



## Editorial Guidelines

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### 1. General Recommendations

These guidelines serve as general criteria for all publications of Urbino University Press but can be adapted to the specific needs of individual series. It is recommended to follow the editorial guidelines strictly. In any case, it is essential to maintain consistency regarding citation styles, italics, capitalization, abbreviations, etc.

When using images (illustrations, photographs, etc.), ensure they have a resolution of at least 300 dpi and that their reproduction is either free or authorized by the rights holder (photographers, museums, archives, etc.).

### 2. In-Text Citations

Short quotations that do not require particular emphasis should be enclosed in guillemets (« »).

If they are longer than two to three lines, they should be placed in a separate paragraph, separated above and below by one line, without quotation marks, and in a smaller font (Times New Roman, font size 10).

Omissions should be indicated with three dots inside square brackets: [...] without separating them from other punctuation unless the preceding sentence ends with a period. For example, «Everyone around me is like this [...] civilization has now come to an end».

For quotations within a quotation, use different quotation marks: «Guillemets, and inside "double quotation marks"».

When incorporating quoted passages from other languages, provide the translation in Italian within the main text and, if necessary, the original language version in the notes.

Quotations integrated into the text that become an integral part of a sentence should always start with a lowercase letter. Quotations separated from the text should begin with either uppercase or lowercase letters, depending on the sense and punctuation of the preceding sentence.

### 3. Italics

Foreign words that have not become a permanent part of the language should always be in italics.

Use emphatic italics where appropriate, but minimize their usage.

### 4. Titles

Titles of works with a unified character should be in italics, such as book titles, articles, essays, songs, and poems.

Titles of newspapers and magazines should be in regular font, enclosed in double quotation marks (es. "American Journal of Archaeology"; "Il Resto del Carlino").

Titles of seminars, conferences, etc., should also be in regular font within double quotation marks.

### 5. Euphonic "D"

The euphonic "d" is only used in cases of homophonic initials, except for "od", which is never used. For example: "iniziare ad accettare", "capire ed evincere"; "iniziare a esprimere", "tagliare e incorniciare". Some established forms are exceptions, "ad esempio" and "ad eccezione". Avoid using "ed" before a word starting with "e" followed by "d" or "t". Use "e editore" instead of "ed editore".

### 6. Websites

Always verify the accuracy and current validity of cited internet addresses. URLs should be enclosed in angle brackets, hyperlinks should be removed, i.e., <sba.uniurb.it>. After the first citation of a website, indicate: "All websites were last accessed on DD/MM/YYYY".

### 7. Epigraphs

Epigraph citations should be aligned to the right, in italics, followed immediately by the author's name in round brackets and, if necessary, other relevant details.

### 8. Dialogues

SIMPLE SPEECH «Hello».

«You have to go!».

SIMPLE SPEECH REPORTED EXTERNALLY

«Hello, friend», Pablo said when he arrived.

«So, what do we need to do?» he asked again.

TEXT FOLLOWED BY A COLON AND OPENING QUOTATION MARK

What you're saying surprises me: «Do you really want to go there?».

COMPOUND SPEECH

«When I arrived», Pablo said, «I didn't see anyone».

### 9. Capitalization / Lowercase

In general, limit the use of capitalization.

Capitalize the initial letter for all words that serve as proper nouns, including:

- Geographical names consisting of two nouns or a noun and an adjective that make the compound a proper noun;
- Names of centuries, ages, and historical periods;

- Cardinal points, capitalized when referring to a territory, lowercase when indicating a geographical direction;
- The first word of the official names of parties;
- Official names of foreign associations, institutions, etc., when there is no Italian equivalent;
- Titles, positions, and degrees when they become part of the name or have special significance
- Names of buildings and monuments;
- Holidays;
- Specific names to distinguish them from homographs
- Names of ancient peoples;
- Official names of conventions, conferences, congresses;
- Titles and names of public offices in a foreign language, maintaining the capitalization rules of the original language;

## 10. Abbreviations and Acronyms

Abbreviations and acronyms should be in uppercase letters.

Letters should not be separated by periods, and letters representing non-significant terms should be lowercase (e.g., FAI, DISB, DISPeA).

## 11. Accents

Always use an acute accent on words like "poiché", "perché", "sé", "nonché", "affinché".

The verb "essere" (to be) should be written with a grave accent in both lowercase (è) and uppercase (È) without an apostrophe.

