

## Storia urbana

### Editorial guidelines

Version as of: October 2019

**Submissions** to the journal should respect the following guidelines:

- 1) Papers should be submitted to the dedicated website (<https://www.francoangeli.it/riviste/sommario.aspx?IDRivista=58&lingua=en>) by clicking on the button **“Proporre un articolo/Submit a paper”**. The article, including footnotes and reference section, **should not exceed 60000 characters** (footnotes and spaces included). A short abstract in both Italian and English (**1500 characters each**) is required. Abstracts should provide the reader with key information on the contents and be expressed in the third person (*e.g.*: the authors affirm that...). The articles should include both an Italian and an English version of the title. Each author is kindly required to indicate a maximum of **6 keywords** both in Italian and in English. The selected words should reflect the main topics of the article for indexing purposes.
- 2) While submitting, authors are required to declare on the platform, by selecting the relevant options, that:
  - a. The author(s) has read, signed and uploaded the **copyright transfer agreement (“liberatoria”)** where the author(s) grant(s) and assign(s) to the Editor of the Journal during the full term of copyright (20 years under current regulation) the exclusive rights to translate, reproduce, republish, transfer, sell, distribute or otherwise use the article or parts contained therein, for publication in any format. It thus includes electronic editions and derivative works in all languages and in all media of expression now known or later developed as well as the license or permission given to others to use the article in whole or in part free of charge or against payment.
  - b. The article is an **original unpublished work** and should not be under review with any other journal.
  - c. The proposed article is submitted as .doc or .docx format
  - d. The DOI of the bibliographic references is provided, where possible
  - e. The paper respects the Storia urbana editorial guidelines
  - f. The paper at this stage should **be anonymous, in order to comply with the “blind referees” procedure. Name, surname, affiliation (university, research centre, etc.), address, e-mail, phone numbers of the author(s) and additional details of the article MUST be inserted ONLY in the fields provided on the FrancoAngeli Journals platform and NOT be present in the text file.**
- 2) At the end of the referee procedure, the author(s) are required to include in the articles their **name(s), affiliation(s) (university, research centre, etc.) and e-mail address(es)**. Further details about the article are to be clearly indicated as a footnote on the first page, using \* and \*\* as reference marks. Text footnotes are indicated using the numerical system starting with number 1.

## [INSTRUCTIONS]

For **text editing** use Roman type font, size 10,5, justified, single spacing, paragraph indent 0,5 cm.

Each article should be in A4 size (to select A4, click Page Setup on the File menu).

The text has to be set up according to the following features: Top margin cm 5,5; Bottom margin cm 6,2; Left margin cm 4,6; Right margin cm 4,6; Heading cm 4,3; Footer cm 5,3; Gutter 0

**Footnotes:** placed at the bottom of the page, Times, font size 9 points, single spacing, indent 0,5 cm, numbering sequentially to footnote 1.

**Page number:** Times, italics, size of the text, centered, no indent or frame.

Leave two **spaces** among paragraphs and one space after titles.

- Names of places, important locations, streets and squares should be with capital letters: *e.g.* Anfiteatro di Catania, Terme di Caracolla, Chiesa di S. Maria in Cosmedin, Palazzo Maggi Gambarà, Trafalgar Square, via Vittorio Emanuele, Piazza Novarino.
- Official institutions' names should be fully indicated the first time, with the acronyms between brackets. Afterwards, the acronyms only can be used.
- Centuries have to be indicated using roman numerals (XIX century, XVI century...).

### Quotations

- For exact quotations use guillemets («...»). Lengthy quotations (at least 4 lines), should be separated from the text (blank line above and below), font Roman, size 10, with the same left/right margins of the text, no guillemets.
- Use quotation marks (“...”) to indicate quotes within quotes.
- Use ellipsis dots in brackets (...) to show omission.
- Italics should be used for foreign words that do not yet have everyday use.
- To stress words or short sentences use quotation marks (“...”).
- If the quotation is in Italian, French or Spanish, and no official English translation is available, the quotation can be left in the original language. Otherwise, authors should provide an English translation in a footnote (specifying that they have translated the quotation).

### Footnotes

Footnotes shall be indicated with numbering sequentially to footnote 1, superscript.

Example xxxxx<sup>1</sup> xxxxx, xxxxxx...

**Figures, tables and graphs:** they should be embedded into the text and allow further editing. Tables are in Times, size 9, heading between two lines (see Table 3 example). Figures and graphs should in black/white (lighter greys are preferred).

Table 3 – Distribution in %

	<i>Men</i>	<i>Women</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
Total	100	100	100

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<sup>1</sup> Footnote example.

## Images

All images have to be included in the file, **only in .tif or jpg format**, with minimum resolution of 300 dpi and without copyright (or with publishing authorization).

Use italics for captions, and the indication *Fig. 1* – (see example). Caption is followed by the source within brackets.

In the text, the number of the image is in brackets (see example) .

The final position of the image in the article will be decided during the editing and layout process.

*E.g.* xxxxxxxx xxxxx xxxx xxxx xxxxx (fig. 1), xxxxxxxx xx xxxx, ...



