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# URBINO UNIVERSITY PRESS

## FRAGMENTA MUNDI

*[Manuscript Guidelines] Stylesheet*

### Contents

<b>1. Fundamentals</b>	<b>4</b>
<b>2. Quotations in Relation to Text</b>	<b>4</b>
<b>3. Italics</b>	<b>5</b>
<b>4. Titles of Works Cited in the Contribution</b>	<b>5</b>
<b>5. Euphonic sounds</b>	<b>5</b>
<b>6. Websites</b>	<b>6</b>
<b>7. Epigraphs</b>	<b>6</b>
<b>8. Dialogues</b>	<b>6</b>
<b>9. Capital and Lowercase Letters</b>	<b>7</b>
<b>10. Acronyms and Special Abbreviations</b>	<b>7</b>
<b>11. Accent marks</b>	<b>7</b>

<b>12. Hyphens and Dashes</b>	<b>7</b>
<b>13. Numbers and Dates</b>	<b>7</b>
<b>14. Common Abbreviations</b>	<b>7</b>
<b>15. Figures, Charts, Tables, Illustrations</b>	<b>8</b>
<b>16. Footnotes</b>	<b>8</b>
<b>17. "Author-Date" References</b>	<b>8</b>
<b>18. Bibliography or Reference List</b>	<b>9</b>
<b>19. List of Authors</b>	<b>10</b>

# 1. Fundamentals

The following instructions are meant as general style criteria for all publications in the book series *Fragmenta mundi* (Urbino University Press).

Please follow each editorial instruction thoroughly throughout your manuscript.

Images, when extant, should have resolution of at least 300 dpi; if they are under copyright, please ensure that you receive permission to publish by their copyright owner.

Typeface for the text body is Garamond 12.

For contributions in English, you may also draw on the style rules proposed in the MLA handbook or in the Chicago Manual of Style, *provided their rules do not contradict the present stylesheet*.

## 2. Quotations in Relation to Text

Short quoted text should be run in to the surrounding text and enclosed in left-pointing and right-pointing Guillemets (« »).

If a quoted text is longer than two or three lines, it should be set off as a block quotation. Block quotations are not enclosed in brackets. They make a paragraph on their own. They are separated from the surrounding text through a line of space beneath and below as well as being set in smaller type (Garamond 10).

Omissions of words, phrases, lines, etc. from a quoted passage should be indicated by the use of three points within square brackets: [...]. Omission includes punctuation marks, unless the preceding sentence ends with a full stop.

E.g.: «intorno a me sono tutti così [...] la civiltà è ormai giunta a termine».

Quotes within run-in quotes are enclosed in double quotation marks (“ ”): «Left-pointing Guillemet, then “double quotation marks”, then right-pointing Guillemet».

### 3. Italics

Foreign words and phrases which have not yet been borrowed into the English lexicon, i.e. those which may sound unfamiliar to reader, should be italicized (thus, *Zeitgeist* or *soprano* need not be italicized).

Italics should be used for emphasis only when truly needed.

### 4. Titles of Works Cited in the Contribution

Use italics for titles of any kind of self-contained works: titles of books, articles, essays, songs, poems, etc.: *Man's Search for Meaning*, *Ode to a Nightingale*; ...

Titles of journals and newspapers should be written in Roman (regular) fonts and enclosed in double quotation marks: "American Journal of Archaeology"; "The New York Times"; ...

Titles of workshops, seminars, conferences, congresses etc. should also be written in Roman (regular) fonts and enclosed in double quotation marks: "International Medieval Congress"; "Seminar in Palaeography and Manuscript Studies"; ...

### 5. Euphonic sounds

When writing a text in Italian, use euphonic D only in cases when the following word begins with the same vowel (i.e., "omophonic vowel") as the one preceding the euphonic D: "iniziare ad accettare"; "capire ed evincere"; ... whereas you should write "iniziare a esprimere", "tagliare e incorniciare".

For the use of euphonic sounds (a / an etc.) when writing a text in English, please refer to the MLA Handbook or the Chicago Manual of Style.

## 6. Websites

URLs of websites should be enclosed in angle brackets, after omitting the hyperlink (http:// or https://).

For example: <sba.uniurb.it>

At your first citation from an internet source, specify in a footnote: “All online sources were last accessed on (add date)” or a similar phrasing.

## 7. Epigraphs

Epigraphs should be italicized and justified to the right margin. Author’s name and other information should be placed on a new line, enclosed in round brackets, and justified to the right as well.

E.g.:

*La società industriale compiuta appare tutto tranne che stabile, costretta dalle sue necessità interne a sconvolgere senza sosta le condizioni di vita.*  
(Jacques Philipponneau, *Alcune questioni preliminari molto pratiche*)

## 8. Dialogues

Please follow these examples:

Sequence of spoken words:

«Hi».

«Go away!».

Spoken words incorporated into narration:

«Hi buddy», said Pablo, as he arrived.

«So, what shall we do?», he asked.

First-person narrator quoting spoken words:

I cannot believe what you are saying to me: “Will you really go there?”.

Narration in-between spoken words:

«When I arrived», said Pablo, «I saw nobody».

## **9. Capital and Lowercase Letters**

As concerns capitalizing or lowercasing names and phrases in English texts, we recommend that you check the grammar section in the MLA Handbook or in the Chicago Manual of Style.