## 12. Hyphens

Use the short hyphen exclusively within compound words (e.g., post-Stalinian). Parenthetical expressions should be enclosed in en dashes (e.g., – said Carlo –).

Punctuation should be placed before the second hyphen (e.g., I won't do it – said Carlo. – Then he turned).

## 13. Numbers and Dates

Write numbers indicating quantities in full letters when they do not exceed the hundreds or are sufficiently round or immediate (e.g., twenty percent, one million pounds, seven hundred thousand, but 2427).

Format years as follows:

Not 1963-4, 1963-'64, 1963-964, but 1963-64 (or '63-64);

Not March '63, but March 1963;

Not 22-3-1963, but 22 March 1963;

Not '800-'900, but Eighteenth-Nineteenth Centuries;

Not '70s, but 1970s.

## 14. Abbreviations

Chapter, chapters -> ch.

Cited -> cit.

Compare -> cf.

Etcetera -> etc.

Page, pages -> p., pp.

Volume, volumes -> vol., voll.

Measure abbreviations should not be separated by a period.

Months in bibliographical citations in footnotes should be abbreviated to the third letter.

## 15. Figures, Charts, Tables, Illustrations

Figures, charts, tables, illustrations, etc., should be numbered sequentially: Figure 1; Figure 2... Chart 1; Chart 2...

The caption should include a brief description of the object and, if applicable, the copyright holder's information. For artworks, it should also include the location (e.g., Uffizi Gallery) and an approximate date (e.g., 1523 or 4th century AD).

As a general recommendation, ensure that the reproduction of images is either free or authorized by the rights holder (photographers, museums, archives, etc.).

At the end of the volume, it is advisable to include a list of illustrations, charts, tables, etc.

## 16. Footnotes

Footnote indicators in the text should be placed before punctuation marks, i.e., the sentence ends here<sup>3</sup>.

Depending on the series, footnotes can be placed:

- at the bottom of the page;
- - at the end of each chapter.

For readability, the first solution (at the bottom of the page) is recommended.

### 17.a. Bibliographic Citations - "Citations in Notes" Style

If the series uses the "Author-Date" citation style, please proceed to the next paragraph.

Bibliographic citations will be preceded by "cf." when referring generically to the content of the work or specific indicated pages. They will not be preceded by "cf.," "see," or the like when quoting passages or phrases from the referenced work.

#### Example 1

In the text, Feuerbach argues that the nature of God...

In the footnote: Cf. Ludwig Feuerbach, *L'essenza del cristianesimo*, Milano, Feltrinelli 1960.

#### Example 2

In the text: According to Feuerbach, "God is pure spirit, luminous self-consciousness"...

In the footnote: Ludwig Feuerbach, *L'essenza del cristianesimo*, Milano, Feltrinelli 1960, p. 117.

A period should be placed between the title and subtitle unless the original title specifies otherwise.

In English and German titles, all words except articles, short prepositions, and conjunctions should be capitalized.

When citing multiple works by the same author in the same footnote or consecutive footnotes, use "Id." or "Ead." for works by the same author. If it's works by different authors or entities, use "Id."

If the same passage from the same work is cited multiple times within the same footnote or in two or more consecutive footnotes, use "ibid."

## MONOGRAPHS

In the citation of monographic volumes, the following data are included in the footnote: Name and Surname of the author or authors, Title of the book in italics, volume (vol.), City, Publisher Year, page or pages cited (p.):

i.e. Aldo Bolognini Cobianchi, *Comunicare la sostenibilità. Oltre il Greenwashing*, Milano, Hoepli 2022, pp. 13-18.

i.e. David Graeber, David Wengrow, *L'alba di tutto. Una nuova storia dell'umanità*, Milano, Rizzoli 2022.

The indication of editorship and other responsibilities should come after the title:

i.e. Ernesto De Martino, *La fine del mondo. Contributo all'analisi delle apocalissi culturali*, a cura di Clara Gallini, introduzione di Clara Gallini e Marcello Massenzio, Torino, Einaudi 2002.

i.e. *Dalla bibliografia alla storia. Studi in onore di Ugo Rozzo*, a cura di Rudj Gorian, Udine, Forum 2010.

#### ESSAYS FROM COLLECTED VOLUMES

If citing a single contribution by an author in a multi-author volume, follow this example: Author, Title of the contribution, in Description of the volume, pages (pp.)

i.e. Anna D'Ascenzio, 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 2018, pp. 225-234.

