

## THE ITALIANIST: STYLE SHEET

### Notes for Contributors

#### General

Articles are accepted in either English or Italian.

Contributions should be typed on one side of A4 paper. Please use double spacing throughout, including the notes. Leave a wide margin on both sides (approx. 2.5 cm).

For submissions which are accepted both a hard copy (as described above) and a disk are required. Macintosh users should prepare the disk in Word 5.1. PC users should save their file in Rich Text Format so that it can be converted into a Mac-readable form with minimum loss of formatting.

Use the same font size throughout, even for footnotes. (Times 14 if possible.)

#### Headings, indents, spacing etc.

The title appears in **bold** and is not centred but left aligned. The only words which are capitalized are those which would be capitalized in an ordinary sentence in English or Italian.

The name of the author appears beneath the title, with one line space in between. It is left aligned and not in bold.

Sub-headings, if used, should be in **bold** and are left aligned.

Please do not indent the first paragraph of the article or the first paragraph of a section: other paragraphs should be indented (by using the margin on the Ruler, not by using tabs). The only words which are capitalized are those which would be capitalized in an ordinary sentence in English or Italian. Sections may be numbered if the contributor wishes. A space of one carriage return should be left between one section and the next.

There should be no additional space between paragraphs.

The name of the author's institution should appear on a new line at the end of the article, in **bold**, right aligned, and not entirely capitalized.

#### Notes

These should appear at the end of the article, **but please do not use a foot-noting programme** as this causes difficulty with editing.

Do **not** set them out in two columns although this is how they will appear in print.

Footnote numbers in the text should be raised and placed **immediately after** the most convenient punctuation mark, e.g.

Sanvitale and Ramondino are two of the most popular, and, at the same time, most critically respected contemporary writers in Italy.<sup>4</sup>

#### References

The first time a work is mentioned, full details, as set out below, should be given in a footnote. Abbreviated references should be used, in brackets, after subsequent references or quotations. The name of the author will in most cases be sufficient (unless he or she has written several works which are being referred to), e.g.

The diary entry cited by Tondo is about the problem of 'narrative posture' (Genette,

p. 244)

A literary text which is being referred to many times may be abbreviated to initials, to be explained in the first footnote referring to the work, e.g.

C. Pavese, *Il mestiere di vivere* (*Opere*, X), p. 142. All further references are abbreviated to *MV* and are to this edition.

References to books:

I. Calvino, *Ti con zero* (Turin, Einaudi, 1967), p. 46.

(Note: Initials only for Christian names; non-breaking space between initial and surname; italics for titles; no additional space after italics; no comma after title when followed immediately by bracketed place and date; place-names in English when article is in English; non-breaking space between p. and number.)

Dante, *La Commedia*, edited by G. Petrocchi, 4 vols (Milan, Mondadori, 1966-67), II, 88-94.

(Note: 'edited by' in full; no comma after 'vols'; no 'pp.' after volume number.

H. B. Garland, *A Concise Survey of German Literature*, second edition (London, Macmillan, 1976), pp. 162-68.

Chapters in books:

A. Bhaduri, 'Cropsharing as a Labour Process', in *Sharecroppers and Sharecropping*, edited by T. S. Byres (London, Frank Cass, 1983), pp. 86-104 (p. 102).

(Note: single inverted commas for title of chapter; 'in' before title of book; full pagination of chapter required; page on which quotation appears in brackets.)

Journals and Newspapers:

A. Franceschetti, 'Foscolo e l'Arcadia', *Quaderni d'italianistica*, 4 (1983), 1-15 (pp. 12-13).

E. Branigan, 'The Spectator and Film Space – Two Theories', *Screen*, 22, i (1981), 55-78 (p. 76).

G. Lepschy, review of B. Migliorini & T. G. Griffith, *The Italian Language*, *TLS*, 1 May 1984, p. 527.

(Note: arabic numerals for Volume number, small Roman numerals for part number; no comma before bracketed date; no 'in' before journal title; no 'pp.' before complete pagination unless issue is indicated by date only; 'pp.' followed by non-breaking space before number of page where quotation is to be found. Abbreviations may be used for very well-known titles.)

General:

When quoting from the Bible, bng poems, collections of stories, works divided into books and/or sections, and plays, please use the following lay-out in abbreviated references:

Ezekiel, 6, 30-33

*Inf.* III, 67-69 (*Purg.*, *Par.*)  
*Orlando Furioso* XXVII, 14, 4-6  
st. 14, 4-6  
*Dec.* II, 7, 14  
*Convivio* I, ii, 3  
*Adelchi* II, iv

For novels and short poems, page and/or line references are sufficient.  
The title may be omitted when it is clear where a quotation comes from.

Page numbers: only two figures need repeating (e.g. 6769; 56769; 156769); however do **not** repeat zeros (e.g. 107-9).

### **Quotations**

(i) Long quotations

(a) Prose: Quotations of more than 60 words should be separated from the rest of the text by **one** extra line space above and below. Do not use quotation marks at beginning and end. **Do not indent** (although printed version will be indented).

(b) Poetry: Quotations of more than two lines of poetry should be treated as above and should be centred (but **not** by the uses of tabs).

