

Editorial Guidelines

Articles must be between 40,000 and 65,000 characters (including spaces, figures, tables, and references).

1. Margins

- top = 2 cm;
- bottom = 2.5 cm;
- left = 2 cm;
- right = 2 cm;
- header = 1 cm;
- footer = 1.5 cm.

2. Formatting

- Font: Times New Roman;
- Article title: 18 points, aligned to the right;
- Article title in English: 18 points, aligned to the right;
- Article subtitle (if any): 14 points, aligned to the right. Do not insert any punctuation between the title and the subtitle;
- Article subtitle (if any) in English: 14 points, aligned to the right. Do not insert any punctuation between the title and the subtitle;
- Author names: 12 points;
- Abstract (title): 12 points, **bold**;
- Abstract (text in English): 12 points, regular;
- Keywords (title): 12 points, *italic*;
- Keywords (text): 12 points, regular, 5 keywords in English separated by commas;
- Section titles (Level 1): 14 points, aligned to the left, bold, regular, no indentation;
- Level 2 section subtitles: 12 points, aligned to the left, bold, italic, no indentation;
- Level 3 section subtitles: 12 points, aligned to the left, italic, no indentation;
- Blank lines: one blank line after all level headings, and two blank lines between the body of the text and any following level heading;
- Main text body: Times New Roman, 12 points, single line spacing, justified;
- Paragraphs: first line indented 0.5 cm;
- For quotations longer than five lines: two points smaller than the main text body, without quotation marks, with a blank line before and after, left and right indented 0.5 cm;
- Footnote text body: 9 points, first line indented 0.5 cm, justified text;
- Caption text body: Times New Roman, 7 points;
- Bibliography text body: Times New Roman, 10 points.

3. Tables, Graphs, Figures

- Tables, graphs, and figures must be referenced in the text, e.g., (Fig. 1), (Tab. 1), and must always be accompanied by a caption (below the selected element) that explains their content (e.g., Figure 1. Description.).
- Tables, graphs, and figures are numbered sequentially, following the order of their insertion in the text. Each table, graph, or figure must also have a progressive number within its own category.

4. Quotation Marks

- Use low or French quotation marks (« ») for:
 - quotations longer than 5 words but not exceeding 5 lines;
 - direct speech;

- names of periodicals.
The full stop generally goes outside the quotation marks, even if there is already a question mark, exclamation mark, or ellipsis inside.
– Use high or double quotation marks (“”) for:
- quotations within quotations;
- words used ironically or not in their literal sense;
- figurative or colloquial expressions;
- names of newspapers (“La Repubblica,” while periodicals are in French quotes: «L’Espresso»); cited chapter titles or book sections of books; titles of conferences, seminars, lectures, or talks, project titles;
- names added to schools, associations, museums, etc. (the “Leonardo da Vinci” Science Museum; but: the Louvre).

5. **Bold, Italics, Underlined**

- **Bold** and underlined are never used, except for paragraph titles that define the structure of the article; the Abstract (title); and quotations from texts that originally have words or expressions in these formats. E.g., «Je suis chargé de vous demander de bien vouloir accepter de faire partie du Comité de patronage du Congrès.»
- Use *italics* for:
- titles of books (both Italian and foreign), newspaper and journal articles, poetry, short stories, works of art, musical pieces, films, radio and television broadcasts;
- words and phrases that need emphasis;
- foreign or dialectal words or expressions not in common use;
- scientific names in the natural sciences;
- in some specific contexts, technical or specialist terms;
- proper names of airplanes, ships, and military divisions.

6. **Punctuation Mark**

- A full stop is never used at the end of titles (of parts, sections, subsections);
- Ellipses in discourse are represented by three dots (typed as a single typographic character, not as three separate dots; the preceding text is not spaced, but the following text is preceded by a space, e.g., I would like... to fly). Ellipses in square brackets, e.g., [...], indicate omissions or gaps in the quoted text, but should not be placed at the beginning or end of a quotation;
- When parentheses are used, punctuation marks go after the closing parenthesis (except for exclamation points, question marks, and ellipses logically related to the text inside the parentheses). Parentheses are never preceded by punctuation marks. If a parenthesis opens after a full stop, the full stop at the end of the sentence inside the parentheses should be placed within the parentheses itself;
- A comma is usually placed before “etc.” If “etc.” appears at the end of a sentence, the full stop is not repeated;
- In lists introduced by a colon, if each list item starts on a new line, it begins with a lowercase letter. A semicolon is placed at the end of each line, and a full stop is placed at the end of the list.

7. **Dashes**

- The short dash (-) is used for compound words, and to indicate “from-to” (e.g., pp. 2-24);
- The long dash (—) is used for parenthetical remarks, lists, and dialogues in narrative writing.
- Long dashes are preceded and followed by a space, unlike short dashes, which are attached to the words.

