

## Instruction for authors

These norms follow, with a few modifications, those of the *Dizionario Biografico degli Italiani* published by Treccani.

### Structure of the entries

If the entry is of short or average length, the text will not be divided into titled paragraphs. If the entry is of larger length, the text will be divided into titled paragraphed (which will not be numbered; the title will be in italics, followed by full stop). There will be no minor divisions of the text nor notes. If a paragraph deals with a particular issue, we recommend using a smaller font size (11).

Paragraphs should not be indented.

The text begins with the entry title, in bold.

The author goes at the end of the entry, after the last line, in small caps between.

### Style redazionale

Use as font *Times New Roman*, size 12, interlinear space 1,5 (justified). Use lowercase as much as possible; with multiple names the capital letter only for the first word (e.g. National institute of statistics).

For quotations use « », with the exception of quotations in Greek or Latin (no marks). Please avoid long quotations, especially in ancient languages, and give a translation of quoted passages (in parentheses, using « »).

Single Greek words may be used, but they should be transliterated and translated (in parentheses), if necessary.

Single foreign words (or phrase) should be in *italics*.

Redactional notes are in brackets, e.g. [sic] or [...]. Quotations marks (“ ”) should be used only for the particular use of a word or expression.

Authors and title of ancient works should be given in full and not abbreviated. Titles of ancient and modern works are in *italics* (e.g. Sophocles' *Philoctetes*), but they appear in block characters if they are included in the title of modern scholarly works (in the bibliography) (e.g. A. Bianchi, *Studi sul Filottete di Sofocle ...*).

All sources of quotations need to be given with a precise indication of the pages (avoid «pp. 45 ff.»). If there are more works of the same author and year, they should distinguished with letters (e.g. Rossi 1979b, p. 22). No comma between surname and year, but comma and space between year and the page (abbreviated as «p.») number. If the reference is to a single note, it goes (abbreviated as «n.») right after the page number (e.g. Rossi 1978, p. 51 n. 8).

If the reference is to a multivolume work, the volume number (in Roman numbers) goes after the year in commas (e.g. Bianchi 1990, I, pp. 40-50).

For multiauthored works, authors are separated by a hyphen (-).

Page numbers are separated by a hyphen (-); use as few numbers as possible (e.g. NOT «pp. 546 – 555» BUT «pp. 546-55», «pp. 107-8»).

Abbreviations to use: v./vv. (verse(s)); fr./frr.; cfr.; vd.; p./pp.; f./ff.; ed./edd.; e.g.

## **Bibliography**

Works cited go at the end of the entry, in alphabetical order, separated only by semicolon.

## **Manuscripts**

Please give city, library (or similar institution) and last signature (e.g. Florence, Biblioteca Nazionale, II.IV.139). Give in full (in italics) the collection (e.g. Rome, Biblioteca Nazionale, *Fondi diversi*, 719.423). Use «Mss.» or «Manoscritti» only if that is the name of the collection (e.g. the collection *Manoscritti* of the State Archive Library).

## **Books**

Books are cited as follows: initial of the name, surname of the author in full, title in italics, place and year of publication (no comma between them), publisher (after comma). The initials of double names or middle names are not separated by space. Thus: L. Cavalli, *Il capo carismatico. Per una sociologia weberiana della leadership*, Bologna 1981, Il Mulino; L.E. Rossi, *Letteratura greca*, Firenze 1965, Le Monnier. If there no indication of place or year of publication, use «s.l.», «s.d.», «s.l./d.».

For multi-authored works: up to three authors, names are separated by hyphen: e.g. F. Adorno - T. Gregory - V. Verra, *Manuale di storia della filosofia*, I-III, Roma-Bari 1996, Editori Laterza. In the entry, the same work is cited Adorno-Gregory-Verra 1996. If the authors are more than three, please cite only the first one followed by *et al.* If a volume is edited by one or more editors, used the abbreviations «(ed.)/(edd.)», e.g. A.M. Testaverde (ed.), *I canovacci della Commedia dell'Arte*, Torino 2007, Einaudi. In the entry, the same work is cited as Testaverde 2007.

In the case of authorial literary or historical works, the editor goes after the title: e.g. P. Nenni, *Tempo di guerra fredda. Diari 1943-1956*, a cura di D. Zucaro, Milano 1981, Sugarco.

If the editors are more than three, please cite only the first one followed by *et al.*

In the case of exhibition catalogues or conference proceedings, this should be clearly indicated: e.g. G. Spagnesi (ed.), *Esperienze di storia dell'architettura di restauro*. Atti del XXI Convegno di Architettura ... 1983, I-II, Centro di Studi per la Storia dell'Architettura, Roma 1983, Istituto Enciclopedia Italiana; *Carlo Lorenzini oltre l'ombra di Collodi* (catal.), Pescia 1990, Istituto Enciclopedia Italiana.

If you cite a passage from a work appeared in a book authored by the same author of the passage, this should be indicated clearly.

It may be useful to give in parentheses the year of original publication: e.g. A. Asor Rosa, *Il "compromesso storico"* (1982), in Id., *La repubblica immaginaria. Idee e fatti dell'Italia contemporanea*, Milano 1988, Mondadori, pp. 33-79.

In the case of multi-volume works, please indicate if you refer to a single volume or to the whole work, e.g. G. Previtali - F. Zeri (edd.), *Storia dell'arte italiana*, I-XII, Torino 1980-1987, Einaudi, or : G. Previtali - F. Zeri (edd.), *Dal Cinquecento all'Ottocento*, Torino 1981, Einaudi.

In the case of reprints with added materials (e.g. notes on indexes), please indicate the editor.

### **Journals and Newspapers**

The title of the article should be in italics; the journal name goes in full, after «in», in block characters and between « ». The journal issue is followed by year in parentheses, comma and page numbers, e.g. M.F. Agresta, *Il teatro della Pace a Roma*, in «Studi Romani» 21 (1973), pp. 151-63.

### **Articles in books**

The title of the article should be in italics; after «in», the volume should be indicated, as usual, as surname + year (of course, it will be given in full in the bibliography), e.g. M.F. Agresta, *Il teatro della Pace a Roma*, in Testaverde 2007, pp. 184-96.

### **Voci di dizionari, enciclopedie e lessici.**

The entry title should be in italics and the title of encyclopedia/dictionary/lexicon should be given in full in italics, e.g. G. Polara, *Bucoliche*, in *Enciclopedia Virgiliana*, Roma 1985, Treccani; A. Rossi, *Pirandello, Luigi*, in *Dizionario Biografico degli Italiani*, IX, Roma etc.

For lexica and dictionaries common in classical studies (e.g. *ThlL*, *OLD*, *LSJ*), it is possible to just quote the entry in the text without specifying the author of the entry (ad es., *ThlL* III, 164, 35-45). The full reference to the work should be given in the bibliography.

### **Sitography**

To cite a website please give its URL. So, for the Italian Ministry of Education use <https://www.miur.gov.it/>. If the reference is to an article or a specific page, please give the author's full name, title of journal (between « »), year, issue, page numbers, and finally URL of the article; if possible include the DOI of online articles.

### **NB**

For classical texts, while citing authors and works in extenso, use the modern name of the author and the Latin title of the work (e.g. Vergil, *Eclogae*, 6.25); use only Arab numbers to cite specific passages.