# **Editorial Guidelines**
# Edizioni Ca' Foscari

Edizioni Ca'Foscari

## 2019 [2.4]

The use of these editorial guidelines is a prerequisite for any publication proposal.
The guidelines are periodically updated and available on the website
edizionicafoscari.unive.it/en/edizioni/

# 1

# Manuscript Preparation

# 1. Manuscript Preparation

## 1.1 Elements to Be Provided

Before manuscript editing begins, the Author should provide the Publisher with the following material, which is also to be included in the work (elements in bold are mandatory):

- **Title** and any subtitle
- **Author's Name**
- **Abstract**
- **Keywords**
- Dedication
- Epigraph
- **Main text** (complete in every part: introduction, sections and, if present, titled and numbered subsections and footnotes)
- Table of contents
- List of figures and their captions
- List of tables
- Appendixes
- Glossary
- **Bibliography**
- A list of the special characters used in the document.

## 1.2 The Editing Process

The editing process is applied exclusively to definitive documents. Authors are advised to make a secure backup of this final version and to avoid making any further changes to it. Any additional material beside the main text (figures, tables, graphics, etc.) must be provided in a dedicated folder.

> Once an Author has submitted the final manuscript to the Publisher, the document is saved and converted into a new format. For this reason, an Author who needs to make further changes after submitting the files must promptly notify the Publisher. Minor changes can be usually indicated later, on the edited document that the Editor will send to the Author for a review. For major changes, the Author may need to send a revised manuscript to the Publisher before the editing process begins.

## 1.3 Author's Review

Once the editing process is done, the Publisher sends the Author the document in PDF format for revision. The Author may add comments and corrections (using the appropriate tools provided by the major PDF viewer program). Only after this phase, when the elaborate text will reach a final version, it will be paginated.

Abbreviations and their usage

| Abbreviations | Main Text | Bibliography | Short References or Footnote References | Never |
|---|---|---|---|---|
| p./pp. (in book reference) | | | | ✔ |
| Ibidem | | | | ✔ |
| Ead. | | | | ✔ |
| Ivi | | | | ✔ |
| Idem | | | | ✔ |
| Ibid. | | | | ✔ |
| app. ('appendix') | | | | ✔ |
| Cf. | ✔ | | ✔ | |
| Id. | | | | ✔ |
| c. ('century') | | | | ✔ |
| vol./vols. | | ✔ | | |
| n.s. ('new series') | | ✔ | | |
| Repr. (for 'ristampa') | | ✔ | | |
| Hrsg./Hrsgg., a cura di, éd-éds… | | ✔ | | |
| f./ff. (following) | ✔ | ✔ | ✔ | |
| et al. | ✔ | ✔ | ✔ | |
| no./nos. (numbers) (i.e. 10-12; 105-7) | ✔ | ✔ | ✔ | |
| l./ll. (verse line) | ✔ | ✔ | ✔ | |
| r/v/rv | ✔ | ✔ | ✔ | |
| § ('section') | ✔ | ✔ | ✔ | |
| fn./fnn. (footnote) | ✔ | ✔ | ✔ | |
| art./arts. | ✔ | ✔ | ✔ | |
| Ch./Chs. | ✔ | ✔ | ✔ | |
| MS/MSS | ✔ | ✔ | ✔ | |
| l | ✔ | | | |
| kg | ✔ | | | |
| cm/m | ✔ | | | |
| etc. | ✔ | | | |
| c. (circa) | ✔ | | | |
| BC/AD | ✔ | | | |
| ex. | ✔ | | | |
| Fig./Figs. | ✔ | | | |
| Tab./Tabs. | ✔ | | | |

# 2

# Document Basic Structure

# 2. Document Basic Structure

## 2.1 Headings

**2.1.1** Title — **Bold**

**2.1.2** Subtitle — Roman: it is a separate section and begins with a capital letter.

**2.1.3** Abstract — It appears at the beginning of the document and usually does not exceed 700 characters (spaces included). It is connected to the essay, which it sums up, but it must still be readable and comprehensible irrespective of it. It must not contain notes and bibliographical references. The content covers the subject of the article, the purpose of the study, the method by which the study was conducted or complementary information to the main theme of the essay. The abstract is required for both articles and essays for monographs. In the latter case, in addition to the general summary information, it may contain a more discursive description of the content of individual chapters and may be divided into sections, reaching about 2,000-2,100 characters (spaces included).

**2.1.4** Keywords — They are indispensable, as they list the major topics of the article (at least 5).

## 2.2 Text Body

**2.2.1** Acknowledgments and Document Information — Translations, interventions of other Authors, Editor's Note, etc. are placed at the bottom of the first page of the document, in line with the needs of pagination, in the form of an unnumbered note (references to titles and subtitles by asterisk or other symbols are not allowed).

**2.2.2** Epigraph/Exergo — It precedes the main text and it is written in Roman, without quotation marks, in 8 point size. It must always indicate the reference to the source at the bottom. It is aligned with the left margin if in prose and with the right one, without justification, if in verse (paying special attention to new lines).

> **Ex**
> The time to begin writing an article is when you have finished it to your satisfaction. By that time you begin to clearly and logically perceive what it is that you really want to say.
> (Mark Twain, *Notebook*, 1902–3)
>
> "Fatti non foste a viver come bruti
> ma per seguir virtute e canoscenza"
> (Dante Alighieri, *Inferno*, 16, vv. 119-20)

**2.2.3** Introduction — It is a fully-fledged section and, as such, it is numbered and appears in the summary as the section number 1.

**2.2.4** Main Text — It can be divided into sections and subsections (in more levels), which are **numbered** and preferably **titled**. The text should begin with an Introduction section (number 1) and end with a Conclusions section. Numbering starts from 1 and subdivision must contain at least two sections (1.1 can not exist without 1.2).

**2.2.5** Footnotes

Only footnotes are allowed. Endnotes cannot be used. The notes are to be generated with the appropriate tools of text editors and, in contributions of less than 50 pages, internal cross-references are not accepted. References to notes must always be placed **after** punctuation.

**2.2.6** Appendix

It always follows the main text, precedes the bibliography and it is numbered only if there is more than one appendix.

**2.2.7** Glossary or Index of Names

It always follows the main text and precedes the bibliography. The terms are arranged in alphabetical order and into two columns.

Preparation of the text for the peer review process:
to ensure the regular progress of the double-blind peer review process, assure that the identity of the Authors remain completely unknown. Therefore, any information that might lead to personal identification must be deleted before loading any document into the online platform peer review.
1) Authors should refer to themselves as '**Author**';
2) Any information contained in the file's 'Properties' will be removed. In the main text editors (Microsoft Word, OpenOffice, LibreOffice) follow these steps: Main Menu > File > Properties > Remove Personal Information > Save.
In case of need promptly contact the technical support at `ecf_support@unive.it`.

**2.2.8** List of Abbreviations

Not every work that includes abbreviations needs a separate list of abbreviations of terms or names they stand for. If many are used, or if a few are frequently used, a list is useful. Such list does not generally dispense the Author from using the full form of a term at its first occurrence in the text. As a matter of fact, the term should be spelled out in round brackets in the first instance. In the list, terms should be alfabetized by the abbreviation, not by the spelled-out form. It is always placed at the end of the document, just before the bibliography.

**2.2.9** Bibliography

It is essential; it is always the final element of the document and must comply with this Guidelines in all its parts. Bibliographies that are incomplete or not complying with these standards will be sent to the Author for a prompt review. Moreover, in order to comply with the 'Reference Linking' service required by Crossref (a non-profit organisation that runs a registry of metadata and DOIs of which we are a member), Authors shall look for every bibliographic voice listed in their bibliography at `https://search.crossref.org` and copy the corresponding DOI (`https://doi.org/10.xxxx/xxxxx`).

# 3 Document Composition

# 3. Document Composition

### 3.1 Basic Formatting

The elaboration of the text file must aim at making the structure of the document and all its textual and non-textual components (figures, tables, graphs) clear and intuitive. Therefore, it is not necessary to create a file that simulates or anticipates – graphically or typographically – an arbitrary layout. Any special needs of the Author must be discussed beforehand with the Publisher.

