EDITORING DIRECTIONS FOR CONTRIBUTORS

Storia della Storiografia

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1. Articles submitted to Storia della Storiografia do not exceed 15,000 words or 90,000 characters, including footnotes or endnotes and spacing; review essays do not exceed 10,000 words or 60,000 characters, inclusive of footnotes and endnotes and spacing; reviews do not exceed 8000 words or 48,000 characters and do not include
footnotes and endnotes; short bibliographical notices do not exceed 3000 words 18,000 characters.

Authors are required to send their digital texts in MS-Word or RTF format without hyphenation.

2. Please, conform carefully to the following general rules when preparing your contribution (cases not specified must follow the rules of the Chicago Manual of Style and of the Chicago Guide to preparing Electronic Manuscripts):

- **Page layout and font size**: contributions of any kind must be written in double spacing with a 3 centimetres margin on each side; please, use only two type sizes (preferably Times New Roman type size 12 for main text and 10 for footnotes or appendixes and separate bibliographies) and never use boldface or underlining.
- **Footnotes**: footnotes must be set in size 10 and numbered sequentially using the automatic numbering.
- **Footnote references**: footnotes references must be inserted automatically as sequential superscript Arabic numerals; they must always follow punctuation marks and close quotation marks; they must be set in smaller type size than main text (8 when main text is set in 12) and without parentheses.
- **Quotations**: short quotations (not exceeding two lines) are run into the text enclosed in quotation marks (“ ”; ASCII codes alt-0147 and alt-0148); longer quotations must be set off from the text as block quotations, with one line before and after the quotation paragraph and set in smaller type size (size 10). In the latter case, the text is not enclosed in quotation marks.
- **Emphasis**: words or expressions which authors want to emphasize, but which are not quotations from another author, must be enclosed in simple inverted commas (‘ and ‘; ASCII codes: alt-0145, alt-0146) or set in italics, but never underlined or set in boldface.
- **Spacing**: punctuation marks, including close parentheses and brackets, and abbreviations and initials (example: n°, vol., ff., P. Burke, John G. A. Pocock) must be followed by a space; open parentheses and brackets must not be followed by a space.
- **Paragraphs** are to be indicated clearly using 0.5 cm indent for the first line; indenture **must not be inserted by a tab**. When writing with a word processor carriage return is to be used only for the beginning of a new paragraph; paragraphs are never separated by empty lines.
- **Internal subdivisions in an essay**, such as chapters or sub-chapters are allowed and they are to be indicated by roman numerals (I., II., III., IV., etc.) for each section and the titles are set in small capitals.
- **Chronological references**: reference to particular centuries are to be spelled out (the twentieth century, and not the 20th century); reference to decades can either be spelled out or expressed in numerals both with apostrophes and with identification of the century (the eighties, the ’80s, or the 1880s).

- **Dash and hyphen**: a hyphen (−) is used to connect two page numbers, dates, hours or joint authors (45-48; 1759-1763; 10:00 a.m.-15 p.m., J. Smith-T. Brown) or in compound adjectives (post-Civil War period); a en-dash (–, or Ascii code alt-0150) is used normally in a pair when inserting a text which the author wish to separate from the main text as small digressions, amplifications, explanations; in this case the pair of en-dashes is both preceded and followed by a type space (example: “he said that the following day – and repeated it twice – he would have left”).

- **Bibliographical quotations in footnotes** must follow the following rules:

  a) **Books** are to be quoted in footnotes following this succession of data:
     a. author’s first and last names (no punctuated initials save for middle name[s]);
     b. title in italic (titles in English have usually all words with a upper case initial save verbs, conjunctions, prepositions or adverbs);
     c. number of volumes for multi-volume works;
     d. in parentheses: place, colon publisher, comma, year of publication, specifying the edition used if different from the first; volume number, if any, in Arabic numerals;
     e. page numbers without abbreviations such as p. or pp..
     f. e. g., John H. Plumb, *The Growth of Political Stability in England, 1675-1725* (London: Harmondsworth, 1967), 122. Please, always indicate the Publisher’s complete name;

  b) **Chapters** in a book or essays, articles, contributions, entries in a multi-authored book or dictionary or encyclopaedia are to be enclosed in quotation marks as inverted commas (“ ”); the title of the book or collection is to be set in italics; the name of the editors has to follow the title and must be preceded by the abbreviation ed. by (example: Nicholas Rogers, “Atlantic Radicalism”, *The Origins of Anglo-American Radicalism*, ed. by Margaret C. Jacob and James Jacob (London: Allen & Unwin, 1984), 132-148);

  c) **Journal articles** are to be referred to by the name of the author, followed by the title in quotation marks (“ ”), the title of the journal in italic, volume number in arabic numerals, the number of the issue, year of publication in parentheses, page numbers preceded by a colon, page numbers without any abbreviations such as “p.” or “pp.”
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(example: Giuseppe Cambiano, “La città antica nella storiografia contemporanea”, Storia della storiografia, 16, (1989): 75-83);

d) **Doctoral dissertations** are to be referred to by the name of the author, full title enclosed in quotation marks, indication of Ph. D. or other in parentheses, preceded by the name of the university and followed by the date of submission (example: Mark A. Goldie, “Tory Political Thought, 1689-1714” (unpub. Ph. D. dissertation, Cambridge University, 1978);

e) **References** to previously mentioned articles or books are to be made by repeating only the Author’s last name, followed by the abbreviated title of the work, comma, and page number; never use abbreviations such as cit., op. cit.;

f) **Expressions** such as *etc.*, *passim*, *ib.*, *idem*, *ead.*, *ibidem*, are not to be used; repeated references to the same text are to be made following the norms indicated in the previous point;

g) **End bibliographies** appended to the text are normally not welcome. They can be admitted only if footnotes references are intended in an abbreviated form. In this case end bibliographical references must be set on two separate columns: on the left, the Author’s surname, comma and the year of publication; on the right the full bibliographical reference according to the same rules explained above, but with the last name in alphabetical order preceding the first name. In this case, footnote references will consist only of the author’s surname, followed by a comma, year of publication and page number(s).

- **British and U. S. spellings** are accepted, if used consistently.
- If **drawings, photographs, graphs, tables**, special alphabetical characters, mathematical symbols or other graphic elements are to be published, please contact the Editors.
- **Reviews and short reviews**: full bibliographical details (including publishers, number of pages and ISBN number) are to be given at the beginning of the review.

Further recommendations:

- Articles and other materials (see below) are to be submitted in English; the Author’s is sole responsible for the linguistic quality of his work and, if not a native English speaker, must submit texts carefully revised by a mother-tongue reader. The Editors can reject an article on the basis of linguistic deficiencies.
- All submissions must be accompanied by an abstract (max 15 lines), keywords, Author’s short academic and scientific profile (max 6-8 lines), clear indication of academic affiliation and position; email institutional address
- Please verify carefully that your quotations and bibliographic references are complete and consistent through your text;

Please note:

Original research essays are submitted to a preliminary evaluation by the members of the Editorial Board, and, if approved, to a blind double peer-review procedure described in the journal and on the journal’s website (http://www.libraweb.net/riviste.php?chiave=115). Review essays and reviews are accepted on the basis of an evaluation by the Editors and/or Editorial Board.

The Editors

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