



## Editorial Guidelines

### Documents: Format and Submission

1. The final version of the text must be submitted in electronic format (in double version: Microsoft Word and Pdf) to [edizioni@sns.it](mailto:edizioni@sns.it).
2. Authors are recommended to provide their contact information (address, telephone, e-mail) and attach a short abstract in English (max. 1,000 characters, including spaces).
3. Any images, which will be produced in plates outside the text, must be sent as separate files, in digital format. The author will indicate the point in the text where they should be placed. All illustrative material will be progressively numbered and supplied with corresponding captions, with indications of any parts which should not be reproduced. Images should be digitalized in TIFF format at a minimum resolution of 300 dpi. **Authors must provide permission to publish the photographs or reproductions of manuscripts.**
4. Only one set of proofs will be supplied for the author to check for typos, material errors, missing words, incongruent or lacking uniformity with typographical criteria. Bibliographic updates or rectifications will only be admitted when strictly necessary; other changes must be agreed upon with the editor. The revised file must be returned within the time period allotted by the editor. Any indexes should be prepared by the author/editor of the text based on the final version of the proof.

### Quotations

Quotations of a certain length should be indented and written in a smaller type size, and without opening or closing quotation marks. Any missing words or phrases will be marked with three ellipsis points in square brackets: [...]. Citations of poetry should respect the typographical format of the original. Brief citations (fewer than three lines of text) should be inserted in the body of the text with lowered triangular quotation marks: « ».

### Italics and Bold

Use of italics should be limited to foreign words which have not entered into ordinary use, dialect, brief citations in a foreign language, including Latin (e.g., *stemma codicum*, *tout court*) and transliterations from Greek. Titles of books, chapters, articles in journals or miscellanies, poems, films, works of art and terms indicating parts of these works (e.g., *Presentation*, *Preface*, *Appendix*) should also be written in italics. Familiar foreign words will instead be written in standard type. Avoid using bold unless necessary.

### Quotation Marks and Dashes

Please note these standards for the use of quotation marks:

Lowered triangular quotation marks: « » are used for definitions, citations of words or phrases, and for titles of periodicals.

Double high quotation marks: “ ” are used only for a citation inside a major citation.

Single high quotation marks: ‘ ’ are used only when the author wishes to emphasize a term or denote a use of a term which is outside the ordinary.

Use the em-dash (–) for asides; the figure-dash (-) should be used, instead, to separate dates, indications of page numbers, etc. (e.g., 1995-96, pp. 12-45). Never use the quotation dash (horizontal bar) (—).

### Footnote Numbers

Always place footnote numbers inside the punctuation (e.g., ...illustrated<sup>1</sup>. and not ...illustrated.<sup>1</sup>) and outside the parentheses (e.g., in the identification proposed [cf. pp. 128 and 136]<sup>12</sup>).

### Geographic Names

In bibliographical references, the names of places of publication are given in their original language. In the text, instead, use their current names in the language in which you are writing.

### Numbers and Dates

Numbers are preferably written out, with the exception of statistics and quantitative information. References to page numbers, verses, tables and figures should always be made in the most concise form (e.g., 125-6 [not 125-126, nor 125-26], 137-48 [not 137-148]).

The only exception: intervals of days are not abbreviated (e.g., 12-15 October 1978).

Any Roman numerals of pages, tables and figures are indicated in small caps and in full (e.g., xii-xiii).

The remaining Roman numerals in the text (centuries, series of journals, number of volumes, etc.) are instead to be in capital letters.

In the dates, the day and the year are indicated in Arabic numerals, the month capitalized if writing in English: 5 March 2008.

For other chronological indications please refer to the following examples:

1953 (not '53)

1911-12 (not 1911-1912)

the 1950s

## Bibliographical References

### Monographs and Essays in Collections

Indicate the name of the author in small capitals, with only the initials of the first name, the title in italics, any volume numbers in Arabic numerals, place of publication (in the original language) and date (not separated by a comma), number of pages cited preceded by p./pp. (e.g., pp. 120-45).

For multiple authors, separate the names with a comma; for more than three authors, indicate only the first author, followed by "*et al*".

If the author's name is in Latin, the genitive should not be followed by a comma (e.g., B. TILESII *Varii de naturalibus libelli*).

Do not put a space between double initials (e.g., T.S. Eliot).

For essays published in collections, collective volumes, etc., the title of the collection, in italics, is preceded by the word "in".

### Articles in Journals

Provide the author and title of the article as indicated above, the title of the journal in normal type inside lowered triangular quotation marks (without the word "in"), the volume number in Arabic numerals, any issue number in Arabic numerals (separated from the volume number by a slash), year of publication, total pages and pages cited (after a colon). The issue number should be indicated only when the page numbering of the volume starts from 1 in each issue. If the volumes are not numbered in a single series, indicate the series or new series (abbreviated, respectively, as s. or n.s.) with Arabic numerals. For Classical Studies journals, please refer to the abbreviations of the *Année Philologique*.

### Conference Proceedings, Festschriften, Catalogues

Cite, as usual, the author of the text in small capitals and the title in italics, followed by "in" and the title of the volume in italics, any editors, the place and year of publication, and the page number of the text. In the case of conference proceedings/catalogue, after the title add "Conference proceedings"/"Exhibition catalogue", followed by the relevant place and period in round brackets. This information should be given in the language of the volume cited.

### Dictionaries and Encyclopaedias

Write "in" followed by the title and indicate volume number, year of publication and pages referred to. In the case of well-known dictionaries or encyclopaedias, the place of publication may be omitted.

### Translations, Subsequent Editions, Reprints

For translations, after the bibliographic information indicate the language translated into (e.g., Eng. trans.), the name of the translator and the place and year of publication.

The number of the edition should be above the line (e.g., 1980<sup>3</sup>).

If the first publication date is important, indicate it in round brackets at the end of the reference; for reprints, indicate in the same way the year and date of publication.

### Editors

Editors of collections, miscellanies, etc. come immediately after the title, in regular type, preceded by: "a cura di", "ed. by", "éd. par", "hrsg. von", etc.

### Series

Indicate the series only if indispensable. The series name and volume number (in Arabic numerals) should be placed in round brackets after the date of publication.

### Cross-references

For references to works or articles that have already been fully cited, use the last name of the author in small capitals, an abbreviated title in italics and the page numbers.

If possible, avoid internal cross-referencing with citations to pages; use instead "*cf. supra/infra*", or references to fixed elements like numbers of paragraphs or notes.

In case of subsequent citations by the same author, use *IDEM* (abbreviated *Id.*).

If the citation refers to the same text and page[s] immediately cited above, use *ibidem* (abbreviated *ibid.*).

### Online Publishing

Indicate URLs/DOIs of the references *without* placing them inside brackets and *without* the date of last consultation: <http://biblio.signum.sns.it/bellori/>.

### Captions

Provide: author (if known), title (in italics) and date of the work, city, location.

E.g., Anonymous, *Ritratto di Francesco Filelfo*, 15th cent. Tolentino, Office of the Mayor.

### Abbreviations

Please follow the international standards valid for the language in which you write.