**3.1.1** Margins — Superior 3 cm, inferior 4 cm, lateral 2 cm.

**3.1.2** Justification — Aligned with the left margin. Avoid centring, tabs or preset formatting of the text editor (they will be ignored in any case).

**3.1.3** Page Number — Bottom right.

**3.1.4** Running Heads and Footers — Unnecessary.

### 3.2 Text Format

**3.2.1** Titles — Titles must use both UPPERCASE and lowercase letters (not all UPPERCASE).

**3.2.2** Sections — It is preferable to divide the text into sections, which should all be numbered consecutively starting from number 1. No text portions should be left unnumbered (e.g. an Introduction section will be numbered '1'). Sections should also be titled: titles are in 14 point size, **bold**/***bold Italics*** type (not fully *Italics* nor full UPPERCASE). Sections may also be further divided into subsections, numbered 1, 1.1, 1.1.1 and so on up to a maximum of four levels (1.1.1.1), with no point after the last number. The subdivision of a section into subsections assumes that the subsections are at least two (1.1 is always followed by at least 1.2).

**3.2.3** Footnotes and Internal Reference to Notes — Notes must be inserted into the text using a dedicated tool, available in all word processing programs. Notes use the same type font as the main text, are in 8 point size and aligned with the left margin. The reference to the notes must always be placed **after** the punctuation.

> Footnotes should never be attached to articles, essays, sections or appendix titles, otherwise both footnotes and their content will be automatically suppressed. Alternatively, place the note at the beginning of the text body. Similarly, you should never attach footnotes to tables of contents.

**3.2.4** Captions — All figures must have a caption, in the form of "Figure *number*", ending with no final punctuation mark. Captions should follow the figures they refer to and contain all the available information, according to the following scheme: Figure 1. Author, *Title*. Year. Technical/Support/Material, Measures. Place, Institution, Location. Source of figure, copyright [no final punctuation mark].

**3.2.5** Cross-References

Generally cross-references to the document are to be avoided and are allowed ONLY in monographs and articles of more than 50 pages. Terms such as Ibid., Id., Ead., Cited, etc. are not to be used. Any reference recurring several times must be repeated according to the basic scheme. Moreover, references to page or row numbers are not allowed.

In the body and in the notes, it is permitted to use "see" to refer to another part of the contribution (section, page, graph or table, figure) and to refer to general sources with "Cf." to make a direct and specific comparison with a bibliographical source.

**3.2.6** Punctuation

It must respect the style (Roman or Italic) of the main text to which it refers (e.g. in a list of titles, commas are in Roman style, except for those that are part of the titles).

> **Ex** I like adventure books: *Treasure Island*, *Robinson Crusoe*, *Follow the Titanic!*, *Go, Baby, Go!*.

**3.2.7** Numbers

In the body, numbers should be abbreviated by omitting the digits that do not change ('teens' – from 11 to 19 – escluded).

> **Ex** As Smith (1953, 170-5) writes…
> The eruption destroyed the island in the years 1995-96.

## 3.3 Formal Notations: Rules and Usages

**3.3.1** Character

Use a font that includes the whole Unicode map (e.g. Times New Roman, or equivalent): body 11, spacing 1.

**3.3.2** Character style

The following styles are allowed:
- Roman for the main text;
- *Italics* for foreign words and titles;
- **Bold** for titles of sections and for any other form of highlighting;
- CAPITAL LETTERS are mandatory for abbreviations, acronyms and Roman numerals. If semantic distinctions are needed (for example in the indication of books and sections of a particular work), numbering will follow the order CAPITALS-SMALL CAPITALS-lowercase (eg. "IV, III, ix, 13", meaning "book IV, chapter iii, section ix, page 13"). In such cases, specified abbreviations for parts should not be used (ch., p., etc.).

> The following are NOT allowed:
> 1) SMALL CAPS (except for specific uses and semantic necessities within specification to be agreed upon with the Publisher).
> 2) Underlined, S p a c e d, C̶r̶o̶s̶s̶e̶d̶ and similar, included their variants (except for those dictated by semantic needs to be agreed upon in advance with the Publisher).

**3.3.3** Special Characters

Letters, symbols and all sorts of glyphs must be incorporated using the appropriate "special character input function" (or similar) provided by the text editor in use. They must be included in the Unicode map.

It is not allowed to insert into the text custom-made fonts or characters saved as figure format. In special (and sporadic) cases, you can systematically use a 'placeholder' character and give the Publish instructions on how this should be replaced.

**3.3.4** Logical, Mathematical, Chemical and Similar Expressions

They must be written in all their variants: $^{superscript}$, $_{subscript}$ etc. as much as possible. When this is not possible, notations will be written using dedicated softwares. In this case, use the DejaVu Serif font, freely available in the specific section of the Edizioni Ca' Foscari website `//www.edizionicafoscari.unive.it/it/edizioni/norme-redazionali/`.
These notations must be provided in eps figure format and numbered according to their appearance in the text.

**3.3.5** Dashes

The hyphenation function on your word processor should be turned off. The only hyphens that should appear in the document are those that would appear regardless of their position in the text (e.g. in compound words). All hyphens between inclusive numbers and those with the role of 'traits d'union' are to be replaced by short dashes (-), whereas, when separating two phrases, the 'en dash' (–) must be used. The 'em dash' — should be used in dialogues.

**3.3.6** Quotation Marks

Use double quotation marks (" ") for in-text quotations, double and single ones (" ' ' ") to put a quote within a quote and single quotation marks (' ') for emphasis. Single quotation marks are used also to:
- highlight a specific 'concept'
- describe the precise meaning of a 'term'
- highlight an 'idiomatic', 'metaphorical' or 'inappropriate' use of a term
- highlight the 'meaning' of a foreign word.

This type of emphasis should be used only when necessary and in a non-pervasive way. The use of simple apostrophes (') is not alowed both in opening and closing (' ').

**3.3.7** Smaller Size Texts

The Publisher does NOT use texts in lower size. In some specific disciplines (e.g. epigraphy) minor bodies for glosses and comments are accepted; in such cases, the Author should consult the scientific direction of the magazine or series and the Editors.

**3.3.8** Numbers, Dates, Hours, Measure System, Percentages, Fractions

The forms to be chosen are the following:
• for numbers: 10 100 1,000 10,000 100,000
• for decimal numbers: 1.5
• for percentages: 60%
• for fractions: 2/4.
In the body of the text dates should always be written in full form (in all other contexts of the document follow the **yyyy-mm-dd** system). Hours must be specified in the standard form **HH:mm**. Units of measurement (which are always written in abbreviated form) must follow the corresponding number.

> **Ex** In an article published on *Daily Mirror* on 12 April 2016...
> See you at 10:45.
> 20 cm; 4 l; 120 kg.
> The portrait measure 120 × 240 cm.

> The abbreviation of the word 'number' is no. (plural nos.) and it must be used in references and notes.

**3.3.9** Institution Names, Societies, etc.

They must be indicated in UPPERCASE letters. In case you are using an acronym, this must be spelled out only the first time (in round brackets).

> **Ex** A program by BBC (British Broadcasting Corporation).

> If the Author employs more than 2 abbreviations on a recurring basis, a list of all the abbreviations used and their meanings will be necessary and will figure as a special section, called "Abbreviations", at the end of the document, before the final bibliography. In the bibliography, the spelled-out form will follow the acronym after a comma.

**3.3.10** Civil and Religious Titles, Honours, Military Degrees, etc.

They begin with a CAPITAL letter when they precede their name and are used as part of the name itself.

> **Ex** President Lincoln
> General Bradley
> John Smith, General Director
> Pope Benedict XVI

**3.3.11** Historical and Cultural Terms

They begin with a CAPITAL letter and are written in Roman.

> **Ex** Humanism
> Golden Age
> Renaissance

**3.3.12** Historical Period

The numerical designation of a period is lower-cased unless it is considered part of a proper name.

