

EDITORIAL RULES | REVIEW

1. SUBMISSION OF MATERIALS TO BE PUBLISHED

All materials to be published shall be presented in digital format.

Every article must submit:

- a text file;
- a folder containing all the images.

2. TEXTS

General formatting guidelines

Every text file (.doc or .rtf) must follow the following structure:

- a concise and informative title;
- Name and Surname of the author(s), name of the institution, Country, the e-mail address;
- an abstract/summary (maximum 1000 characters) of the work for the back cover. The abstract must be concise but at the same time provide comprehensive information regarding the contents;
- a list of 4-5 key words that will be used for indexing and bibliographic subjecting;
- the article (20.000-30.000 characters with spaces) with footnotes e bibliographical references;
- references to the figures with credits (author elaborations too).

The text (if necessary) may be subdivided into sections (no sub-sections).

- Do not use bold or underlining in the text itself or in the notes.
- Capital letters or small capital letters are not appropriate and should be used only when absolutely necessary.
- Always use a single font for the whole text, to be chosen amongst the most common, such as: Arial, Times New Roman or Calibri single-spaced and justified.
- Between the end of a section and the beginning of another a double space should be left (Enter). However between the title of a section and the beginning of the text itself no additional space should be left.

Use of italics

The use of italics in the text should be limited to the following cases:

- words in foreign languages.
- titles of books, films, paintings, etc.

Footnotes

Footnotes should be kept at a minimum, and should be used only for brief remarks, points of comparison or references to appropriate links, whereas bibliographical references are to be inserted directly in the text, following the Harvard style, which is explained below.

Footnotes should be numbered progressively and shall begin with number 1 for every chapter/essay/article; no indents and/or dotted or numbered lists shall be used in the footnotes.

Footnote numbers are to be placed at the end of the quote, without spacing and before the punctuation mark:

correct versions: text¹. Text¹, "quote"¹.

wrong versions: text.¹ Text,¹ "quote".¹

Hyphens

- Hyphen minus -, without spaces either before or after, is used to indicate an interval between numbers or to separate composed words (for example: self-portrait), or else strictly connected (for example: the Italian-English dictionary; the Milan-Venice motorway).
- Hyphen – is used for sub-sections and is preceded and followed by a space. It is used sparsely, only when absolutely necessary in order to make a phrase less ambiguous; otherwise commas are preferred.

Inverted Commas

- **Double inverted commas “ ”:**

Used for quoting parts of texts taken from other works. Always followed by a bibliographical reference: (Surname of the author, year of publication, p. x) (see instructions on quotations on point 3).

- **Single inverted commas ‘ ’:**

Used for emphasising a single expression, or for words used in a metaphorical sense.

They are also used for quotations within another quotation (for example: “Perché il Novecento è stato definito ‘il secolo breve’?”)

- **Guillemets « »:**

Used in the following cases:

- For titles of journals in the bibliography
- For direct discourse

Lists

Lists must be dotted or numbered as in the following example:

- dog 1. dog
- cat 2. cat

3. QUOTATIONS AND REFERENCES TO BIBLIOGRAPHICAL TEXTS (HARVARD SYSTEM / ANGLO-SAXON STYLE)

All affirmations, opinions, conclusions, etc. taken from the work of another writer shall be indicated, whether the work has been quoted directly, paraphrased or summarised. The Harvard system excludes bibliographical notes. In case reference is made of another text, according to this system the reference to the work in question shall be included in the main body of the text, providing the surname of the author and the year of publication in parenthesis, in accordance with the following instructions, while the complete reference of the work is presented only in the bibliography.

- If the idea of an author is cited, both the name of the author and the year of publication of the work in question are to be referred to in parenthesis in the body of the text. Examples:

Ex: Il carcinoma epatocellulare è uno dei tumori più diffusi nel mondo (Cook, 1985), ma la sua incidenza varia notevolmente (Bassett, 1987).
Sul tema dello ‘strumentalismo’ già teorizzato nelle sue prime analisi del problema mente-corpo (Dennett, 1991a) [. . .].

