



**Edizioni**  
Ca' Foscari

# Editorial Guidelines

## Edizioni Ca' Foscari

2025 [5a]

The use of these editorial guidelines is a prerequisite for any publication proposal.  
The guidelines are periodically updated and available on the website  
[edizionicafoscari.unive.it/en/edizioni/](http://edizionicafoscari.unive.it/en/edizioni/)



# 1

## Manuscript Preparation

**1.1** Elements to Be Provided

**1.2** The Editing Process

**1.3** Author's Review

**1.4** Image Management during  
Submission and Peer Review

**1.5** Digital Accessibility

# 1. Manuscript Preparation

## 1.1 Elements to Be Provided

Before manuscript editing begins, the Author should provide the Publisher with the following material, which will also be included in the work (mandatory elements are in bold):

- **Title** and any subtitle
- **Author** (with affiliation and e-mail)
- **Abstract**
- **Keywords**
- Acknowledgement
- Epigraph
- **Main text** complete in every part: introduction, sections and, if present, titled and numbered subsections and footnotes
- Table of contents
- Tables and their captions
- List of abbreviations
- Appendixes
- Glossary
- **Bibliography** only quoted references admitted
- Notices relevant to the Publisher (use of special symbols in the text or any other modification or aspect that deviates from what is present in the following Guidelines).

## 1.2 The Editing Process

The editing process is applied exclusively to **definitive and final documents**. Any element outside the main text, such as images and tables (with the exception of simple tables containing only text), must be provided in a separate folder, including all relevant information (captions, titles, etc.).

### 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](mailto:ecf_support@unive.it).

## 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.

## 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 scientific evaluation of the submission, they must be included directly in the .docx file and accompanied by:

- complete captions, including description, source, and copyright holder;
- an indicative placement within the body of the text.

This procedure ensures proper handling of the material during the peer review phase and guarantees consistency throughout the evaluation and editorial process. Any high-resolution files or additional graphic materials may be provided at a later stage, only if the submission is accepted for publication.

## 1.5 Digital Accessibility

- Starting from 28 June 2025, in accordance with the new European legislation on digital accessibility, the following elements will be mandatory to ensure content accessibility for users relying on assistive technologies:
- **Alternative text (alt-text)** for every image, separate from the caption. This description serves a different purpose than the caption: it makes visual content accessible to users of assistive technologies.
- **Long description (long-desc)** for every table, separate from the caption.
- **Contextual text for URLs** for example, instead of simply displaying a link, provide contextual information that explains its purpose, such as: “View the full report at [www.example.com/report](http://www.example.com/report).” This helps ensure both accessibility and clarity.

## 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)	✓		✓	



# 2

## Document Basic Structure

### 2.1 Headings

2.1.1 Title

2.1.2 Subtitle

2.1.3 Abstract

2.1.4 Keywords

### 2.2 Text Body

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and Document Information

2.2.2 Epigraph/Exergo

2.2.3 Introduction

2.2.4 Main Text

2.2.5 Footnotes

2.2.6 Appendix

2.2.7 Glossary or Index of Names

2.2.8 List of Abbreviations

2.2.9 Bibliography



## 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 appears at the beginning of the document, with a maximum **650 characters** (spaces included). It must not contain footnotes and/or 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** Keywords are **mandatory**, as they highlight the main topics of the paper (at least **5, in English**).

### 2.2 Text Body

**2.2.1 Acknowledgments and Document Information** Acknowledgments, document information, translations, contributions from other Authors, the Editor's Note, and similar additions will be positioned at the bottom of the first page of the document. These elements will be formatted as an unnumbered note, ensuring alignment with pagination requirements. References to titles and subtitles using asterisks or other symbols will not be permitted. The formatting will maintain consistency and clarity, avoiding any disruption to the document's structure.

**2.2.2 Epigraph/Exergo** It precedes the main text and is written in Roman, without quotation marks. It must always indicate the reference to the source at the bottom. The Author must pay attention to correctly add new paragraphs.

The time to begin writing an article is when you have finished it to your satisfaction.  
By that time you begin to clearly and logically perceive  
what it is that you really want to say.  
(Mark Twain, *Notebook*, 1902-03)

**2.2.3 Introduction** It is an integral section of the work and, as such, it will be numbered and listed in the summary as Section 1.

**2.2.4 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).

**2.2.5 Footnotes** Only footnotes are allowed; endnotes cannot be used. Footnotes must be generated using the appropriate tools in text editors (Word, LibreOffice, GoogleDoc). Footnotes must not exceed one paragraph and in contributions of fewer than 50 pages, internal cross-references are not permitted. References to notes must always be placed after punctuation.

**2.2.6 Appendix** It always appears after the main text and before the bibliography, and is numbered only if there is more than one.

- 2.2.7** 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.
- 2.2.8** 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.
- 2.2.9** 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. Moreover, in order to comply with the 'Reference Linking' service required by Crossref – a non-profit organisation that runs a registry of metadata and DOIs of which we are a member –, Authors must check each bibliographic entry in their bibliography at <https://search.crossref.org/search/references> and include the corresponding DOI (<https://doi.org/10.xxxx/xxxxx>) in their bibliography.



# 3

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- 3.6.1 Tables and Glosses
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## 3. Document Composition

### 3.1 Basic Formatting

The text file must be structured to ensure that the document's organization and all its textual and non-textual elements (such as figures, tables, and graphs) are clear and easily interpretable. Therefore, there is no need to design the file in a way that mimics or anticipates a specific graphic or typographic layout. Any special requirements from the Author must be discussed in advance with the Publisher.

### 3.2 Text Format

#### 3.2.1 Sections

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).

#### 3.2.2 Footnotes and Internal Reference to Notes

Only footnotes are allowed; endnotes cannot be used. Footnotes must be generated using the appropriate tools in text editors. In contributions of fewer than 50 pages, internal cross-references are not permitted. References to notes must always be placed after punctuation.

Footnotes should never be attached to articles, essays, sections or appendix titles, otherwise both footnotes and their content will be automatically suppressed. Place the note at the beginning of the text body. Similarly, you should never attach footnotes to tables of contents.

#### 3.2.3 Captions

All figures must have a caption. They should follow the figures they refer to and contain all the available information, according to the following scheme:

**Figure 1.** Author, *Title*. Year. Technical/Support/Material, Measures. Place, Institution, Location. Source of figure, copyright [no final punctuation mark]

#### 3.2.4 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.

#### 3.2.5 Punctuation

It must follow the style (Roman or Italic) of the main text to which it refers (e.g., in a list of titles, commas should be in Roman style, except when they are part of the titles). Additionally, punctuation should be placed after double quotation marks (“ ”), single quotation marks (‘ ’), and parentheses ( ).