> **Ex** The twenty-first century
> The Eighteenth Dynasty

**3.3.13** Web Site URL — General titles of websites mentioned or cited in the text or notes are normally in Roman type, headline-style, without quotation marks. Since many websites do not have a formal title or a title that distinguishes them as a website, they can usually be identified by the entity responsible for the site along with the URL in its most specific form (cf. `http://www.chicagomanualofstyle.org/home.html`). If a website is cited only in notes, the citation must be followed by the last access in round brackets (**yyyy-mm-dd**).

## 3.4 Use of Italics

They should be used in 3 cases: cited titles, foreign words and titles of primary sources.

**3.4.1** Cited Titles — Titles of volumes and magazines must be written in *Italics*.

> Essays in miscellanies, articles, chapters, sections and other parts of a text should be written in Roman and enclosed in inverted commas " ".

> **Ex** We refer here to the essay by Smith (2012) "My work", contained in the collection *Studies on the work of John Smith*.

If the title contains parts enclosed in inverted commas (titles or quotations), they must be enclosed in single inverted commas.

> **Ex** Here we recall the work of Smith (2010), "I tell 'My work'" published in *The work of John Smith*.

> The inversion of Roman and Italics in titles is never allowed. If, within the title, there is another title, this must be included between "". For example: McGregory, Elisabeth (2017). *Analysis of "My Work"*. London: Open Editions.

3.4.1.1 Foreign Titles — In the body, titles in foreign languages should be followed by their translation, written in Roman and enclosed in parentheses.
For titles in English, the following rules apply:
- use a capital letter for words with a significant semantic function (nouns, verbs, adjectives, adverbs);
- use lower case for articles and conjunctions;
- use lower case for prepositions, except for those used with adverbial or adjectival function, or in phrasal verbs.

> **Ex** *Mnemonics that Work Are Better yhan Rules that Do Not*
> *A Little Learning Is a Dangerous Thing*
> *Four Theories Concerning the Gospel according to Functional Matthew*
> *Taking Names Down, Spelling Them Out, and Typing Them Up*
> *From Homo Erectus to Homo Sapiens. A Brief History*
> *Zhongguo zhiren xiaoshuo shi* 中國志人小説史 (History of Chinese *xiaoshuo* about Personalities)

**3.4.1.2 Titles of Works of Art (Statues, Paintings)**

If the Author is known, titles must be in *Italics*.
Names of ancient works (whose creators are often unknown) should be written in Roman.

> **Ex**
> The *Mona Lisa* by Leonardo da Vinci
> The Venus of Milo

**3.4.1.3 Titles of Plays, Movies, Musicals, etc.**

They must be written in *Italics*. Any reference to a specific part (act, scene, etc.) must be indicated in Arabic numerals.

> **Ex**
> *Romeo and Juliet*, 3, 2.

**3.4.1.4 Titles of Poems**

They must be written in *Italics*. If part of an anthology, they must be in Roman and included in inverted commas " ".
A lengthy poetic section, even if it is part of a longer work, should be indicated in *Italics*. Any reference to a specific section (canto, stanza, etc.) must be indicated in Arabic numerals.

> **Ex**
> Frost's "The Housekeeper", in *North of Boston* (1914).
> The *Hell* of Dante.
> *Paradise*, 2

**3.4.1.5 Titles of Multimedia Works**

Movies, television and radio productions, video games, etc. must be indicated in the body of the text and not in the final bibliography.
They must be written in *Italics*. When referring to a single episode, this should be written in Roman and enclosed in inverted commas " ".
The names of broadcasters, Publishers or manufacturers should also be written in Roman.

> **Ex**
> "Casualties" an episode of *The Fortunes of War* series
> *House of Cards*, a series produced by Netflix
> *Assassin's Creed*, by Ubisoft

**3.4.1.6 Titles of Unpublished Works**

Titles of unpublished works (theses, speech transcripts, etc.) must be written in Roman and enclosed in inverted commas " ".

> **Ex**
> In the dissertation "The work of John Smith", Ross describes… (2015).

**3.4.2** Foreign Words — They should be written in *Italics*, unless they have entered the common English vocabulary.
Specific terminology: if it is not common but recurs often in the text, it must be written in *Italics* at its first occurrence and in Roman in the following instances.

**3.4.3** Primary Sources — In-text quotation: they must be indicated in *Italics* and should NOT be enclosed in quotation marks " ". The translation of the text should immediately follow in round brackets.
Off-text quotations: they should be written in Roman.

> **Ex**
> In text::
> The 'militarization' of Psalm 45 then continues in verse 5, where the general statement of the Latin text *conturbatae sunt gentes, inclinata sunt regna, dedit vocem suam mota est terra* (the people were troubled, the kingdoms were folded, He spoke and the earth was shaken) has significantly changed.
>
> Off text:
> The 'militarization' of Psalm 45 then continues in verse 5, where the general statement of the Latin text
>
> conturbatae sunt gentes, inclinata sunt regna, dedit vocem suam mota est terra
> nations were troubled, the kingdoms were folded, he spoke and the earth shook

## 3.5 Quotes and their Sources

**3.5.1** In-text Short Quotations — Quotations counting less than 10 words should be included in the main text and enclosed in inverted commas " ".

If a quotation concludes a period, the full stop follows it. If the quotation is followed by a bibliographical reference, the full stop (as any other punctuation mark) should be placed after it.

> **Ex**
> As stated by Smith (2006, 23), "it is difficult to carry out the critical exercise".
> In the text Smith affirms that "it is difficult to carry out the critical exercise" (2006, 23).

If the quotation contains more quotes, the use of double inverted commas " " and single inverted commas ' ' should be used.

> **Ex**
> In-text quotations:
> The Author writes: "'Do not be absurd!' Said Henry. 'To Say that "I mean what I say" is the same as "I say what I mean," is to be as confused as Alice at the Mad Hatter's tea party.'"
>
> Off-text quotations:
>
> "Do not be absurd!" Said Henry. "To say that 'I mean what I say' is the same as 'I say what I mean' is to be as confused as Alice at the Mad Hatter's tea party. You remember what the Hatter said to her: 'Not the same thing a bit! Why you might just as well say that "I see what I eat" is the same thing as "I eat what I see"!'"

**3.5.2** Off-text Long Quotations

Citations that are longer than 10 words must be:
• detached from the body and preceded and followed by a blank line;
• indented 1 cm from the left with respect to the main body of the text;
• keep the font size (11) and line spacing (1) of the main body of the text;
• NOT be enclosed in quotation marks " ";
• end with a full stop.

> **Ex**
> As stated by Smith:
>
> … today is a beautiful day. (Smith 2010, 25)

> Gaps […] at the beginning and end of the quotation are usually redundant and to be avoided.

**3.5.3** Quotation of Primary Sources

They are in *Italics* in the body text and in Roman when off-text. The Author is obliged to use a system as consistent as possible. If the Author intends to use abbreviations, he must state it at the first occurrence after the quote (which should always be fully indicated).

> **Ex**
> The *Secretum Secretorum* (henceforth *Secretum*) was widely used as a speculum principum.

> If the Author employs more than 2 abbreviations on a recurring basis, a list of all the abbreviations used and their meanings will be necessary and will figure as a special section, called "Abbreviations", at the end of the document, before the final bibliography.

> **Ex**
>
> Abbreviations
>
> LLT-A = *Library of Latin Texts*. Series A. Turnhout: Brepols, 2009.
> LLT-B = *Library of Latin Texts*. Series B. Turnhout: Brepols, 2009.
> PLD = *Patrologia Latina.* The Full Text Database. Electronic version of the first edition of Jacques-Paul Migne's *Patrologia Latina* (1844-1855; 1862-1865).

> If the citation concerns the whole work and not one or more specific sections of it, no bibliographical reference is needed. When using sections of a cited text, the edition of the work must appear in the bibliography (see below).

