

## **MODERN ITALY Style guidelines**

In general terms, *Modern Italy* uses the Chicago Author-Date style. Authors preparing articles to submit to the journal must adhere strictly to the following specially prepared style guide. Initial submissions must of course be anonymised and will lack elements such as author name, acknowledgements, and note on contributor. Once an article is accepted, please refer to the last section of this style guide for instructions on how to arrange the final version.

### **Headings**

All headings should be in 12pt. Divide your article into sections with concise subheadings. As a guide, an article of 8.500 words should have at least four subheadings. Subheadings should be aligned left, not numbered, and should use initial capital letters only for nouns normally presented with initial capitals.

First-level headings (e.g. Introduction, Conclusion): **Bold**

First-level headings are usually sufficient, but if further levels are necessary, please use the following styles:

Second-level headings: ***Bold italic***

Third-level headings: *Italic*

Fourth-level headings: *Italic* with text immediately following.

### **Quotations**

Quotations should be in English, or in Italian followed by an English translation, with a note on the identity of the translator if appropriate. If the same translator applies throughout (such as the article author), one initial note is sufficient.

Long quotations (40 words or more) should be indented 0.5cm both left and right and without enclosing quotation marks. All such displayed quotations should be in 11 pt.

Use square brackets to indicate author's interpolations in quotations.

Use a three-point ellipsis ... to indicate omission in a quotation. The ellipsis should not be enclosed in square brackets, unless to avoid ambiguity where the quoted passage itself has ellipses.

A quotation at the head of a section should be aligned right.

### **Illustrations, tables and other graphics**

Please supply these as separate documents when you upload your manuscript to ScholarOne, but indicate in the article text where they should appear with instructions in square brackets, e.g.

[insert figure 1 near here]

Graphics will appear in black and white or colour in the on-line version of the article, but unless special arrangements and appropriate pre-payment have been made, all images will appear in black and white in the printed version.

## Captions

Captions should include an acknowledgement to the source of illustration. They should be in 11pt roman (not italic), with this style:

Figure 6. Outside the New York Olivetti showroom; Associazione Archivio Storico Olivetti, Ivrea

## Spelling

Use British, not US spelling (colour, labour etc), including –ise not –ize word endings.

## Fonts

Use italics for emphasis; for titles of books, poems, journals, newspapers, works of art etc; and for phrases of other languages not yet fully assimilated into English (e.g. *Zeitgeist*, *mafiosi*). Use italics for Italian words or brief phrases but not for Italian organisations, ranks, political parties, names of buildings, etc.

## Punctuation

Use single quotation marks, with double quotation marks for quotations within quotations. Indent long quotations – see ‘Layout’ section above. Please note in ‘Reference List’ below, the use of single NOT double quotation marks for titles of articles or chapters within larger titles. We do not use the double chevron, known as *virgolette basse*, or the *guillemet* : «*Modern Italy* does not use this style of *virgolette basse*».

Use an en-dash ( – ), not a hyphen, to define supplementary or parenthetical clauses. For example:

This article deals with Italian influence across the Adriatic – not only between the wars but in the immediate postwar period.

The border dispute between the Italian and Yugoslav governments – also known as the ‘Trieste question’ – is the main focus of this article.

Use an en-dash also between spans of numbers (e.g. 20–40), including dates and page numbers in references.

Do not use full stops after Mr, Dr, St (abbreviation for Saint) etc., nor between initials in acronyms such as USA, UNESCO, PCI, RAI, PD.

Follow any punctuation with a single space only.

## Numerals

In text, numerals up to ten should be spelled out, and figures used thereafter. In graphs or tables, use figures.

## Dates

24 May 2016; in the twenty-first century; in the 1970s; mid-twentieth century; twentieth-century history; mid-twentieth-century history. Pairs of dates should be elided to the shortest pronounceable form: e.g. 1971–4; 1970–5; 1914–18; 1798–1810.

## Reference style

*Modern Italy* uses the in-text author date system.

## References in the text

- 1) Cite author's name and the year of publication in parenthesis, e.g. (Easton 1953), or (Easton 1953, 68–91) if only a particular section is relevant.
- 2) Place author-date citations before a mark of punctuation wherever possible (i.e. a comma or a full stop).
- 3) For references of up to three authors, all should be listed, e.g. (Clarke, Steward and Whiteley 1998). For references of more than three authors, only the first one should be listed, followed by 'et al.', e.g. Catalan et al. 2007. Et al. is not italicised.
- 4) Where an author's name appears in the text, it need not be repeated in the parenthetical citation, e.g. Easton (1953) states that ...
- 5) If the reference is in parentheses, use square brackets for additional parentheses, for example: (see Khan [2012, 89] on this important subject).
- 6) If you refer to two or more sources in one parenthesis, separate them with semicolons. The order can be alphabetical, chronological or in order of importance, e.g. (Smith 2010, 2012, 84; Khan 2012, 54–60).
- 7) After a displayed quotation, the source should appear in parentheses after the final punctuation, e.g. 'end of displayed quotation.' (Smith 2012, 67)
- 8) Avoid using 'ibid.' or 'op. cit.'