I like adventure books: *Treasure Island*, *Robinson Crusoe*, *Follow the Titanic!*, *Go, Baby, Go!*.

- 3.2.6 Numbers** Digits are to be abbreviated by omitting the ones that are repeated ('teens' – from 11 to 19 – excluded). Please note that in year intervals, the first two digits are omitted.

As Smith (1953, 170-5) writes...  
The eruption destroyed the island in the years 1995-96.

### 3.3 Formal Notations: Rules and Usages

- 3.3.1 Character** Use a font that includes the whole Unicode map (e.g. Times New Roman, or equivalent).

- 3.3.2 Character style** The following styles are allowed:

- Roman for the main text;
- *italics* (see § 3.4);
- **Bold** for titles of sections and for any other form of highlighting.

SMALL CAPS, Underlined, S p a c e d, ~~Strikethrough~~ and similar, included their variants are not allowed (except for specific necessities or semantic needs, to be agreed upon with the Publisher beforehand).

<sup>Superscripts</sup> and <sub>subscripts</sub> must be inserted with the appropriate text-editor tools.

- 3.3.3 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.

Custom-made fonts or characters saved as figure format are not allowed to be inserted into the text. In special (and rare) cases, a 'placeholder' character can be used, with clear instructions provided to the Publisher on how it should be replaced.

- 3.3.4 Logical, Mathematical, Chemical and Similar Expressions** They must be written in all their variants: <sup>superscript</sup>, <sub>subscript</sub> etc. as much as possible. When this is not possible, notations will be written using dedicated softwares.

- 3.3.5 Dashes** Use the **en dash** – to express an explanatory remark (similar to parentheses). The **hyphen** - is used for compound forms, traits d'union, to show spans of time or ranges of values. The **em dash** (—) should be used in dialogues.

- 3.3.6 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.

**3.3.7** Smaller Size Texts

The Publisher does NOT accept texts in smaller font sizes. However, in certain disciplines (e.g., epigraphy), smaller font sizes for glosses and comments may be permitted. In such cases, the Author should consult with the journal or series' scientific direction and Editors for approval.

**3.3.8** Numbers, Dates, Hours, Measure System, Percentages, Fractions

The forms to be chosen are the following:

- for numbers: 10; 100; 1,000; 10,000; 100,000
- for decimal numbers: 1.5
- for percentages: 60%
- for fractions: 2/4.

In the body of the text dates should always be written in full form (in all other contexts of the document follow the **yyyy-mm-dd** system). Hours must be specified in the standard form **HH:mm**. Units of measurement (which are always written in abbreviated form) must follow the corresponding number.

In an article published on *Daily Mirror* on 12 April 2016...  
See you at 10:45.  
20 cm; 4 l; 120 kg.  
The portrait measure 120 × 240 cm.

The abbreviation of the word 'number' is no. (plural nos.) and it must be used in references and notes. In general, abbreviations (for example, kg or m) should not be followed by a dot, except in the case where it is at the end of a sentence.

**3.3.9** Unit of measure, audio/video

For indicating the minutes of audio or video works, and generally for indicating time coordinates, use the standard format: hours:minutes':seconds".

2:14'25" (two hours, fourteen minutes, twenty-five seconds.).

**3.3.10** Institution Names, Societies, etc.

They must be indicated in UPPERCASE letters. If an acronym is used, it must be spelled out in full the first time, followed by the acronym in parentheses.

A programme by BBC (British Broadcasting Corporation).

If the Author uses more than two abbreviations on a recurring basis, a list of all the abbreviations and their meanings will be required. This list will appear as a special section titled "Abbreviations" at the end of the document, before the final bibliography.

**3.3.11** Civil and Religious Titles, Honours, Military Degrees, etc.

They begin with a CAPITAL letter when they precede or follow the name and are used as part of the name itself.

President Lincoln  
General Bradley  
John Smith, General Director  
The epistle of Saint Paul  
St. Mary's Church  
The pope sent a letter to the king.  
Yesterday Pope Leo XIV sent a letter to King Charles III.

- 3.3.12** Historical Period The numerical designation of a period is lower-cased unless it is considered part of a proper name.

The twenty-first century  
The Eighteenth Dynasty

- 3.3.13** Website URL It will be the Author's responsibility to verify that the address is functioning properly, and it must be as specific as possible.

### 3.4 Use of *italics*

- 3.4.1** Cited Titles Titles of volumes and journals must be written in *italics*.

Essays in miscellanies, articles, chapters, sections and other parts of a text should be written in Roman and enclosed in inverted commas " ".

We refer here to the essay by Smith (2012) "My work", contained in the collection *Studies on the Work of John Smith*.

If the title contains parts enclosed in inverted commas (titles or quotations), they must be enclosed in single inverted commas.

The inversion of Roman and *italics* in titles is not allowed if the title is already in italics. If, within the title, there is another title, this must be included between ". For example: McGregory, E. (2017). *Analysis of "My Work"*. London.

Smith, J. (2010). "About My Work". *Literary Analyses*, 3(4), 25-46.  
McGregory, E. (2020). *Analysis of "My Work"*. London: Open Editions.

- 3.4.1.1** 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.

*Zhongguo zhiren xiaoshuo shi* 中國志人小說史 (History of Chinese *xiaoshuo* about Personalities)

- 3.4.1.2** Titles of Works of Art (Statues, Paintings) If the Author is known, titles must be in *italics*. Names of ancient works (whose creators are often unknown) should be written in Roman.

The *Mona Lisa* by Leonardo da Vinci  
The Venus of Milo

- 3.4.1.3** Titles of Plays, Movies, Musicals, etc. They must be written in *italics*. Any reference to a specific part (act, scene etc.) must be indicated in Arabic numerals.

*Romeo and Juliet*, 3, 2.



- 3.4.1.4 Titles of Poems** They must be written in *italics*. If part of an anthology, they must be in Roman and included in inverted commas “ ”.  
A lengthy poetic section, even if it is part of a longer work, should be indicated in *italics*. Any reference to a specific section (canto, stanza, etc.) must be indicated in Arabic numerals.

Frost’s “The Housekeeper”, in *North of Boston* (1914).  
The *Hell* of Dante.  
*Paradise*, 2

- 3.4.1.5 Titles of Multimedia Works** Movies, television and radio productions, video games, etc. must be indicated in the body of the text and not in the final bibliography.  
They must be written in *italics*. When referring to a single episode, this should be written in Roman and enclosed in inverted commas “ ”.  
The names of broadcasters, Publishers or manufacturers should also be written in Roman.

“Casualties” an episode of *The Fortunes of War* series  
*House of Cards*, a series produced by Netflix  
*Assassin’s Creed*, by Ubisoft

- 3.4.2 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).

In text:

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.

