



Edizioni
Ca' Foscari

Editorial Guidelines

Edizioni Ca' Foscari

2021 [4]



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/

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Manuscript Preparation

1.1 Elements to Be Provided

1.2 The Editing Process

1.3 Author's Review

1. Manuscript Preparation

1.1 Elements to Be Provided

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

- **Title** and any subtitle
- **Author** (with affiliation and e-mail)
- **Abstract**
- **Keywords**
- Dedication
- Epigraph
- **Main text** (complete in every part: introduction, sections and, if present, titled and numbered subsections and footnotes)
- Table of contents
- Figures and their captions (and the various documents connected to them: authorisations for reproduction, copyright etc.)
- Tables and their captions
- List of abbreviations
- Appendixes
- Glossary
- **Bibliography**
- 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** documents. Authors are advised to make a secure backup of this final version and to avoid making any further changes to it. Any additional material beside the main text (figures, tables, graphics etc.) must be provided in a dedicated folder.



Once an Author has submitted the final manuscript to the Publisher, the document is saved and converted into a new format. For this reason, an Author who needs to make further changes after submitting the files must promptly notify the Publisher. Minor changes can be usually indicated later, on the edited document that the Editor will send to the Author for a review. For major changes, the Author may need to send a revised manuscript to the Publisher before the editing process begins.

1.3 Author's Review

Once the editing process is complete, the Publisher sends the drafted document in PDF format to the Author who will review the paper. The Author may insert comments and corrections (using the special tools provided by the main PDF file viewing programmes), which, upon return to the Publisher, will be included in the draft (this working method allows the Author to insert his/her own observations without modifying the document and the Publisher to interpret his/her indications more easily).

Abbreviations and their usage

Abbreviations	Main Text	Bibliography	Short References or Footnote References	Never
p./pp. (in book reference)				✓
Ibidem				✓
Ead.				✓
Ivi				✓
Idem				✓
Ibid.				✓
app. ('appendix')				✓
Cf.	✓		✓	
Id.				✓
c. ('century')	✓		✓	
vol./vols.		✓		
n.s. ('new series')		✓		
Repr. (for 'reprinted')		✓		
ed./eds, Hrsg./Hrsgg, a cura di, éd.-édés ...		✓		
f./ff. (following)	✓	✓	✓	
et al.	✓	✓	✓	
no./nos. (numbers) (i.e. 10-12; 105-7)	✓	✓	✓	
l./ll. (verse line)	✓	✓	✓	
r/v/rv	✓	✓	✓	
§/§§ ('section')	✓	✓	✓	
fn./fnn. (footnote)	✓	✓	✓	
art./arts.	✓	✓	✓	
ch./chs.	✓	✓	✓	
ms/mss (manuscript/s)	✓	✓	✓	
l	✓		✓	
kg	✓		✓	
cm/m	✓		✓	
etc.	✓		✓	
c. (circa)	✓		✓	
BC/AD	✓		✓	
ex.	✓		✓	
fig./figs (figure/s)	✓		✓	
tab./tabs (table/s)	✓		✓	
graph/graphs	✓		✓	
pl./pls (plate/s)	✓		✓	

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Document Basic Structure

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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 It appears at the beginning of the document and usually does not exceed **650 characters** (spaces included). It is connected to the essay, which it sums up, but it must still be readable and comprehensible irrespective of it. It must not contain notes and bibliographical references. The content covers the subject of the article, the purpose of the study, the method by which the study was conducted or complementary information to the main theme of the essay. The abstract is required for both articles and essays for monographs. In the latter case, in addition to the general summary information, it may contain a more discursive description of the content of individual chapters and may be divided into sections, reaching about 2,000-2,100 characters (spaces included).

2.1.4 Keywords They are indispensable, as they list the major topics of the article (at least **5**).

2.2 Text Body

2.2.1 Acknowledgments and Document Information Translations, interventions of other Authors, Editor's Note etc. are placed at the bottom of the first page of the document, in line with the needs of pagination, in the form of an unnumbered note (references to titles and subtitles by asterisk or other symbols are not allowed).

2.2.2 Epigraph/Exergo It precedes the main text and it 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)

“Fatti non foste a viver come bruti
ma per seguir virtute e canoscenza”
(Dante Alighieri, *Inferno*, 16, vv. 119-20)

2.2.3 Introduction It is a fully-fledged section and, as such, it is numbered and appears in the summary as the section number 1.

