

Cheiron

Editorial Guidelines

Articles proposed for publication must comply with the following editorial rules:

1) Unpublished articles, not submitted to other journals for evaluation, must be proposed to this journal by selecting the 'Propose an article' button available on the FrancoAngeli website <https://www.francoangeli.it/riviste/sommario/187/cheiron>.

Articles, at this stage, must be proposed anonymously, therefore the name, institutional affiliation, address and telephone number(s) of the author(s) and any notes concerning the article must be entered in the spaces provided on the OJS platform.

2) **Articles must be accompanied by a letter of release** in which the author grants to the journal's Management the exclusive exercise of all economic exploitation rights over the article, with no space limits and within the maximum time limits recognised by current legislation (currently 20 years) and with all modalities and technologies currently existing and/or in the future developed. It is therefore understood to include, inter alia, reproduction in any manner or form, communication - including, by way of example but not limited to, also the rights of patrimonial exploitation by means of interactive digital channels (by any means currently known or in the future developed) - and distribution of which the article is susceptible. Similarly, it grants Management the exclusive right to translate, reproduce, distribute, communicate the article in any language, in any manner and form, the rights of advertising exploitation, the right to assign to third parties the rights to which they are entitled on the article, in whole or in part, whether for a consideration or free of charge, etc., without any space limits and within the maximum time limits recognised by current legislation (currently, 20 years) and with all modalities and technologies currently known and/or in the future developed.

3) **The name, institutional affiliation, address and telephone number(s) of the author(s)** and any annotations concerning the article, once the refereeing has been completed, must be clearly indicated and must be footnoted (for these footnotes the symbols * and ** are used, while for in-text notes progressive numbers are used, starting with 1 for each article) in the final version to be sent to the editors.

4) **An abstract in Italian and an abstract in English of approximately 1000 characters each** must be provided for the articles (remember that "characters" includes spaces). Each abstract must clearly contain the main points of the article, and must be expressed with the subject in the third person (examples: "The author claims that"). **The title of the article translated into English must appear at the beginning of the English Abstract.**

5) **Six "parole chiave" and six "key words"**, respectively, should be written at the end of the abstract and the abstract, clearly indicating the topics covered (these key words are used for indexing the article in international databases, and are also used for analytical indexes of the year).

6) Individual essays including notes and bibliographical references **must be between 30,000 and 60,000 characters (including spaces)**. The final version will in any case be evaluated with the journal management according to editorial requirements.

7) **Text and citation setting.** There are 3 font types: normal, *italic*, **bold**. *Italics* should be used for words in foreign languages that are not commonly used and also to highlight short words or phrases by giving them special emphasis. To give greater emphasis to words or phrases, and also for non-literal quotations, it is preferable to use English inverted commas (“English inverted commas”), while exact quotations should be placed in inverted commas («capital inverted commas»).

For quoted parts within a sentence that is itself within inverted commas, either inverted commas of the other type or apostrophes may be used: exact or literal quotations go in inverted commas (as in «exact quotation»), and if they are longer than 5 lines you must wrap and skip a line at both the beginning and the end of the quotation (in print these longer quotations will be in smaller print, and it is good that they are in the original version as well); non-literal quotations and words to which you want to give special emphasis go in English inverted commas (as in “non-literal quotation”, or “emphasised word”). If you want to skip a part of a quotation, indicate it with three dots in brackets (...). It is repeated that quotations that are in inverted commas must be exact, and must end with page references in brackets (e.g.: pp. 73-74) if they have not been specified before.

8) Textfonts

Body of text: Bodoni, body 12, justified, single line spacing, 0.5 cm. indentation first line of each paragraph - activating isolated line control

Title of essay: Bodoni, body 18, italic, centred

Paragraph headings: Bodoni, body text, bold, all. left, 2 white indents above and 1 below

Subparagraphs: Bodoni, italic, body text, all. left, 2 blank int. above and 1 below

Subparagraphs: Bodoni, body text, light round, all. left, 2 blank int. above and 1 below

Page number: Bodoni, body 10, light round, centred, with no indentation, unframed

Notes (footnotes): Bodoni, body 10, single line spacing, first line indent 0.5 cm, numbered consecutively from footnote no. 1

Bibliographical references: Bodoni, body 12, single line spacing, first line protruding 0.5 cm

Header and footer: Bodoni, 10 body, light round, centred

Footer: the header of the journal, number and year (Cheiron 1 2015)

Header: on left (even) pages the name of the author of the essay should be repeated, on right (odd) pages the title of the essay.

9) Bibliographical references included in footnotes should be given according to the following rules

- INEDITED SOURCES

As far as archival and/or library abbreviations are concerned, they should be inserted, by each Author, before the first footnote, as follows:

*Abbreviations used= ASMi: Archivio di Stato, Milano; ASTo, Archivio di Stato, Torino; AHN, Archivo Histórico Nacional de Madrid; AGS: Archivo General, Simancas; HHSAW: Haus-Hof und Staatsarchiv, Wien; BNBMi: Biblioteca Nazionale Braidense, Milan; BNM, Biblioteca Nacional, Madrid

In the Notes: citations of archival sources must include the abbreviation of the Archive (or Library), the name of the Fund in italics, and the number of the folder (or binder, or envelope)

ASMi, Uffici Regi, p. a., cart. 34.

In the notes, the dates of the documents should be given according to archival usage with the order: year, month, day

ASMi, Uffici Regi, p.a., cart. 37, Minutes of the Secret Council of 1668, December, 28.

- The indications “sine data” or “sine loco” should be rendered with: s.d. ; s.l.