Off text:

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

### 3.5 Quotations and their Sources

#### 3.5.1 In-text Short Quotations

Quotations counting less than three lines should be included in the main text and enclosed in inverted commas “ ”. If a quotation concludes a period, the full stop follows it. If the quotation is followed by a bibliographical reference, the full stop (as any other punctuation mark) should be placed after it.

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).

If the quotation contains other quotations, double inverted commas “ ” and single inverted commas ‘ ’ should be used.

In-text quotations:

The Author writes: “‘Do not be absurd!’ Said Henry. ‘To Say that “I mean what I say” is the same as “I say what I mean”, is to be as confused as Alice at the Mad Hatter’s tea party.’”

Off-text quotations:

“Do not be absurd!” Said Henry. “To say that ‘I mean what I say’ is the same as ‘I say what I mean’ is to be as confused as Alice at the Mad Hatter’s tea party. You remember what the Hatter said to her: ‘Not the same thing a bit! Why you might just as well say that “I see what I eat” is the same thing as “I eat what I see”!’”

#### 3.5.2 Off-text Long Quotations

Quotations that are longer than two lines must be:

- detached from the main text, preceded and followed by a blank line;
- indented from the left in relation to the main body of the text;
- NOT be enclosed in quotation marks “ ”;
- end with a full stop.

Multiple separate quotations must also be separated with a blank line before and after. The sources of out-of-text quotations must be indicated at the end of the quoted passage, after the period, in parentheses, without further punctuation.

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.

### 3.5.3 Quotation of Primary Sources

Primary sources must always be in italics. The Author is required to use a consistent system throughout. If the Author intends to use abbreviations, they must be introduced at the first occurrence after the quotation, which should always be fully cited.

The *Secretum Secretorum* (henceforth *Secretum*) was widely used as a speculum principum.

If the Author uses more than two abbreviations on a recurring basis, a list of all the abbreviations and their meanings will be required. This list will appear as a special section titled "Abbreviations" at the end of the document, just before the final bibliography.

#### Abbreviations

LLT-A = *Library of Latin Texts*. Series A. Turnhout, 2009.

LLT-B = *Library of Latin Texts*. Series B. Turnhout, 2009.

PLD = *Patrologia Latina*. The Full Text Database. Electronic version of the first edition of Jacques-Paul Migne's *Patrologia Latina* (1844-1855; 1862-1865).

If the citation concerns the whole work and not one or more specific sections of it, no bibliographical reference is needed. When using sections of a quoted text, the edition of the work must appear in the bibliography (see below).

### 3.5.4 Quotations of Verses

**Off-text:** follow the same general guidelines for the off-text quotations.

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

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

### 3.5.5 Quotations of Dialogues

Speakers (their names, epithets, etc.) must be indicated in CAPITALS, and separated from the quotation without any punctuation.

**Off-text:** Indicate the speaker at the beginning of each line of dialogue.

**In-text:** Lines of dialogue are separated by a single vertical bar (|).

#### In text:

"SPEAKER-A Today is a beautiful day. | SPEAKER-B You're right".

#### Off text:

SPEAKER-A Today is a beautiful day.

SPEAKER-B You're right.

### 3.5.6 Quotations in Footnotes

Regardless of their length, quotations in footnotes must adhere to the same rules as short quotations.

**3.5.7** 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 quotation includes both *italics* or **bold** that are in the original text and *italics* or **bold** introduced by the Author, add the expression [italics added]/[bold added] in square brackets immediately after the specific occurrence. If the emphasis is already present in the original text and only if necessary specify (Author’s emphasis) or (italics in the original).

“My work is *important*” (Smith 2010, 25; italics/emphasis added).

“My work is **important** [bold/emphasis added]. Therefore, it must be known *all over the world* [Author’s italics]” (Smith 2010, 25).

**3.5.8** Omissions and Gaps

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.

**3.5.9** Interventions or Additions to the Text

They are indicated in square brackets: [comment]; [interpolation]; [conjecture]; [substitution].

**3.5.10** Translations of Quoted Texts

**Off-text:** The translation appears after the original text (separated by one blank line) and is treated as an off-text section.

**In-text:** The translation is written in Roman type, enclosed in parentheses, and follows immediately after the original fragment. The source of an off-text quotation is placed at the end of the quoted passage, after the full stop, in parentheses, without additional punctuation.

**In text:**

“original quoted text” (translation; source of translation, if any).

**Off text:**

Hwaet. We Gardena in geardagum  
þéodcyninga Thrym gefrúnnon  
Hu From æþelingas ellen fremedon.

Listen! We – of the Spear-Danes in the days of yore,  
of those clan-kings – heard of their glory.  
how those nobles performed courageous deeds.

In the case of consecutive quotations with translations, a blank line will separate the original-translation pairs.

Sources of off-text translations: at the end of the translation, after the full stop, in parentheses, without additional punctuation.

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. Please report the translated edition in the general bibliography.

### 3.5.11 Foreign Terms: Transliteration and Translation

All Latin or foreign words, except for those that are commonly used, are written in *italics*.

If the term is frequently used in the text, it must be written in *italics* at its first occurrence and in Roman in the following instances.

Transliterations must be in *italics*.

Translations of individual words or expressions will be in parentheses ( ) and immediately follow the term they refer to. The same method applies to consecutive translations of individual words.

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).

## 3.6 Tables, Figures and Charts

They must be numbered progressively and independently (Table 1; Table 2; Figure 1; Graph 1; Figure 2; Table 3; Figure 3; Graph 2 etc.). The Author is required to verify the correct numbering of tables, charts and figures. The use of automatic numbering or automatic reference systems is never allowed.

### References in the Text:

In the body of the text, refer to a specific chart or table number, for example, “Table 3”, rather than using vague terms like “the following table”. For short references within the text, use abbreviations in parentheses: [tab. 1], [fig. 4], [chart 10].

### Group References:

When referencing multiple charts or tables, distinguish whether the references are in succession or not. For sequential references, use: [tabs 1-2], [figs 3-7]. For non-sequential references, use: [tabs 2a-b], [figs 2, 7, 10].

### 3.6.1 Tables and Glosses

Tables must be created using specific formatting tools. They must be fully adjustable in terms of both structure and content. If a table is in figure format, it will not be considered a table. Cross-references or footnotes are not permitted within tables. If necessary, asterisks (\*) may be used to indicate related comments, which should be added in a row below the table's content.

The caption always precedes the table, as demonstrated in this example:

**Table 1.** Caption of a sample table [no full stop]

The source or any additional information should be placed in the last row of the table, following the comments.

Header	Field	Value
Content 1*	Content 2	Content 3 **
*Note to Content 1		
** Note to Content 3		
Source: ISTAT 2015		

The use of the tables is necessary for all those types of texts that involve particular alignments, ex. glosses or complex quotation of verses.

Tabulations are not allowed: the document will be sent back to the Author, who will be asked to replace the tabs with tables.

