

EDITORIAL GUIDELINES

«Musica & Figura»

We transmit a simple list of norms to help you acting according to the editorial guidelines. Following these recommendations while writing the text (before the volume gets to the publishing house) can facilitate the work of both author and editorial staff during the proof-reading.

Text and the captions have to be sent in digital form (doc, docx). Articles must include title, affiliation and short biographical statement of the proposer (in Italian, max. 800 characters including spaces), abstracts (English and Italian), Keywords.

Texts must be sent in the final version, revised and corrected (with the footnote's definitive numbering). Together with the Word file, it must be sent a pdf version including all the correct accents, the special types, the mathematical formulas etc. Subsequent Word files will not be accepted after the pagination: these corrections will be accepted only in the proofs.

Captions of the images

– Together with the text, a list of all the illustrations must be provided, placed in progressive order and in a separate file.

Within the text, in the appropriate place, the references to the attached images and musical examples should be indicated in brackets.

E.g.: (fig. 1), (figs. 15, 17) where the quote refers to picture 15 and picture 17, (figs. 15-17) where the quote refers to all the pictures from 15 to 17, including these two, (mus. ex. 1).

– In the case of works of art, the captions must include the progressive number followed by a full stop; the name (in full) and the surname of the author in normal font, followed by a comma; the title of the work in *Italics*, followed by a comma, then the name of the place and the location of the work, without final full stop.

When the author's name is unknown, the caption begins with the title of the work.

E.g.: 1. Tiziano Vecellio, *Concerto campestre*, Parigi, Musée du Louvre; 2. Giambattista Tiepolo, *Sacrificio di Ifigenia*, private collection (or: Venezia, private collection); 3. Giambattista Tiepolo, *Sacrificio di Ifigenia*, unknown place; 4. Francesco Lorenzi, *Il carro del Sole e le Stagioni*, Casale Monferrato (Alessandria), palazzo Gozzani di Treville

Photographic reproduction and musical examples

- The images accompanying the text must be sent together with the text and provided with an indication of origin, of the owner of the reproduction right, as well as of the authorization for publication.
- In the case of digital photos, these must be sent in digital form (.jpg, .tiff), at a resolution of at least 300 dpi in the final exit format (the format that will be used to print the pictures; cm 18x24 or cm 13x18).
- The musical examples must be provided on separate files in digital form (.jpg, .tiff), at a resolution of at least 300 dpi. The beat numbers have to be indicated every five measures. Any translations of the sung text may be placed in footnotes.

IN THE TEXT

Please observe the following editorial rules:

- eliminate double spaces;
- numerical references to the footnotes: in apices without parentheses, inside the punctuation marks; outside the punctuation marks if the quotations are long and written in a smaller type compared to the text;
- italic words need the italic type, not the underlining;
- use of hyphens: to hyphenate words or numbers use the short hyphen (-) without spaces before and after it, for parenthetical clauses use the medium hyphen (–) with spaces before and after it;

- quotations: quotations must be written between chevrons (« ») without choosing italic font style; for eventual omissions and additions to the original text use 3 dots between square brackets [...]; for long quotations use a smaller type and leave a blank line previously and subsequently: in this way quotations are easily recognizable;
- quotation marks: chevrons (« ») for all quotations; double quotes (“ ”) for words to emphasize;
- foreign terms in italics, except for those of everyday use;
- Work of art, titles: in Italics. E.g.: *Madonna con il Bambino*
- church, basilica, cathedral, palace, villa, saint: lowercase initial, except for the titling of churches. E.g.: basilica of Santa Giustina
- about the proper name of the saints, please avoid abbreviations for saint/s, e.g.: *Madonna in trono fra i santi Rocco e Sebastiano*
- centuries: e.g. seventeenth century (not '700)
- decades: e.g. in the thirties of the fifteenth century
- single foreign words in Italics, but longer citations in normal font between double angle quotation marks (see above)
- the names of the musical notes go in lower case. Major keys will have the first letter capitalized, minor keys will be indicated with lowercase letters. For the indication of the octaves, please follow the conventional symbols represented in the lemma *Pitch notation* in the New Grove Dictionary (XIV, p. 788).

BIBLIOGRAPHY

Monographs or essays in miscellaneous books

Author

- Initial of the name, followed by a full stop, surname (small caps).

E.g.: F. ZERI

– When the same author is repeated, please use ID. or EAD.

– Between two or more authors, insert a comma (never use VV. AA. or similar).

E.g.: F. PEDROCCO, T. PIGNATTI, *Giambattista Tiepolo*, Venezia, Arsenale Editore, 1996.

E.g.: G. CONCIONI, C. FERRI, G. GHILARDUCCI, *I pittori rinascimentali a Lucca*, Lucca, Fazzi Editore, 1998.

Titles

– Separated by a comma from the surname of the author, in Italics

E.g.: B. CROCE, *Poesia e non poesia*, Bari, Laterza, 1932.

– In Italics also the title of the miscellaneous book in which the essay you cite is included, preceded by “in”.

Es.: G. ROMANELLI, *Ca’ Rezzonico e le collezioni del Settecento veneziano*, in *Lo spazio virtuale della rappresentazione*, A. PIVA, P. GALLIANI eds, Venezia, Marsilio, 1993, pp. 29-40.

Editor

– The editor or editors of the volumes are indicated as the authors (first letter of the name, surname in small caps); their names are followed by: ed./eds

E.g.: *Storia della cultura veneta*, G. ARNALDI, M. PASTORE STOCCHI eds, Venezia, Marsilio, 1981.

