Editorial Guidelines
Edizioni Ca' Foscari

Edizioni
Ca'Foscari

2025 [5b]

Abbreviations and Their Usage

Abbreviations	Main Text	Bibliography	Short References or Footnote References	Never
p./pp. (in book reference)				✗
Ibidem/Ibid., Ead., Ivi, Idem, Id.				✗
app. ('appendix')				✗
Cf.	✓		✓	
c. ('century')	✓		✓	
vol./vols		✓		
s.n. (sine nomine)		✓		
s.d. (sine data)		✓	✓	
s.l. (sine loco)		✓		
s.v. (sub voce)	✓	✓	✓	
n.s. (new series)		✓		
Repr. (reprinted)		✓		
ed./eds, Hrsg./Hrsgg, a cura di, éd.-éds …		✓		
f./ff. (following)	✓	✓	✓	
et al.	✓	✓	✓	
no./nos (numbers)	✓	✓	✓	
l./ll. (verse line)	✓	✓	✓	
r/v/rv	✓	✓	✓	
Transl.	✓	✓	✓	
§/§§ (section)	✓	✓	✓	
fn./fns (footnote)	✓	✓	✓	
art./arts	✓	✓	✓	
ch./chs	✓	✓	✓	
fol. /fols (folio/folii)	✓	✓	✓	
MS/MSS (manuscript/s)	✓	✓	✓	
l	✓		✓	
kg	✓		✓	
cm/m	✓		✓	
etc.	✓		✓	
ca. (circa)	✓		✓	
BC/AD	✓		✓	
ex.	✓		✓	
fig./figs (figure/s)	✓		✓	
tab./tabs (table/s)	✓		✓	
graph/graphs	✓		✓	
pl./pls (plate/s)	✓		✓	

1. Manuscript Preparation

This document provides a condensed version of the editorial guidelines of Edizioni Ca' Foscari, offering a summary of the key requirements. Should the information provided be insufficient, please refer to the full version of the guidelines, the following link: `https://edizionicafoscari.unive.it/it/edizioni4/static-page/norme-redazionali/`.

1.1 Elements to Be Provided

The following material is **mandatory** for all publications:
- **Title** and subtitle (if any)
- **Author** with affiliation and e-mail, and co-Authors (if any)
- **Abstract** in English, maximum 650 characters spaces included
- **Keywords** in English, 5 at least
- **Main text** complete in every part: introduction, sections and, if present, titled and numbered subsections and footnotes
- **Bibliography** only quoted references admitted

1.2 The Editing Process

The editing process is applied exclusively to **definitive and final documents**. Any additional material beside the main text (for example, figures) must be provided in a dedicated folder.

1.3 Author's Review

Once the editing process is completed, the Publisher sends the proof to the Author, who will review the paper and may insert comments and corrections.

> **HOW TO PREPARE YOUR FILE BEFORE PEER-REVIEW**
>
> To ensure your manuscript complies to a **double-blind peer review process**, it is extremely important to assure that the identity of the Authors remains completely unknown. Therefore, any information that might lead to personal identification must be deleted before loading any document into the online peer-review platform. More precisely:
> 1) authors should refer to themselves as '**Author**';
> 2) any information contained in the file's '**Properties**' must be removed.
> In case of need promptly contact the technical support at `ecf_support@unive.it`.

1.4 Image Management during Submission and Peer Review

Please note that the submission platform only accepts files in **.docx format**. It is not possible to upload compressed files (.zip), folders, or external attachments. If **images are an integral and essential part of the scholarly evaluation of the contribution, they must be inserted directly into the .docx file**, with the following:
- complete captions, including a description, the source, and copyright holder;
- indicative placement within the body of the text.

This procedure ensures proper handling of the material during the peer review phase and guarantees consistency in the editorial workflow. High-resolution files or additional image materials may be provided at a later stage, but only if the contribution is accepted for publication.

1.5 Digital Accessibility

Starting from 28 June 2025, under new European digital accessibility regulations, the following elements will be mandatory to ensure digital content is accessible to users who rely on assistive technologies:
- **Alternative text (alt-text)** for every image, distinct from captions;
- **Long descriptions (long-desc)** for every table, distinct from table captions;
- **Contextual explanations for URLs** e.g., instead of only displaying a link, provide context such as: "See the full report at www.example.com/report".