Quotation of verses with line numbers indicated in the left column.

1255	Ne sondo me on ferhðe freo      from gewitene cneorisc Caine      ac me þæt cynn hafað sare abolgen.      Nu me sethes bearn torn niwiað      and him to nimað mægeð to gemæccum      minra feonda
1260	þær wifa wlite      onwod grome,

(1)	<i>Host</i>	<i>a</i>	<i>geld</i>	<i>dabei?</i>
	have-you	IA	money	with(you)
	‘Do you have (any) money with you?’			

**3.6.2 Figures** Figures always need a caption and must be numbered progressively. The caption always follows the figure and includes the source or any other information.

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

Guidelines for writing alt-text:

- Maximum 125 characters
- Clearly and simply describe what the image shows, avoiding subjective adjectives (e.g., “beautiful,” “impressive”) unless they are relevant to the content
- Avoid phrases like “image of...” or “photo of...”, as screen readers already convey this information
- Mention colors or visual elements only if they are necessary to understand the content or to distinguish important elements
- Do not repeat captions or titles already present outside the image; include only what is visible within the image itself
- If the image is purely decorative and adds no meaningful content, the alt-text field may be left empty.

**3.6.3 Charts** Charts must be produced using specific formatting tools and be editable in every part of their structure and content. The caption always precedes the chart. The source or any other relevant information should be placed in the final row below the chart.

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.).



# 4

## Source Citation System

### 4.1 Author-Date System

#### 4.1.1 Short References in the Text

##### 4.1.1.1 Direct Quotation

##### 4.1.1.2 Indirect Quotation

##### 4.1.1.3 Page Number and Other Informations

##### 4.1.1.4 Consecutive Quotations

##### 4.1.1.5 Two or Three Authors

##### 4.1.1.6 More Than

##### Three Authors

##### 4.1.1.7 Contemporary Reference to Multiple Sources

##### 4.1.1.8 Authors with the Same Surname and same year

##### 4.1.1.9 Same Author, Same Year

##### 4.1.1.10 More Works

##### by the Same Author

##### 4.1.1.11 Indirect Quotations

##### 4.1.1.12 Modern Editions

##### 4.1.1.13 References in Note

##### 4.1.1.14 Reference Positioning

##### 4.1.1.15 Anonymous Work

##### 4.1.1.16 Multi-Volume Work Published in More Years

##### 4.1.1.17 Work Without Year

##### 4.1.1.18 Forthcoming

#### 4.1.2 References to Specific Parts of the Text

##### 4.1.2.1 Primary Sources

##### 4.1.2.2 Secondary Sources

#### 4.1.3 The Source in the Bibliography

### 4.2 Author, *Title* [Abbreviated Form]

#### 4.2.1 Short References in Footnotes

##### 4.2.1.1 Direct Quotation

##### 4.2.1.2 Without Direct Quotation

##### 4.2.1.3 Page Number and Other Informations

##### 4.2.1.4 Consecutive Quotations

##### 4.2.1.5 Two or Three Authors

##### 4.2.1.6 More Than Three Authors

##### 4.2.1.7 Contemporary Reference to Multiple Sources

##### 4.2.1.8 Authors with the Same Surname

##### 4.2.1.9 More Works by the Same Author

##### 4.2.1.10 Indirect Citations

##### 4.2.1.11 Anonymous Work

#### 4.2.2 References to Specific Parts of the Text

##### 4.2.2.1 Primary Sources

##### 4.2.2.2 Secondary Sources

#### 4.2.3 The Source in Bibliography



## 4. Source Citation System

The Publisher uses two different citation systems: the Author-Date system and the Author-Title (abbreviated) system. The Author is required to verify which of the two systems has been chosen by the Direction of the journal or the series or by the editor of the miscellany.

Every article or essay must be accompanied by a final bibliography. Complete bibliographic entries may not be provided solely in the footnotes.

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

Abbreviations such as *Ibid.*, *Ibidem*, *Id.*, *Ead.*, cited, work cited, and similar terms should not be used. For recurring references, refer to the following paragraphs to see how to properly cite them.

### 4.1 Author-Date System

It is the standard requested by the Publisher. In this system, the bibliographic references are directly included in the body of the text and not in the footnotes.

#### 4.1.1 Short References in the Text

A short reference in parentheses includes the author's last name, the publication year (without punctuation), and, if necessary, the page numbers (preceded by a comma and separated by a small dash, without 'p./pp.'). Full publication details appear only in the final bibliography. If the author's name is already mentioned in the text, it should not be repeated in parentheses.

##### 4.1.1.1 Direct Quotation

Smith (2010, 25) in his work argues that "...".

My work is defined as "an interesting book" (Smith 2016, 120-5).

##### 4.1.1.2 Indirect Quotation

Smith (2010) and Roger (2011) argue on green energies.

The work is widely recognised as a cornerstone of medieval literature (cf. Bell 2016; James 2019).

#### 4.1.1.3 Page Number and Other Informations

Page numbers are abbreviated by omitting all identical digits, e.g. 40-48 becomes 40-8; 121-129 becomes 121-9; 334-337 becomes 334-7. The only exception concerns the 'teens', the numbers 11 to 19, which are not omitted: e.g. 12-19 remains 12-19; 111-117 becomes 111-17 etc.

(Smith 2010, 25-7)

**Multi-volume works:** (Smith 2010, 2: 23)

**Citing a footnote:** (Smith 2010, 234 fn. 23)

##### 4.1.1.4 Consecutive Quotations

Smith argues that "... (2010, 25). Furthermore, "... (30).

##### 4.1.1.5 Two or Three Authors

Others have reached the same conclusions (Smith, Roger 2010, 50-1; Smith, Roger, Black 2010).