*Fig. 1 –Example Catania. View of Piazza Stesicoro (Source: Catania Regional Library)*

## Punctuation

Leave one space after but not before the following punctuation marks: full stop (.), comma (,), colon (:), semicolon (;), question mark (?), exclamation mark (!), closing guillemets (») and closing inverted commas (”);

**Hyphens** are used when two words modify a third word (a compound adjective) or to join numbers or pages.

- Example: Low-income housing
- Example: in the years 1970-80.

Hyphens do not have spaces around them.

**En Dashes** are used to stress a nested clause or phrase and to emphasize parenthetical expressions. They require a space before and after.

## Quotation references

References in the footnotes and in the reference list should be written following some common examples shown below:

### Volume/Book

Information must be written as follows:

- Initial of the author’s first name and full last name (*e.g.* A. Bruschi). No spaces between first name initial and middle name initial (*e.g.* G.P. Ferrari). With 2 or more authors, separate the names with a comma.  
For collective work, please write the names up to 3 authors, then write “*et al.*” (*e.g.*: M. Rossi, G. Bianchi, V. Verdi, *I bucatini all’amatriciana*, Roma, pub. il buongustaio, 2010; M. Rossi et al., *La coda alla vaccinara*, Roma, pub. il buongustaio, 2009). If the author is unknown or unclear, directly write the volume’s title.
- The volume’s title in italics
- The total number of volumes, if applicable.
- The publishing house
- The place and the year (without commas)
- The number of the volume used, if applicable,
- The number(s) of the pages (*e.g.* p. 12, or pp. 5-15)

Examples:

A. Author, *Volume Title*, Publisher name, place year, p. xx.

A.T Beck., A.J. Rush, B.F. Shaw et al., *Cognitive Therapy of Depression*, Guilford Press, New York 1979 (trad. it.: *Terapia cognitiva della depressione*. Boringhieri, Torino 1987).

M. Bucci, Palazzi di Firenze, voll. I-IV, Vallecchi, Firenze 1971-1973, III, p. 15.

### ***Paper in an edited volume / chapter in a book***

- Name and last name of the author (see above: Volume)
- The title of the paper in italics, followed by "in"
- Name and last name of the editor(s) (see above: Volume), followed by (ed.) or (eds.).
- Title of the volume in italics
- Publisher, city and year
- Pages of the paper and the specific page of the reference, if applicable.

Example:

A. Author, *Paper/Chapter Title*, in A. Author (ed.), *Volume title*, Publisher, place year, p. x-xx, in part. p. x.

### ***Paper in conference proceedings or exposition catalogues***

- Name and last name of the author (see above: Volume)
- Title of the paper in italics, followed by "in"
- Name and last name of the editor(s) (see above), followed by (ed.) or (eds.).
- Title of the volume in italics
- Indication of the title, date e place of the conference or of the exposition between inverted commas.
- Publisher, city and year
- Pages of the paper and the specific page of the reference if applicable.

Example:

A. Author, *Paper Title*, in A. Author (ed.), *Volume title*, "Proceedings of the conference xxxx, Rome, date", Publisher, place year, p. x-xx, in part. p. x.

### ***Journal article***

- Name and last name of the author (see above: Volume)
- Title of the paper in italics
- The name of the journal in guillemets («...»), preceded by in (e.g. in «Storia urbana»)
- Progressive number of the year, if applicable, followed by the year in brackets, a comma and the number of the issue
- If the progressive number of the year is absent, indicate the number of the issue followed by the year in brackets
- Number of the volume, if applicable
- Pages of the paper and the specific page of the reference, if applicable

Example:

A. Author, *Article title*, in «Journal», XXXV (2009), 124, vol. 2, pp 63-91

A. Author, *Article title*, in «Journal», 136 (2009), pp 63-91

Authors should indicate the DOI codes of all the articles in journals included in the references (DOI can be obtained at <http://search.crossref.org> or on Google).

## **Online article**

- Name and last name of the author (see above: Volume)
- Title of the article in italics
- The name of the journal in guillemets («...»), preceded by in (*e.g.* in «New York Times»)
- Date of the article
- Link to the articles online, after a comma
- Date of the last access in brackets

Example:

A. Author, *Article title*, in «Journal/Review/Website», date of the article, link (last accessed on 30<sup>th</sup> May 2019).

## **Archives documents**

- City of the archive or the library (exempt for the State Archives, *e.g.* Archivio di Stato di Napoli)
- The first time, indicate the full name of the archive or the library and the acronyms within brackets. Afterwards, the acronyms only can be used.
- The author can choose to indicate in a footnote at the beginning of the article, the list of acronyms and abbreviations of the archives and the libraries. In this case only the abbreviations can be used.
- The full name of the fond or collection, if applicable, in italics
- The full name of the fond section, if applicable, in italic
- The box, folder and item number

Example :

Paris, Ministère des Affaires étrangères, Centre des Archives diplomatiques de La Courneuve (MAE-La Courneuve), *Correspondance politique (origines-1896)*, *Perse*, vol. VIII, doc. 35.

## **Reference to already quoted sources**

If the source has already been quoted, indicate the name of the author followed by the title of the work in italics, ellipsis dots, *cit.* (in Roman) and the number of the pages.

In the footnotes, if the reference is the same as the previous footnote:

- If the page is different, use *ivi* and the number of the page.
- If the page is the same, use *ibidem*.

Example:

P. Hopkirk, *The Great Game...*, *cit.*, pp. 153-154.

*Ivi*, p. 160.