2. Document Basic Structure

2.1 Headings

2.1.1 Title   Roman and **Bold**.

2.1.2 Subtitle   Roman. It is a separate section and begins with a CAPITAL letter.

2.1.3 Abstract

The abstract is mandatory and it appears at the beginning of the document and usually does not exceed **650 characters** (spaces included). It must not contain notes and bibliographical references. The content briefly summarizes the paper's subject, the purpose of the study, the research method or any additional information to the main topic. For monographs, the abstract may extend to approximately 2,000 characters.

2.1.4 Keywords   At least **5** are mandatory. They have to be in English no matter the language of the contribution.

2.2 Text Body

2.2.1 Main Text

The main text should be organized into sections and, if applicable, subsections (up to a maximum of four levels). These sections must be **numbered** and **titled** accordingly. Numbering begins at 1, and each subdivision must include at least two sections (for example, 1.1 cannot exist without 1.2).

2.2.2 Appendix   Preceding the bibliography.

2.2.3 Glossary or Index of Names

Inform the Publisher at the start of your project. You will receive detailed guidelines on how to prepare your text.

2.2.4 List of Abbreviations

Alphabetically ordered by abbreviation. Such list does not dispense the Author from using the **full form of a term at its first occurrence** in the text.

2.2.5 Bibliography

It is **mandatory** and must comply with these Guidelines in all its parts. Incomplete or not complying bibliographies will be sent back to the Author for a prompt review.

3. Document Composition

3.1 Text Format

3.1.1 Remove any dynamic references
Ensure the Word file contains no active fields. Remove Zotero, EndNote, Mendeley, or any other dynamic references. Convert citations and the bibliography to plain text before submitting.

3.1.2 Footnotes and Internal Reference to Notes
Footnotes must be inserted into the text using a dedicated tool, available in all word processing programmes (Word, LibreOffice, GoogleDoc, etc.). Multiple paragraphs are not allowed in footnotes.

> Footnotes should never be attached to section titles, otherwise both footnotes and their content will be automatically suppressed.

3.1.3 Cross-References
Terms such as *ivi, ibid., Id., Ead.* etc. are not to be used. Use "**Cf.**" to make a direct and specific comparison with a bibliographical source, and "**see**" to refer to a general source. You may use "**see**" also to refer to another part of your own contribution (as in "see *infra*", "see *supra*", and "see § 4.5"). Please avoid referring to specific numbers of pages or footnotes: the numbering may change in the final layout.

3.2 Formal Notations: Rules and Usages

3.2.1 Character Style
The following styles are allowed:

- Roman for the main text;
- *Italics* (see § 3.3);
- **Bold** for titles of sections and for any other form of highlighting.

> SMALL CAPS, Underlined, S p a c e d, Crossed and similar, included their variants are not allowed (except for specific necessities or semantic needs, to be agreed upon with the Publisher beforehand).
> Superscripts and subscripts must be inserted with the appropriate text-editor tools.

3.2.2 Special Characters
Use only Unicode fonts. Letters, symbols and all sorts of glyphs must be incorporated using the appropriate tool provided by the text editor in use.

3.2.3 Dashes
Use the **en dash –** to express an explanatory remark (similar to parenthesis).
The **hyphen -** is used for compound forms, *traits d'union*, to show spans of time or ranges of values.

3.2.4 Quotation Marks
Double quotation marks ("") must be used for **in-text quotations**.

Single quotation marks ('') must be used for **emphasis**, for instance to highlight:
- a specific 'concept';
- the precise meaning of a 'term';
- an 'idiomatic', 'metaphorical' or 'inappropriate' use of a term;
- the 'meaning' of a foreign word.
The use of simple apostrophes (') is not allowed.

Use double and single quotation marks (" ' ' ") to express a quotation within a quotation.

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3.2.5 Numbers and Time Ranges

Digits are to be abbreviated by omitting the ones that are repeated (625-628 → 625-8), with the exception of the 'teens' (611-15). This applies to pages, folios, verses etc. Indicate ranges of time maintaining the last two digits in any case (1960-69). NEVER abbreviate years of birth and death (1920-1998).

> Smith (1945-1999) saw the events of 1995-96 (Ryan 2013, 22-4; Poe 2014, 217-18).

