



## FUNDAMENTAL EDITORIAL GUIDELINES

IL POLIGRAFO PUBLISHING HOUSE

We transmit a simple list of norms to help you acting according to the editorial guidelines. Following these recommendations while writing the text on the computer (before the volume gets to the publishing house) can facilitate the work of both author and editorial staff during the proof-reading. Obviously, whereas it isn't possible to observe all the directions, the proof-readers will emend eventual misprints.

### IN THE TEXT

- eliminate double spaces
- numerical references to the footnotes: in apices without parentheses, always outside the punctuation marks
- 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 parenthetic 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 and magazine names; double quotes (“ ”) for words to emphasize
- foreign terms in italics, except for those of everyday use

## IN THE FOOTNOTES

- **Bibliographical quotations referring** to books must be indicated in bibliography in this order, separated by comma:
  - author's initial letter of the name followed by a full stop and author's surname in small capitals (in case of double name don't use a space between the two initial letters; with more than one author use the comma)
  - book's title in italic without inverted commas
  - editor's name with the initial letter of the name followed by a full stop. The editor name should be anticipated by the indication “edited by”
  - publisher (if possible), city (publishing place in original language) and publishing year (city and year shouldn't be separated by a comma); in case of multiple cities separate the cities with the short hyphen (Laterza, Roma-Bari), in case of two publishers indicate the two cities separated by a short hyphen and the two publishers sperated by a short hyphen (Il Poligrafo - Iuav, Padova-Venezia)
  - indicate the number of volumes if there are more than one (3 vols.) and indicate from which volume you quote in roman numerals without the “vol.”
  - number of pages (p. 20, pp. 20-28, pp. 20 ss, *passim*)
  - following between brackets the possible name of the collection between doble quotes, followed by a comma and the number in the collection (“Biblioteca di arte”, 7)

Examples:

- Z. SMITH, *Swing Time*, Penguin Press, New York 2016, pp. 183-187: 185.
- J. LAHIRI, *In Other Words*, translated by A. Goldstein, Alfred A. Knopf, New York 2016, p. 20.
- G. LAKOFF, M. JOHNSON, *Methapors We Live By*, University of Chicago Press, Chicago 1980.
- E. PANOFSKY, *Studi di iconologia. I temi umanistici nell'arte del Rinascimento* (1939), Einaudi, Torino 1975 (“Saggi”, 549)

– **articles published in magazines** must be indicated as follows:

- author's initial letter of the name followed by a full stop and author's surname in small capitals (in case of double name don't use a space between the two initial letters; with more than one author use the comma)
- article's title in italic without inverted commas and followed by a comma
- magazine's name between chevrons (without "in"), followed by number of the issue or the volume, year, reference pages

Example:

S. SATTERFIELD, *Livy and the Pax Deum*, «Classical Philology», 111, 2, April, 2016, pp. 165-176: 168.

– **with essays from a miscellaneous work** it must be indicated:

- author's initial letter of the name followed by a full stop and author's surname in small capitals (in case of double name don't use a space between the two initial letters; with more than one author use the comma)
- essay's title in italic without inverted commas and followed by "in" and the complete quotation of the essay's volume (written in accordance to the above quoted rules). The editors must be indicated after the title (never use VV.AA. or similar)

Example:

H.D. THOREAU, *Walking*, in *The Making of the American Essay*, edited by J. D'Agata, Graywolf Press, Minneapolis 2016, pp. 167-195.

– **with conference proceedings**, it must be indicated, after the volume's title: "conference proceedings (place and time of the convention between brackets), edited by ..."'

Example:

V. SCHIAFFONI, *The illusion of life*, in *Artificial Life*, Proceedings of the fourteenth European Conference on Artificial Life (Lyon, September 4-8 2017), edited by C. Knibbe, D. Parsons, H. Soula, Cambridge (MA), The MIT Press 2017, pp. 737-750.



- **with exhibition catalogues**, it must be indicated after the volume's title: “exhibition catalogue (city, place and time of the exposition between brackets), edited by ...”

Example:

*Look Out, Fred!*, exhibition catalogue (Wellington, Enjoy Public Art Gallery, 2017), edited by E.R. Graham, S. Davis, L. Rutledge, Enjoy Public Art Gallery, Wellington 2017.

- **with website**, 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)

## COMMONLY USED ABBREVIATIONS

cit. substitute the bibliographical quotation (publishing house, city year) and it goes after the title of a previously quoted text (never use *op. cit.*);

*ivi* refers back to a work which has been quoted in the previous footnote, indicating a different page;

*ibid.* refers back to a work which has been quoted in the previous footnote, indicating the same page (that's why it should not be repeated).

N.B.: in order to use *ibid.*, in the previous footnote there must be only one bibliographical quotation.

ID. / EAD.: refers to the same author (male/female) just quoted in the same footnote

*supra* / *infra*: refers to per riferimenti interni al testo (cfr. *supra*, nota 7)



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 or footnote's numbering modifications will not be accepted after the pagination: these corrections will be accepted only in the proofs.

For any further question or specification contact the editorial staff at:

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