**3.5.4** Quotations of Verses

Off-text: follow the same general guidelines for the off-text quotations.
In-text: the verses are separated by a vertical bar ( | ).

> **Ex**
>
> "Sing, goddess, the anger of Peleus' son Achilleus | and its devastation, which put pains thousandfold upon the Achaians" (Lattimore 1951, 1).

**3.5.5** Quotations of Dialogues

Speakers (their names, epithets, etc.) must be indicated in CAPITALS, and separated from the quote without any punctuation.
Off-text: head to every line of dialogue. In-text: lines are separated by a single vertical bar |.

> **Ex**
>
> In text:
> "SPEAKER-A Today is a beautiful day. | SPEAKER-B You're right".
>
> Off text:
>
> SPEAKER-A    Today is a beautiful day.
> SPEAKER-B    You're right.

**3.5.6** Quotations in Footnotes

Regardless of their length, quotations in the footnotes must follow the rules imposed for short quotations.

**3.5.7** Emphasis in Quotes

The intentional use of *Italics* or **bold** by the Author should be indicated as follows: "physical activity is *essential*" (Ross 1980, 33; italics added) or more generally (Ross 1980, 33; emphasis added). If the quotation includes both *Italics* or **bold** that are in the original text and *Italics* or **bold** introduced by the Author, add the expression [italics added]/[bold added] in square brackets immediately after the specific occurrence. If the emphasis is already present in the original text and only if necessary specify (Author's emphasis) or (italics in the original).

> **Ex**
>
> "My work is *important*" (Smith 2010, 25; italics/emphasis added).
> "My work is **important** [bold/emphasis added]. Therefore, it must be known *all over the world* [Author's italics]" (Smith 2010, 25).

**3.5.8** Omissions and Gaps

They are indicated by an ellipsis in square brackets [...] preceded or followed by the relevant punctuation.

**3.5.9** Interventions or Additions to the Text

They are indicated in square brackets: [comment]; inte[rpol]ation; [conjecture]; [s]ubstitution.

**3.5.10** Translations of Cited Texts

Off-text: the translation follows the original text (separated by one blank line) and is treated as an off-text section. In-text: the translation is written in Roman, between parentheses, and immediately follows the original fragment. The source of an off-text quote goes at the end of the quoted passage, after the full stop, in parentheses, and without additional punctuation.

> **Ex**
>
> In text:
> "original cited text" (translation;  source of translation, if any).
>
> Off text:
>
> Hwaet. We Gardena in geardagum
> þéodcyninga Thrym gefrúnon
> Hu From æþelingas ellen fremedon.
>
> Listen! We – of the Spear-Danes in the days of yore,
> of those clan-kings – heard of their glory.
> how those nobles performed courageous deeds.

In the case of consecutive quotations with translations, a blank line will separate the original-translation pairs.

> Sources of off-text translations: at the end of the translation, after the full stop, in parentheses, without additional punctuation.
> If the translation belongs to the Author (and it is not taken from a source), it must be followed by: (Author's trans.) and not: (my trans.) (our trans.) etc.
> If the translation is taken from a translated edition, refer to the page numbers of it and not to the original. Report the translated edition in the general bibliography.

**3.5.11** Foreign Terms: Transliteration and Translation

All Latin or foreign words, except for those that are commonly used, are written in *Italics*.
If the term is frequently used in the text, it must be written in *Italics* at its first occurrence and in Roman in the following instances.
Transliterations must be in *Italics*.
Translations of individual words or expressions will be in single inverted commas ' ' and immediately follow the term they refer to. The same method applies to consecutive translations of individual words.

> **Ex** Among the differences that appeared for institutional reasons, besides the already mentioned 普通話 *pǔtōnghuà* 'common language' and 漢語 *hànyǔ* 'Chinese' and 國語 *guóyǔ* 'national language'…

## 3.6 Tables, Figures and Charts

They must be numbered progressively and independently (Table 1; Table 2; Figure 1; Graph 1; Figure 2; Table 3; Figure 3; Graph 2 etc.).

### 3.6.1 Tables

'Tables' are only those produced using specific formatting tools. They must be adjustable in every part of their structure and content. If a table is in figure format, it is not considered to be a table. No cross-references or footnotes are allowed in the tables. If needed, one or more asterisks * ** *** may be used to refer to related comments, which will be added in a row below the table content.

The caption always precedes the table, as shown in this model: Table 1. Caption of a schematic representation of a sample table [no full stop].

The source or any other information will be included in the last row of the table, after the comments.

| Header | Field | Value |
|---|---|---|
| Content 1* | Content 2 | Content 3 ** |
| *Note to Content 1 <br> ** Note to Content 3 | | |
| Source: ISTAT 2015 | | |

The use of the tables is necessary for all those types of texts that involve particular alignments.

> Tabulations are not allowed: the document will be sent back to the Author, who will be asked to replace the tabs with tables.

> **Ex** Quote of verses with line numbers indicated in the left column.
>
> | 1255 | Ne sondo me on ferhðe freo      from gewitene <br> cneorisn Caine     ac me þæt cynn hafað <br> sare abolgen.     Nu me sethes bearn <br> torn niwiað     and him to nimað <br> mægeð to gemæccum     minra feonda |
> |---|---|
> | 1260 | þær wifa wlite     onwod grome, |

**3.6.2** Figures    'Figures' are graphic reproductions and photographs.
The caption always follows the figure and includes the source or any other information.

> Figure 1. Author, *Title*. Year. Technique/Support/Material, measures. Place, Institution, location. Figure source, copyright [no full stop]

**3.6.3** Charts    'Charts' are the schematic representation of data. They must be produced with dedicated software and be editable in every part of their structure and content.

> It is recommended that the textual content of graphics (text, symbols, numbers) is formatted using the font **Source sans pro** (free download in the section of the Edizioni Ca' Foscari's website `http://www.edizionicafoscari.unive.it/it/edizioni/norme-redazionali/)`.

The caption always precedes the charts. The source or any other information will be included in a final row below the chart.
In the body of the text, you should refer to a specific table number, writing, for example, "Table 3" and not "the following table". For a short reference in the body text, use abbreviations between parentheses: (tab. 1), (fig. 4), (chart 10).
In case of groupings, distinguish whether the references are in succession or not: (tabs. 1-2) (tabs. 2a-b) (figs. 3-7) (figs. 2, 7, 10).

> The Author is required to verify the correct numbering of tables, charts and figures. The use of automatic numbering or automatic reference systems is never allowed.

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# 4 Source Citation System

# 4. Source Citation System

The Editor has two different system to cite sources: the parenthetical reference in the body (the **Author-Date System**) and the reference system in the footnotes (the **Author, [abbreviated] Title System**). The Author is required to verify which of the two systems has been chosen by the Direction of the journal or the series or by the editor of the miscellany. In certain subject areas, specific variations to these rules may be authorised by the individual scientific Directions.

Every article or essay must be accompanied by a final bibliography. It is not allowed to provide a comprehensive bibliography only in the notes.

In order to avoid linguistic idiosyncrasies, bibliographic references must fully take on the language of the cited bibliographic source.

Abbreviations such as Ibid., Ibidem, Id., Ead., cited, work cited, etc. are not to be used. Recurring references must always be repeated according to the scheme provided above.

## 4.1 Author-Date System

It is the standard requested by the Publisher. In this system, the bibliographic references are directly included in the body of the text and not in the footnotes.

### 4.1.1 Short References in the Text

A short reference is given between parentheses and includes the following information: the Author's last name, the year of publication (no punctuation intervening) and, if needed, the page numbers (preceded by a comma, with a small dash - separating page numbers and no 'p./pp.' abbreviation). Complete information regarding the publication (e.g. editor's or translator's name) is given only in the final bibliography. If the Author's last name is already mentioned in text segment where the short reference is, there is no need to repeat it between parentheses.

#### 4.1.1.1 Direct Quote

Main text "cited text" (Last name year, 120-5).

> **Ex**
> Smith (2010, 25) in his work argues that "…".
> My work is defined as "an interesting book" (Smith 2016, 120-5).

