Author Guidelines

General Style

Manuscripts must be submitted in Word format, without the use of MS Word paragraph styles or structures, to facilitate typesetting. The main text should not contain blank lines between paragraphs.

Quotations shorter than three lines are enclosed in guillemets («…»). Longer quotations are presented as block quotations in a separate paragraph, one point smaller than the main text. To assist the typesetter, authors are asked to insert a blank line before and after block quotations and to use blue font colour for the quotation text.

Footnote references appear in Arabic numerals as superscripts, before punctuation. References to figures should be given in round brackets, using "fig." and the assigned number, separated by a space (e.g. (fig. 3)).

Abbreviations and Conventions

• Archives and libraries: cite the full name in SMALL CAPS, followed by the acronym in brackets [e.g. ARCHIVIO CENTRALE STATO (ACS), ARCHIVIO DI STATO FIRENZE (ASFI)], then the name of the collection (fond, in italics), bundle/volume/file, insert, folio(s), etc.
example: eg. ACS, *Ministero degli Interni, Divisione affari generali e riservati*, b. 880, f. A24752

• Unnumbered folios: f. (unn.), ff. (unnn.) [in printed editions placed in square brackets].

• See: see (in full).

• Booklet/issue: booklet/issue (it. disp./fasc.).

• Figure/illustration: figure (abbr. fig.).

• Folio(s): f. – ff.

• Archival collections: in italics.

• Graph: graph (abbr. graph.).

• Ibid.: Ibid. (same volume, same page).

• Idem/eadem: ID. / EAD (SMALL CAPS: same author as preceding entry).

• Ivi: *Ivi* (italics: same volume, different page).

• Book(s): b. – bb.

• Numbers: no. – nos.

• New series: n.s.,

• Omission: […]

• Page(s): p. – pp. (e.g. pp. 24–26; pp. 102, 105).

• Following pages: p. 'x' ff.

• Particular word: " "

• Passim/supra: *passim*, *supra* (italics).

• Titles, offices: always lower case, not abbreviated.

• Recto-verso: *r-v* (italics).

• Register: reg.

• Table: table (abbr. tab.).

• Plate: plate (abbr. pl.).

• Tome: t.

• Volume(s): vol. – vols.

• Hyphen/en dash: no spacing before/after hyphen; spacing required with en dash.

Bibliographic References

Books: Initial of first name + SURNAME in small caps, Title in italics, City, Publisher, Year, pp. 000–000.

Example: E. COLLOTTI, *Esempio Germania. Socialdemocrazia tedesca e coalizione social-liberale 1969-1976*, Milano, Feltrinelli, 1977, pp. 93–98.

Edited volumes: Title in italics, ed. by Initial SURNAME in small caps, City, Publisher, Year, pp. 000–000.

Example: *La Resistenza al fascismo. Scritti e testimonianze*, ed. by M. MILAN-F. VIGHI, Milano, Feltrinelli, 1955, pp. 98–99.

Multiple authors: names joined by short hyphen without spaces.

Example: H.U. WEHLER-J. KOCKA…

Journal articles: Initial SURNAME, Title in italics, in «Journal», vol., (year), issue, pp. 000–000.

Example: L. MONACI, *Inediti fogginiani*, in «Paragone», XXV, 289 (1974), pp. 48–67.

Essays in edited volumes: Initial SURNAME, *Essay title in italics*, in *Book title*, ed. by Initial SURNAME, Place, Publisher, Year, pp. 000–000.

Conference proceedings: *Title in italics*, conference proceedings (Place, date), ed. by Initial SURNAME, Place, Publisher, Year.

Exhibition catalogues: *Title in italics*, exhibition catalogue (Place, Year), ed. by Initial SURNAME, Place, Publisher, Year.

Multiple entries: separate with semicolon and arrange chronologically.

Shortened references: a work cited more than once in the notes may be shortened using the following formula SURNAME, Title … cit., pp. 000–000.

Captions

Generic objects: roman type.

Works of art: full name of author, Title in italics, city and place of conservation (general to specific), optionally the date.

Example: Ettore Ximenes, *Busto di Luigi Pigorini*, 1914, Rome, Scalinata del Museo Preistorico Etnografico Pigorini.

Normally, photographic credits appear in the first note of the text. Captions never end with a full stop.

Supplementary Materials

Abstract: in the article's original language and in English (if written in English, also provide Italian). Max. 150 words.

Keywords: 3–5 keywords in both Italian and English.

Biographical note: max. 30 words, including e-mail address.

Editorial Procedure

Length: max. 65,000 characters including footnotes and spaces. Each image, table, or graph must be included in the total character count, corresponding to 3,000 characters if it occupies a full page and 1,500 characters if it occupies half a page or less. Images, graphs and tables to be supplied separately, preferably TIFF, 300 dpi or JPG, 300 dpi.

Peer review: double-blind. Two anonymous reviewers report to the Editorial Board, which informs the author.

Proofs: first proofs corrected promptly and limited to typographical errors. The Board reserves the right to accept corrections. Second proofs corrected by the Board.