

GUIDELINES FOR AUTHORS

«piano **b**.Artie culture visive» journal

According to the Call for Papers, each article (a monographic article or an essay) should not exceed the maximum length of 30.000/40.000 characters (including footnotes and spaces). Other materials in the appendix as well as the bibliography may not be included in the total amount of characters. The length of the manuscript has to be proportionate to the argument; if the length overruns the fixed limits the author has to specify it in the covering email accompanying the article. Authors have the possibility to stay below or even overrun the specified length only under prior approval. All the sent manuscripts must be in line with the following editorial guidelines.

PARAGRAPH TYPE AND FORMATTING

The body text should be typed in Times New Roman, font size 12, single-spaced and justified; (about 30 lines per page, 60 characters per line).

FILE EXTENSION

The file containing the article should be saved and submitted in **.doc** format.

ACCOMPANYING FIGURES

Authors can publish only 6 figures for each article. All the figures should be saved in a **.zip** folder and emailed together with the article as attachments. The figures should be submitted in **.jpg** format with maximum 800 pixels on the longest side and 72 dpi. The figures should be named with the author's surname and numbered following an Arabic numeral progression.

Example:

01_Surname, 02_Surname, 03_Surname, ...

The captions should be submitted in **.doc** format and included in the same **.zip** folder containing the figures. The captions of the figures (Times New Roman, font size 10, left justified) should be named and numbered consecutively, as follows:

Figure 1: Name and Surname of the author, *Title of the artwork*, date.

Figure 2: Name and Surname of the author, *Title of the artwork*, date.

LANGUAGE

Articles can be written in Italian, English or French.

All the quotes must be translated in the language in use. If there is an already available translation, please quote it.

QUOTES

The quotes shorter than 5 lines must be included in the main text inside closed angle brackets «...».

Omitted information and interruptions inside the quoted text should be indicated with square brackets [...].

A quote inside a main quote should be written as follows:

«He said: "I'll pick you up tonight"»

Quotations of 5 lines or longer must be separated by a space and indentation from the rest of the paragraph, written in a smaller body of text with no opening or closing brackets.

If a quote starts with a capital letter it must be written with a line break from the main text; on the contrary, if a quote starts with a small letter or with suspension points there should be no line break.

For quotes in a different language from the one used by the author, please refer to the paragraph on **LANGUAGE**.

All the quotes (including non-literal quotes, paraphrases, or concise references) must appear in the text (not under the footnotes) and must follow the 'Harvard System', please refer to the paragraph on **REFERENCES - BIBLIOGRAPHY (HARVARD SYSTEM)**.

FOOTNOTES

In their essays authors must use footnotes in order to comment, specify or deepen their thesis. Inside the text, footnotes are signalled by an exponent Arabic numeral, always placed after the punctuation.

Examples:

La Fondazione della metafisica dei costumi è il risultato «di una meditazione protrattasi per oltre dodici anni»,¹...

La pedagogia fa proprio il metodo sperimentale proposto da Claude Bernard,¹ ...

Footnotes should be typed in Times New Roman, font size 10 and left-justified

ABBREVIATIONS

Abbreviations should be wisely used in a text because it is preferable to write in full. The only exceptions are: etcetera/et cetera (etc.), and expressions such as “before Christ” (B.C.) and “anno Domini” (A.D.).

Abbreviations can be used in the bibliography and footnotes. The most used are:

appendix = app.

article/articles = art./arts.

chapter = ch./chs

cited = cit.

compare = cfr.

edition; edited by; editor = ed./eds.

et cetera/etcetera = etc.

figures = fig./figs.

no date given = n.d.

no publisher = n.p.

no place of publishing = n.p.

no pages = n.pag.

page = p./pp.

recto, verso = r. / v.

translator, translated by = trans.

various authors = VV.AA.

volume = vol. / vols.

ITALICS

Authors should write in *italics* for the following:

- titles (of books, articles, films, television shows, LPs and CDs, exhibitions);
- foreign / Latin / dialectal words not commonly used.