#### 4.1.1.2 Indirect Quote

Main text (Last name year, page) alternatively (see [never abbreviated] Last name year, page).

> **Ex**
> Smith (2010) argues that the discussion on alternative energies is still open.
> Smith (2010) and Roger (2011) argue on green energies.

#### 4.1.1.3 Page Number and Other Informations

Main text (Last Name year, page) or (Last Name year, vol. number) (Last name year, vol. number: page) (Last name year, page fn. [footnote]).

> In short in-text reference the only admitted abbreviation is fn. for 'footnote'. Any other information will be specified in the final bibliography.

> **Ex**
> (Smith 2010, 25-7)
> (Smith 2010, 2: 23)
> (Smith 2010, 234 fn. 23)

**4.1.1.4** Consecutive Quotes | Main text (Last Name year, page) main text (page).

> **Ex** Smith argues that "…" (2010, 25). Furthermore, "…" (30).

**4.1.1.5** Two or Three Authors | Main text (Last Name 1, Last Name 2, page).

> **Ex** Others have reached the same conclusions (Smith, Roger 2010, 50-1); (Smith, Roger, Black 2010).

**4.1.1.6** More Than Three Authors | Main text (Last Name 1 et al. year, page).

> **Ex** Green energies are the future (Smith et al. 2010).

**4.1.1.7** Contemporary Reference to Multiple Sources | Main text (Last Name year; Last Name year).

> **Ex** Some scholars have come to the same conclusions (Smith 2010; Black 2011).

**4.1.1.8** Authors with the Same Surname | Main text (Initial First Name Last Name year and Initial First Name Last Name year).

> **Ex** Green energy is the future (M. Smith 2010 and G. Smith 2011).

**4.1.1.9** Same Author, Same Year | Main text (Last name year**a**, year**b**).

> **Ex** Green energy is the future (Smith 2010a, 2010b),

**4.1.1.10** More Works by the Same Author | Main text (Last Name year, year).

> **Ex** Green energy is the future (Smith 2010, 2011).

**4.1.1.11** Indirect Quotes | Main text in Last Name 1 (cited in Last name 2 year).

> **Ex** This is written in Smith (cited in Black 2010).

**4.1.1.12** Modern Editions | Last name [year 1] year 2.

> **Ex** Smith [1848] 2001.

**4.1.1.13 References in Note**

If, in the main text, more than three sources are cited at the same time, this group of references can be transferred into the footnotes.
Similarly, references to the source can be included in the notes if they are part of an extensive comment to the main text.

> **Ex**
> _____
> [1] See Smith 2010; Black 2014, 34-6; Rogers 2015, 123-50.
> [2] Some of the most significant contributions are reported, in particular the thorough paper given by Smith (2010) at the last Conference; the ten-year long work of Green (2014, 34-6); the agile synthesis edited by Ross and Black (2015, 123-4).

**4.1.1.14 Number Note Position**

The reference always goes **after** the punctuation mark.

**4.1.1.15 Anonymous Work**

When the Author or Editor of a source is unknown, the reference indicates only the title and year of publication.

> **Ex**
> *Stanze in lode della donna brutta* 1547.

**4.1.1.16 Multi-Volume Work Published in More Years**

When quoting an entire multi-volume work, include in the short reference the range of years over which the volumes were published.

> **Ex**
> (Smith 1934-6, 17)

**4.1.1.17 Work Without Year**

If the year of publication of a work is unknown, the abbreviation s.d. must be used in its place (always written in lowercase).

> In order to avoid confusing the abbreviation with the Author's name, a comma separates the former from the latter.

> **Ex**
> (Rogers, s.d., 34)

**4.1.1.18 Forthcoming**

When a book is under contract with a Publisher and is already titled, but the date of publication is not yet known, "forthcoming" is used in place of the date.

> **Ex**
> (Smith, forthcoming).

**4.1.2** References to Specific Parts of the Text

**4.1.2.1** Primary Sources

In the references in the text or in a footnote, page numbers, the division into volumes and the edition consulted must be indicated only if the text does not have an intrinsic topological division into books, chapters, sections etc.

> **Ex**
> Tuc., *Histories*, 7, 3, 18 (= 'book' 7, 'chapter' 3, 'paragraph' 18)
> Virg., *Aeneid*, 1, v. 127 (= 'book' 1, verse 127)
> Mk 1:17 (= Gospel of Mark, 'chapter' 1, 'verse' 17)

**4.1.2.2** Secondary Sources

Arabic numerals must be used to indicate subdivisions in references in the main text and in the footnotes. They are separated only by commas and do not need intermediate abbreviations.
Abbreviations are only permitted for the following indications:
- Section/s = § / §§
- Note/s = n. / nn.
- Verse/s = v. / vv.
- Line/s = l./ll.
- Figure/s, plate/s, table/s = fig./figs., pl./pls., tab./tabs.

When further indispensable enumerations follow one of the subdivisions of the document described above, they must be preceded by a colon ':'.

> **Ex**
> In the text:
> Smith 2008, chs. 10-2: 230, 233, 237 (= 'chapters' 10-12, 'positions' 230, 233, 237)
> Smith 2008, 2, 2, 630 n. 15 (= 'tome' 2, 'volume' 2, 'page' 630 'note' 15) or
> Smith 2008, § 89 n. 22. (= 'section' 89, 'note' 22).
>
> In bibliography:
> Smith, John (2008). *My work*. 4 vols. London: Open Editions.

**4.1.3** The Source in the Bibliography

Author's Last Name, Author's Name [full form] (Year). *Title*. Place: Publisher, page numbers (if any).

> **Ex**
> Smith, John (2016). *The Drafting of Detailed Rules for Proper Editorial Practices*. London: Open Editions.

## 4.2 Author, Title [Abbreviated Form]

### 4.2.1 Short References in Footnotes

It can be used only on precise indication of the scientific direction of the journal or series where the document (article or essay) will be published.

In this system, the bibliographic references are given in the footnote and not in the body. The abbreviated form of the title (which is not an abbreviation of it) should provide the necessary information to unequivocally identify the complete form in the final bibliography.

They include the Author's last name, the main title (in *Italics*), which is abbreviated if consisting of more than four words, and page number (if more than one, they are separated by a short dash).

> **Ex**
> In bibliography:
> Smith, John. *The Drafting of Detailed Rules for Proper Editorial Practices*. London: Open Editions, 2016, 35-6.
>
> In footnote, the reference has the following format:
>
> [1] Smith, *The Drafting of Detailed Rules*, 35-6.

### 4.2.1.1 Direct Quote

Last name, *abbr. title*, page.

> **Ex**
> [11] Smith in his work argues that "…" (*abbr. title*, 25).

### 4.2.1.2 Without Direct Quote

Last name (*abbr. title*, page)

> **Ex**
> [1] Smith (*abbr. title*, 122) argues that… Ross (*abbr. title*) and Black (*abbr. title*) reach the same conclusions.

### 4.2.1.3 Page Number and Other Informations

Main text (Last Name, *abbr. title*, page) or (Last Name, *abbr. title*, vol. number) or (Last Name, *abbr. title*, vol. number: page) or (Last Name, *abbr. title*, page n. [note] number).

> In short in-text reference, the only admitted abbreviation is n. for 'note'. Any other information will be specified in the final bibliography.

> **Ex**
> (Smith, *Green Energy*, 25-7)
> (Smith, *Green Energy*, 2: 23)
> (Smith, *Green Energy*, 234 n. 23)

**4.2.1.4** Consecutive Quotes     Main text (Last Name, *Abbr. title*, page) Main text (page).

> Ex
> [1] Smith (*Green Energy*, 122) argues that "…". Furthermore, "…" (30).

**4.2.1.5** Two or Three Authors     Main text (Last Name 1, Last Name 2, *Abbr. title*, page) [or] (Last Name 1, Last Name 2, Last Name 3, *Abbr. title*).

> Ex
> [1] Others (Smith, Rogers, *abbr. title*, 50-1) [or] (Smith, Rogers, Black, *abbr. title*, 2010) reached the same conclusions.