2.2.4 Main Text It can be divided into sections and subsections (in more levels), which are **numbered** and preferably **titled**. The text should begin with an Introduction section (number 1) and end with a Conclusions section. Numbering starts from 1 and subdivision must contain at least two sections (1.1 can not exist without 1.2).

- 2.2.5** Footnotes Only footnotes are allowed. Endnotes cannot be used. The notes are to be generated with the appropriate tools of text editors and, in contributions of less than 50 pages, internal cross-references are not accepted. References to notes must always be placed **after** punctuation.
- 2.2.6** Appendix It always follows the main text, precedes the bibliography and it is numbered only if there is more than one appendix.
- 2.2.7** Glossary or Index of Names It always follows the main text and precedes the bibliography. The terms are arranged in alphabetical order and into two columns.



Preparation of the text for the peer review process:

to ensure the regular progress of the double-blind peer review process, assure that the identity of the Authors remain completely unknown. Therefore, any information that might lead to personal identification must be deleted before loading any document into the online peer review platform.

- 1) Authors should refer to themselves as '**Author**';
 - 2) Any information contained in the file's '**Properties**' will be removed. In the main text editors (Microsoft Word, OpenOffice, LibreOffice) follow these steps: Main Menu > File > Properties > Remove Personal Information > Save.
- In case of need promptly contact the technical support at ecf_support@unive.it.

- 2.2.8** List of Abbreviations Not every work that includes abbreviations needs a separate list of abbreviations of terms or names they stand for. If many are used, or if a few are frequently used, a list is useful. Such list does not generally dispense the Author from using the full form of a term at its first occurrence in the text. As a matter of fact, the term should be spelled out in round brackets in the first instance. In the list, terms should be alphabetized by the abbreviation, not by the spelled-out form. It is always placed at the end of the document, just before the bibliography.
- 2.2.9** Bibliography It is essential; it is always the final element of the document and must comply with this Guidelines in all its parts. Bibliographies that are incomplete or not complying with these standards will be sent 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 shall look for every bibliographic voice listed in their bibliography at <https://search.crossref.org> and copy the corresponding DOI (<https://doi.org/10.xxxx/xxxxx>) in their bibliography.

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- 3.6.1 Tables
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3. Document Composition

3.1 Basic Formatting

The elaboration of the text file must aim at making the structure of the document and all its textual and non-textual components (figures, tables, graphs) clear and intuitive. Therefore, it is not necessary to create a file that simulates or anticipates – graphically or typographically – an arbitrary layout. Any special needs of the Author must be discussed beforehand with the Publisher.

3.2 Text Format

3.2.1 Sections

It is preferable to divide the text into sections, which should all be numbered consecutively starting from number 1. No text portions should be left unnumbered (e.g. an Introduction section will be numbered ‘1’). Sections should also be titled. Sections may also be further divided into subsections, numbered 1, 1.1, 1.1.1 and so on up to a maximum of four levels (1.1.1.1), with no point after the last number. The subdivision of a section into subsections assumes that the subsections are at least two (1.1 is always followed by at least 1.2).

3.2.2 Footnotes and Internal Reference to Notes

Notes must be inserted into the text using a dedicated tool, available in all word processing programmes. The reference to the notes must always be placed **after** the punctuation.



Footnotes should never be attached to articles, essays, sections or appendix titles, otherwise both footnotes and their content will be automatically suppressed. Alternatively, 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, in the form of “Figure *number*”, ending with no final punctuation mark. Captions 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

Generally cross-references to the document are to be avoided and are allowed ONLY in monographs and articles of more than 50 pages. Terms such as *ivi*, *ibid.*, *Id.*, *Ead.* etc. are not to be used. Any reference recurring several times must be repeated according to the basic scheme. Moreover, references to page or row numbers are not allowed. In the body and in the notes, it is permitted to use “see” to refer to another part of the contribution (section, page, graph or table, figure) and to refer to general sources with “Cf.” to make a direct and specific comparison with a bibliographical source.

3.2.5 Punctuation

It must respect the style (Roman or Italic) of the main text to which it refers (e.g. in a list of titles, commas are in Roman style, except for those that are part of the titles).