## **10. Acronyms and Special Abbreviations**

They are mostly capitalized. For English use, please refer to the MLA Handbook or the Chicago Manual of Style.

## **11. Accent marks**

When writing in languages where these are common, such as Italian or French, please check out grammar rules for their use.

## **12. Hyphens and Dashes**

For English texts, please refer to the MLA Handbook or the Chicago Manual of Style.

## **13. Numbers and Dates**

For English texts, please refer to the MLA Handbook or the Chicago Manual of Style.

## **14. Common Abbreviations**

For common abbreviations, please refer to the MLA Handbook or the Chicago Manual of Style.

## 15. Figures, Charts, Tables, Illustrations

Figures, charts, tables, and illustrations must be numbered in progression (Figure 1; Figure 2... )

The caption should contain a brief description of the object and a credit line with permission to publish by the copyright owner or the indication that the illustration is not under copyright, a brief description of the source of illustration is enough. Captions of works of art should contain location (e.g. Tate Gallery) and dating (e.g. 1523; the nineteenth century; the Middle Ages).

Illustrations under copyright may be published only by courtesy of the copyright owner.

When authoring or editing a book, consider adding a list of the illustrations, tables, charts, etc., at the end of the volume.

## 16. Footnotes

Footnotes may be used to add auxiliary content to the main text or URLs of internet sources. Footnote numbers precede punctuation marks, like this<sup>3</sup>.

## 17. “Author-Date” References

The author[s]’ name may be in the text:

... as Graeber and Wengrow (2022, 25) argue, the origin of...

It may also be enclosed in the reference brackets:

... the effects of the digital turn on handwriting deserve deeper investigation (Butler 2020, 18).

In case of three or more co-authors, only the first reference should indicate them all; repeated referencing is limited to the first author followed by “et al.”

E.g. ... Farina, Winkler, and Sarti (2018) propose an integrated approach to...

E.g. ... As shown by Farina et a. (2018), ....

Anonymous works are referred to by quoting the beginning part of their title.

Second-hand quotes are sourced as follows:

E.g. "The poor claimed they would get gold and silver" (Smith, 1840, in Cohn, 1989, 18).

Additional works by the same author[s] are cited by sequencing the dates:

In Addison's works (1996, 1999a, 199b),...

Please remember: when following the autor-date citation style, all references must also appear in the final Bibliography or Reference List.

## 18. Bibliography or Reference List

The final Bibliography is arranged in a single alphabetical list; research surveys may be arranged chronologically.

Please put a full stop between a title and a subtitle, unless the original work contains another punctuation mark.

In English and German works, all words in a title and subtitle should be capitalized, except for articles, short prepositions, and conjunctions.

Here are some examples for your Bibliography / Reference List. Entries of works in languages other than Italian should follow these structure. However, we recommend that you enter all information in their publication language. Thus, in case of a work in German, for example, do not translate "herausgegeben von" into English "edited by", nor "Band" into "volume", etc.

### Monographs:

Agamben, Giorgio. 2005. *Homo sacer. Il potere sovrano e la nuda vita*. Torino: Einaudi.

Butler, Judith. 2010. *Parole che provocano: per una politica del performativo*. Milano: Cortina. —. 2013. *Questione di genere: il femminismo e la sovversione dell'identità*, traduzione di Sergia Adamo. Roma-Bari: Laterza.

Davis, Angela. 2018. *Donne, razza e classe*, traduzione di Marie Moïse e Alberto Prunetti, prefazione di Cinzia Arruzza. Roma: Alegre.



### **Edited volumes:**

Gorian, Rudj, cur. 2010. *Dalla bibliografia alla storia. Studi in onore di Ugo Rozzo*. Udine: Forum.

### **Contributions in miscellanies:**

D'Ascenzio, Anna. 2018. *Le discariche di rifiuti tossici incendiate in Campania*. In *Resistenze ai disastri sanitari, ambientali ed economici del Mediterraneo*, a cura di Salvatore Palidda. Roma: DeriveApprodi, pp. 225-234.

### **Article journals:**

Prospero, Michele. 2022. *Democrazia, bonapartismo, populismo*. "Materialismo storico", 12, 1:24-29.

### **Authored internet sources:**

Gnoli, Claudio, *Le citazioni bibliografiche*, AIB-WEB,  
<<http://www.aib.it/aib/contr/gnoli2.htm>> (Last accessed 30/06/2022)

If your work refers to multiple internet sources, please indicate your last access only when first citing the first of them, both within your main text (e.g. in a footnote) and in the Final Bibliography ("All websites / internet sources were last accessed on 30/06/2022).

## **19. List of Authors**

Monographs should also contain a final List of Authors. Please normalize and enter the names of all authors mentioned in the main text and in the footnotes, in the following way:

Eco, Umberto: 36, 48, 128n, 144-147, 145n, 156n, 252, 253, 267

Multiple versions of a name should be entered together, possibly under the received or conventional version.

E.g. Nicholas of Kues, Nicolaus Cusanus, *see* Nicholas of Cusa

Do not include in the List names mentioned in headings and subheadings of the volume, names that are already in the bibliography, names that are enclosed in titles of works cited in the main text or footnotes, names that recur almost on all pages (for example, in a biography or memoir, the name

of its protagonist). Please do include names mentioned in footnotes (except for those enclosed in titles of works referred to in footnotes).