**4.2.1.6** More Than Three Authors     Last Name 1 et al., *Abbr. title.*

> Ex
> [1] Smith et al., *Green Energy*, 34.

**4.2.1.7** Contemporary Reference to Multiple Sources     Last Name, *Abbr. title*; Last Name, *Abbr. title*.

> Ex
> [1] Some scholars have come to the same conclusions (Smith, *abbr. title*; Black, *abbr. title*).

**4.2.1.8** Authors with the Same Surname     Initial first Name Last Name, *Abbr. title* and Initial First Name Last Name, *Abbr. title*.

> Ex
> [1] M. Smith, *Green Energy* and G. Smith, *Think Green*.

**4.2.1.9** More Works by the Same Author     Last name, *Abbr. title 1*; *Abbr. title 2*.

> Ex
> [1] Smith, *Green Energy*, 25; *Nuove risorse*, 26.

**4.2.1.10** Indirect Citations     Last Name 1 cited in Last Name 2, *Abbr. title*.

> Ex
> [1] Smith cited in Ross, *Green Energy*.

**4.2.1.11** Anonymous Work     *Abbr. title.*

> Ex
> [1] *Green Economy*, 45.

**4.2.2** References to Specific
Parts of the Text

**4.2.2.1** Primary Sources

In the references in the text or in a footnote, page numbers and division into volumes and the edition consulted must be indicated only if the text does not have an intrinsic topological division into books, chapters, sections, etc.

> **Ex**
> Tuc., *Histories*, 7, 3, 18 (= 'book' 7, 'chapter' 3, 'paragraph' 18)
> Virg., *Aeneid*, 1, v. 127 (= 'book' 1, verse 127)
> Mk 1:17 (= Gospel of Mark, 'chapter' 1, 'verse' 17)

**4.2.2.2** Secondary Sources

Arabic numerals must be used to indicate subdivisions in references in the main text and in the footnotes. They are separated only by commas and do not need intermediate abbreviations.
Abbreviations are only permitted for the following indications:
- Section/s = § / §§
- Note/s = n. / nn.
- Verse/s = v. / vv.
- Figure/s, table/s = fig./figs., tab./tabs.

> **Ex**
> In text:
> Smith, *Green Energy*, 2, 2, 630 n. 15 (= 'tome' 2, 'volume' 2, 'page' 630 'note' 15)
> or
> Smith, *Green Energy*, § 89 n. 22. (= 'section' 89, 'note' 22).
>
> In bibliography:
> Smith, John. *My work*. 4 vols. London: Open Editions, 2008.

**4.2.3** The Source
in Bibliography

Last Name, Name [full form]. *Title*. Second creator. Place: Publisher, year, page numbers (if any). Series.

> **Ex**
> Smith, John. *My Work*. London: Open Editions, 2008. Transl. by Francesco De Luca as *La mia opera*. Venezia: Edizioni Aperte, 2017.
> De Luca, Francesco. *My Work.* Transl. by John Smith. London: Open Editions, 2017. En. transl. of: *La mia opera*. Venezia: Edizioni Aperte, 2008.
> Smith, Ted. G*reen Energy*. London: Open Editions, 2016, 78-90.
> Smith, John. *My Work. A Close Overview*. Edited by Michael Black. London: Open Editions, 2017. English Literature Archives 10.
> Smith, John. "The Gothic. Tales and Myths". *English Literature*, 8(3), 2017, 89-112.
> Smith, John. "The Gothic. Tales and Myths". Jones, Elisabeth (ed.), *The Gothic in the Nineteenth Century*. London: Open Editions, 2017, 91-112.
> William, Robert. *The Gothic across the Centuries*, vol. 3. London: Open Editions, 2015.

# 5 General Bibliography

# 5. General Bibliography

The content of the bibliography must fully respect the standard specified in this Policy. The entries should not philologically replicate the cover of the cited work, but present information according to these rules. Exceptions are possible when dealing with ancient or rare editions, etc.

The purpose of the bibliography is to indicate only the sources used by the Author. The bibliography can be divided into two sections, Primary and Secondary Sources, only in order to allow an easier consultation. When a source is available in both printed and online formats, it must always be provided a reference for both formats. Other kinds of resources can be identified separately on a list titled Additional References.

The entries are listed in alphabetical order and, within the same Author, in **historical sequence** (oldest to newest publication). The Author's name is repeated in each entry.

- Each occurrence in the bibliography must provide all information (and only those) necessary for the reader to find the exact work consulted by the Author. The following list represents the information that should always be present in a bibliographic entry:
- Full Author's name (or Curator, Institution for it)
- Date of publication
- Completed title, and subtitle (if any)
- Total number of volumes or number of consulted volume (if any)
- Number of edition, if it is not the first
- Dates of publication (Publisher, place of edition or magazine name and number)
- Page number
- URL and DOI for electronic sources.

## 5.1 Basic Structure

**5.1.1** Print Book

Last Name, First Name [of Author, curator, institution etc.] (date of publication). *Title*. *Subtitle.* Second creator [translator, illustrator, curator etc.]. Place of publication: Publisher. Notes. Series.

> **Ex** Smith, John (2017). *My Work. A Close Overview*. Edited by Michael Black. London: Open Editions. English Literature Archives 10.

**5.1.2** Electronic Book

Last Name, First Name (date of publication). *Title*. *Subtitle* [type of support]. Secondary creator. Place of publication: Publisher. Notes. Series. URL `http://www.edizionicafoscari.unive.it/` (*last access* yyyy-mm-dd).

> **Ex** Smith, John (2017). *My Work. A Close Overview* [online]. Edited by Michael Black. London: Open Editions. English Literature Archives 10. URL `http://www.openeditions.com` (2010-10-10).

**5.1.3** Articles in Paper Magazine

Last Name, First Name (date of publication). "Title. Subtitle". *Magazine*, no. vol.(no. dossier) *Arabic numerals*, 00-00.

> **Ex** Smith, John (2017). "The Gothic. Tales and Myths". *English Literature*, 8(3), 89-112.

**5.1.4** Articles in Electronic Magazine

Last Name, First Name (date of publication). "Title. Subtitle" [online]. *Magazine*, no. vol. (no. dossier.) *Arabic numerals*, 00-00. Notes. URL `http://www.edizionicafoscari.unive.it/` (*last access* yyyy-mm-dd).

> **Ex** Smith, John (2017). "The Gothic. Tales and Myths" [online]. *English Literature*, 8(3), 89-112. URL `http://www.englishliterature.com` (2010-10-10).

**5.1.5** Monographic Magazine Number

Last Name, First Name (date of publication). "Title". Monogr. No. / Supplement, *Magazine*, vol.(issue) *Arabic numerals*.

> **Ex** Smith, John (ed.) (2016). "Gothic Literature". Monogr. no., *English Literature*, 6(2).
>
> Article in monographic number:
> White, Adam (2016). "The Gothic. Tales and Myths", in "Gothic Literarure", monogr. no., *English Literature*, 6(2), 15-34.
>
> Article in supplement:
> White, Adam (2016). "The Gothic. Tales and Myths", in "Gothic Literarure", suppl., *English Literature*, 6(2), 15-34.

**5.1.6** Essay in Paper Miscellany

Last Name, First Name (date of publication). "Title. Subtitle". Last Name, First Name (ed. [in the publication language]), *Title Miscellany*. Place of publication: Publisher, 00-00. Notes. Series.

> **Ex** Smith, John (2017). "The Gothic. Tales and Myths". Jones, Elisabeth (ed.), *The Gothic in the Nineteenth Century*. London: Open Editions, 91-112.

> English: ed./eds.; French: éd./éds.; German: Hrsg./Hrsgg.; Italian: a cura di; Spanish and Portugues: ed./eds.

**5.1.7** Essay in Electronic Miscellany

Last Name, First Name (date of publication). "Title. Subtitle" [online]. Last Name, First Name (ed.), *Title Miscellany*. Place of publication: Publisher, 00-00. Notes. Series. URL `http://www.edizionicafoscari.unive.it/` (*last access* yyyy-mm-dd).

