newspapers or magazines. **Double quotation marks** (“ ”) are only used for quotations. **Single quotation marks** (‘ ’) are used for loaded words, metaphorical and figurative expressions or to highlight a term/expression («la ‘rivoluzione’ nel modo di trattare il colore si verificò quando... », or «the ‘revolution’ in the way colour was treated occurred when... »).

Upper and lowercase letters. A capital 'S' followed by a full stop indicates the terms ‘san’, ‘santo’, ‘santa’ ('Saint') when referring to a church dedicated to that saint. A lowercase 's' indicates the person, a capital 'S' followed by the full word indicates the town (“saint Francis spoke to the wolf of Gubbio”; “the basilica of S. Francis is located...”, “the town of San Carlo is located in the province of Ferrara ...”).

Lowercase letters are preferred in the following cases:

- when using the terms «via», «piazza», «chiesa», «corso» etc., («via Frattina», «piazza San Lorenzo in Lucina», «the church of Sant’Andrea delle Fratte»);
- when referring to administrative, religious or military titles if combined with the surname «pope Boniface VIII», «the king of Spain»);
- when referring to geographic terms («see», «mountain», «lake», «cape» etc.), unless they are an intrinsic part of the name («Mediterranean see», «river Thames», but «Red Rosso», «Yellow River»);
- when referring to public buildings, palaces and theatres except when the term is an intrinsic part of the name («Trevi Fountain» but «the fontana dei Fiumi»; «Barberini palace» but «the White House»).

BIBLIOGRAPHIC DETAILS IN FOOTNOTES

Footnotes must be placed at the bottom of the page in numeric order. In the text, they are without parentheses: superscript numbers - placed before any punctuation sign or end parenthesis, but after any closing quotation marks – flag the corresponding sentences.

Quotations should be indicated using a brief form of the author/editor's surname (using upper and lowercase small capitals) followed by the year and page number (PORTOGHESI 1966, p. 45).

A list of bibliographic abbreviations is separated by a semi-colon (PAPINI 1998; ZANNONI 2002). Should three or more authors have contributed to a text, one should abbreviate the entry by only mentioning the first author's surname followed by *et al.* (ARBUTINA *et al.* 2011).

BIBLIOGRAPHIC REFERENCES

Bibliographic references should be placed in alphabetical order at the end of the text with complete details of the publications consulted (including the publisher):

IACOBINI, ZANINI 1995: A. Iacobini, E. Zanini (a cura di), *Arte profana e arte sacra a Bisanzio* («Milion» III), Argos, Roma 1995

PORTOGHESI 1966: P. Portoghesi, *Roma barocca. Storia di una civiltà architettonica*, Bestetti, Roma 1966

As far as **magazine articles** are concerned:

- start with the author's first name initial followed by a full stop, then his or her surname,
- then list the complete title in *italics*, the name of the magazine in Roman font between Italian-style quotation marks, the issue year in Roman numerals, the year of publication and the issue number in Arabic numbers, followed by the first and last pages of the article:

LIBERA 1960: A. Libera, *La mia esperienza di architetto*, in «La Casa», VI, 1960, pp. 171-175

ROCA DE AMICIS 1999: A. Roca De Amicis, *Le prime idee di Bernini per piazza San Pietro: lo stato degli studi e qualche precisazione*, in «Palladio», XI, 1999, 23, pp. 43-50

The **series number of a magazine** should be listed with a Roman numeral preceded by an **s.** and separated from the issue year by a comma.

Should a contribution have been written by three or more authors, the contracted formula – first surname followed by *et al.* and the edition date – should be supplemented with a complete list of the authors:

ARBUTINA *et al.* 2011: D. Arbutina, Z. Mavar, H. Alfirević-Arbutina, *Discreet Landscapes of Fortifications*, in «Architektura Krajobrazu», 2011, 3, pp. 38-45

As regards **anthologies**:

- start with the name of the author and the title of the particular chapter/essay, then list the name of the editor preceded by **in** and followed by **a cura di** ('edited by') in parentheses;
- then list the title of the anthology in *italics*, the volume number if present, the title of that particular volume *in italics* if present, the publisher, the city, the year of that particular edition and the first and last page numbers of the contribution:

NARDI 1991: M. Nardi, *Il riordino funzionale dell'Armeria di Clemente X*, in L. Pittarello (a cura di), *Studi su Castel Sant'Angelo*, Argos, Roma 1991, pp. 141-154

When referring to **conference proceedings**, **festschrifts** and **exhibition catalogues**, if the publication has its own title:

- then the headings 'conference proceedings', 'a festschrift in honour of', 'exhibition catalogue' and such like always follow the title and are separated from it by a comma, they are always written in Roman font, start with a lowercase letter and are not placed between quotation marks:

IACOBINI, DELLA VALLE 1999: A. Iacobini, M. Della Valle (a cura di), *L'arte di Bisanzio e l'Italia al tempo dei Paleologi 1261-1453*, atti del III convegno internazionale d'arte bizantina (Roma, maggio 1994), Argos, Roma 1999

When referring to conference proceedings and exhibition catalogues, list the editor/s, the title of the conference or the title of the exhibition in *italics*, and then always specify the city, *comma*, place, *comma* and the complete date where they took place, all enclosed in parentheses, with no comma before the opening parenthesis.

BERNARDINI, FAGIOLO DELL'ARCO 1999: M.G. Bernardini, M. Fagiolo dell'Arco (a cura di), *Gian Lorenzo Bernini. Regista del Barocco*, catalogo della mostra (Roma, Palazzo di Venezia, 21 maggio-16 settembre 1999), Skira, Ginevra-Milano 1999

As regards **contributions** published in conference proceedings, or in those that are found in exhibition catalogues, the following example should provide guidance:

BUTTERS, PAGLIARA 2009: S.B. Butters, P.N. Pagliara, *Il palazzo dei Tribunali, via Giulia e la Giustizia: strategie politiche e urbane di Giulio II*, in G. Hajnóczi e L. Csorba (a cura di), *Il palazzo Falconieri e il palazzo barocco a Roma*, atti del convegno indetto dall'Accademia d'Ungheria in Roma (Roma, 24-26 maggio 1995), Roma 2009, pp. 29-279

When **quoting archive documents**, please list: the title of the document *in italics* followed by the date in parentheses, the name of the archive in Roman font, the full name of the collection *in italics*, the file or binder number, the dossier number if present and page or folio numbers:

Catasto di beni fatto per la sacra visita (1590), Archivio di Stato di Roma, *Confraternita della SS. Annunziata*, b. 836, ff. 50v-51r

The name of the archive should be written in full the first time it is referred to, followed by the abbreviated form preceded by 'd'ora in avanti' ('hereinafter referred to as') with no comma separating them: Archivio di Stato di Roma (d'ora in avanti ASR).

When quoting online documents, follow the rules set down by the Modern Language Association <<http://www.mla.org/>>. Generally speaking, the **date the document was consulted** should be added in square brackets to the style stated above, after the website address:

BENNETT 1999: S. Bennett, *Authors rights*, in «The Journal of Electronic Publishing», V, 2, 1999 <<http://www.press.umich.edu/jep/05-02/bennett.html>> [3/6/2001]

ABBREVIATIONS

Ivi = when quoting the same publication referred to in the previous footnote but with different page numbers or volume numbers; this should be written in Roman font with an uppercase first letter at the beginning of the footnote. **Ibidem** = when the quotation also has the same page number as the

previous footnote; this should be written in *italics* with an uppercase first letter at the beginning of the footnote. ***Infra*** = when referring the reader to later pages in your article. ***Supra*** = when referring the reader to previous pages of your article.

ILLUSTRATION REFERENCES AND CAPTIONS

References to illustrations should be flagged up in the text by indicating the Figure number in italics and in parentheses: (*Fig. 1*) / (*Figg. 2-3*). Captions should be written in Roman font and should be descriptive in nature, properly explaining the image to which they refer. If the illustration is taken from previously published works, the reference should be included in abbreviated form between parentheses, i.e.: (da Portoghesi 1966). Illustrations kept in archive collections should be captioned with all the information necessary to identify them, written in the order specified above; such illustrations require permission for use in print. The photographer who took the image should be credited at the end of the caption, i.e.: (photo M. Rossi).