

## Author guidelines for publications

Every article should be in .doc or .rtf format and be written either in Italian or American English. Articles should be double-spaced, in Times New Roman font (12).

Title and text format: All articles should have a title and be structured into paragraphs (with headings, no numbering). The editorial staff reserves the right to modify titles, if necessary.

Font format: Authors should not emphasize words nor use fat writing fonts or underlining. In regards to quotations, authors should point out any emphasis within a footnote as follows: [italic font in the original].

Italic font should be used only when indicating expressions or words of foreign origin or not of current use in Italian, or when referring to publication titles, journal-published articles, papers within a book including multiple authors, encyclopedia entries, book series titles, conference proceedings, multimedia contents, exhibitions or similar cultural events.

Capital letters: Authors should try to use capital writing as little as possible. In case of locutions consisting of a series of words, the use of capital letters should be limited to the first one only (examples: Office of international affairs, European parliament, Middle east etc.). With regards to the use of geographical or political terminology, authors should apply the following scheme: Atlantic ocean, ministry of Foreign affairs. Capital writing should not be used when indicating cardinal points, except for the description of geographical areas (he went east vs. the conquering of the East). Authors should use capital letters when referring to deities (God, Allah etc.) or when describing an historical period (Renaissance, Risorgimento etc.)

Abbreviations: When using abbreviations, only the first letter should be a capital one and authors should not use punctuation (example: Institutional biochemistry committee = Ibc instead of I.B.C. or IBC). Abbreviations that are not of common use should be written out fully in brackets. Example: Dll (Decreto legge luogotenenziale). Measurements should be written out fully (centimeters, not cm).

Foreign languages: Quotations can be left in the original language if that language is either French, Italian/English or Spanish. All other languages should be translated into English/Italian. The usage of foreign expressions is allowed only in case there are no coinciding expressions in English/Italian. An expression in foreign language of non-common use should be translated in square brackets.

Dashes which – as in this case – delimit a certain part of the sentence, should be preceded and followed by spaces.

Quotation marks: Authors should use quotations marks to point out the names of journals and to introduce quotations. Only in exceptional cases should they be used to stress particularly meaningful words or expressions. Always use French quotation marks («») and, if necessary, English quotation marks (“ ”).

Quotations: Long quotations should be written in a smaller font (10 and not 12), without quotation marks, and be inserted within the main text by setting the margins to 0,5.

Notes within the text: Notes within the main text should be set to superscript and be inserted after the punctuation marks.

Common abbreviations: It is recommended to use some conventional abbreviations, such as: p. and pp.; cit.; cfr.; vol. and voll.; n. and nn.

Numbers and dates: Regarding the use of numbers and dates, the following is recommended:

- to limit the usage of expressions including numbers, especially when referring to generic time periods (example: the Seventies, rather than the 70s or 1970);
- to write out dates (examples: 23 July 1955, rather than 07/23/1955; in 1948 or in 1978, rather than '48 or '78);
- to use Roman numerals when referring to centuries (XIX, rather than 19<sup>th</sup>) or to individual positions or appointments (example: Pope Leo X);
- to fully write out ordinal numerals
- to refer to percentages by using % after the number, and by using the expression «percent» if the number is written out;
- to separate values that exceed thousand by using a period (example: 10.000), while Decimal numbers should be separated by commas (example: 5,75); fractions should be presented in the easiest and shortest way possible (example: a third, rather than 1/3; 5/6, rather than 0,83333...).

Images, tables and charts: In case authors choose to include images, charts or tables, those should be enumerated and feature captions. Within the main text, there should be some references to each of these images, tables or charts.

Footnotes and bibliographical references: All notes (explanatory or bibliographical) should be footnotes. No references should be made within the main text (example: Gaddis, 1995, p.2). The notes' text field should be in line with the above given guidelines.

Please remember that the abbreviation «cit.», when used before the title of a text, should be written in standard font; authors should, on the other hand, use Italic font in the following cases: *et al.*; *ibidem*; *passim*; *supra*; *infra*.

