

SUBMISSION GUIDELINES

Series «Contributi/Beiträge»*

TEXT

Please use American spelling and fully justify text. Titles (of works of art, music, or literature) as well as foreign words and phrases should be set in italics. Fine copy (Excel, JPG or EPS) must be provided for all tables, graphs, or illustrations; references to sources and descriptive headings must be attached.

And, last but not least, try to use gender-free language.

Headings

Sections and sub-sections should be marked by headings and/or numbered. First-, second-, and third-order headings should be clearly distinguishable. Titles and sub-titles should be flush-left.

- SMALL CAPS
- *italics*
- roman type
- I., II., III. ...
- 1., 2., 3. ...
- a., b., c. ...

Quotations

For quotes use Italian quotation marks: « ». Long quotations should be typed as a block quotation in a smaller font and with quotation marks. Punctuation always follows closing quotation marks and superscript note flags, e.g.: «... gone»¹.

Use three full stops to indicate ellipsis in quotations.

Notes should be indicated by consecutive superscript numbers in the text.

References

Author/editor first and last name

Author initials are followed by the surname set in small caps. In the case of classic texts, the author's first name can be given in full length.

In the case of pseudonyms, the author's real name should follow in square brackets whenever possible.

In publications with multiple authors (editors), list all names and initials in the order given on the title page and separate the author names by a hyphen and a space.

Author initials and the surname are separated from the title by a comma

The above also applies to the editor(s) of collections, archival documents, etc. where (ed.) or (eds) follows the name and is followed by a comma.

Title

The complete title and possible subtitle (separated by a period) must be given at the first mention and set in italics. Shortened note citations are to be used subsequently. Use: *Ibid.* (plus differing page numbers) in the second of two consecutive references to the same work.

<i>Journal</i>	<p>Journal titles are to be set in roman type and double quotation marks. Volume, year, number or issue, and page numbers follow, separated by comas:</p> <ul style="list-style-type: none">- B. FLADELAND, <i>Abolitionist Pressures on the Concert of Europe, 1814-1822</i>, in «The Journal of Modern History», 38, 1966, 4, S. 335-373.- W. TIETZ, <i>Ernährung und Gesellschaft im Altertum</i>, in «H-Soz-Kult», (November 18, 2013).
<i>Place, publisher, and date</i>	<p>The place of publication is to be given in the original language, directly followed by the publisher and the date separated by commas.</p> <p>When two or more cities or publishers are given, separate them with hyphens and a space.</p> <p>In case of more editions, the number of the edition used is to be placed in superscript immediately following the date of publication.</p>
<i>Volume and page numbers</i>	<p>With multivolume works, the number of volumes is to be indicated before the place of publication, separated by a comma. The volume quoted is to be indicated before the page numbers.</p> <p>The quoted pages (p. or pp.) follow the place of publication separated by a comma and possibly followed by f. or ff.</p>
<i>Series</i>	<p>Names of series should follow the title in roman type and in parenthesis. If available, the volume or number of the series is to be indicated following the series title, separated by a comma.</p>
<i>Archival documents</i>	<p>References in notes to documents, manuscripts, and other sources are to be handled in the following order:</p> <ul style="list-style-type: none">- repository of the collection: archive or library, possibly abbreviated, followed by the name of the location;- designation of the series;- document title;- all indications regarding the quoted pages or folios.
<i>Abbreviations</i>	<p>Provide an explanation for any acronym or unusual abbreviation at the first mention, e.g.:</p> <ul style="list-style-type: none">- Deutsche Handelsgesellschaft (DHG);- «Journal of Philology» («JP»).

* We reserve the right to return materials to the author for revision if they are not prepared according to these guidelines.