

EDITORIAL RULES FOR TEXTS IN ENGLISH

After acceptance by the Scientific Council, manuscripts must be emailed to the Publications Service and the editor of the relevant section (Antiquities, Middle Ages, Modern Times). The texts, which are considered final, must be edited according to the EFR editorial standards.

DELIVERY OF THE MANUSCRIPT

Required elements

1. Final text, in Word format (docx), without illustrations (only captions to be included in the text).

- A partial word file in the case of individual contributions to a collective volume and/or magazine.

In case of a text including a large number of illustrations, please send a word version without illustrations (inserting only photo captions in the text) and a pdf version with integrated illustrations.

2. The list of illustrations and the summary to be sent in separate word files.

3. Folder with all illustrations (photos, graphics, maps) in Jpg, Tiff or Png format, whose files should be named as follows: Dupont_Fig_01, Dupont_Fig_02, etc., without ever using dots or accents within the file name.

Illustrations must have a resolution of 300 dpi.

4. All the authorisations obtained for the reproduction of illustrations.

Authors undertake to request permission to reproduce illustrations (for the printed and online versions); the Publications Service only publishes copyright-free images.

For the purposes of commercial information, these additional elements are also required::

- A text of 1200 characters (spaces included) for the cover;
- an abstract of 600 characters (spaces included)
- A short biography of the author/editor of 300 characters (spaces included);
- A list of 5 keywords concerning the content of the work.

General Directions

- Opt for simple page formatting (Times New Roman corps 12, justified), without the use of special styles and with a clear hierarchy of the various sections. In the case of complex internal hierarchical divisions, opt for numerical numbering according to this model (e.g. Chapter 1, hierarchy of internal titles: 1.1., 1.1.1., 1.1.1.1.; Chapter 2, 2.1, 2.1.1., 2.1.1.1., etc.). For articles within collective works or journals, avoid paragraph numbering.
- Only use Unicode fonts (e.g. Times New Roman).
- Avoid the use of bold and underlined (except for specific editorial conventions such as in the case of critical editions of ancient sources).
- Capital letters should be accented where required: Égypte, Moyen Âge.
- Limit the use of capital letters in English language titles as much as possible. For English titles cited, capitalisation remains for proper nouns and adjectives of nationality.
- Footnote references should be placed after punctuation: "1 .1 ,1 !1
- For in-text citations, use double commas ("...") and for sub-quotations within citations, use simple commas (' ').

- In quotations between commas, the full stop should be inserted before the comma if it is a complete sentence beginning with a capital letter; on the contrary, if it is a partial quotation of a sentence, the punctuation should be inserted after the closing comma.
- Foreign terms should be cited between double commas and not in italic. Only Latin terms should always be cited in italics and without double commas. It is however possible to cite a foreign term in italics without commas

TYPOGRAPHICAL CONVENTIONS

For the compilation of the bibliography, see the Bibliographic Rules document.

Footnote Numbers

The note reminder is placed after the word or expression to which it refers; in the case of punctuation, the reminder is placed after the latter.

- At the end of the sentence, the recall is found after the full stop:

Qui vit content de rien possède toute chose.¹

- At the end of the quotation, the recall follows the closing double commas:

Chateaubriand lo definisce “il grande espiatore”¹

- If the recall refers to several quoted expressions, it is placed after the commas of the last quotation:

In questo poema, l’amore è a sua volta, “mortale”, “infame”, “funesto”¹

Capital Letters

- *The capital letter is obligatory for*

– names of peoples and inhabitants of regions:

the Romans, the Etruscans, the Vicentines

– derived from proper names to designate their descent or dynasty:

Claudii, Merovingians, Carolingians

– derived from names to designate monastic orders:

Domenicans, Jesuits

– names designating the area of interest of a ministry:

ministry of Culture

– cardinal points when designating a part of the world or a country:

the Tunisian South

– cardinal points when they designate a direction:

the North Atlantic

Cifre

- ~~Vanno indicati in cifre~~

~~– i numeri citati: 995~~

~~– i numeri accompagnati dall’unità di misura: 27 km~~

~~– le date e le ore: 25 maggio, 9h30~~

- ~~Vanno indicati in lettera~~

~~– numeri inferiori a 10 (10 incluso): il documento è composto da tre parti~~

~~– i numeri impiegati come sostantivi: il secondo~~

~~– alcune espressioni come: gli anni Sessanta, la guerra dei Trent’anni~~

Quotations

Quotations are enclosed between quotation marks (“...”) without italics. Only quotations in Latin are in italics.

Quotations from non-English texts must be placed in quotation marks, “...”. English simple commas (‘...’) are to be used in sub quotations within passages quoted between double commas.

“The man said: ‘how are you?’”.

The omission of a part of the quoted text is indicated by square brackets [...]. It is not necessary to use [...] at the beginning or end of a quotation.

• Ending punctuation is inserted before the closing commas when it is a complete sentence beginning with a capital letter:

“Il sonno della ragione genera mostri.”

It is inserted after punctuation when quoting an incomplete sentence:

Non faceva altro che ripetere «sono stanco di vivere».

• If the citation includes a reference to the author of the citation, the latter is placed after the citation between relatives:

Il dit que “la liberté est morte à jamais” (Dupuis, 1997, p. 27).

• Quotations exceeding three lines go in block quotations indented paragraphs and in smaller font (11)..

~~Date e periodi~~

~~• Anni~~

~~Si indicano in numeri arabi e senza abbreviazione:~~

~~la guerra del 1914-1918 (e non 1914-18).~~

• *Epochs*

Capital letters are used:

Neolithic, Antiquity, Middle Ages, Renaissance, Bronze Age, Second Iron Age

• *Historical events*

the War of the Two Roses, the Risorgimento, the Treaty of Versailles, the Council of Trent

Indivisible spaces (ctrl+shift key+space key)

Indivisible spaces (or semi-spaces) are mandatory:

– in quotations of passages in French (quotations, titles) where there is double punctuation. The French rule always requires the use of the indivisible space before : ; ! ?

– between the numbers and their unit: 50 m, 25 cm

– between the initials of the first name and the surname: A.°Métraux, Jorge A. Lira

– between two abbreviated words:: *op. cit.*

– after the indication of page or number preceded by abbreviated word: p. 125-129, n° 5

~~Virgolette~~

~~• Per le citazioni sono usati i caporali «...»; per le sotto-citazioni sono usate le virgolette alte («...”...”»)~~

~~• Eventuali citazioni in lingua inglese vanno, al contrario, tra virgolette alte secondo l'uso editoriale inglese.~~

~~• Le virgolette alte sono utilizzate anche per enfatizzare una parola/espressione.~~

~~Per approfondimenti sulle norme editoriali per la lingua italiana, si consiglia la consultazione di:~~

~~Roberto Lesina, *Il nuovo manuale di stile, edizione 2.0* (Zanichelli, 1994)~~

PRINCIPAL ABBREVIATIONS

archive/i	arch.
chapter/i	chap.
collection	coll.
<i>confer/confronta</i>	cf.
department	dpt
editor/s	ed./eds
edition	ed.
<i>et alii</i>	<i>et al.</i>
esempio	ex.
fascicle/i	fasc.
figure	fig.
folio/ii	fol.
<i>ibidem</i>	<i>ibid.</i>
<i>idem</i>	<i>id.</i>
illustration/i	ill.
introduction	introd.
line	l.
manuscript	ms.
number	n.
page	p.
paragraph	§
recto	r (ex. 15r)
recto-verso	r-v (ex. 15r-v)
reedition	reed.
supplement	suppl.
table	tab.
tomo/i	t.
verso	v (ex. 15v)
volume	vol.