#### JOURNAL ARTICLES

To cite an article in a journal, provide the author's Name and Surname, followed by the Title of the paper in italics, the Title of the journal in double quotation marks, the year, volume (vol.), or issue number, the month (if available, abbreviated), and the pages.

For newspapers, the complete date is sufficient.

i.e. Michele Prospero, Democrazia, bonapartismo, populismo, "Materialismo storico", vol. 12, n. 1, giu. 2022, pp. 24-29.

i.e. Gianni Minà, Ragazzino rapinato alla Montagnola, "Il Resto del Carlino", ed. di Bologna, 12 mag. 2020.

If citing the same work in non-consecutive footnotes, from the second citation onwards, use the abbreviated form: Author's Last Name, First Part of the Title followed by "cit.":

i.e. 1. Raoul Vaneigem, Ai viventi, sulla morte che li governa e sull'opportunità di disfarsene, Torino, Nautilus 1998, p. 64.

2. ... ..

3. ... ..

4. R. Vaneigem, Ai viventi, cit., p. 133.

#### WEB CITATIONS

If available, provide: Author, Title in italics, online publication date, and URL (in square brackets). Please note that the date of the last access for all cited websites should be indicated in the first citation.

i.e. *Università, presentata pagina "Sostenibile Uniurb". Lezioni green per Agenda 2030*, 15 mar. 2022, <[www.ilducato.it/2022/03/15/universita-presentata-pagina-sostenibile-uniurb-lezioni-green-per-agenda-2030](http://www.ilducato.it/2022/03/15/universita-presentata-pagina-sostenibile-uniurb-lezioni-green-per-agenda-2030)>.

#### 17B. Bibliographic Citations - "Author-Date" Style

If the series uses the "Citations in Notes" style, please refer to the previous paragraph.

If the author's name appears in the text, enclose only the year, volume, and the cited page or pages in parentheses:

i.e. ... as argued by Graeber and Wengrow (2022, 25), the origin of wars...

If the author's name appears in the text, enclose the author's last name or names, the year, volume, and the cited page or pages in parentheses:

i.e. ... these stories have contributed to shaping our worldview (Graeber and Wengrow 2022, 25).

If there are three or more authors, list only the first author's name the first time the reference appears and subsequently use "et al.".

i.e., F Fatima Farina, Bruna Mura, and Raffaella Sarti (2020) write in their introduction...

Subsequent citations: (Farina et al., 2020).

When the work is anonymous, use the initial part of the title.

When citing a secondary source, follow this example:

i.e., "The poor said they would have gold and silver" (Mouskes, 1838, cited in Cohn, 1976, 108). For multiple works by the same author, order the references chronologically:

i.e. ... in Ernesto De Martino's essays on popular culture (1992, 1995a, 1995b)...

Please note that when using the "Author-Date" citation style, a final bibliography is required: all references cited in the text must appear in the bibliography.

## 18. Final Bibliography

The main rule when compiling bibliographies is to provide as much information as possible as it is useful, well-organized, and consistent.

The final bibliography is necessary when using the Author-Date citation system. It is also useful when using in-text footnotes that can be lightened by referring to data that should still be indicated, such as the names of translators and editors, information about original editions and translations, etc.

The bibliography is organized alphabetically by authors and titles, or, if helpful, to understand the temporal development of a field of study in chronological order.

A period should be placed between the title and subtitle unless the original title specifies otherwise.

In English and German titles, all words except articles, short prepositions, and conjunctions should be capitalized.

In the case of the "Citations in Notes" style, the same rules governing bibliographic citations in footnotes are followed:

i.e.

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

Judith Butler, *Parole che provocano: per una politica del performativo*, Milano, Cortina 2010.

—, *Questione di genere: il femminismo e la sovversione dell'identità*, traduzione di Sergia Adamo, Roma-Bari, Laterza 2013.

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

In the case of the "Author-Date" style, the bibliography should be compiled as in the following examples:

i.e.

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.

In the case of "Edited Volumes":

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

In the case of "Citations of Essays in Collected Volumes":

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.

In the case of "Citations of Journal Articles":

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

## **19. Index of Names**

List all names of individuals present in the text and footnotes in a standardized form, according to the following model:

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

For names present in different forms, a reference should be made to the accepted form:

Descartes, René, see Cartesio

Names in chapter and paragraph titles should not be indexed, and names appearing in the bibliography, in titles of works cited in the text or footnotes, or mentioned on nearly every page should not be indexed. Names in footnotes, including the names of authors and editors of cited works, should be indexed.