

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, 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 both left and right and without enclosing quotation marks. All quotations should be in 11 pt.

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. These may be in black and white or colour, though all images in the printed copy will appear in black and white. On-line the colour will be visible.

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*).

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 post-war 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.

Use a three-point ellipsis (. . .) to indicate omission.

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.¹

... whereas we do not do it like this².

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

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.

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

- 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

anti-fascist/anti-communist/anti-political

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)

Holocaust

internet (not initial capital)

interwar

Italicum (initial capital)

judgement

lifestyle

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

online

parliament (lower-case initial); but Senate; Chamber

per cent (not % in text, but % in tables, graphs etc.)

Porcellum (initial capital)

postfeminist

postmodern

postwar

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)

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 Roman except where specified.

Main title (in bold) (no initial capitals)

Author(s) (in roman)

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

Abstract (no title needed) (in 11pt)

Keywords (3-6) (in 11pt)

MAIN TEXT OF ARTICLE

Acknowledgements (in 11 pt)

Note on contributor(s) (in 11 pt)

Endnotes (in 11 pt)

Reference list (in 11 pt)

Italian summary (in 11 pt)

The main title, author and institution should be centred; the abstract and keywords should be indented left and right. Main text should be justified, with no indent in the first paragraph after a subheading but 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 email address of author(s) should appear as a footnote on the first page, linked to an asterisk inserted after the author's name. If there is more than one author, please use footnote numbers (1 for the first author, 2 for the next, and so on).

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