When it comes to bibliographical references, authors should strictly observe the following instructions: initial of author's first name; last name [in case of an editor, authors will have to use the expression «(ed.)»], title of the work, location of publication, name of publisher, year of quoted edition. All elements of the bibliographical reference should be separated by commas.

It is furthermore recommended authors quote the first edition of a text, if there is no subsequent edition of particular importance.

The publishing location should remain in the original language (München, instead of Munich). When referring to the publisher, authors should use only essential information (avoid the words «publisher», «editions» ecc.).

When it comes to quotations or precise information within the main text, is necessary to always point out the pages of the text one is referring to.

Texts quoted for the first time:

In case of a one-author, monographic volume: G. Formigoni, *La Democrazia Cristiana e l'alleanza occidentale, 1943-1953*, Bologna, Il Mulino, 1996, p. 9 (or pp. 9-13 or pp. 9 ff.).

In case of a volume with more than one author: E. Aga-Rossi, V. Zaslavsky, *Togliatti e Stalin: il PCI e la politica estera staliniana negli archivi di Mosca*, Bologna, Il Mulino, 1997.

In case of a text or volume in foreign language: if the author is referring to the English translation, I will be enough to put the year and publishing location of the original first edition in square brackets: M. Weber, *Economy and Society*, Oakland, University of California Press, 2013 [Tübingen, 1920], Vol

I, p. 423. If the author is directly referring to the original edition, there is no need mentioning the English one.

In case of a paper within a volume with more than one author: G. Pasquino, *Lo sviluppo politico*, in G. Sartori (ed.), *Antologia di scienza politica*, Bologna, Il Mulino, 1970.

In case of a work with one or more than one editor: Mario Insenghi e Silvio Lanaro (ed.), *La Democrazia Cristiana dal fascismo al 18 aprile: movimento cattolico e Democrazia Cristiana nel Veneto, 1945-1948*, Venezia, Marsilio, 1978. In case of texts in foreign language, authors should use the original, common abbreviations of that language (a cura di; Hrsg.; dir.).

Editors always need to be put after the title of the text, in case the author is named: A. Gramsci, *Quaderni dal carcere*, a cura di V. Gerratana, Torino, Einaudi, 1977.

In case of an article or paper within a journal: James E. Miller, "Roughhouse diplomacy: the United States confront Italian communism, 1945-1958", *Storia delle relazioni internazionali*, vol. V, no. 2 (1989), 279-311.

In case of a newspaper article: S. Rodotà, Un clima pericoloso, «La Repubblica», 3 novembre 2007 (the date should remain in the original language if the newspaper is not tied to an English-speaking country).

In case of a PhD-thesis: Apart from quoting the author and the thesis' title, authors should also quote the university and the year of the candidate's final exam.

In case of an internet page: [www.google.com](http://www.google.com) (last visited on 5 January 2021).

In case of a movie: name of director, movie title in Italic font, year of premiere in brackets. Example: R. Rossellini, *Roma città aperta* (1945).

#### Re-quoting:

Authors should repeat the first and last name of the author, as well as the work's title in a simplified way and without ellipsis. In case of long titles, authors should quote them in an abbreviated form. All other bibliographical elements should not be included in this case. Example: G. Pasquino, *Modernizzazione e sviluppo politico*, cit. p. 67.

Authors should use *ibidem* (in Italic font) when referring to the same text (monographic volume or paper) they have already quoted immediately before, and – if possible – they should point out the pages in question as well (this is particularly important in cases where it is possible to get confused between text references).

#### Quotation of archival sources:

The citation of an archival source must contain the name of the archive and of the archival fund, the first time in full and subsequently only with initials, followed by the name of the documentary series, in italics, and by the indication of the location, reporting when possible the number of the envelope and of the file containing the document in question, respectively preceded by the abbreviations "b./bb." and "f./ff.", as in the example:

1. Fondazione Istituto Gramsci, Fondo del Partito Comunista Italiano [hereinafter: Fpci], *Sezioni di lavoro*, b. 110, f. 606.