3.2.6 Eras, Centuries, Day and Time, Measures…

> • you can choose (consistently) between BC/AD and BCE/CE: ca. VI BC-III AD
> • centuries and decades: the nineteenth century; the 1960s
> • day and time: on 12 April 2016 at 10:45
> • measures: 120 × 240 cm; 20 km; 120 kg; 4 l
> • multiples of thousands (with commas): 1,000; 10,000; 100,000
> • decimal numbers (with dots): 1.5; 1,780.76

3.3 Use of Italics

3.3.1 Titles

Use italics for titles of books, journals, magazines, newspapers, projects, plays, poems, art exhibitions, songs, TV shows, films, documentaries, works of art, etc.

3.3.2 Foreign Titles

Titles in foreign languages, English and Latin languages excluded, should be followed by their translation, written in Roman and enclosed in parentheses.

> *Zhongguo zhiren xiaoshuo shi* 中國志人小説史 (History of Chinese *xiaoshuo* about Personalities)

3.3.3 Foreign Words, transliterations and translations

Foreign words should be written in italics, unless they have entered the common English vocabulary. Transliterations must be in italics. Translations should be in parentheses and immediately follow the term they refer to.

> Among the differences emerging due to institutional causes are the already mentioned *pǔtōnghuà* 普通話 (common language), *hànyǔ* 漢語 (Chinese language), and *guóyǔ* 國語 (national language).

3.3.4 Primary Sources

In the body of the text, any transcription of primary sources must always be in italics, without quotation marks. The translation of the text should immediately follow, in Roman font, enclosed in parentheses (translation). See the examples below:

> The 'militarization' of Psalm 45 then continues in verse 5, where the general statement of the Latin text *conturbatae sunt gentes, inclinata sunt regna, dedit vocem suam mota est terra* (the people were troubled, the kingdoms were folded, He spoke and the earth was shaken) has significantly changed.

> The 'militarization' of Psalm 45 then continues in verse 5, where the general statement of the Latin text
>
> *conturbatae sunt gentes, inclinata sunt regna, dedit vocem suam mota est terra*
>
> nations were troubled, the kingdoms were folded, he spoke and the earth shook

3.4 Quotations and their Sources

3.4.1 In-text Short Quotations

If shorter than three lines, they should be included in the main text between "double quotation marks".

> As stated by Smith (2006, 23), "it is difficult to carry out the critical exercise".
> In the text Smith affirms that "it is difficult to carry out the critical exercise" (2006, 23).

3.4.2 Off-text Long Quotations

Quotations longer than three lines must be:
- separated from the body by a preceding and following blank line;
- indented 1 cm to the left from the main body of the text;
- without quotation marks;
- ending with a full stop.

> As stated by Smith:
>
> … today is a beautiful day. (Smith 2010, 25)

> Voluntary omissions are indicated with an ellipsis in square brackets **[…]**. Gaps already present in the text form should be indicated with **<…>**. Avoid gaps at the beginning and at the end.

3.4.3 Quotations of Verses

In-text the verses are separated by a vertical bar (|).

> "Sing, goddess, the anger of Peleus' son Achilleus | and its devastation, which put pains thousandfold upon the Achaians" (Lattimore 1951, 1).

3.4.4 Emphasis in Quotations

The intentional use of italics or bold by the Author should be indicated as follows: "physical activity *is essential*" (Ross 1980, 33; italics added) or more generally (Ross 1980, 33; emphasis added). If the emphasis is already present in the original text and **only if necessary** specify (Author's emphasis) or (italics in the original).

3.4.5 Translations of Quoted Texts

If the translation belongs to the Author (and it is not taken from a source), it must be followed by: **(Author's transl.)** and not: (my transl.). If it is taken from a translated edition, refer to the page numbers of it and not to the original.

3.5 Tables, Figures, Glosses and Charts

Tables, figures and charts always need a caption and must be numbered progressively. Please provide any available information in the following scheme:

> **Figure 1**. Author, *Title*. Year. Technique/Support/Material, measures. Place, Institution, location. Figure source, copyright [no full stop]

> It is particularly recommended that the textual content of charts and images (texts, symbols, numbers) be formatted using the **Source Sans Pro** font. Whenever possible, provide the source file (Excel, Word etc.).

For glosses, tabulations are not allowed. To correctly format and align your glosses (linguistic examples), **use a table** like the following one:

(1)	*Host*	*a*	*geld*	*dabei?*
	have-you	IA	money	with(you)
	'Do you have (any) money with you?'			

4. Source Citation System

The Publisher uses two citation systems: the Author-Date system and the Author-Title (abbreviated) system. The Author must verify which of the two systems has been chosen by the journal or book series. Complete bibliographic entries may not be provided solely in the footnotes.