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

- 3.2.6 Numbers** In the body, numbers should be abbreviated by omitting the digits that do not change ('teens' – from 11 to 19 – escluded).



As Smith (1953, 170-5) writes...
The eruption destroyed the island in the years 1995-96.
N.B. in year intervals, the last two digits are omitted.

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).

The following styles are allowed:

- Roman for the main text;
- *Italics* for foreign words and titles;
- **Bold** for titles of sections and for any other form of highlighting;
- CAPITAL LETTERS are mandatory for abbreviations, acronyms and Roman numerals. If semantic distinctions are needed (for example in the indication of books and sections of a particular work), numbering will follow the order CAPITALS-SMALL CAPITALS-lowercase (eg. "IV, III, ix, 13", meaning "book IV, chapter iii, section ix, page 13"). In such cases, specified abbreviations for parts should not be used (ch., p., etc.).

3.3.2 Character Style



The following are NOT allowed:

- 1) SMALL CAPS (except for specific uses and semantic necessities within specification to be agreed upon with the Publisher).
- 2) Underlined, S p a c e d, ~~Crossed~~ and similar, included their variants (except for those dictated by semantic needs to be agreed upon in advance with the Publisher).

Superscripts and subscripts will be produced with the appropriate text-editor formatting tools.

- 3.3.3 Special Characters** Letters, symbols and all sorts of glyphs must be incorporated using the appropriate 'special character input function' (or similar) provided by the text editor in use. They must be included in the Unicode map.



It is not allowed to insert into the text custom-made fonts or characters saved as figure format. In special (and sporadic) cases, you can systematically use a 'placeholder' character and give the Publish instructions on how this should be replaced.

3.3.4 Logical, Mathematical, Chemical and Similar Expressions

They must be written in all their variants: ^{superscript}, _{subscript} etc. as much as possible. When this is not possible, notations will be written using dedicated softwares. In this case, use the DejaVu Serif font, freely available in the specific section of the Edizioni Ca' Foscari website //www.edizionicafoscari.unive.it/it/edizioni/norme-redazionali/.

These notations must be provided in eps figure format and numbered according to their appearance in the text.

3.3.5 Dashes

When the hyphen has the role of separating, operating both within the same sentence and between different sentences, it is necessary to use the dash or long dash or 'en dash' – (and not the short dash '-' which is used exclusively for compound forms or for traits d'union). The long dash or 'em dash' — must be used in dialogues.

3.3.6 Quotation Marks

Use double quotation marks (“ ”) for **in-text quotations**, double and single ones (“ ‘ ’ ”) to put a quotation within a quotation and single quotation marks (‘ ’) for **emphasis**. Single quotation marks are used also to:

- highlight a specific 'concept';
- describe the precise meaning of a 'term';
- highlight an 'idiomatic', 'metaphorical' or 'inappropriate' use of a term;
- highlight the 'meaning' of a foreign word.



This type of emphasis should be used only when necessary and in a non-pervasive way. The use of simple apostrophes (') is not allowed both in opening and closing (' ').

3.3.7 Smaller Size Texts

The Publisher does NOT use texts in lower size. In some specific disciplines (e.g. epigraphy) minor bodies for glosses and comments are accepted; in such cases, the Author should consult the scientific direction of the journal or series and the Editors.

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 the indication in the text of the minutes of audio or video works and in general for the indication of time coordinates, follow the standard hours:minutes':seconds".



2:14'25" (due ore, quattordici minuti, venticinque secondi).

- 3.3.10** Institution Names, Societies, etc. They must be indicated in UPPERCASE letters. In case you are using an acronym, this must be spelled out only the first time (in round brackets).



A programme by BBC (British Broadcasting Corporation).



If the Author employs more than 2 abbreviations on a recurring basis, a list of all the abbreviations used and their meanings will be necessary and will figure as a special section, called "Abbreviations", at the end of the document, before the final bibliography. In the bibliography, the spelled-out form will follow the acronym after a comma.

- 3.3.11** Civil and Religious Titles, Honours, Military Degrees, etc. They begin with a CAPITAL letter when they precede or follow their name and are used as part of the name itself.