4.1.1.6 More Than Three Authors	Green energies are the future (Smith et al. 2010, 25).
4.1.1.7 Contemporary Reference to Multiple Sources	Some scholars have come to the same conclusions (Smith 2010; Black 2011).
4.1.1.8 Authors with the Same Surname and Same Year	Green energy is the future (M. Smith 2010; G. Smith 2010).
4.1.1.9 Same Author, Same Year	Green energy is the future (Smith 2010a; 2010b).
4.1.1.10 More Works by the Same Author	Green energy is the future (Smith 2010; 2011). Some scholars have come to the same conclusions (Smith 2010; 2011; Black 2011; 2020, 34-55).
4.1.1.11 Indirect Quotations	This is written in Smith (quoted in Black 2010).
4.1.1.12 Modern Editions	Smith [1848] 2001.
4.1.1.13 References in Footnotes	If more than three sources are cited simultaneously in the main text, they should be moved to the footnotes. Likewise, references may be placed in footnotes if they are part of a detailed commentary on the main text.  <div> <sup>1</sup> See Smith 2010; Black 2014, 34-6; Rogers 2015, 123-50.  <sup>2</sup> Some of the most significant contributions are reported, in particular the thorough paper given by Smith (2010) at the last Conference; the ten-year long work of Green (2014, 34-6); the agile synthesis edited by Ross and Black (2015, 123-4). </div>
4.1.1.14 Reference Positioning	The reference must always be placed after the punctuation mark.
4.1.1.15 Anonymous Work	When the Author or Editor of a source is unknown, the reference indicates only the title and year of publication.  <div><i>Stanze in lode della donna brutta</i> 1547.</div>
4.1.1.16 Multi-Volume Work Published in More Years	When citing an entire multi-volume work, include in the short reference the range of years over which the volumes were published.  <div>(Smith 1934-36, 17)</div>
4.1.1.17 Work Without Year	If the year of publication of a work is unknown, the abbreviation s.d. must be used in its place (always written in lowercase).  <div>In order to avoid confusing the abbreviation with the Author's name, a comma separates the former from the latter.</div> <div>(Rogers, s.d., 34)</div>

- 4.1.1.18** Forthcoming When a book is under contract with a Publisher and is already titled, but the date of publication is not yet known, “forthcoming” is used in place of the date.

(Smith, forthcoming).

- 4.1.2** References to Specific Parts of the Text In in-text references or footnotes, page numbers, volume divisions, and the consulted edition should be provided only if the text lacks an inherent structural division, such as books, chapters, or sections.

- 4.1.2.1** 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](https://oxfordre.com/classics/fileasset/images/ORECLA/OCD_ABBREVIATIONS.pdf)). Regardless, make sure to verify the specific guidelines of the journal/series.

Thuc. 7.3.18 (= ‘book’ 7, ‘chapter’ 3, ‘paragraph’ 18)  
 Verg. *Aen.* 1.127 (= ‘book’ 1, ‘verse’ 127)  
 Mk 1,17 (= Gospel of Mark, ‘chapter’ 1, ‘verse’ 17)

- 4.1.2.2** Secondary Sources Abbreviations are only permitted for the following indications:

- Section/s = § / §§
- Note/s = fn. / fns
- Verse/s = v. / vv.
- Line/s = l./ll.
- Chapter/s, figure/s, plate/s, table/s = ch./chs, fig./figs, pl./pls, tab./tabs
- When further indispensable enumerations follow one of the subdivisions of the document described above, they must be preceded by a colon ‘:’.

**In the text:**

Smith 2008, chs 10-12: 230, 233, 237 (= ‘chapters’ 10-12, ‘positions’ 230, 233, 237)  
 Smith 2008, 2, 2: 630 fn. 15 (= ‘volume’ 2, ‘tome’ 2: ‘page’ 630 ‘note’ 15)  
 Smith 2008, § 89 fn. 22. (= ‘section’ 89, ‘note’ 22).

**In bibliography:**

Smith, J. (2008). *My Work*. 4 vols. London: Open Editions.

- 4.1.3** The Source in the Bibliography Please note that in the final bibliography the following elements must be specified: Author (Year). *Title*. Place: Publisher.  
 However, make sure to verify the specific guidelines of the journal/series.

Smith, J. (2016). *The Drafting of Detailed Rules for Proper Editorial Practices*. London: Open Editions.

## 4.2 Author, Title [Abbreviated Form]

This system can only be used when there is a specific instruction from the scientific direction of the journal or series. In accordance to this system, bibliographic references are provided in the footnotes rather than in the body of the text. The abbreviated form of the title should offer enough information to clearly identify the full title in the final bibliography.

### 4.2.1 Short References in Footnotes

They include the author's last name, the main title (italicized and abbreviated if over four words), and page numbers (separated by a dash).

#### In bibliography:

Smith, J. *The Drafting of Detailed Rules for Proper Editorial Practices*. London: Open Editions, 2016.

#### In footnote:

<sup>1</sup> Smith, *The Drafting of Detailed Rules*<sup>35-6</sup>.

#### 4.2.1.1 Direct Quotation

<sup>1</sup> Smith in his work argues that "...". (*The Drafting of Detailed Rules*, 25).

#### 4.2.1.2 Without Direct Quotation

<sup>1</sup> Smith (*The Drafting of Detailed Rules*, 122) argues that Ross (*General Rules*) and Black (*Exemplified Rules*) reach the same conclusions.

#### 4.2.1.3 Page Number and Other Informations

(Smith, *Green Energy*, 25-7)  
(Smith, *Green Energy*, 2: 23)  
(Smith, *Green Energy*, 234 fn. 23)

#### 4.2.1.4 Consecutive Quotations

<sup>1</sup> Smith (*Green Energy*, 122) argues that "...". Furthermore, "...". (30).

#### 4.2.1.5 Two or Three Authors

<sup>1</sup> Others (Smith, Rogers, *abbr. title*, 50-1) [or] (Smith, Rogers, Black, *abbr. title*) reached the same conclusions.

#### 4.2.1.6 More Than Three Authors

<sup>1</sup> Smith et al., *Green Energy*, 34.

#### 4.2.1.7 Contemporary Reference to Multiple Sources

<sup>1</sup> Some scholars have come to the same conclusions (Smith, *abbr. title*; Black, *abbr. title*).

**4.2.1.8** Authors with the Same Surname

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<sup>1</sup>Smith, *Green Energy* and Smith, *Think Green*.
**4.2.1.9** More Works by the Same Author

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<sup>1</sup>Smith, *Green Energy*, 25; *New Energies*, 26.
**4.2.1.10** Indirect Citations

---

<sup>1</sup>Smith quoted in Ross, *Green Energy*.
**4.2.1.11** Anonymous Work

---

<sup>1</sup>*Green Economy*, 45.
**4.2.2** References to Specific Parts of the Text**4.2.2.1** Primary Sources

In in-text references or footnotes, page numbers, volume divisions, and the consulted edition should be provided only if the text lacks an inherent structural division, such as books, chapters, or sections.

Tuc., *Histories*, 7, 3, 18 (= 'book' 7, 'chapter' 3, 'paragraph' 18)  
 Virg., *Aeneid*, 1, v. 127 (= 'book' 1, verse 127)  
 Mk 1,17 (= Gospel of Mark, 'chapter' 1, 'verse' 17)

**4.2.2.2** Secondary Sources

Abbreviations are only permitted for the following indications:

- Section/s = § / §§
- Note/s = fn. / fns
- Verse/s = v. / vv.
- Line/s = l./ll.
- Chapter/s, figure/s, plate/s, table/s = ch./chs, fig./figs, pl./pls, tab./tabs
- When further indispensable enumerations follow one of the subdivisions of the document described above, they must be preceded by a colon ':'.