> **Ex** Smith, John (2017). "The Gothic. Tales and Myths" [online]. Jones, Elisabeth (ed.), *The Gothic in the Nineteenth Century*. London: Open Editions, 91-112. URL `http://www.openeditions.com` (2010-10-10).

In the case of articles or essays published in miscellanies, it is essential to indicate the page numbers corresponding to the entire document. When several mentioned contributions are contained in the same volume, in order to avoid repetitions in the bibliography, you must include in each bibliographic entry only the short reference to the volume. Whereas, full information about the latter will be provided in the bibliography.

Ex

Smith, John (2010). "Green Energy". Rogers 2010, 100-20.
Black, Ted (2010). "Hydrogen". Rogers 2010, 121-40.
Rogers, Luke (ed.) (2010). *New Energies*. Venice: Open Edition.

## 5.2 Constituent Elements

**5.2.1** Author's First and Last Name

Names must appear in extended forms, unless they are not available or cannot be traced.

Ex

Rogers, Luke (2015a). *Renewable Energy Projects.* Venice: Open Edition.
Rogers, Luke (2015b). *Energy-Saving Strategies*. Venice: Open Edition.
Smith, John (2006). *New Energies*. London: Open Edition.
Smith, John (2010). *Green Energies*. Venice: Open Edition.
Smith, John (2011). *Environment-Friendly Energy*. Venice: Open Edition.

**5.2.2** Composed Last Name

If the Author's last name is composed, the preferred rule by the Publisher is not to separate the prefix from the last name.

Ex

De Quincey, Thomas (1823). *Confessions of an Opium-Eater*. London: Taylor and Hessey.

However, if the Author is universally known only by his last name without prefix, this must follow the first name.

Ex

Balzac, Honoré de (1835). *Le père Goriot. Histoire Parisienne*. Paris: Librairie de Werdet.

**5.2.3** Saints, Kings, etc.

Authors known only by name are indexed by it. Titles such 'King', 'Queen', etc. are omitted.

**5.2.4** More Than One Author

If the Authors are more than one, both their first and last names must appeared, separated by a semicolon. If the Authors are more than three, the first Author must be followed by the abbreviation 'et al.' (in Roman type).

Ex

Smith, John; Black, Samuel (2000). *Green Energy*. Venice: Open Editions.
Smith, John et al. (2001). *Energy-Saving Projects*. Venice: Open Editions.

**5.2.5** Anonymous Work

If the quoted work is anonymous, in the bibliography the entry should directly begin with the title of the work itself.

> Ex *Le mille e una notte* (1990). Novara: De Agostini.

**5.2.6** Work by Institution

If a work is published by an organisation or association, its acronym must be used in place of the Author's name (spelled-out in round brackets and separated by a comma).

> Ex BSI, British Standards Institution (1985). *Specification for Abbreviation of Title Words and Titles of Publications*. London: BSI.

**5.2.7** Work Edited by

The bibliographic entry for a miscellany or a work by an unknown Author must be indexed by the editor's name, followed by the indication 'edited by' in round parentheses (in the original language of the cited publication).

> Ex Bianchi, Antonio (a cura di) (2010). *Commenti all'opera di John Smith*. Venezia: Edizioni della Laguna.
> Blanche, Antoine (éd.) (2010). *Commentaires*. Paris: Gallimard.
> Weiss, Anton (Hrsg.) (2010). *Kommentare*. Berlin: Tages.
> White, Anthony (ed.) (2010). *Commentaries to John Smith's work*. London: Thames.

> In the case of articles or essays published in miscellanies, it is essential to indicate the page numbers corresponding to the entire document.

**5.2.8** Other Contributors

The title may be followed by the translator's, illustrator's or editor's name (if any), not abbreviated.

> Ex Smith, John (2010). *Green Energy*. Preface by Ted Rogers; index by Luke Simon. Venice: Open Edition.

**5.2.9** Date of Publication and Reprints

The publication year appears in parentheses after the Author's name (except when the system of reference Author-Abbr. Title is used). If the source was re-released, the original edition's year goes in square brackets and the most recent year in parentheses.

> Ex Smith, John [1842] (1990). *Green Energy*. Venice: Open Editions.

Short references in text will be: (Smith [1842] 1990).

> In the case of classical editions or texts that are part of a nation's literary canon, it is recommended to indicate also the modern curator.

> Ex Santagata, Marco (1996). *Petrarca, Francesco: Canzoniere*. Commented edition by Mark Spencer. London: Open Edition.

**5.2.10** Title and Subtitle    In Italic after the publication year, separated by a full stop.

> **Ex**    Smith, John (2012). *Green Energy. A New Challenge*. Venice: Open Edition.

**5.2.11** Releases    The edition consulted by the Author follows the title, in Roman.

> **Ex**    Ross, Spencer (2012). *Renewable Energies*. 2nd ed. London: Open Editions.
> Smith, John (2012). *Green Energy*. 3rd ed. London: Thames Editions. Or. ed., London: Open Editions, 2009.

**5.2.12** Reprints    This indication should be included in the bibliography only if it is a relevant information to the reader and, then, only if the Author actually consulted a reprint edition and indicated the exact pages.

> **Ex**    Smith, John [2010] (2016). *Green Energy*. Venice: Open Edition.

**5.2.14** Page Number    It appears after the Publisher without any abbreviation such as 'p./pp.'

**5.2.13** Volume Number    It is always indicated in Arabic numerals after the abbreviation 'vol.', even if it is written in Roman numerals in the book's title page.

**5.2.15** Multivolume Work    It is indicated when the work is meant to be quoted in its entirety, with the number followed by the abbreviation 'vol./vols.'

> **Ex**    Rossi, Mario (2010). *Energie rinnovabili*. 2 voll. Venezia: Edizioni Aperte.
> Smith, Paul (2016). *Essays on Art*. 3 vols. London: Thames.
> Heiner, Gunter (2000). *Geschichte Forschung*. 3 Bde. Stuttgart: Praktikum Verlag.

> To cite a multivolume work that is composed by volumes published over several years, give both the year of publication for the volume in reference and the inclusive dates of the entire work. If not all volumes have been published yet, the year of the first publication is followed by an hyphen.

> **Ex**    Rogers, Ted (ed.) (2000-). *John Smith's Works and Life*. London: Open Editions.

**5.2.16** Volume in Multivolume Work    If only one volume is cited, the volume number and the individual volume title (in *Italics*) are indicated. The scheme is: Last Name, Name (year). *Title. Subtitle*. Vol. no. of *Title*. *Subtitle*. Place: Publisher. Notes.

> **Ex**    Williams, Robert (2015). *Women Writing Gothic Novel*s. Vol. 1 of *The Gothic across the Centuries*. London: Open Editions.

One volume out of a multivolume work (but with the same title): Last Name, Name (year). *Title*, vol. no. Place: Publisher. Notes.

> **Ex** Ross, Spencer (2015). *Renewable Energies*, vol. 3. London: Open Editions.

**5.2.17** Place of Publication, Publisher and Co-Edition

Place of publication and Publisher are separated by a colon. If a source was published by two Publishers in two different places, they must be both indicated and separated by a semicolon.

> **Ex** Smith, John (2010). *Green Energy*. Venice: Open edition; Verona: Arena.

**5.2.18** Website Source

References to Web sources follow the same citation rules as print works. They must include the last access date, in parentheses (yyyy-mm-dd).

> **Ex** Smith, John (2010). *Green Energy* [online]. URL `http://www.marioSmith.it` (2016-04-23).

**5.2.19** DOI (Digital Object Identifier)

If possible, it is preferable to include the DOI of a web source, rather than the website URL.

> **Ex** Buzzoni, Marina; Bampi, Massimiliano; Khalaf, Omar (a cura di) (2015). *La Bibbia nelle letterature germaniche medievali* [online]. Venezia: Edizioni Ca' Foscari. Filologie medievali e moderne 7, Serie Occidentale 6. `DOI 10.14277/978-88-6969-021-1`.