President Lincoln
General Bradley
John Smith, General Director
Pope Benedict XVI

- 3.3.12** Historical and Cultural Terms They begin with a CAPITAL letter and are written in Roman.



Humanism
Golden Age
Renaissance

- 3.3.13** 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

- 3.3.14** Web Site URL The complete form of the website must always be indicated according to the model <http://www.chicagomanualofstyle.org/home.html>. It will be the responsibility of the Author to verify the functioning of the address, which must be as specific as possible.

3.4 Use of Italics They should be used in 3 cases: cited titles, foreign words and titles of primary sources.

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 Titles In the body, English and Latin languages excluded, titles in foreign languages should be followed by their translation, written in Roman and enclosed in parentheses. For titles in English, the following rules apply:

- use a CAPITAL letter for words with a significant semantic function (nouns, verbs, adjectives, adverbs);
- use lower case for articles and conjunctions;
- use lower case for prepositions, except for those used with adverbial or adjectival function, or in phrasal verbs.



Mnemonics that Work Are Better than Rules that Do Not
A Little Learning Is a Dangerous Thing
Four Theories Concerning the Gospel according to Functional Matthew
Taking Names Down, Spelling Them Out, and Typing Them Up
From Homo Erectus to Homo Sapiens. A Brief History
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** Foreign Words They should be written in *Italics*, unless they have entered the common English vocabulary. Specific terminology: if it is not common but recurs often in the text, it must be written in *Italics* at its first occurrence and in Roman in the following instances.

3.4.3 Primary Sources

In the body of the text, the transcription of any primary textual source is entirely in italics and must not be included between quotation marks. The translation of the text immediately follows in parentheses and in Roman (translation).
Off-text quotations: they should be written in Roman.



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 10 words 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 10 words must be:

- detached from the body and preceded and followed by a blank line;
- indented 1 cm from the left with respect to the main body of the text;
- NOT be enclosed in quotation marks “ ”;
- end with a full stop.

Several separate quotations are also 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 round brackets, without further punctuation.



As stated by Smith:

... today is a beautiful day. (Smith 2010, 25)



Gaps [...] at the beginning and end of the quotation are usually redundant and to be avoided.

3.5.3 Quotation of Primary Sources

They are in *Italics* in the body text and in Roman when off-text. The Author is obliged to use a system as consistent as possible. If the Author intends to use abbreviations, he must state it at the first occurrence after the quotation (which should always be fully indicated).



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



If the Author employs more than 2 abbreviations on a recurring basis, a list of all the abbreviations used and their meanings will be necessary and will figure as a special section, called “Abbreviations”, at the end of the document, 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 Achaians” (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: head to every line of dialogue. In-text: lines 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 the footnotes must follow the rules imposed for 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 [...] preceded or followed by the necessary punctuation and is usually never reported at the beginning or end of a quotation. The gaps already present in the text from which it is quoted are indicated with an ellipsis in angle brackets <...>. The ellipsis without brackets ... are indicated only if present in the original quotation.

- 3.5.9** Interventions or Additions to the Text They are indicated in square brackets: [comment]; inte[rpol]ation; [conjecture]; [s]ubstitution.

3.5.10 Translations of Quoted Texts

Off-text: the translation follows the original text (separated by one blank line) and is treated as an off-text section. **In-text:** the translation is written in Roman, between parentheses, and immediately follows the original fragment. The source of an off-text quotation goes at the end of the quoted passage, after the full stop, in parentheses, and without additional punctuation.



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

Off text:

Hwaet. We Gardena in geardagum
þéodcýninga Thrym gefrúnon
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.) (our transl.) etc.

If the translation is taken from a translated edition, refer to the page numbers of it and not to the original. 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 single inverted commas ‘ ’ and immediately follow the term they refer to. The same method applies to consecutive translations of individual words.



Among the differences that appeared for institutional reasons, besides the already mentioned 普通話 *pǔtōnghuà* ‘common language’ and 漢語 *hànyǔ* ‘Chinese’ and 國語 *guóyǔ* ‘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.).

3.6.1 Tables

‘Tables’ are only those produced using specific formatting tools. They must be adjustable in every part of their structure and content. If a table is in figure format, it is not considered to be a table. No cross-references or footnotes are allowed in the tables. If needed, one or more asterisks * ** *** may be used to refer to related comments, which will be added in a row below the table content.