**In text:**

Smith, *Green Energy*, 2, 2: 630 fn. 15 (= 'volume' 2, 'tome' 2, 'page' 630 'note' 15)  
 Smith, *Green Energy*, § 89 fn. 22. (= 'section' 89, 'note' 22).

**In bibliography:**

Smith, J. *My Work*. 4 vols. London: Open Editions, 2008.

**4.2.3** The Source in Bibliography

Last Name, Name [abbreviated]. *Title*. Second creator. Place: Publisher, year, page numbers. Series.

Smith, J. *My Work*. London: Open Editions, 2008. Transl. by F. De Luca as *La mia opera*. Venezia: Edizioni Aperte, 2017.  
 De Luca, F. *My Work*. Transl. by J Smith. London: Open Editions, 2017. En. transl. of: *La mia opera*. Venezia: Edizioni Aperte, 2008.  
 Smith, T. *Green Energy*. London: Open Editions, 2016.  
 Smith, J. *My Work. A Close Overview*. Edited by M. Black. London: Open Editions, 2017. English Literature Archives 10.  
 Smith, J. "The Gothic. Tales and Myths". *English Literature*, 8(3), 2017, 89-112.

# 5

## General Bibliography

### 5.1 Basic Structure

- 5.1.1 Print Book
- 5.1.2 Electronic Book
- 5.1.3 Articles in Paper Journal
- 5.1.4 Articles in Electronic Journal
- 5.1.5 Monographic Journal Number
- 5.1.6 Essay in Miscellany

### 5.2 Constituent Elements

- 5.2.1 Author's First and Last Name
- 5.2.2 Composed Last Name
- 5.2.3 Saints, Kings, etc.
- 5.2.4 More Than One Author
- 5.2.5 Anonymous Work
- 5.2.6 Work by Institution
- 5.2.7 Work Edited by
- 5.2.8 Other Contributors
- 5.2.9 Date of Publication
- 5.2.10 Title and Subtitle
- 5.2.11 Releases
- 5.2.12 Reprints
- 5.2.13 Volume Number
- 5.2.14 Page Number
- 5.2.15 Multivolume Work
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- 5.2.17 Place of Publication, Publisher and Co-Edition
- 5.2.18 Website Source

5.2.19 DOI (Digital Object Identifier)

5.2.20 Integrations

5.2.21 Modern Work Translation

5.2.22 Translation of Classical Books

5.2.23 Greek and Latin Authors

5.2.24 Conference Proceedings

5.2.25 Exhibition Catalogue

5.2.26 Entry in a Reference Book

5.2.27 Anonymous Entry

5.2.28 Doctoral Dissertation

5.2.29 Series

5.2.30 References and Specific Parts of the Text

5.2.31 Papers

5.2.32 Manuscripts

5.2.33 Archive Material

5.2.34 Document without Author

5.2.35 Reference to an Archive Unit

5.2.36 Citations of Works in Non-Latin Characters

5.2.37 Reviews

5.2.38 Sources not Intended for General Bibliography

## 5. General Bibliography

The following guidelines are to be applied to both the Author-Date System and the Author, *Abbr. title* System. However, when using the latter, **it is essential to pay close attention to the differences outlined above**, especially regarding the placement of the year of publication at the end, not in parentheses.

The content of the bibliography must fully respect the standard specified in this Policy. The entries should not philologically replicate the cover of the cited work, but present information according to these rules. Exceptions are possible when dealing with ancient or rare editions.

The purpose of the bibliography is to indicate **only the sources used by the Author**. The bibliography can be divided into two sections, **Primary** and **Secondary** Sources, in order to allow an easier consultation. Other kinds of resources can be identified separately on a list titled **Additional References**.

The entries are listed in alphabetical order and, within the same Author, in **historical sequence** (oldest to newest). The Author's name is repeated in each entry.

Each occurrence in the bibliography must provide all information (and only those) necessary for the reader to find the exact work consulted by the Author. The following list represents the information that should always be present in a bibliographic entry:

- **Author's** Surname in full, Author's Name abbreviated (or Curator, Institution for it)
- **Date of publication**
- Completed **title**, and **subtitle** (if any)
- Total number of **volumes** or number of consulted volume (if any)
- **Data of publication** (place of edition and publisher or journal name and number)
- **Page number**
- **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.

### 5.1 Basic Structure

#### 5.1.1 Print Book

Last Name, First Name [of Author, curator, institution etc.] (date of publication). *Title. Subtitle*. Second creator [translator, illustrator, curator etc.]. Place of publication: Publisher. Notes. Series.

Smith, J. (2017). *My Work. A Close Overview*. Edited by M. Black. London: Open Editions. English Literature Archives 10.

#### 5.1.2 Electronic Book

Last Name, First Name (date of publication). *Title. Subtitle*. Secondary creator. Place of publication: Publisher. Notes. Series. URL or DOI.

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

#### 5.1.3 Articles in Paper Journal

Please note that, **in all cases**, the volume and issue numbers must be written using **Arabic numerals**, not Roman numerals.

Last Name, First Name (date of publication). "Title. Subtitle". *Journal*, no. vol.(no. dossier), pages.

Smith, J. (2017). "The Gothic. Tales and Myths". *English Literature*, 8(3), 89-112.

**5.1.4** Articles in Electronic Journal

Last Name, First Name (date of publication). "Title. Subtitle". *Journal*, no. vol.(no. dossier.), pages. Notes. URL or DOI.

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

**5.1.5** Monographic Journal Number

Last Name, First Name (date of publication). "Title". Monogr. No. / Supplement, *Journal*, vol.(issue), pages.

Smith, J. (ed.) (2016). "Gothic Literature". Monogr. no., *English Literature*, 6(2).

**Article in monographic number or supplement:**

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

**5.1.6** Essay in Miscellany

Last Name, First Name (date of publication). "Title. Subtitle". Last Name, First Name (ed. [in the publication language]), *Title Miscellany*. Place of publication: Publisher, pages. Notes. Series.

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>

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

In the case of articles or essays published in miscellanies, it is **essential to indicate the corresponding page numbers**. When several mentioned contributions are contained in the same volume, in order to avoid repetitions, you must include in each bibliographic entry only the short reference to the volume. Full information about the latter will be provided in the bibliography.

Smith, J. (2010). "Green Energy". Rogers 2010, 100-20.  
Black, T. (2010). "Hydrogen". Rogers 2010, 121-40.  
Rogers, L. (ed.) (2010). *New Energies*. Venice: Open Editions.



## 5.2 Constituent Elements

### 5.2.1 Author's First and Last Name

The Author's first name should always be abbreviated.

Rogers, L. (2015a). *Renewable Energy Projects*. Venice: Edizioni Aperte.

### 5.2.2 Composed Last Name

If the Author's last name is composed, do not to separate the prefix from the last name. However, if the Author is universally known only by his last name without prefix, this must follow the first name.