**5.2.20** Integrations

They must be reported within brackets. For example: Ross, Spencer [2016]. *New Energies*. [London]: Thames Editions.

**5.2.21** Modern Work Translation

For translations of modern works, the bibliographical information depends on the Author's intentions.
• If, for the reader's convenience, the Author mentions a translation, the bibliographical data of the translation should precede those of the resource.

> **Ex** In text:
> "*text translated by Black*" (Smith 2010, 5).
> In the bibliography:
> Smith, John (2010). *Green Energy*. Transl. by Ted Rogers. London: Open Edition. Transl. of: *Mon œuvre*. Paris: Éditions Saint Michel, 2000.

- If it is the original of a translation:

> Smith, John (2000). *Mon œuvre*. Paris: Éditions Saint Michel. En. transl.: *Green Energy*. London: Open Editions, 2010.

- If the Author wants to focus the reader's attention on the work of translation (for example, in a study of translation techniques), it indicates the bibliographic data of the translation, followed by the original work.

> In text:
> "*text by Smith translated by Rogers*" (Spencer 2013, 5).
>
> In bibliography:
> Rogers, Ted (transl.) (2013). *Green Energy*. London: Open Editions. Transl. of: Smith, John (2010). *Mon œuvre*. Paris: Éditions Saint Michel.

**5.2.22** Translation of Classical Books

If you quote the translation of classical or medieval texts, refer to the name of the editor/translator, rather than to that of the Author (if known). If the Author wants to focus the reader's attention on the translation (for example, in a study of translation techniques), the bibliographic data of the translation are followed by those of the original work.

> In text:
> "Now is the winter of our discontent" (*Richard III*, 1, v. 1; Spencer 1967, 7).
>
> In bibliography:
> Spencer, John (ed.) (1967). *Shakespeare, William: Richard III*. London: Open Editions.
> Rossi, Mario (trad.) (1974). *Riccardo III*. Venezia: Edizioni Aperte.

**5.2.23** Greek and Latin Authors

For general citations of Greek and Latin authors, indicate author's name, title of the work in *italics* and textual references.

**5.2.24** Conference Proceedings

The words Conference Proceedings (or similar) must be written in *Italics* and followed by place and date.

> Smith, John (2010). "Elegy by Ted Roger". Spencer, Luke (ed.), *Ted Rogers's Work* = *Conference Proceedings* (London, 29-30 June 2009). London: Open Editions, 25-30.

**5.2.25** Exhibition Catalogue

The words 'Exhibition Catalogue' (or similar) should be shown in *Italics* and followed by the data of the exhibition.

> Ex Smith, John (ed.). *Spencer's Work = Exhibition Catalogue* (London, 29-30 February 2009). London: Open Editions.

**5.2.26** Entry in a Reference Book

For dictionary encyclopedic entries use the abbreviation 's.v.'(plural 's.vv.').

> Ex In Bibliography:
> Ross, Spencer (2004). s.v. "Smith, John". *British Encyclopaedia.* London: Open Editions.
>
> Well-known reference books:
> *Dictionary of English Authors*, s.v. "Smith, John".
>
> *Encyclopaedia Britannica Online*, s.v. "Mandela, Nelson" [online]. URL `https://www.britannica.com/biography/Nelson-Mandela` (2017-07-25).

**5.2.27** Anonymous Entry

The entry into the bibliography begins directly with the title.

**5.2.28** Doctoral Dissertation

The words [Doctoral Dissertation] must be included and written in Roman type.

> Ex Smith, John (2013). *My work* [PhD Dissertation]. Venice: Ca' Foscari University of Venice.

**5.2.29** Series

The series' name and volume number (in Arabic numerals) should be the last element of the bibliographic entry, in Roman. When they are commonly known, the titles of the series should be replaced by their acronyms.

> Ex Smith, John (ed.) (2015). *My work*. London: Open Editions. Meridians 7.

**5.2.30** References and Specific Parts of the Text

In general bibliography references to parts of the text are indicated by arabic numerals and preceded by abbreviations such as vol./vols.

**5.2.31** Papers

Papers presented at conferences and not published are to be listed in the bibliography with the indication '(unpublished)'.

> Ex Ross, Spencer (unpublished). "My Work". Ted Rogers's Work = *Conference Proceedings* (London, 22 September 2016).

**5.2.32** Manuscripts

The citation of manuscripts should always be made in the body and never in the final bibliography. A distinction must be made between ancient and modern documents. For the ancient ones follow the standard: place, library, signature, folios (f./ff.).

> **Ex** London, BL, Cotton Vitellius A. XV, ff. 34r-37v.

**5.2.33** Archive Material

Reference to archive material should always be made in the footnotes and never in the body. The Author will have to follow these guidelines. In a footnote: (Author's Last Name *Document Title* or description year); in the bibliography: Author's Last Name, First Name. *Document title* or description (year). Archive's Acronym, Archive's Name, location, day month. City: Name the institution.

> **Ex** In text:
> (Smith *Agreement Document* 1954)
>
> In bibliography:
> Smith, John. *Agreement Document* (1954). HA, Historic Archive, Red Numeration, b. 7890, 1st April. Venice: State Archive.

**5.2.34** Document without Author

It must be indicated in the text with (*Title* or Description year) and in bibliography with *Title* or Description (year). Archive's Name, collocation, day month. Place: Name of the institution.

> **Ex** In the text:
> (*Final Text of the Agreement* 1960)
>
> In Bibliography:
> *Final Text of the Agreement* (1960). Historic Archive, green numeration, no. 7890, 1, 15 May. Venice: State Archive.

**5.2.35** Reference to an Archive Unit

It must be indicated in the text with (Archive's Acronym. Archive Unit) and in bibliography with Archive's Acronym, Archive's Name, collocation, Archive Unit. Place: Name of the institution.

> **Ex** In the text:
> (ASC. D. 3)
>
> In bibliography:
> HA, Historic Archive, red numeration, b. 4235, d. 3. Venice: State Archive.

**5.2.36** Citations of Works in Non-Latin Characters

When citing works and Authors written in non-Latin characters, follow this order: transliteration of the Author's name, followed by the original (year). *Transliteration of the title* title (translation of the title). Place of publication: Publisher.

> **Ex** Chen Dakang 陳大康 (2002). *Zhongguo jindai xiaoshuo biannian* 中國近代 小說編年 (History of Chinese fiction of modern times). Shanghai: Huadong shifan daxue chubanshe.

**5.2.37** Reviews

The basic structure is: Author's Last name, First name (Year). Review of *Title of the reviewed work*, by Last Name, First Name [reviewed Author]. *Magazine*, number(issue), pages.

> **Ex**
> Smith, John (2010). Review of *Studies on Green Energies*, by Spencer, George. *New Engeneering*, 14(1), 111-2.
>
> If the reviewed work is included in the bibliography, follow this scheme: Reviewing Author (year of the review). Review of Reviewed Author (year of the reviewed book):
> Smith, John (2012). Review of Spencer 2010.

**5.2.38** Sources not Intended for General Bibliography

It is not necessary, and is not recommended, to include in the general bibliography sources that, by their own nature, are incomplete such as unsigned journal articles, documents from private archives and ephemeral documents. In such cases, it is sufficient to add the little information available exclusively at the reported segment.

> **Ex**
> In an article discussing the end of Favre's second-straight post-retirement season – this time with the Minnesota Vikings – Pat Borzi reminds us that when it comes to the aging quarterback's uncertain prospects for yet another season, "there is final, and there is Favre" (*New York Times*, 25 January 2010).

Even in the case of personal communications, recordings or unpublished interviews, a bibliographic reference is not necessary. It is sufficient to add, between brackets, an abbreviated note, possibly after the name of the person involved and accompanied the date.

> **Ex**
> (Smith, pers. comm.)
> (Ross and Smith, registr.)
> (Ross, unpublished interview to Smith)
> (Smith, e-mail to Ross)