The caption always precedes the table, as shown in this model: Table 1. Caption of a schematic representation of a sample table [no full stop].

The source or any other information will be included in the last row of the table, after 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.



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 cneorin 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,

- 3.6.2** Figures ‘Figures’ are graphic reproductions and photographs.
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]

- 3.6.3** Charts ‘Charts’ are the schematic representation of data. They must be produced with dedicated software and be editable in every part of their structure and content.



It is recommended that the textual content of graphics (text, symbols, numbers) is formatted using the font **Source sans pro** (free download in the section of the Edizioni Ca' Foscari's website <http://www.edizionicafoscari.unive.it/it/edizioni/norme-redazionali/>).

The caption always precedes the charts. The source or any other information will be included in a final row below the chart.

In the body of the text, you should refer to a specific table number, writing, for example, “Table 3” and not “the following table”. For a short reference in the body text, use abbreviations between parentheses: [tab. 1], [fig. 4], [chart 10].

In case of groupings, distinguish whether the references are in succession or not: [tabs 1-2] [tabs 2a-b] [figs 3-7] [figs 2, 7, 10].



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.

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 Number Note Position
- 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 Editor has two different system to cite sources: the parenthetical reference in the body (the Author-Date System) and the reference system in the footnotes (the Author, [abbreviated] Title 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. In certain subject areas, specific variations to these rules may be authorised by the individual scientific Directions.

Every article or essay must be accompanied by a final bibliography. It is not allowed to provide a comprehensive bibliography only in the notes.

In order to avoid linguistic idiosyncrasies, bibliographic references must fully take on the language of the cited bibliographic source.

Abbreviations such as *Ibid.*, *Ibidem*, *Id.*, *Ead.*, *cited*, *work cited*, etc. are not to be used. Recurring references must always be repeated according to the scheme provided above.

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 is given between parentheses and includes the following information: the Author's last name, the year of publication (no punctuation intervening) and, if needed, the page numbers (preceded by a comma, with a small dash - separating page numbers and no 'p./pp.' abbreviation). Complete information regarding the publication (e.g. editor's or translator's name) is given only in the final bibliography. If the Author's last name is already mentioned in text segment where the short reference is, there is no need to repeat it between parentheses.

4.1.1.1 Direct Quotation

Main text "quoted text" (Last name year, 120-5).



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

Main text (Last name year, page) alternatively (cf. Last name year, page).



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

Main text (Last Name year, page) / (Last Name year, vol. number) / (Last name year, vol. number: page) / (Last name year, page fn. [footnote]).



Page numbers are abbreviated as follows: all identical digits are omitted, 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)
(Smith 2010, 2: 23)
(Smith 2010, 234 fn. 23)

4.1.1.4 Consecutive Quotations

Main text (Last Name year, page) main text (page).



Smith argues that “...” (2010, 25). Furthermore, “...” (30).

4.1.1.5 Two or Three Authors

Main text (Last Name 1, Last Name 2, page).



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

4.1.1.6 More Than Three Authors

Main text (Last Name 1 et al. year, page).



Green energies are the future (Smith et al. 2010, 25).

4.1.1.7 Contemporary Reference to Multiple Sources

Main text (Last Name year; Last Name year).



Some scholars have come to the same conclusions (Smith 2010; Black 2011).

4.1.1.8 Authors with the Same Surname and same year

Main text (Initial First Name Last Name year and Initial First Name Last Name year).



Green energy is the future (M. Smith 2010 and G. Smith 2010).

4.1.1.9 Same Author, Same Year

Main text (Last name year**a**; year**b**).



Green energy is the future (Smith 2010a; 2010b),

4.1.1.10 More Works by the Same Author

Main text (Last Name year; year).



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

Main text in Last Name 1 (quoted in Last name 2 year).



This is written in Smith (quoted in Black 2010).

4.1.1.12 Modern Editions

Last name [year 1] year 2.



Smith [1848] 2001.

4. Source Citation System

- 4.1.1.13** References in Note If, in the main text, more than three sources are cited at the same time, this group of references can be transferred into the footnotes. Similarly, references to the source can be included in the notes if they are part of an extensive comment to the main text.