De Quincey, T. (1823). *Confessions of an Opium-Eater*. London: Open Editions.  
Balzac, H. de (1835). *Le père Goriot. Histoire Parisienne*. Paris: Editions Ouvertes.

### 5.2.3 Saints, Kings, etc.

Authors known only by name are indexed by it. Titles such 'King', 'Queen', etc. are omitted.

### 5.2.4 More Than One Author

All authors' names must be provided. The use of 'et al.' is appropriate in instances where the number of authors is such that a list becomes impractical. The use of 'AA.VV.' is not permitted.

Smith, J.; Black, S.; Rogers, L.; Peterson, T. (2000). *Green Energy*. Venice: Open Editions.

### 5.2.5 Anonymous Work

If the quoted work is anonymous, the entry should directly begin with the title of the work itself.

*Le mille e una notte* (1990). Novara: De Agostini.

### 5.2.6 Work by Institution

If a work is published by an organisation or association, its acronym must be used instead of the author's name (with its full name in parentheses).

BSI (British Standards Institution) (1985). *Specification for Abbreviation of Title Words and Titles of Publications*. London: BSI.

### 5.2.7 Work Edited by

The bibliographic entry for an edited book or a critical edition must be indexed by the editor's name, followed by the indication 'edited by' in round parentheses (in the original language of the cited publication).

Bianchi, A. (a cura di) (2010). *Storia dell'epigrafia greca. Saggi in onore di Walter Rossi*. Venezia: Edizioni della Laguna.  
Blanche, A. (éd.) (2010). *Commentaires*. Paris: Gallimard.  
Weiss, A. (Hrsg.) (2010). *Kommentare*. Berlin: Tages.  
White, A.; Green, M. (eds) (2010). *Commentaries to John Smith's Work*. London: Thames.

In the case of classical editions or texts that are part of a nation's literary canon, please note that the modern editor must be indicated.

Santagata, M. (1996). *Petrarca, Francesco: Canzoniere*. Commented edition by M. Santagata. London: Open Editions.

- 5.2.8 Other Contributors** The title may be followed by the translator's, illustrator's or editor's name (if any).

Smith, J. (2010). *Green Energy*. Preface by T. Rogers; index by L. Simon. Venice: Edizioni aperte.

- 5.2.9 Date of Publication** The publication year appears in parentheses after the Author's name (**except** when the system of reference Author-*Abbr. Title* is used).

Smith, J. (1990). *Green Energy*. Venice: Edizioni aperte.

- 5.2.10 Title and Subtitle** In *Italic* after the publication year, separated by a **full stop**.

Smith, J. (2012). *Green Energy. A New Challenge*. Venice: Edizioni Aperte.

- 5.2.11 Releases** The edition consulted by the Author is added **only** if it is relevant to the reader. It follows the title and is in Roman.

Ross, S. (2012). *Renewable Energies*. 2nd ed. London: Open Editions.  
Smith, J. (2012). *Green Energy*. 3rd ed. London: Thames.

- 5.2.12 Reprints** The indication of first print should be included **only** if it is relevant to the reader and only if the Author actually consulted a reprint edition.

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

- 5.2.13 Volume Number** Please note that, **in all cases**, the volume and issue numbers must be written using **Arabic numerals**, after the abbreviation 'vol.', even if it is written in Roman numerals in the book's title page.

- 5.2.14 Page Number** It appears after the Publisher without any abbreviation such as 'p./pp.'

- 5.2.15 Multivolume Work** The indication is used when the entire work is to be cited. Volume details should follow the language of the work: for instance, 'voll.' in Italian, 'vols.' in English, and 'Bde.' in German.

Rossi, M. (2010). *Energie rinnovabili*. 2 voll. Venezia Edizioni aperte.  
Smith, P. (2016). *Essays on Art*. 3 vols. London: Open Editions.  
Heiner, G. (2000). *Geschichte Forschung*. 3 Bde. Stuttgart: Praktikum Verlag.

When citing a multivolume work consisting of volumes published over several years, include both the publication year of the referenced volume and the inclusive dates for the entire work. If not all volumes have been published, use the year of the first volume followed by a hyphen.

Smith, J. (2010-15). *History of Modern Art*. New York: Art Press.  
Rogers, T. (ed.) (2000-). *John Smith's Works and Life*. London: Open Editions.

**5.2.16** Volume  
in Multivolume Work

The abbreviation 'vol.' is used to indicate the volume number consulted, preceded, if applicable, by the title of the collection (in italics). The format is as follows:

Last Name, Name (year). *Title. Subtitle*. Vol. \*no.\*, *Title. Subtitle*. Place of publication: Publisher.

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

If a volume is consulted within a collection of volumes and the Author intends to indicate both the volume and the collection, the format is: Last Name, Name (year). *Title*. Vol. \*No.\*, *Title*. \*No.\* vols. Place of publication: Publisher.

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

One volume out of a multivolume work (but with the same title): Last Name, Name (year). *Title*, vol. \*no\*<sup>\*</sup>. Place of publication: Publisher. Notes.

Ross, S. (2015). *Renewable Energies*, vol. 3. London: Open Editions.

**5.2.17** Place of Publication,  
Publisher and Co-Edition

Place of publication and Publisher are separated by a colon. If a source was published by two Publishers in two different places, they must be both indicated and separated by a semicolon.

Smith, J. (2010). *Green Energy*. London: Open Editions; Edinburgh: Arena.  
Smith, J. (2010). *Green Energy*. London; Edinburgh: Open Editions.

In the case of non-contemporary works where the place of publication is unknown, it is indicated with the abbreviation 's.l.'. Similarly, when the publication date is not available, the abbreviation 's.d.' is used and, when the publisher is not known, 's.n.'

Arrighi, L. (s.d.). *My Work*. S.l.: s.n.

**5.2.18** Website Source

The last access date should **only** be included in parentheses if the source is no longer available.

Smith, J. (2010). *Green Energy*. <http://www.mariosmith.it> (05/10/2024)

**5.2.19** DOI  
(Digital Object Identifier)

If available, it is preferred to include the DOI instead of the website URL.

Buzzoni, M.; Bampi, M.; Khalaf, O. (a cura di) (2015). *La Bibbia nelle letterature germaniche medievali*. Venezia: Edizioni Ca' Foscari. Filologie medievali e moderne 7, Serie Occidentale 6. <http://doi.org/10.14277/978-88-6969-021-1>

**5.2.20** Integrations

They must be reported within brackets.

Ross, S. [2016]. *New Energies*. [London].

**5.2.21** Modern Work  
Translation

The translation should be mentioned **only** if it is relevant for the reader. If included, the bibliographic details of the translation should be listed before those of the original work.

**In text:**

“\*text translated by Black\*” (Smith 2010, 5).

