

## **«RICERCHE STORICHE» AND RELATED SERIES STYLESHEET**

*In order to conform the graphic style of all the proposed articles the authors are kindly request to deliver their own work already adjusted to the following rules. Each article must be send as a docx / odt file.*

### Formulas:

Cfr.=See;

a.=year,

aa.=years;

p.=page, pp.=pages;

tab.=table, tabb=tables; f

ig.=figure, figg=figures;

vol.=volume, voll=volumes;

*ad nomen, ad vocem*=to cross refer to a Dictionary, Encyclopedia or Biographic entry;

IDEM (male) or EADEM. (female)=for recalled authors;

art.=article;

c.(n.n)=archive paper; cc.(n.n)=archive papers

cap.=chapter, chapters;

cod.=codex;

cit.=mentioned;

ed.=edition;

f.=string, strings;

fasc.=file, files;

*Ibidem*=book or article and page just mentioned in previous footnote;

*Ivi*= book or article just mentioned in previous footnote and different page;

*passim*=quoted in many parts of the document we are referring to;

ms.=manuscript, mss.=manuscripts;

n.=number, nn.=numbers;

op. cit.=book or article cited;

par.=paragraph, paragraphs;

r. e v. .=recto and verso, used for archives paper and manuscripts;

s.d.= without published date;

s.l.= without published place.

## **Text**

**Body and font:** essays, sources and documents, headings, garamond 11, spacing 12; bibliography: garamond 10, spacing 11, quotations: type 10 spacing 11; footnotes, type 9, spacing 10;

All the paragraphs have the first line indent 0.5 cm except paragraphs «quotations» and section titles.

Between paragraphs no line.

**Note reference mark:** put the mark one space after the last word, before punctuation marks and without parenthesis.

E.g.: he said <sup>13, 19;</sup>            <sup>11.</sup>        » <sup>12.</sup>

**Quotations:** 4 lines or more quotations should be written with a smaller type (1 unit smaller than the body text), divided from the main text without any signs or indent. In this case graphic layout operators suggest to the authors just to insert a blank line before and after the quotation using the color blue for the font.

E.g.:

La sommossa ricordata dal Pitti – definita in modo icastico 'strage della notte di Natale' da Elio Caruso – fece certamente scalpore fra i contemporanei, e soltanto la penuria di fonti narrative di ambito locale, o la loro scomparsa, possono averne limitato la memoria scritta alla cronaca del forlivese Giovanni di mastro Pedrino Merlini, che così la descrive:

Negl'anne ditte, cioè 1386, in la festa de Nadale, fo infra gl'omini de Castrocaro una grande discordia da parte guelfa a parte gibillina, in tal modo che la parte gibillina armada mano asalinno contra la gelfa; e multe de loro taglonno a pieçi, e multi de la ditta parte anchora ne ferinno; e nondemeno i mamolitti picholi fono salvi in parte, e parte ne fono morti molto crudemente <sup>1</sup>

Nel **registro** mancano i *libri sententiarum* per il periodo che va dal dicembre del 1386 a tutto il primo semestre del 1387, e di conseguenza non si conosce la reazione immediata delle autorità castellane...

Quotation which lasts less than 4 lines must be included within the main text between « »

**Pictures, Graphs, tables and illustrations:** Do not insert any figures or illustration, graphs in the text. Send this kind of material in a separate file; specify in the text where to add those elements. The scan material must be sent with a 300 dpi resolution. Tables must be delivered in word. The captions to figures, graphs, tables and other relevant artwork must be accompanied by a caption to be attached to the text with a clear indication of reference (or within the same).

The section titles are in italics (same font, same body) preceded by Arabic numeral progressive

1. *Le funzioni demografiche. Gli abitanti di Castelfranco*

### **Footnotes**

Authors: dotted initial of name and the complete surname in small capitals followed by comma. In case authors are two or more, dotted name and surname must be separated by short dash without space.

Editors: dotted initial of name and the complete surname in small capitals. In case of one or more editors of the anthology, there must be cited after the title and preceded by the indication “ed.” or “eds.”; like in the following example:

Cfr. *I Medici e lo stato senese 1555-1609. Storia e territorio*, ed. L. ROMBAI, Roma, De Luca, 1980, pp. 75-88

Titles: Titles of books, articles, chapters are always in italic followed by comma.

### **Other Bibliographic indications.**

Books: title must be followed by city, editor, date, edition year, pages in this order, separated by commas.

Magazines and Journals: after “in”, journal's name between quotation marks (« »), series, volume in Roman numerals (these data can be omitted; if not omitted the year of publication between parenthesis), booklet, year, page numbers.

A. PASQUINELLI, *Giulio Rucellai, segretario del Regio diritto (1734-1778)*, in «Ricerche storiche», XIII (1983), n. 2, p. 259-296.

or

Cfr. A. PASQUINELLI, *Giulio Rucellai, segretario del Regio diritto (1734-1778)*, in «Ricerche storiche», n. 2, 1983, p. 259-296.

Following quotes: Use *Ibidem* in case of book or article and page just mentioned in previous footnote; *Ivi* for book or article just mentioned in previous footnote but with a different page that must be specified. In others cases use only the Author's surname, the abbreviation *cit.*, followed by comma, and page or pages indication. In case of different books or articles written by the same author use the Author's surname followed by title, comma, “cit” and page or pages indication.

Archivist sources: Write the entire archive name in small capitals, followed by the acronym in brackets that will be used in the following footnotes, archive group in italic, file, paper or papers.

For the following footnotes use the same criteria just explain for books and articles.

### Essays in a miscellany:

These are cited in the footnote with author's last name in small capitals, title of essay in italics, "in", title of volume, edited by Initial name of editor last name of editor in small capitals, Place of edition, Year of edition, pp. 000-000. The pages of the essay should always be inserted:

E.g.:

S. KROES, *Negotiations with the American Way. The Consumer and the Social Contract in Post-war Europe*, in *Consuming Cultures, Global Perspectives, Historical Trajectories, Transnational Exchange*, eds. by J. BREWER - F. TRENTMANN, Oxford-New York, Berg, 2006.

Website: dotted initial of name and the complete surname in small capitals of author/s followed by comma, document title in italic, URL (between < >), consultation date in square bracket followed by :

E.g.:

M. BICCHIERAI, *Marco Parenti*, [08/06]: <<http://www.dssg.unifi.it/SDF/dizionario/Ammirato.htm>>

In case of an article with no author mention only the title. If document is part of an on line review follow the rules for magazines and journal and add URL and consultation date.

### **Required Attachments**

Abstract: each article must come with its abstract (it will be published in a special section of the journal) written in the original language and English,. If the article is in English as a second language Italian is required. This abstract should not have a length exceeding 150 words.

Keywords: each abstract must be accompanied by 3 to 5 keywords, author's choice, in Italian and English, which will be published at the bottom of the abstract.

Biographical note: each author must send a brief scientific biography with an email address, which will be published in a special section of the magazine. This biographical note should not be longer than 30 words.