Volumes

– After the title and the possible editor, 2 vols., 3 vols., etc.

E.g.: A. LABRIGOLA, *Scritti filosofici e politici*, F. SBARBERI ed., 2 vols., Torino, Einaudi, 1973.

– If a single volume has to be cited, please indicate it in Roman numbers, before the year of publication, but after the city and the years in which the different volumes appeared

Es.: D. CARRA, *Il concetto di anastilosi e la sua applicazione*, 3 vols., Trento, Temi, 1990-1992, III, 1992, pp. 15-30.

Editorial series

– The series should not be cited.

Exhibition catalogues

The title of the exhibition has to be indicated in *Italics*, followed by the location of the exhibition and the exhibition dates in brackets, and the name of the curator (cur.). Finally, the city and year of edition of the catalogue follow.

E.g.: *Canaletto. Il trionfo della veduta*, exhibition catalogue (Roma, palazzo Giustiniani, March 12 - June 19, 2005), B.A. KOWALCZYK cur., Cinisello Balsamo, Silvana Editoriale, 2005.

– quotation of an essay in an exhibition catalogue:

E.g.: B.A. KOWALCZYK, *Canaletto e i disegni per Joseph Smith a Windsor Castle*, in *Canaletto. Il trionfo della veduta*, exhibition catalogue (Roma, palazzo Giustiniani, March 12 - June 19, 2005), B.A. Kowalczyk cur., Cinisello Balsamo, Silvana Editoriale, 2005, pp. 31-39.

– quotation of a record in an exhibition catalogue:

E.g.: L. ROSSI, in *Canaletto. Il trionfo della veduta*, exhibition catalogue (Roma, palazzo Giustiniani, March 12 - June 19, 2005), B.A. KOWALCZYK cur., Cinisello Balsamo, Silvana Editoriale, 2005, n. 81, pp. 310-311.

Conference proceedings

E.g.: *Francesco Squarcione*, conference proceedings (Padova, February 10, 11, 1998), A. DE NICOLÒ SALMAZO ed., Padova, Il Poligrafo, 1999.

Edition year

– If the reference within the text refers to a later edition, the first edition, followed by place, publisher, and year, has to be placed inside brackets

E.g.: M. SARTORI, *L'anamorfosi come strumento della rappresentazione*, Vigevano, S.T.E.T., 1995 (first ed. Milano, Bompiani, 1973).

Place, publisher, year

– The publisher must be listed among commas, between place of publication (written as it appears on the title page) and year of publication.

Pages

– E.g. p. 7; pp. 115-175 (never pp. 115 ff., or p. 115 ff.); please use col./cols. for columns, c./cc. for charta/ae.

Websites

– Indicate the address without < >, followed by the access date between brackets and possibly by the date of publication / revision (accessed May 1 2016, last modified April 5 2016).

Quotations of essays or papers in periodicals

- Authors and titles, see above, not followed by “in”
- The name of the periodical in normal font, between « », followed by a comma
- Number of the issue as it appears on the title page (in Roman or Arabic numbers), followed by a comma
- Year, followed by a comma
- Any other indication of the issue in Arabic number (and / or month), followed by a comma
- Pages

E.g.: P.S. LEICHT, *Un principio politico medievale*, «Rendiconti dell'Accademia dei Lincei», XXIX, 1920, pp. 30-37.

E.g.: J. STAROBINSKI, *Breve storia della coscienza del corpo*, «Intersezioni», 19, 1981, 3, pp. 27-43.

– If the same issue is cited twice in the same footnote, title, number and year of the issue have to be substituted by *ivi*, followed by the pages.

Repeated quotations

– If the same publication is cited in two consecutive footnotes with different page numbers, please write *ivi*, followed by the page numbers.

- If the pages are also the same, please write only *ibid.*
 - In the case of not-consecutive citations of a work already cited, the first words of the title in Italics should be indicated after the author's surname, the comma, followed by the pages
- E.g.: MISSIRINI, *Memorie per servire*, p. 15.

Manuscripts

- First mention: author (if suitable), title, ms., year (or century), library and shelf marks, ff. or cc. (*recto/verso* abbreviated r/v)
- Es.: A. PERSEO, *Trattato dei portamenti della Repubblica di Venezia*, ms., 1528 (or 16th c.), Venezia, Biblioteca Nazionale Marciana, Cod. It., cl. VII, cc. 7v-18r.
- From the second mention onwards: PERSEO, *Trattato dei portamenti*, c. 25.
 - The indication of libraries or archives has to be written in full the first time, followed by its abbreviation in brackets.
- E.g.: Venezia, Biblioteca Nazionale Marciana (from now on BMVe)
- Archival fonds: in Italics
- E.g. Venezia, Archivio di Stato, *Senato Terra*, reg. 25, c. 122r.

Abbreviations

Chapter/s	ch., chs.
Charta/ae	c., cc.
Confer	cf.
Colum/s	col., cols.
Detail	det. (after the title of a work of art)
Etcetera	etc.
Edition	ed.
Editor/s	ed., eds
Example	ex. (for musical examples)
Figure/s	fig., figs.
Manuscript/s	ms., mss.
Not numbered	n.n.
New serie	n. ser.

Number/s	n., nn.
Opus	op.
Page/s	p., pp.
<i>Recto</i>	r
<i>Sine datum</i> (without date)	s.d.
<i>Sine locum</i> (without place)	s.l.
<i>Sine nomine</i> (without publisher)	s.n.
Serie	ser.
Section	sec.
Table/s	tab., tabs.
Translation	transl.
<i>Verso</i>	v
Volume/s	vol., vols.