

«Nuova Secondaria Ricerca»

Essential editorial guidelines

GENERAL STANDARDS

- 1) Use spacing 1.15
- 2) Use typeset Times New Roman, 12,5 pt.

USE OF QUOTATION MARKS

- a) **double above-line** (“ ”): to highlight particular words within the text to which the author wants to give a particular meaning;
- b) **double on-line** (« »): for all types of quotations and for titles of journals, magazines, etc.

QUOTES

Long quotations (at least two lines of text) must be written in smaller font (Times New Roman 11.5 pt, line spacing 1.15, text indented on the right and left by 1 cm)

Short quotations, inserted directly into the text, must go between double on-line quotation marks (« »). If this text contains further quotes, these must be distinguished by the use of double above-line quotation marks (“ ”).

In all cases it is necessary to avoid the use of italics to highlight reported text or to emphasize single words.

Any omissions from quoted text must be indicated by the use of an ellipsis between square brackets [...].

The use of italics is consented and required for foreign words.

NOTES

All notes should be footnotes and must be indicated with progressive numeration beginning with 1. The typeset to be used is Times New Roman 10 pt.

BIBLIOGRAPHICAL CITATIONS

Bibliographical citations in the notes must be as complete as possible.

For volumes:

- a) **author**: initial of first name and full last name; if an author is cited more than once, the notes after the first should refer to the first.
- b) **title**: in italics;
- c) any indication of which volume was used, must be in Roman numerals in small capitals, preceded by vol./voll.;
- d) name of the **editor**;

- e) **place** of publication;
- f) **date** of publication;
- g) any indication of the **collection** to which the work belongs must be in parentheses, with the Arabic number of the volume;
- i) reference to the **page** (p.) or pages (pp.) (page numbers in Roman numerals go in small capitals). Page numbers must be indicated as follows: pp. 120-129;

Examples:

B. Croce, *La poesia di Dante*, Laterza, Bari 1943, p. 55.

B. Croce, *La poesia di Dante*, cit., p. 45

L. Salvadorelli, *Profilo della storia d'Europa*, vol. II, Einaudi, Torino 1944 (Biblioteca di Cultura Storica, 15), pp. 809–12.

L. Salvadorelli, *Profilo della storia d'Europa*, vol. II, cit., p. 813

For journal articles the name of the author and the title of the article must have the same characteristics as above.

For volume citations, the title of the journal goes between «double on-line» quotation marks, with the specific information arranged in this order:

- a) **year of the volume** of the journal in Roman numerals in small capitals;
- b) **number** of the dossier in Arabic numerals;
- c) solar **year** of the publication of the journal in Arabic numerals;
- d) **page number**.

The above elements must be separated by a comma.

Example:

G. Tassoni, *Le inchieste napoleoniche nei dipartimenti delle Marche*, «Lares », XV, 12, 1964, p.175.

ABBREVIATIONS

- cit. (not op. cit.)
- *Ibidem*: same text and same page as the previous note
- *Ibi*: same text but different page number from the previous note
- The abbreviations Id. and Ead. will be accepted only within the same note or the one immediately following, if the author is the same.

ENGLISH-LANGUAGE EDITORIAL STYLE

In well-motivated cases, as international call for papers, contributions which follow an English-language editorial style will be considered.