Remember that, once written in *italics*, a foreign term remains as it is (no plural).

CAPITAL LETTERS

Capital letters should be used for:

- ages or events of main importance: the Thirties, the Seventeenth century, the Risorgimento, The French Revolution, the First World War;
- geographical names of region: the North America (but: to the north of Milan); the crisis of the Middle East (but: east of Turin);
- geographical names;
- epithets and nicknames: Lorenzo the Magnificent, Richard the Lion-Heart;
- names of institutions, corporations, authorities;
- acronyms: United States of America or USA as a noun, also U. S. as an adjective (that is: the U.S. Postal Service); European Community or EU;
- the title of newspapers/magazines: The New York Times, The Washington Post, Le Monde. In the titles of foreign magazines articles and prepositions are written with small letters, like: Il Corriere della Sera, Le Journal des Arts.

INVERTED COMMAS “ ”

Inverted commas should be used:

- to place emphasis on a word of common use (but remember to use them sparingly);
- inside other quotation marks;
- when introducing new expressions or highlighting some words;
- when using a word quite independently from its meaning;
- when quoting titles of newspapers, periodicals, magazines or chapters, sections, and paragraphs of books.

Examples:

Plato wrote: «Once Socrates said to the crowd: “This is a man”».

The “poor” Americans, each owning a car.

With the word “nature” we can refer to different realities.

As already stated in the paragraph “The murdered Germany: the Thirty Years’ War” in Guarracino’s *Storia dell’età moderna...*

Inside a text already opened and closed by double inverted commas, it is possible to use the single inverted commas ”.

Example:

In the chapter “From the Nazi ‘catastrophe’ to Fischer’s controversy”....

CLOSED ANGLE BRACKETS « »

Closed angle brackets should be used for:

- direct speech;
- quotes.

The full stop must be placed inside the brackets if the brackets contain an independent phrase. The full stop must be placed outside the brackets if it ends a phrase that has been started before the brackets.

Examples:

He said: «I’ll come tomorrow».

«I’ll come» he said «tomorrow.»

«I think he’s right.»

Question marks, exclamation marks, and suspension points usually do not close a sentence started before the brackets; they close it if the phrase inside brackets is autonomous from the main text.

Examples:

«Will he come tomorrow?»

He said: «I will surely come tomorrow!»

REFERENCES - BIBLIOGRAPHY (HARVARD SYSTEM)

Authors must use the author-date system ('Harvard System of Referencing') with a list of works cited at the end of the article under the heading 'Bibliography'. All references in the text must be specified by the author's surname and the year of publication together with page numbers if given. The Harvard referencing style should be used in the text as follows:

If an author's name is not in the text, enclose their surname and the year of publication in brackets.

Examples:

(Guarracino 1982)

(Guarracino1982, pp. 291-97)

If an author's name is in the text, reference the year of publication in brackets.

Example:

Guarracino (1982)

If two or more references by the same author are cited together, separate the years of publication with a comma.

Example:

(Guarracino 1982, 1997)

If there are multiple works by the same author published in the same year, insert a, b, etc. in both the text and the list.

Example:

(Guarracino 1982a), (Guarracino 1982b)

The same distinction has to be followed in the bibliography.

Style of **BIBLIOGRAPHY** at the end of the article.

Based on the author-date system, the bibliography must be set out in alphabetical and chronological order in the following format:

Author's SURNAME, INITIAL of the first name, year of PUBLICATION in brackets, TITLE of the work in *italics*, PUBLISHER, PLACE of publication, number of VOLUMES of the main work.

Examples:

Tenenti A. (1981) *La formazione del mondo moderno, il Mulino*, Bologna.

Jones, MD (ed.) (1998), *Management in Australia, Academic Press*, London.

For a complete guide to the 'Harvard System of Referencing' see:

<http://guides.is.uwa.edu.au/harvard>