8. Uppercase–Lowercase

- Generally, when an uppercase letter is not strictly necessary, lowercase is preferred;
- Names of nationalities are written with a lowercase letter (e.g., the Italians);
- Official names of a state and its entities, and official names of government, legal, and administrative bodies are written with capital letters. Examples: the Italian Republic, the Lazio Region, the Ministry of Health, the Municipality of Milan, the Court of Milan. A lowercase initial is used instead when they are not official names and the words are used generically or in the plural. Examples: the southern regions, the municipalities, the steering committee, the courts in Italy;
- Official names of political parties are written with capital letters. Example: the Democratic Party;
- Names of holidays are written with a capital letter: Christmas, Easter, etc. Months, however, are written in lowercase;
- Names of historical periods or events and artistic and literary movements are written with a capital letter. Examples: the Middle Ages, Impressionism;
- Cardinal directions and related nouns are written with a capital letter only when they refer to a specific geographic region. Examples: Southeast Asia, the southern regions;
- Terms such as “lake,” “mountain,” “sea,” etc. are always written with a lowercase letter when used generically; they are written with a capital letter when they are an inseparable part of a geographical name;
- Terms such as “street,” “square,” “palace,” “theater,” etc. are written with a lowercase letter.

9. Numbers

- Numbers are written in letters for:
 - centuries, decades, historical periods, etc.;
 - approximate numbers (e.g., about ten);
- Numbers are written in Arabic numerals for:
 - dates, excluding “the first” of the month (e.g., the first of July);
 - numerical quantities;
 - chapter or paragraph numbers when referenced within the text. Example: As illustrated in section 4.3.

10. Abbreviations, Symbols, Acronyms

- The use of abbreviations, except for those indicated in these editorial guidelines, should be limited as much as possible;
- Acronyms and abbreviations should be written without periods. Examples: WHO, DNA;
- Digital formats should be indicated with a period directly followed (without space) by the extension. Example: .pdf, .txt, .doc;
- If a sentence ends with an abbreviated form that includes a period, no additional period should be added;
- Acronyms and abbreviations should be written out in full the first time they are mentioned in the text. Example: Senatvs PopvlvsQve Romanvs (SPQR). It is recommended not to spell out acronyms in the abstract;
- Below is a table of the most common abbreviations:

Abbreviation	Short for
anon.	anonymous
c./ca.	circa
cf.	confer
ch.	chapter

edn., edns.	edition(s)
e.g.	exempli gratia
esp.	especially
et al.	et alii
fig., figs.	figure(s)
i.e.	id est (that is)
l., ll.	line(s)
NB/n.b.	nota bene
n.d.	no date (of publication)
p., pp.	page(s)
sec.	section
trans	translated by, translation
v., vs.	versus
viz.	videlicet (namely)
vol., vols.	volume(s)

11. Foreign Terms

- Foreign words that have entered common usage should be in regular font;
- Foreign words that are not commonly used should be in *italics*;
- Latin expressions should be in *italics*;
- In French, when Roman numerals indicate centuries, the suffix “*ème*” should always be added in superscript (e.g., XIX^{ème} siècle);
- No elision should be made before English words that begin with an aspirated “h”.

12. Internal References

- References should not refer to page numbers but to sections of the text such as sections, subsections, figures, and tables. In references written in parentheses, terms such as appendix, chapter, example, figure, paragraph, table should be abbreviated.

13. Footnotes

- Footnotes should appear at the bottom of the page, in Times New Roman, 9-point font, with a 0.5 cm left indentation for the first line;
- Footnote numbering should begin at 1 and proceed sequentially, except for notes associated with the names of the author(s), which are marked with special characters such as *, **, etc.;
- Footnote references should be written with a superscript number without parentheses; they precede periods, commas, colons, semicolons, exclamation points, and question marks, and follow parentheses, dashes, and quotation marks;
- A period should be placed at the end of each note;
- Any interventions by the Translator, Editor, or Author should be indicated in a note, followed by the appropriate abbreviated specification in *italics* within square brackets, after the period that concludes the note text: [TN] or [EN] or [AN].

14. Further Clarifications

- In articles written in French, it is necessary to maintain the typographic conventions characteristic of the language, such as the space preceding certain punctuation marks (e.g., question marks and exclamation points, semicolons, colons) or that precedes and follows the low quotation marks;

– In bibliographic citations of works in English, the expression “a cura di” should be replaced with “edited by”, while for works in French, it should be “sous la direction de”. For works in other languages, use the corresponding expression in that language.

15. **Bibliographic References in the Text**

- Bibliographic references must be inserted in the body of the text, not in footnotes. Every reference mentioned in the text must have a corresponding complete bibliographic citation in the References section.
- For bibliographic references, use “The Chicago Manual of Style, 17th ed. in the Author-date format”: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html
- In the References section, list only the works cited in the article in alphabetical order by the surname of the first author. **Uncited works should be removed.**
- For online journals, include the DOI (Digital Object Identifier) when available; otherwise, include the URL of the webpage.
- If citing multiple works by the same author:
 - In the text, use the forms (Rossi 2010; 2015) or (Rossi 2010a; 2010b)
 - In the References section, list the works in chronological order, from earliest to latest.