



## Editing rules

DOCUMENTS: FORMAT AND SUBMISSION	<p>1. Any images, which will be produced in plates outside the text, must be delivered separately, in photographic print, slide or digital format. The author will indicate the point in the text where they should be placed. All illustrative material will be progressively numbered and supplied with corresponding captions, with indications on the back of any parts which should not be reproduced. Images should be digitalized in TIFF format at a minimum resolution of 300 dpi. <b>Authors must provide permission to publish the photos and manuscripts.</b></p> <p>2. Authors will be sent only one draft to re-read, which must be corrected and sent back in the times indicated by the editors. Authors should limit themselves to correcting typos, material errors, missing words, incongruency or lack of uniformity with typographical criteria. Bibliographic integration or rectifications will only be admitted when strictly necessary; any additions or modifications must be agreed upon with the editors.</p>				
CITATIONS	<p>Citations of a certain length should be indented and written in a smaller type size, and without opening or closing quotation marks. Any missing words or phrases will be marked with three ellipsis points in parentheses: [...]. Citations of poetry should respect the typographical format of the original. Brief citations (fewer than three lines of text) should be inserted in the body of the text with lowered triangular quotation marks: « ».</p>				
ITALICS AND BOLD	<p>Use of italics should be limited to foreign words which have not entered into ordinary use, dialect, brief citations in a foreign language, including Latin (e.g. <i>stemma codicum</i>, <i>tout court</i>) and transliteration from Greek. Titles of books, chapters, articles in journals or miscellanies, poems, films, works of art and terms indicating parts of these works (e.g., <i>Presentation</i>, <i>Preface</i>, <i>Appendix</i>) should also be written in italics. Foreign words which have entered into ordinary use will instead be written in standard type. Avoid using bold unless absolutely necessary.</p>				
QUOTATION MARKS AND DASHES	<p>Please note these standards for the use of quotation marks:</p> <p>Lowered triangular quotation marks: « » are used for definitions, citations of words or phrases, and for titles of periodicals.</p> <p>High double quotation marks: “ ” are used only for a citation inside a major citation.</p> <p>High single quotation marks: ‘ ’ are used only when the author wishes to emphasize a term or denote a use of a term which is outside the ordinary.</p> <p>Use the em-dash (—) for asides; the figure-dash (-) should be used, instead, to separate dates, indications of page numbers, etc. (e.g., 1995-96, pp. 12-45). Never use the quotation dash (horizontal bar) (—).</p>				
FOOTNOTE NUMBERS	<p>Always place footnote numbers inside the punctuation (e.g., ...illustrated<sup>1</sup>. and not illustrated.<sup>1</sup>) and outside the parentheses (e.g., in the identification proposed [cf. pp. 128 and 136]<sup>12</sup>).</p>				
GEOGRAPHIC NAMES	<p>In the bibliographic citations, names of the place of publication are given in their original language. In the text, instead, use the current name of that place in the language you are writing in (e.g., for English, Rome, Prague, etc.)</p>				
NUMBERS AND DATES	<p>Numbers are preferably written out, with the exception of statistics and quantitative information. References to page numbers should always be made in the shortest manner to the first and last pages: 125-6 (not 125-126, nor 125-26).</p> <p>In the dates, the day and the year are indicated using Arabic numbers, the month capitalized in English: 5 March 2008. For other chronological indications, see the following examples:</p> <table><tr><td>1953 (not '53)</td><td>the 1300s or the 14th century</td></tr><tr><td>1911-12 (not 1911-1912)</td><td>the 1950s (not the '50s)</td></tr></table>	1953 (not '53)	the 1300s or the 14th century	1911-12 (not 1911-1912)	the 1950s (not the '50s)
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BIBLIOGRAPHIC CITATIONS	Follow the traditional citation system:
MONOGRAPHS AND ESSAYS PUBLISHED IN COLLECTIONS	<p>Indicate the name of the author in small capitals, with initials followed by a full stop, the title in italics, any volume numbers written using Arabic numerals, place of publication and date (not divided by a comma), number of pages cited preceded by p. or pp. (e.g., pp. 120-45).</p> <p>For multiple authors, separate names with a comma; for more than three authors, indicate the surname of the first author followed by “<i>et al.</i>”. If the author’s name is in Latin, the genitive should not be followed by a comma (e.g., B. TILESII <i>Varii de naturalibus libelli</i>). Do not put a space between double initials (e.g., T.S. ELIOT).</p> <p>For essays published in collections, collective volumes, etc, the title of the collection, in italics, is preceded by the word “in”.</p>
ARTICLES IN JOURNALS	Provide the author and title of the article as indicated above, the title of the journal in normal type inside lowered triangular quotation marks (without the word “in”), the volume number in Arabic numerals, any issue number in Arabic numerals separated by / (only in those cases where the page numbering begins again with each issue), year of publication, total pages and pages cited (after a colon). If the volumes are not numbered in a single series, indicate the series or new series (abbreviated, respectively, as s. or n. s.) with Arabic numerals. For Classical Studies journals, the abbreviations of the <i>Année Philologique</i> can be used.
CONFERENCE PROCEEDINGS, HONOURS, CATALOGUES	Cite the author of the text in small capitals and the title in italics as usual, then “in” followed by the title of the conference in italics, the series and any editor, the place and date of publication, and the page number of the text. In the case of a catalogue, after the title add “Exhibition Catalogue”.
DICTIONARIES AND ENCYCLOPAEDIAS	Write “in” followed by the title and indicate volume number, year of publication and pages referred to. In the case of well-known dictionaries or encyclopaedias, the place of publication may be omitted.
TRANSLATIONS, SUBSEQUENT EDITIONS, REPRINTS	For translations, after the bibliographic information as above show the language translated into (e.g., eng. trans.) followed by the name of the translator and the place and year of publication. The number of the edition is printed above the line (e.g., 1980 <sup>3</sup> ). If the first publication date is important, indicate it in parentheses; for reprints give the year and date of publication in parentheses.
EDITORS	Editors of collections, miscellanies, etc. come immediately after the title, in regular type, preceded by: “a cura di”, “ed. by”, “éd. par”, “hrsg. von”, etc.
SERIES	The series is indicated, only if considered indispensable, in parentheses after the date of publication, followed by the volume number from the series, written in Roman numerals.
CROSS-REFERENCES	<p>References to works or articles that have already been fully cited use the last name of the author in small capitals, an abbreviated title in italics and the page numbers.</p> <p>In the case of subsequent citations by the same author, use IDEM (abbreviated ID.); <i>ibidem</i> (abbreviated as <i>ibid.</i>) is used where the citation refers to the same text immediately cited above.</p> <p>If possible, avoid internal cross-referencing with citations to pages; substitute it with cf. <i>supra/infra</i>, or with references to fixed elements like numbers of paragraphs or notes.</p>
ONLINE PUBLISHING	Indicate the URL inside triangular brackets: < > followed by the last date the page was consulted in parentheses: < <a href="http://biblio.signum.sns.it/bellori/">http://biblio.signum.sns.it/bellori/</a> > (10/12/2008).
GREEK AND LATIN SOURCES	<p>For Greek and Latin authors use, respectively, the abbreviations from Liddell-Scott-Jones (&lt;<a href="http://www.tlg.uci.edu/lscj/01-authors_and_works.html">http://www.tlg.uci.edu/lscj/01-authors_and_works.html</a>&gt;) and from <i>The Oxford Classical Dictionary</i>, ed. by S. Hornblower, A. Spawforth, Oxford 2003<sup>3</sup> (HDT. 1,3,1; PLUT. <i>Per.</i>, 5,1; TAC. <i>Hist.</i>, 1, 71).</p> <p>Inscriptions are to be cited as follows: <i>CIL</i> XI, 3036, l. 3.</p>