- If the book/article has several authors.

more than two authors: (Doat et al., 1985)

Ex: Recent research (White and Brown, 2004) suggests that...

two authors: White and Brown (2004) in their recent research paper found...

Ex: Recent research (Doat et al., 1985) suggests that

- If the name of the author is mentioned in the phrase, only the year of publication of the work shall be mentioned in parenthesis.

Ex: In a recent study, Lewis (1999) says that...

- If reference is made to the works of several authors not directly quoted in the text, the names of the authors are to be separated by a semicolon.

Ex: (Collins, 1998; Brown, 2001; Davies, 2008)

- If reference is made to a specific section of a work, the page number is to be included.

Ex: (Cormack, 1994, pp. 32-33)

- In the case of works by the same author and the same year of publication, a letter of the alphabet shall be added to clearly distinguish the different works:

Ex: (Rossi, 1993a); Rossi (1993b, p. 35)

- Secondary sources (second-hand references). You may come across a summary of another author’s work in the source you are reading, which you would like to make reference to in your own document; this is called secondary referencing:

Ex: Research recently carried out in the Greater Manchester area by Brown (1966 cited in Bassett, 1986, p.142) found that ...

Ex: (Brown, 1966 cited in Bassett, 1986, p.142)

Direct quotation from page

If part of a work from another author is quoted, the quotation shall be indicated according to the following guidelines:

If the quoted text is no longer than 200 characters approximately (spaces included) it should not be in italics but in double inverted commas "opened and closed". The bibliographical reference according to the Harvard system must be included before closing the inverted commas and the final punctuation symbol.

Ex: "quote" (Rossi, 1990, p. 14).

"Housing should also be the space of good life, which embodies material wellbeing but must also include [...] a system of mutual assistance and solidarity, at the scale of the block of flats or of the city" Edgar Morin (2011, p. 197).

It is possible to present longer quotations by beginning a new paragraph with an indent, in smaller sized font, and without inverted commas. Example:

Ex: La diffusione tra i giovani di orientamenti improntati al liberalismo culturale si può interpretare come il segno di un'avanzata laicizzazione della morale (Lumachi 1962, p. 34).

- Quotations within quotations are to follow the following format: text "quotation 'quotation within the quotation' quotation".
- When quoting poetry the verses are separated by a slash /. If more than four verses long they are to have a 1 cm. indent, without inverted commas and with each verse separated by a return to a new paragraph.
- In case part of the quoted text is excluded, this must be indicated in the following way: [...].

4. BIBLIOGRAPHICAL REFERENCES

Books

Book with 1 author

Surname N. year of publication, *title in italics*, publisher, place of publication (if necessary year of first edition, with edition number in parenthesis).

Ex: Berkman R. I. 1994, *Find It Fast: How to Uncover Expert Information on Any Subject*, HarperPerennial, New York.

Ex: Carnap R. 1976, *Significato e necessità*, La Nuova Italia, Firenze (first ed. 1947, 1956²).

Book with 2 or more authors

Surname N., Surname N. year, *title in italics*, publisher, city.

Ex: Cheek J., Doskatsch I., Hill P., Walsh L. 1995, *Finding Out: Information Literacy For the 21st century*, MacMillan Education Australia, South Melbourne.

In case of a work with various authors or editors the abbreviation AAVV is to be evited since it does not have any bibliographical value. It is preferable to indicate the name of the first author or editor, followed by 'et al.'

Ex: Andronico M. et al. (a cura di) 1988, *Capire Wittgenstein*, Marietti, Genova.

Editorship

Surname N., Surname N. (eds.) year, *title in italics*, editor, city.

Es: Robinson W.F., Huxtable C.R. (eds.) 1988, *Clinicopathologic principles*, Cambridge University Press, Cambridge.