## Endnotes

Endnotes should only be used sparingly to clarify potential ambiguities, or to insert information that would disturb the flow of the main text. Such notes should appear at the **end** of the article, **NOT at the foot of each page**. They should be introduced by an Arabic numeral (1, 2, 3 etc., not i, ii, iii), followed by a full stop and not in superscript. For example:

1. We use this type of footnote numbering as opposed to the type where the note is introduced by a number in superscript.

Within the main text, reference numbers for any endnotes should be in superscript Arabic numerals and should follow the full stop or other punctuation concluding the sentence or phrase to be annotated. For example:

... an exemplary sentence concluding with an endnote reference number.<sup>1</sup>

... whereas we do not do it like this <sup>2</sup>.

Any sources cited in endnotes should be included in the reference list

## Reference list

Any sources cited in the endnotes should be presented in the same way as citations in the main text, and must be included in the reference list. Sources not explicitly referred to in the main text or the endnotes should not be included in the reference list.

For the reference list, **please follow the style of the examples below. Articles will not be accepted in final form if the references are not in the correct format.** Use initials (with no space between them), not first names, for authors, unless a first name is needed to avoid ambiguity. Use italics for titles of books, journals, periodicals and newspapers, but single quotation marks for titles of articles or chapters. Use an en-dash to separate page numbers, and do not abbreviate page numbers (618–619, not 618–9 or 618–19).

List authors alphabetically: use word order rather than letter order (e.g. Van Damm, Van Gogh, Vanderbilt, not Van Damm, Vanderbilt, Van Gogh). If more than one work by the same author is cited, list chronologically; if more than one work by the same author in a year is cited, use ‘a’, ‘b’ etc. after the date.

With prefixes to surnames such as de, di, von, van, follow the author’s established preference on whether this is an integral part of the surname or not. E.g. Di Virgilio, A. is listed under ‘D’; but Beauvoir, S. de is listed under ‘B’.

In the case of surnames beginning ‘Mac’ or ‘Mc’, respect the presentation of the author and alphabetise your reference list accordingly.

If you are listing more than one publication by the same author in the same year, distinguish them by ‘a’ for the earliest, ‘b’ for the next, etc. after the date.

If you are listing more than one publication by the same author, repeat the author’s name in the Reference list – do not use a dash instead.

Publications by the same leading author/editor should be listed in order of the number of authors/editors, rather than in date order, for example:

Magaraggia, S. and G. Vingelli. 2015. *Genere e partecipazione politica*. Milan: FrancoAngeli.

Magaraggia, S., C. Martucci and F. Pozzi. 2005. ‘The Great Fresco Painting of the Italian Feminist Movement’. *Annual Review of Critical Psychology* 4: 26–38.

For four to ten authors or editors, whether of books or journals, give all their last names. For more than ten, list the first seven, followed by et al (not in italics).

Use British names for place of publication, e.g. Florence, not Firenze. Where two cities are given, include the first one only. If the city could be confused with another, add the abbreviation of the state, province or county (e.g. Cambridge, MA: Harvard University Press).

Capitalisation of titles: English-language titles (for books, articles and chapters) take initial capitals for major words as well as proper nouns; titles in some other languages, such as Italian and French,

only capitalise proper nouns. For example: *The Oxford Handbook of Critical Theory*; but *Le edizioni letterarie Feltrinelli*.

Primary sources are normally included alphabetically in the Reference list, but if they are extensive or have particular significance they may be listed first, in a separate section.

Please use the punctuation as given in these examples:

- 1) One author, one publication  
Franzese, R. 2002. *Macroeconomic Policies in Developed Democracies*. Cambridge: Cambridge University Press.  
Perfetti, F. 2011. *Aldo Moro nell'Italia contemporanea*. Florence: Le Lettere.
- 2) Multiple authors  
Catalan, T., G. Mellinato, R. Pupo and M. Verginella. 2007. *Dopoguerra di confine*. Trieste: IRSML-University of Trieste.
- 3) Organisation as author  
Istituto di Studi e Ricerche Carlo Cattaneo. 1968. *Ricerche sulla partecipazione politica in Italia*. Bologna: Il Mulino.
- 4) No author  
List title alphabetically. Where the title of an unauthored work begins with a numeral, list alphabetically as though the numeral was spelt out.
- 5) Editor(s)  
Rusconi, G.E., ed. 1993. *Nazione, etnia, cittadinanza in Italia e in Europa*. Brescia: Editrice La Scuola.  
Pennetier, C. and B. Poudal, eds. 2002. *Autobiographies, authocritiques, aveux dans le monde comuniste*. Paris: Belin.
- 6) Chapter in a book  
Spadaro, S. 1984. 'Due momenti salienti dell'"independentismo"'. In *Dalla Liberazione agli anni '80. Trieste come problema nazionale*, edited by A. Cipriani, 119–147. Rome: Salemi Editore.
- 7) Article in journal or newspaper  
Sartori, G. 1962. 'Constitutionalism: A Preliminary Discussion'. *American Political Science Review* 56 (4): 853–864.  
Hammill, P. 1962. 'The Loveliest Day of the Year'. *New York Post*, 29 October.  
If author is unknown, list under title of publication (and make sure you list it in text in the same way): *La Stampa* 1958. 'Il MARP diventa Padano per presentarsi alle elezioni'. 24 February.
- 8) Conference paper  
Wallace, H. 2000. 'The Domestication of Europe and the Limits of Globalisation'. Paper presented at the World IPSA Congress, Quebec City, 1–5 August.
- 9) Thesis  
Schwarz, G.J. 2000. 'Multiwavelength analyses of classical carbon-oxygen novae'. PhD diss., Arizona State University.
- 10) Later edition of an original work, where the date of the original publication is significant.  
Author. (1890) 1983.
- 11) Online sources. If these are extensive, they can be listed separately in the Reference list.