CAPTIONS	<p>Provide: author (in small capitals), title of the subject (in italics), city, place where found. Alternatively, if there is no author, the title of the object, city and place where found.  E.g.: Giotto, <i>Isaac rejects Esau</i>, particular. Assisi. Upper Basilica of San Francesco.  Polychromatic mosaic from the <i>domus</i> with peristyle of Arpi. Foggia, Municipal Museum.</p>
EXAMPLES	<p>A. MOMIGLIANO, <i>Studies in Historiography</i>, New York 1966.  S. SHIN'ICHI, <i>Figures du Samourai dans l'histoire japonaise. Depuis 'Le Dit des Heike' jusqu'au Bushido</i>, «<i>Annales HSS</i>», 63, 2008, pp. 877-94.  <i>Colonial identity in the Atlantic World, 1500-1800</i>, ed. by N. Canny, A. Pagden, Princeton (NJ) 1987.  T. COATES, <i>State-Sponsored Female Colonization in the 'Estado da India', Sinners and Saints. The Successors of Vasco da Gama</i>, ed by S. Subrahmanyam, New Dehli 1998, pp. 40-56.  <i>Jasper Johns. An Allegory of Painting, 1955-1965</i>, Exhibition Catalogue, Washington 2007.  C. DIONISOTTI, s.v. <i>Bembo, Pietro</i>, in <i>Dizionario Biografico degli Italiani</i>, VIII, Roma 1966, pp. 137-8.  C. GINZBURG, <i>No Island is an Island. Four Glances at English Literature in a World Perspective</i>, New York 2000 (it. trans. Milano 2002).</p>
ABBREVIATIONS	<p>Please follow the international standards valid for the language you use (English, French, German, Portuguese, Spanish).</p>