Andronico M., Marconi D., Penco C. (a cura di) 1988, *Capire Wittgenstein*, Marietti, Genova.

2 books with the same author and the same publishing year

Es: Berkman R.I. 1994a, *Find It Fast: How to Uncover Expert Information on Any Subject*, HarperPerennial, New York.

Es: Berkman R.I. 1994b, *Capire Wittgenstein*, Marietti, Genova.

Article in a review/journal

Surname N. year, *title in italics*, «title of the review», number of the year of the review (when appropriate number of the volume in parenthesis), pp. page numbers

Es: Huffman L.M. 1996, *Processing whey protein for use*, «Food Technology», vol. 50, n. 2, pp. 49-52.

Es: Mondadori F. 1971, *Wittgenstein sui fondamenti della necessità logica*, «Rivista critica di storia della filosofia», n. 26, pp. 57-78.

Chapter in a book

Surname N. year, *Title in italics*, in N. Surname (eds.) *Title in italics*, publisher, City, pp. x-x.

Es: Bernstein D. 1995, *Transportation planning*, in W.F. Chen (a cura di), *The Civil Engineering*, CRC Press, Boca Raton, pp. 34-48.

If the author of the article is also the author of the book:

Es: Dennett D.C. 1991, *I sistemi intenzionali*, in Id., *Brainstorms*, Adelphi, Milano (ed. orig. 1978), pp. 37-65.

Unpublished texts

If the book is unpublished (also valid for thesis and dissertations)

Es: Williams B. 2008, *Guide to project management*, in *BD45001S Management*, Anglia Ruskin University, non pubblicato.

if the book is in press replace the data of publication with (in press)

Es: Pattison J. (in stampa), *A new book that I have written*, Vanity Press, London.

Web publications

References from websites must indicate the full web address (in between <>) and the date of consultation (month/year). Articles or books online will be treated as printed articles and books, adding the web address.

Es: Adorno F., *Storia di parole e di concetti. metafisica, ontologia, estetica*, in *Enciclopedia Multimediale delle Scienze filosofiche*, <<http://www.emsf.rai.it/interviste/interviste.asp?d=394>> (01/08).

Ahlbäck P. M. 2007, *The Reader! The Reader! The Mimetic Challenge of Addressivity and Response in Historical Writing*, «Cromohs», n. 12, pp. 1-17, <URL: http://www.cromohs.unifi.it/12_2007/ahlbäck_reader.html> (01/08).

Calvo M., Ciotti F., Roncaglia G. (a cura di) 2003, *Internet 2004*, Laterza, Roma-Bari, <<http://www.laterza.it/index.htm>> (01/08).

5. IMAGES AND TABLES

Images should be presented in high resolution, in JPG or TIFF format (with a 300 DPI/inch resolution in the established format), EPS or PDF. At least 2 images with a 300 DPI/inch resolution to be used in full format shall be presented for each chapter. Tables should be presented preferably in Word or Excel formats, or else in a format agreed upon with the Communication-Lab. Images must not be included in the text files but presented in separate files, numbered progressively and referred to in the text:

Fig. 3 is the third figure

Tab. 2 is the second table

References to the figures in the text must be indicated with a progressive numbering system.

Es: (Fig. 1), (Fig. 1, 2), (Fig. 1-3).

At the end of each chapter/contribution captions shall be provided for the images, according to the following guidelines:

Es: Fig. 1: Basic description of the image, which may include the place, country (photo: name and surname of the author, if not quoted in the colophon)

It is preferable to quote photographers in the colophon and not under every photograph, listing if necessary page numbers with the photos.

6. ABBREVIATIONS

a., aa.	year, years
A.C.	After Christ
B.C.	Before Christ
ch.	chapter
cfr.	compare
etc.	not preceded by a comma
ed.	edition
fig.	figure /figures
n.	number / numbers
p. pp.	page pages
tab.	table