¹ See Smith 2010; Black 2014, 34-6; Rogers 2015, 123-50.

² 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).

- 4.1.1.14** Number Note Position The reference always goes **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.



Stanze in lode della donna brutta 1547.

- 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.



(Smith 1934-36, 17)

- 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).



In order to avoid confusing the abbreviation with the Author's name, a comma separates the former from the latter.



(Rogers, s.d., 34)

- 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

4.1.2.1 Primary Sources

In the references in the text or in a footnote, page numbers, the division into volumes and the edition consulted must be indicated only if the text does not have an intrinsic topological division into books, chapters, sections etc.



Tuc., *Histories* 7.3.18 (= 'book' 7:'chapter' 3:'paragraph' 18)
Virg., *Aeneid* 1.127 (= 'book' 1:'verse' 127)
Mk 1,17 (= Gospel of Mark, 'chapter' 1,'verse' 17)

4.1.2.2 Secondary Sources

Arabic numerals must be used to indicate subdivisions in references in the main text and in the footnotes. They are separated only by commas and do not need intermediate abbreviations.

Abbreviations are only permitted for the following indications:

- Section/s = § / §§
- Note/s = fn. / fnn.
- 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. 10-2: 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) or
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

Author's Last Name, Author's Name (Year). *Title*. Place: Publisher.



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

4.2 Author, Title [Abbreviated Form]

It can be used only on precise indication of the scientific direction of the journal or series where the document (article or essay) will be published.

In this system, the bibliographic references are given in the footnote and not in the body. The abbreviated form of the title (which is not an abbreviation of it) should provide the necessary information to unequivocally identify the complete form in the final bibliography.

4.2.1 Short References in Footnotes

They include the Author's last name, the main title (in *Italics*), which is abbreviated if consisting of more than four words, and page number (if more than one, they are separated by a short dash).



In bibliography:

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

In footnote, the reference has the following format:

¹ Smith, *The Drafting of Detailed Rules*, 35-6.

4.2.1.1 Direct Quotation

Last name, *abbr. title*, page.



¹¹ Smith in his work argues that “...” (*The Drafting of Detailed Rules*, 25).

4.2.1.2 Without Direct Quotation

Last name (*abbr. title*, page)



¹ 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

Main text (Last Name, *abbr. title*, page) / (Last Name, *abbr. title*, vol. number) / (Last Name, *abbr. title*, vol. number: page) / (Last Name, *abbr. title*, page fn.).



In short in-text reference, the only admitted abbreviation is fn. for 'note'. Any other information will be specified in the final bibliography.



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

4.2.1.4 Consecutive Quotations

Main text (Last Name, *Abbr. title*, page) Main text (page).¹ Smith (*Green Energy*, 122) argues that "...". Furthermore, "... (30).

4.2.1.5 Two or Three Authors

Main text (Last Name 1, Last Name 2, *Abbr. title*, page) [or] (Last Name 1, Last Name 2, Last Name 3, *Abbr. title*).¹ 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

Last Name 1 et al., *Abbr. title*, pages.¹ Smith et al., *Green Energy*, 34.

4.2.1.7 Contemporary Reference to Multiple Sources

Last Name, *Abbr. title*; Last Name, *Abbr. title*.¹ Some scholars have come to the same conclusions (Smith, *abbr. title*; Black, *abbr. title*).

4.2.1.8 Authors with the Same Surname

Initial first Name Last Name, *Abbr. title* and Initial First Name Last Name, *Abbr. title*.¹ M. Smith, *Green Energy* and G. Smith, *Think Green*.

4.2.1.9 More Works by the Same Author

Last name, *Abbr. title 1*; *Abbr. title 2*.¹ Smith, *Green Energy*, 25; *New Energies*, 26.

4.2.1.10 Indirect Citations

Last Name 1 quoted in Last Name 2, *Abbr. title*.¹ Smith quoted in Ross, *Green Energy*.

4.2.1.11 Anonymous Work

Abbr. title.¹ *Green Economy*, 45.

4.2.2 References to Specific Parts of the Text

4.2.2.1 Primary Sources

In the references in the text or in a footnote, page numbers and division into volumes and the edition consulted must be indicated only if the text does not have an intrinsic topological division into books, chapters, sections, etc.