PUBLISHED SOURCES

For the first citation of volumes, the wording will be as follows

N.B.: **A:** monograph; **B:** curatorship; **C:** essay in miscellaneous volume or curatorship; **D:** exhibition catalogues; **E:** articles in journals; **F:** entries in Biographical Dictionaries

- A) V. Bianchi, *La storia della punteggiatura dalle origini della lingua italiana a oggi*, Milano, Precisini Editore, 2008.
- B) G. Verdi – O. Marrone (eds), *I problemi delle Redazioni*, Roma, Editori Ogniquesito, 2009.
- C) A. Rossi, *Le riunioni di Redazione e la cura editoriale*, in G. Verdi – O. Marrone (eds), *I problemi delle Redazioni*, Roma, Editori Ogniquesito, 2009, pp. 52-80.
- D) *La quadratura del cerchio e dell'esagono*, catalogo della mostra (Milano, Spazio Print, 9 marzo-11 aprile 2015), Milano, Enigma Editore, 2015.
- E) E. Giallini, *Commento a una parentesi*, «Asterischi», VIII, 3 (2009), pp. 208-234.
- F) A. Rossibianchi, *De Colori Rosa*, in *Dizionario Biografico dei Fantasiosi*, Ancona, Oltrelaforma, 2011, p. 389.

N.B.: City names should be left in the original language (e.g.: London and not London; Paris and not Paris).

In the following notes, citations of Monographs/Curateles/Catalogue entries will be abbreviated as follows (adding the number of pages considered if necessary, the dotted name of the Author only in case of homonymy, the reference to the catalogue entry)

Bianchi, *La storia della punteggiatura*, pp. 35-38.

Rossi, *Le riunioni di redazione*, pp. 70-72.

Prism, in *La quadratura del cerchio*, p. 87, n.2.2.

Rossibianchi, *De Colori Rosa*.

Citations from magazines in the notes should be rendered as follows:

E. Giallini, *Commento a una parentesi*,

10) **Bibliographical references at the end of the text** should be listed without numbering at the end of the text in alphabetical order according to the author's surname and, for each author, in the chronological order of publication of the works (for works by the same author published in the same year, use the indications a, b, c).

In the case of similar surnames (e.g. Melanie Klein and George S. Klein), according to the initial of the first name; if there are surnames and initials of first names that are the same, the first names should be spelled out in full (and the *middle initial* should not be forgotten for the sake of clarity - this rule should be borne in mind in the text, especially if there are authors who also have the same first name initial, e.g. Daniel N. Stern and Donnel B. Stern). The editorial rules used in footnotes must be observed.

Journal Essay:

The journal essay must be completed with the DOI code.

Authors should indicate the DOI code of all articles reported in the bibliographic references. To obtain the DOI codes, they can use the following link: <http://www.medra.org/en/search.htm>

Alternatively, they can search via Google.

Title, abstract, keywords and bibliographical references must also be entered in the appropriate spaces within the OJS platform at the time the article is uploaded (Step 3 of the submission process).

11) **Figures, tables and graphs:** must be inserted as they appear in the text, in a format that allows for subsequent editing.

Captions must be set in Bodoni, body 9 italics, left aligned.

The table shall be set in 8 or 9, Bodoni, header at the top: italicised, with black thread above and below (see example).

EXAMPLE OF A TABLE :

Tab. 3 - Percentage distribution

	<i>Males</i>	<i>Females</i>	<i>Total</i>
Abcde	48,1	44,1	46,1
Fghi	44,7	44,3	44,5
Lmno	7,2	11,6	9,4
Totale	100	100	100
N	1.153	1.208	2.361

12) **Accents:** Italian words ending with the accented letter “e” generally have the acute accent (perché, poiché, affinché, né, sé, etc.), except for the third person singular of the present of the verb essere (è), some common nouns (bebè, caffè, tè, cioè, etc.) and some proper nouns (Noah, Joshua, Moses, etc.). You must always use È (accented capital letter) and not E' (apostrophe capital letter).

13) **Punctuation:** Spaces must never be left before the following punctuation marks: . (full stop) , (comma) : (colon) ; (semi-colon) ! (exclamation mark) ? (question mark) “ (closed English inverted commas) » (closed inverted commas). However, spaces must always be left after these punctuation marks.

14) **Hyphens:** there are three types: short ones (-), medium ones (–), and long ones (—). Short hyphens should be reserved for compound words, e.g. “historical-critical analysis”, or for numbers, e.g. “in the years 1970-80”, “pp. 46-47”, “pp. vii-viii”, “pp. XV-XVI”, etc. (short hyphens should never be preceded or followed by spaces). Middle hyphens, on the other hand, should be used for incidental sentences, i.e. to open a sort of parenthesis in the text, and in this case there must always be a space before and after the hyphen (e.g.: «You see, doctor, – said the patient – today while I was coming to see you...»); middle hyphens may also be used to indicate the minus sign. Long hyphens, on the other hand, must not be used.

15) **The page setting** of the word file for *journals with the name of the essay author on even-numbered pages and the title of the essay on odd-numbered pages*, assuming the computer is programmed to print on A4 size sheets (to select A4 size, choose Page Setup-Dimensions from the File menu); should be as follows:

- top margin: cm 5,5; bottom cm 6,2; left cm 4,6; right cm 4,6;
- head erand footer: different for odd and even; different for the first page
- header: cm 4,3;
- footer: cm 5,3;
- binding: 0.

Consequently, the text will be 11.8 cm wide and 18.5 cm high, excluding the page number, which will be centred and positioned 0.8 cm from the foot of the last line.