**In the bibliography:**

Smith, J. (2010). *Green Energy*. Transl. by T. Rogers. London: Open edition. Transl. of: *Mon œuvre*. Paris: Éditions Saint Michel, 2000.

- If it is the original of a translation:

Smith, J. (2000). *Mon œuvre*. Paris: Éditions Saint Michel. En. transl.: *Green Energy*. London: Open Editions.

- If the Author wants to focus on the translation (for example, in a study of translation techniques), the bibliographic entry of the translation should be listed first, followed by those of the original work.

**In text:**

“\*text by Smith translated by Rogers\*” (Rogers 2013, 5).

**In bibliography:**

Rogers, T. (transl.) (2013). *My Work*. London: Open Editions. Transl. of: Smith, J. *Mon œuvre*. Paris: Éditions Saint Michel, 2010.

**5.2.22** Translation of Classical  
Books

If you quote the translation of classical or medieval texts, refer to the name of the editor/translator, rather than to that of the Author (if known). If the Author wants to focus on the translation (for example, in a study of translation techniques), the bibliographic entry of the translation should be listed first, followed by those of the original work.

**In text:**

“Midway upon the journey of our life” (*Inferno*, 1, v. 1; Longfellow 1867, 1).

**In bibliography:**

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.

**5.2.23** Greek and Latin  
Authors

For general citations of Greek and Latin authors, indicate author's name, title of the work in *italics* and textual references.

Sall. *Iug.* 17.3.

- 5.2.24** Conference Proceedings The term “Conference Proceedings” (or similar) must be written in *italics* and placed after the equals sign (=), followed by the place and date in Roman type, enclosed in parentheses.
- 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.
- 5.2.25** Exhibition Catalogue The words ‘Exhibition Catalogue’ (or similar) must be written in *italics* and placed after the equals sign (=), followed by the place and date in Roman type, enclosed in parentheses.
- Smith, J. (ed.). *Spencer’s Work = Exhibition Catalogue* (London, 29-30 February 2009). London: Open Editions.
- 5.2.26** Entry in a Reference Book For dictionary encyclopedic entries use the abbreviation ‘s.v.’ (plural ‘s.vv.’).
- In the text:** (Ross 2004)  
**In bibliography:** Ross, M. (2004). s.v. «White, Anthony». *Encyclopedia of English Authors*. <http://www.englishauthors.org/articles/anthony-white>
- 5.2.27** Anonymous Entry The entry into the bibliography begins directly with the title.
- 5.2.28** Doctoral Dissertation The words [PhD Dissertation] must be included and written in Roman type.
- Smith, J. (2013). *My work* [PhD Dissertation]. Venice: Ca’ Foscari University of Venice.
- 5.2.29** Series The series’ name and volume number (in Arabic numerals) should be the last element of the bibliographic entry, in Roman. When they are commonly known, the titles of the series should be replaced by their acronyms.
- Smith, J. (ed.) (2015). *My work*. London: Open Editions. Meridians 7.
- 5.2.30** References and Specific Parts of the Text References to parts of the text are indicated by arabic numerals and preceded by abbreviations such as vol./vols, **in all cases**, even if it is written in Roman numerals in the book’s title page. The indication is used when the entire work is to be cited. Volume details should follow the language of the work: for instance, ‘voll.’ in Italian, ‘vols.’ in English, and ‘Bde.’ in German.
- 5.2.31** Papers Papers presented at conferences and not published are to be listed in the bibliography with the indication (unpublished).
- Ross, S. (unpublished). “My Work”. *International Conference on Ted Rogers* (London, 22 September 2010).

- 5.2.32 Manuscripts** Manuscript citations should always appear in the body of the text and not in the final bibliography. The standard format includes the place, library, signature, folios (fol./fols), and any relevant manuscript siglum. This format applies to both ancient and modern manuscripts.

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<sup>1</sup> London, BL, Cotton Vitellius A. XV, fols 34r-37v.

- 5.2.33 Archive Material** References to archive material should always be made in the footnotes and never in the body of the text. The following guidelines should be followed:  
**Fn.:** (Author's Last Name, *Document Title* or description year).  
**Final bibliography:** Author's Last Name, First Name. *Document title* or description (year). Archive's Acronym, Archive's Name, location, day month. City: Name the institution.

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<sup>1</sup> Smith, *Agreement Document*, 1954.

**In bibliography:**

Smith, J. *Agreement Document* (1954). HA, Historic Archive, Red Numeration, b. 7890, 1st April. Venice: State Archive.

- 5.2.34 Document without Author** It must be indicated in the footnotes with (*Title* or Description year) and in bibliography with *Title* or Description (year). Archive's Name, collocation, day month. Place: Name of the institution.

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<sup>1</sup> *Final Text of the Agreement* 1960.

**In bibliography:**

*Final Text of the Agreement* (1960). Historic Archive, green numeration, no. 7890, 1, 15 May. Venice: State Archive.

- 5.2.35 Reference to an Archive Unit** It must be indicated in the footnotes with (Archive's Acronym. Archive Unit) and in bibliography with Archive's Acronym, Archive's Name, collocation, Archive Unit. Place: Name of the institution.

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<sup>1</sup> ASC. D. 3.

**In bibliography:**

HA, Historic Archive, red numeration, b. 4235, d. 3. Venice: State Archive.

**5.2.36** 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.

Liu Yi 劉毅 (2011). "Qingmo faxue fanyi gaishu - xi fa dong jian de kaiduan" 清末法學翻譯概述—西法東漸的開端 (An Overview of Legal Studies at the End of the Qing, the Beginning Phase of the Eastern Spread of Western law). *Hebei faxue*, 29(9), 49-68.

**5.2.37** Reviews

Please follow this format:

Author's Last name, First name (Year). Review of *Title of the reviewed work* by Last Name, First Name [reviewed Author]. *Journal*, number(issue), pages.

Smith, J. (2010). Review of *Studies on Green Energies* by Spencer, G. *New Engineering*, 14(1), 111-12.

**If the reviewed work is included in the bibliography, please follow this format:**

Reviewing Author (year of the review). Review of Reviewed Author (year of the reviewed book):

Smith, J. (2012). Review of Spencer 2010.

**5.2.38** 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. It is sufficient to add, between brackets, an abbreviated note, possibly after the name of the person involved and accompanied the date.

In an article discussing the end of Favre's second-straight post-retirement season – this time with the Minnesota Vikings – Pat Borzi reminds us that when it comes to the aging quarterback's uncertain prospects for yet another season, "there is final, and there is Favre" (*New York Times*, 25 January 2010).

(Smith, pers. comm., 13/12/2024)

(Ross and Smith, recording)

(Ross, unpublished interview to Smith)

(Smith, e-mail to Ross, 12/10/2020)