(ii) Short quotations (prose and poetry)

Short quotations should be placed within single inverted commas and run on with the body of the text. Punctuation should come **after** the inverted comma, e.g.:

The world which Defoe describes is, for Vittorini, ‘presentata per la seconda volta agli uomini [...] come apparve creata appena’,

(iii) Omissions in quotations should be indicated, as in the above example, by three dots inside square brackets. The three dots should be produced as one character (on a Mac they are produced by ‘option ;’). Do not use omission marks at the beginning of prose quotations. Use omission marks at the beginning of verse quotations only if the quote does not begin at the start of the line AND is longer than one line.

(iv) Interpolations inside quotations should also be enclosed by square brackets.

(v) A reference to a long quotation should be placed in brackets at the end of the quotation, after any punctuation mark, e.g.:

e la guerra, la fame, il freddo sono pazzia voglia di vivere. (*La bicicletta*, pp. 8-9)

(vi) A reference to a short quotation should be placed in brackets **after** the final inverted comma but **before** the punctuation mark, e.g.

‘the third city is the invisible city, “the city of the vanished, home to those who no longer

exist”” (p. 22).

(vii) At the end of long quotations (1) keep the original punctuation if it is compatible with the continuation of the article; (2) remove it if it is incompatible (but always retain exclamation and interrogation marks); never add new punctuation to the end of quotations.

(viii) All quotations should be in the original language. Translations may be added, if appropriate, for languages other than English, Italian or French.

### **Spelling**

Use the Concise Oxford Dictionary; for words ending in *-ize* or *-ise*, the *-ize* form is preferable.

Capitalize all nouns which come from a proper name (e.g. Marxism, Keynesianism). Do not capitalize cultural, political, etc. movements (e.g. fascism, romanticism, liberalism).

Spell out numbers used as adjectives, e.g. ‘thirty-five years’.

Use 1950s rather than ‘50s, Fifties, or 1950’s.

### **Abbreviations**

Use the standard ones found in the *COD*. Do not place punctuation marks at the end of each letter (e.g. USA, TUC, TLS). Do not use a full stop when the last letter of an abbreviation is the same as that of the full word (e.g. Mrs, vols, St).

In the text (as opposed to the notes) use ‘page’, ‘volume’, etc. and not the abbreviated form.

In the footnotes, use ‘see’ and not ‘cf’.

### **Punctuation**

Do not use double spacing after any punctuation mark.

Do not introduce more than one space after italics.

Use ‘smart’ quotes (‘ “[...]” ’).

Normally, use single quotation marks. Use double quotation marks only inside single quotation marks. If single inverted commas are immediately followed by double inverted commas (or vice versa), insert a non-breaking space between them.

When a short passage within quotation marks is part of a longer sentence, place punctuation **after** the quotation mark, e.g.

Certainly it is the relevance to contemporary literature of the attitudes Stendhal’s protagonists display which Calvino speaks of in ‘Il midollo del leone’:

In the notes, please type a **space** after the superior figure, not a tab. There is no full stop after the number, e.g

<sup>1</sup> G. Lepschy, ‘Proposte per l’accento secondario’

When diacritical marks (other than the accents in normal use in Italian and French) are required, please type without them and draw them by hand afterwards. Mark these also in the

margin of your printed text.

When dashes are needed (e.g. for interjections) please type spaced en dashes, i.e. (for Mac Word) space / option hyphen / space, e.g. 'the class from which they – and she – come'.

### **Bibliographies**

Bibliographies, if desired by contributors in addition to Notes, should be placed before the Notes and should conform to the following patterns. Any necessary indentation will be inserted during editing. On the Mac, the lines are obtained with a series of Shift+option+dash.

#### ENGLISH LANGUAGE ARTICLES

- Allum, P. 1979. *L'Italia tra crisi e emergenza*, Naples, Guida
- 1985. 'Al cuore della Democrazia Cristiana: il caso veneto', *Inchiesta*, 15, lxx, 54-63
- Dearlove, J. and Saunders, P. 1991. *Introduction to British Politics*, second edition, London: Polity Press
- Ferrera, M. 1992. 'La logica delle scelte politiche: il caso delle politiche distributive', in Urbani 1992, 197-213
- Pasquino, G.-F. 1992a. 'L'alternanza, ovvero la condizione per le riforme', *Il Mulino*, 41, 689-703
- 1992b. 'La classe politico e la sua cultura', in Urbani 1992, 241-58
- Urbani, G., ed., 1992. *Dentro la politica*, Milan: Il Sole-24 Ore libri

#### ITALIAN LANGUAGE ARTICLES

- Benincà, P. 1986. 'Il lato sinistro della frase italiana', *ATI Journal*, 47, 57-85
- 1989. 'L'ordine degli elementi della frase e le costruzioni marcate', in Renzi 1989, I, 115-94
- Calcaterra, C., a cura di, 1936. *I lirici del Seicento e dell'Arcadia*, Milano, Roma: Rizzoli
- Panvini, B. 1955-58. *La scuola poetica siciliana*, 2 voll., Firenze: Olschki
- 1989. *Poeti italiani della corte di Federico II*, Catania: CUECM
- Renzi, L., a cura di, 1989. *Grande grammatica di consultazione*, 2 voll., seconda edizione, Bologna: Il Mulino

### **Acknowledgements**

Acknowledgements are to be placed at the beginning of the notes, introduced by an asterisk. An asterisk should also be placed in superscript at the end of the title.

### **Proofs**

Unless a contributor specifically asks to see his or her proofs, these will be corrected by the Editorial Board, who will, if possible, consult the author in case of doubt.