4.1 Author-Date System

4.1.1 Short References in the Text

Within parentheses, they include the author's last name, the year of publication, and, if necessary, the page numbers (separated by a comma, without the 'p./pp.' abbreviation). If more than three sources are cited, the references can be transferred into the footnotes.

> • Smith (2010, 25) in his work argues that "…".
> • My work is defined as "an interesting book" (Smith 2016, 120-5).
> • Smith (2010) and Roger (2011) argue on green energies.
> • Green energies are the future (Smith et al. 2010, 25).
> • Some scholars have come to the same conclusions (Smith 2010; Black 2011).
> • This is what was stated by the scholar who first observed the phenomenon (Smith 2010a; 2010b).
> • This is written in Smith (quoted in Black 2010).

If the year of publication is unknown, s.d. must be used in its place. If the work has not yet been published, use 'forthcoming' both in the text and in the bibliography.

> (Rogers, s.d., 34)
> (Smith, forthcoming).

4.2 Author, Title

It may only be used **when explicitly specified** by the editorial guidelines of the journal or series. Please note the difference between the title of a book (italics) and the title of an article/chapter (in Roman and in quotation marks) (see ex. 1-2).

> _____
> [1] Smith, *The Drafting of Detailed Rules*, 35-6 fn. 5.
> [2] Moore, "Green Energy is the Future", 13-14.
> [3] Smith in his work argues that "…" (*The Drafting of Detailed Rules*, 25).
> [4] Smith (*The Drafting of Detailed Rules*, 122) argues that Ross (*General Rules*) and Black (*Exemplified Rules*) reach the same conclusions.
> [5] Smith et al., *Green Energy*, 34.
> [6] Some scholars have come to the same conclusions (Ross, *General Rules*; Moore, "Green Energy is the Future").

4.3 References to Specific Parts of the Text: Abbreviations

4.3.1 Primary Sources

For works by classical Greek or Latin authors, refer to the abbreviations in the Oxford Classical Dictionary (`https://oxfordre.com/classics/fileasset/images/ORECLA/OCD_ABBREVIATIONS.pdf`). Regardless, please verify the specific guidelines of the journal/series.

> Hom. *Il*. 17.586-7
> Verg. *Aen*. 1.127

For references to sacred texts, use the standard abbreviations.

> Mk 1,17
> Qurʾān XVII,24

4.3.2 Secondary Sources

Arabic numerals should be used to indicate subdivisions in references. Abbreviations are only permitted for the following words:

Section/s = § / §§	Chapter/s = ch./chs
Footnote/s = fn. / fnn.	Figure/s = fig./figs
Verse/s = v. / vv.	Plate/s = pl./pls
Line/s = l./ll.	Table/s = tab./tabs

> Smith 2008, 2, 2: 630 fn. 15 (= 'volume' 2, 'tome' 2: 'page' 630 'note' 15)
> White 2009, § 89 fn. 22 (= 'section' 89, 'note' 22)

> [1] Smith, *Green Energy*, 2, 2: 630 fn. 15 (= 'volume' 2, 'tome' 2, 'page' 630 'note' 15)
> [2] Ross, *General Rules*, § 89 fn. 22. (= 'section' 89, 'note' 22).

4.3.3 Manuscripts

> [1] London, BL, Cotton Vitellius A. XV, ff. 34*r*-37*v*.

5. General Bibliography

The bibliography should include **only the sources actually used by the Author**. Entries must be listed in alphabetical order and, for works by the same author, in chronological order (from the oldest to the most recent). Each bibliographic entry should contain:

- **Author** (surname in full, first name abbreviated)
- **Year of publication**
- **Full title and subtitle**
- **Total number of volumes or the specific volume consulted**
- **Publication details (place of publication, publisher, or journal name and issue number)**
- **Page number(s)**
- **URL and DOI for electronic sources.**

To avoid language inconsistencies or translation errors, each bibliographic entry should be in the original language of the cited work.

Sources not Intended for General Bibliography

Sources that are inherently incomplete, such as unsigned journal articles, documents from private archives, or ephemeral materials, **should be excluded from the general bibliography**. Additionally, bibliographic references are not required for personal communications, recordings, songs, websites, or unpublished interviews.