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

Arabic numerals must be used to indicate subdivisions in references in the main text and in the footnotes. They are separated only by commas and do not need intermediate abbreviations.

Abbreviations are only permitted for the following indications:

- Section/s = § / §§
- Note/s = fn. / fnn.
- 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.
Smith, J. "The Gothic. Tales and Myths". Jones, E. (ed.), *The Gothic in the Nineteenth Century*. London: Open Editions, 2017, 91-112.
William, R. *The Gothic Across the Centuries*, vol. 3. London: Open Editions, 2015.

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 Paper Miscellany
- 5.1.7 Essay in Electronic 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
- 5.2.16 Volume in Multivolume Work
- 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. When the latter is adopted, it is important to remember to always place the year of publication at the end, not between 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, etc.

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, only in order to allow an easier consultation. When a source is available in both printed and online formats, it must always be provided a reference for both formats. 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 publication). 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.



In order to avoid linguistic idiosyncrasies or any inaccuracies in the translation, the individual bibliographic entries will be written in the cited work's language.

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.



Ex 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.



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



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

Article in monographic number:

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

Article in supplement:

White, A. (2016). "The Gothic. Tales and Myths", in "Gothic Literature", suppl., *English Literature*, 6(2), 15-34.

- 5.1.6** Essay in Paper 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.



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

- 5.1.7** Essay in Electronic Miscellany Last Name, First Name (date of publication). "Title. Subtitle". Last Name, First Name (ed.), *Title Miscellany*. Place of publication: Publisher, pages. Notes. Series. URL or DOI.



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>.



In the case of articles or essays published in miscellanies, it is essential to indicate the page numbers corresponding to the entire document. When several mentioned contributions are contained in the same volume, in order to avoid repetitions in the bibliography, 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

Names must be abbreviated.



Rogers, L. (2015a). *Renewable Energy Projects*. Venice: Edizioni Aperte.
Rogers, L. (2015b). *Energy-Saving Strategies*. Venice: Edizioni Aperte.
Smith, J. (2006). *New Energies*. London: Open Editions.
Smith, J. (2010). *Green Energies*. Venice: Edizioni Aperte.
Smith, J. (2011). *Environment-Friendly Energy*. Venice: Edizioni Aperte.

5.2.2 Composed Last Name

If the Author's last name is composed, the preferred rule by the Publisher is not to separate the prefix from the last name.



De Quincey, T. (1823). *Confessions of an Opium-Eater*. London: Open Editions.

However, if the Author is universally known only by his last name without prefix, this must follow the first name.



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

If the Authors are no more than three, both their first and last names must appear, separated by a semicolon. If the Authors are **more than three**, the first Author must be followed by the abbreviation 'et al.' (in Roman type).



Smith, J.; Black, S.; Rogers, L. (2000). *Green Energy*. Venice: Edizioni aperte.
Smith, J. et al. (2001). *Energy-Saving Projects*. Venice: Edizioni aperte.

- 5.2.5 Anonymous Work** If the quoted work is anonymous, in the bibliography 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 in place of the Author's name (spelled-out in round brackets and separated by a comma).



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 a miscellany or a work by an unknown Author 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). *Commenti all'opera di John Smith*. Venezia: Edizioni della Laguna.
 Blanche, A. (éd.) (2010). *Commentaires*. Paris: Gallimard.
 Weiss, A. (Hrsg.) (2010). *Kommentare*. Berlin: Tages.
 White, A. (ed.) (2010). *Commentaries to John Smith's Work*. London: Thames.

- 5.2.8 Other Contributors** The title may be followed by the translator's, illustrator's or editor's name (if any), not abbreviated.



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.

Short references in text will be: (Smith 1990).



In the case of classical editions or texts that are part of a nation's literary canon, it is recommended to indicate also the modern curator.



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

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 a relevant information to the reader, 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 This indication of the first print should be included in the bibliography **only** if it is a relevant information to the reader and, then, only if the Author actually consulted a reprint edition.



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

5.2.13 Volume Number It is always indicated in 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 It is indicated when the work is meant to be quoted in its entirety, with the number followed by the abbreviation 'vol./vols.'



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.



To cite a multivolume work that is composed by volumes published over several years, give both the year of publication in reference and the inclusive dates of the entire work. If not all volumes have been published yet, the year of the first publication is followed by an hyphen.