- a) Book published electronically: if a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL. If no fixed page numbers are available, you can include a section title or a chapter or other number. For example:

Kurland, P. B. and R. Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>

- b) Article in an online journal: include a doi (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. For example:

Kossinets, G. and D. J. Watts, 'Origins of Homophily in an Evolving Social Network'. *American Journal of Sociology* 115 (2009): 411, DOI:10.1086/599247

If no DOI is available, list a URL or website address. For example:

Becker, A. 2014. 'Who Finances Isis?' *Deutsche Welle*, 19 June. [www.dw.com/en/who-finances-isis/a-17720149](http://www.dw.com/en/who-finances-isis/a-17720149)

- c) Website: because such content is subject to change, include an access date or, if available, a date that the site was last modified. 'Google Privacy Policy', last modified 11 March 2009, <http://www.google.com/intl/en/privacypolicy.html>. 'McDonald's Happy Meal Toy Safety Facts', McDonald's Corporation, accessed 19 July 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.

**Miscellaneous examples – spellings, hyphenations and initial capitals or lower-case**  
acknowledgement

antifascist/anticommunist/antipolitical/antisemitism

Continent with initial capital when it means Europe as opposed to UK

co-ordinate

co-operation

email

Fascist (initial capital) when referring to specific government, party or individual: but fascist when used more generally. Same with Communist/communist; Socialist/socialist, etc.

First World War/Second World War

Gabriele d'Annunzio

grandparents

hardback/paperback (not hard cover, paper cover/softback)

Holocaust (initial capital)

internet (not initial capital)

interwar

Italicum (initial capital)

judgement

lifestyle  
longstanding  
Mafia (initial capital)/Camorra (initial capital)/'Ndrangheta (initial capital); mafia (lower-case initial) when referring to the general phenomenon. NB please use close quote, not open quote, in 'Ndrangheta and similar exceptional words (it indicates an omission).  
multitasking  
neoclassical  
neocolonial  
neofascist  
neorealist  
online  
parliament (lower-case initial); but Senate; Chamber  
per cent (not % in text, but % in tables, graphs etc.)  
Porcellum (initial capital)  
postcolonial  
postfeminist  
postmodern  
postwar  
prewar  
the prime minister was first to comment *but* Prime Minister Berlusconi was first to comment; same with king/King; president/President; pope etc  
programme  
re-evaluate  
Resistance  
Risorgimento  
reunification  
southern Italy but the South (same with northern Italy/the North)  
subculture (not hyphenated)  
tangentopoli (not initial capital)  
*L'Unità*  
*ventennio*  
workforce

**If your article is accepted for publication, you will be asked to submit a final version. Please adhere to the following:**

#### **Layout required for final versions**

A separate first page including: title of article, name of author, credentials, affiliation, address, telephone number, and email address of the corresponding author; the names and affiliations of all authors.

Manuscripts should be compiled in the following order and style. It is recommended that all text is supplied in 12pt Times New Roman except where specified.

**Main title (in bold) (sentence case) (aligned left)**

Author(s) (in roman) (aligned left)

Affiliations – department, university, city, country (in italics) (aligned left)

Email of author: in the case of multiple authors, specify corresponding author and give his/her email.

**Abstract (heading in bold, aligned left)**

Abstract text justified, not indented.

**Keywords (3-6)**

MAIN TEXT OF ARTICLE (justified, first line of each paragraph indented .50cm)

Supplementary material

Data availability statement

Acknowledgements

Author contributions

Financial support/funding statement

Competing interests

Endnotes

Ethical standards

References (text with .50cm hanging indent)

Appendices

Author biographies

Italian summary

Text following acknowledgements and competing interests should be run on. Please follow this style: **Acknowledgements.** The author thanks the Luxemburg National Research Fund for supporting this work.

**Competing interests.** The author declares none.

For author biography, do not use the heading 'Notes on contributor', but follow this style: **'Guido Bartolini** is a postdoctoral Fellow at University College Cork, etc, etc.'

Please note, not all articles will contain all, or even most, of this endmatter.

Main text should be justified, with no indent in the first paragraph after a subheading but 0.50 indented paragraphs thereafter. Please use 1.5 line spacing.

Abstracts of about 150 words are required for all manuscripts submitted. Three to six keywords, separated by semi-colons, should also be supplied, to aid article searching.

The Italian summary is an Italian version of the English abstract – about 150 words.

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