5.1 Basic Structure

5.1.1 Book

Smith, J. (2017). *My Work. A Close Overview*. Ed. by M. Black. London: Open Editions. English Literature Archives 10. `http://www.openeditions.com`

5.1.2 Essay in Miscellany

For essays published in miscellanies, please note that the specific page number(s) of the text must be included.

English: ed./eds; French: éd./éds; German: Hrsg./Hrsgg; Italian: a cura di; Spanish and Portuguese: ed./eds

Smith, J. (2017). "The Gothic. Tales and Myths". Jones, E. (ed.), *The Gothic in the Nineteenth Century*. London: Open Editions, 91-112. `http://www.openeditions.com`

5.1.3 Articles in Journal

Smith, J. (2017). "The Gothic. Tales and Myths". *English Literature*, 8(3), 89-112. `http://www.englishliterature.com`

5.1.4 Monographic Journal Number

White, A. (2016). "The Gothic. Tales and Myths" in "Gothic Literature", monogr. no./suppl., *English Literature*, 6(2), 15-34.

5.2 Additional Constituent Elements

5.2.1 Releases and Reprints

Indications of releases and first prints should **only** be included if it is relevant to the reader.

Smith, J. (2016). *Green Energy*. 3rd ed. Venice: Edizioni aperte.
Smith, J. [2010] (2016). *Green Energy*. Venice: Edizioni aperte.

5.2.2 Multivolume Work

The indication of volumes should match the language of the work. For example, "voll." for Italian, "vols." for English, and "Bde." for German.

Heiner, G. (2000). *Geschichte Forschung*. 3 Bde. Stuttgart: Praktikum Verlag.

5.2.3 Volume in Multivolume Work

> Williams, R. (2015). *The Gothic Across the Centuries*. Vol. 1, *Women Writing Gothic Novels*. 4 vols. London: Open Editions.

5.2.4 Series

> Smith, J. (ed.) (2015). *My work*. London: Open Editions. Meridians 7.

5.2.5 Place of Publication, Publisher and Co-Edition

If a source was published in two different locations, the places should be separated by a semicolon. If the place of publication is unknown, use the abbreviation "s.l."

> Smith, J. (2010). *Green Energy*. London; Edinburgh: Open Editions; Arena.
> Arrighi, L. (1465). *My Work*. S.l.

5.2.6 Website Source and DOI (Digital Object Identifier)

If available, it is preferred to include the DOI instead of the website URL. The last access date should **only** be included in parentheses if the source is no longer available.

> Smith, M. (2010). *Green Energy*. `http://doi.org/mariosmith.it` (05/10/2024)

5.2.7 Modern Work Translation

> Smith, J. (2010). *Green Energy*. Transl. by T. Rogers. London: Open Edition. Transl. of *Mon œuvre*. Paris: Éditions Saint Michel, 2000.
>
> **If citing the original work of a translation:**
> Smith, J. (2000). *Mon œuvre*. Paris: Éditions Saint Michel. En. transl. *Green Energy*. London: Open Editions.

5.2.8 Translation of Classical Books

When citing the translation of classical or medieval texts, include the name of the editor or translator.

> Musa, M. (ed.) (1995). *Dante's Inferno*. Bloomington: Indiana University Press.
> Longfellow, H.W. (transl.) (1867). *The Divine Comedy of Dante Alighieri*. Vol. 1., *Inferno*. Boston: Ticknor and Fields.

5.2.9 Conference Proceedings and Exhibition Catalogues

> Smith, J. (2010). "Elegy by Ted Roger". Spencer, L. (ed.), *Ted Rogers's Work = Conference Proceedings* (London, 29-30 June 2009). London: Open Editions, 25-30.
> Smith, J. (2010). *Spencer's Work = Exhibition Catalogue* (London, 29-30 February 2009). London: Open Editions.

5.2.10 Entry in a Reference Book

For dictionary or encyclopedic entries, use the abbreviation 's.v.'

> Ross, S. (2004). s.v. "Smith, John". *British Encyclopaedia*.

5.2.11 Citations of Works in Non-Latin Characters

When citing works authored by individuals with non-Latin characters, the author's full name should be written out using the corresponding ideograms. For the title, include both the transliteration in italics and the ideograms, followed by the English translation in parentheses. Please note that the translation of the title is not necessary for journal names.

> Chen Dakang 陳大康 (2002). *Zhongguo jindai xiaoshuo biannian* 中國近代 小說編年 (History of Chinese Fiction of Modern Times). Shanghai: Huadong shifan daxue chubanshe.