Rogers, T. (ed.) (2000-). *John Smith's Works and Life*. London: Open Editions.

5.2.16 Volume in Multivolume Work It is indicated by the abbreviation 'vol.' followed by the number of the volume consulted, preceded, if present, by the title of the collection of volumes (in *italics*). The scheme is: Last Name, Name (year). *Title. Subtitle*. Vol. *no.*, *Title. Subtitle*. Place of publication: Publisher. Notes.



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 consulted and the collection, the scheme 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*^{*}. 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.



It happens, especially for non-contemporary works, that the place of publication is not known. It is then indicated with the initials s.l. In case of unknown date the abbreviation is s.d.



Arrighi, L. (1465). *My Work*. S.l.

5.2.18 Website Source

References to Web sources follow the same citation rules as print works. They must include the last access date, in parentheses (yyyy-mm-dd), **only** if the source is no longer available.



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

5.2.19 DOI (Digital Object Identifier)

If possible, it is preferable to include the DOI of a web source, rather than 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. General Bibliography

5.2.21 Modern Work Translation

For translations of modern works, the bibliographical information depends on the Author's intentions.

- If, for the reader's convenience, the Author mentions a translation, the bibliographical data of the translation should precede those of the resource.



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 oeuvre*. Paris: Éditions Saint Michel, 2000.

- If it is the original of a translation:



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

- If the Author wants to focus the reader's attention on the work of translation (for example, in a study of translation techniques), it indicates the bibliographic data of the translation, followed by the original work.



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

In bibliography:
Rogers, T. (transl.) (2013). *Green Energy*. London: Open Editions. Transl. of:
Smith, J. (2010). *Mon oeuvre*. Paris: Éditions Saint Michel.

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 the reader's attention on the translation (for example, in a study of translation techniques), the bibliographic data of the translation are 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.



For the abbreviations of authors and works, the standard form indicated by the reference dictionaries will be followed, such as: Hornblower, S.; Spawforth, A.; Eidinow, E. (2012). *The Oxford Classical Dictionary*. Oxford: Oxford University Press.

- 5.2.24** Conference Proceedings The words Conference Proceedings (or similar) must be written in *Italics* and followed by place and date in Roman between round brackets.



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) should be shown in *Italics* and followed by the data of the exhibition in Roman between round brackets.



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

Well-known reference books:
Dictionary of English Authors, s.v. "Smith, John".

Encyclopaedia Britannica Online, s.v. "Mandela, Nelson". <https://www.britannica.com/biography/Nelson-Mandela>.

- 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 In general bibliography references to parts of the text are indicated by arabic numerals and preceded by abbreviations such as vol./vols.

- 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". *Ted Rogers's Work = Conference Proceedings* (London, 22 September 2016).

- 5.2.32** Manuscripts The citation of manuscripts should always be made in the body and never in the final bibliography. Follow the standard: place, library, signature, folios (f./ff.), possible manuscript siglum. The same rules apply to ancient and modern manuscripts.



¹ London, BL, Cotton Vitellius A. XV, ff. 34r-37v.

- 5.2.33** Archive Material Reference to archive material should always be made in the footnotes and never in the body. The Author will have to follow these guidelines. In a footnote: (Author's Last Name, *Document Title* or description year); in the 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.



¹ 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.



¹ *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.



¹ 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 and Authors written in non-Latin characters, follow this order: transliteration of the Author's name, followed by the original (year). *Transliteration of the title* (translation of the title). Place of publication: Publisher.



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.

- 5.2.37** Reviews The basic structure is: 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), 111-2.

If the reviewed work is included in the bibliography, follow this scheme: 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 It is not necessary, and is not recommended, to include in the general bibliography sources that, by their own nature, are incomplete such as unsigned journal articles, documents from private archives and ephemeral documents. In such cases, it is sufficient to add the little information available exclusively at the reported segment.



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).

Even in the case of personal communications, recordings or unpublished interviews, a bibliographic reference is not necessary. It is sufficient to add, between brackets, an abbreviated note, possibly after the name of the person involved and accompanied the date.



(Smith, pers. comm.)
(Ross and Smith, recording)
(Ross, unpublished interview to Smith)
(Smith, e-mail to Ross)

