



OS. Opificio della storia – Editorial rules
Journal of the Association RESpro
Rete di storici per i paesaggi della produzione

EDITORIAL RULES

AUTHORS

The texts have to mention, on the top or at the bottom, the name and surname of the authors, their qualifications and afferent institutions, their email address and phone numbers, and a maximum amount of 1.500 characters (including spaces).

ABSTRACT, KEYWORDS AND SCIENTIFIC-DISCIPLINARY SECTORS

Essays have to be anticipated by an abstract (in English or Italian) of no more than 1,000 characters (including spaces) and feature 5 key words and the related scientific-disciplinary sectors according to ERC classification.

FORMAT AND STRUCTURE OF THE TEXTS

The texts have to be drawn up using a word processing program Word for Windows and saved as Word or RTF documents – font Times New Roman, size 12.

Essays have to be arranged in paragraphs, each of whom introduced by a title in capital/small bold letters (e.g. **Industrial archeology**).

According to the column of destination, a maximum number of characters is assigned as follows:

- Essays: 24.000-30.000 characters
- Columns: Work territories, OS Library (15.000 characters)

FORMAL RULES

- use italics for foreign words, except for those now commonly used (e.g. marketing, design);
- use italics for titles of works of art or similar (e.g. *The scream* by Munch);
- when quoting, use these quotation marks «». Possible *omissis* have to be marked as [...] in the middle of sentences (never opening or ending them);
- decades and centuries have to be typed in letters; decades in small letters while centuries using the first capital letter (e.g. the sixties of the Twentieth century);
- the first letter of public palaces, specific authorities and institutions has to have a capital character (e.g. European community, Republican party, Municipality of Rome);
- generic authorities and institutions, streets, squares, churches, institutional roles and ranks must have small letters (e.g. the state, the municipality, the district, Baker street, church of Saint Mary, Trafalgar square, president, director, minister);
- in case of initials and acronyms, only the first letter is to be capital (e.g. Cee; Onu; Aipai; Ticcih; Erih);
- the reference number of footnotes is to be typed before punctuation marks; in case of quotations, it has to follow the final quotation mark.

CRITICAL APPARATUS

- bibliographies are not to be included in the texts;
- bibliographic references have to appear in the final notes, according to the instructions reported in the following paragraphs Quotations of works and Quotations of archival documents;

- possible acknowledgements, references to one's own previous publications on the subject or, in case of several authors, indications of the respective parts, have to appear at the beginning of the notes, anticipated by an asterisk.

QUOTATIONS OF WORKS

Volumes and volumes with curatorship

To be reported in this order:

- name and surname of the author/authors. In case of two authors, the names are to be linked with "and", while in case of several authors names have to be separated by commas and only the final two have to be linked by "and". In no case they have to be reported as AA.VV. (= various authors). When the author/authors is/are unknown, only the title has to be reported;
- in case of volumes with curatorship, name and surname of the author/authors have to be followed by the wording "edited by" between commas;
- title of the volume in italics;
- editor or typographer;
- place and year of edition, not separated by commas;
- possible division into tomes or volumes;
- possible numbers of pages, indicated as "p" or "pp", or following pages indicated with the abbreviation "s" or "ss";

Examples:

- Victoria De Grazia, *Consenso e cultura di massa nell'Italia fascista*, Laterza, Roma-Bari 1981, pp. 131-136.
- Enrico Calzolari e Valter Cappi, edited by, *Lerici e la cantieristica nel golfo della Spezia*, Grafiche Lunensi, La Spezia 2008.
- Paul Ginsborg, *Storia d'Italia dal dopoguerra ad oggi*, Einaudi, Torino 1989, vol. 1, t. III, pp. 28 ss.

Essay in collective volumes

To be reported in this order:

- name and surname of the author/authors, according to what mentioned above;
- title of the essay in italics;
- title of the volume in italics, anticipated by "in";
- name and surname of the curator/curators, anticipated by the wording "edited by";
- editor or typograph;
- place and year of edition, not separated by commas;
- possible division into tomes or volumes;
- number of pages in which the essay is included;
- to refer specifically to one page or more pages, use the wording "in part. p. or pp."

Example:

- Giuseppe Berta, *Imprese e sindacati nella contrattazione collettiva*, in *Storia d'Italia. Annali 15. L'industria*, a cura di Franco Amatori, Duccio Bigazzi, Renato Giannetti e Luciano Segreto, Einaudi, Torino 1999, pp. 997-1039, in part. p. 998.

Conference proceedings and exhibition catalogues

To be reported in this order:

- name and surname of the curator/curators, according to what mentioned above;
- the wording "edited by", between commas;
- title of the proceedings or of the catalogue, in italics;
- the wording "conference proceedings" or "exhibition catalogue", anticipated by comma;
- location and dates of the conference or the exhibition, between round brackets followed by comma;
- editor or typograph;
- place and year of edition, not separated by comma;

- possible division into tomes or volumes.

Examples:

- Francesco Chiapparino, edited by, *Il patrimonio industriale delle Marche*, atti del convegno (Ascoli Piceno, 5th April 2008), Crace, Terni 2001.
- Raffaella Bassi, Cesare Biasini Selvaggi e Maria Grazia Massafra, edited by, *L'imprevedibile leggerezza della materia. L'arte della ghisa tra Otto e Novecento*, exhibition catalogue (Roma, 13th April – 25th September 2011), Barbieri Selvaggi, Manduria 2011.

Essays in conference proceedings and exhibition catalogues

To be reported in this order:

- name and surname of the author/authors, according to what mentioned above;
- title of the essay in italics;
- title of the proceedings or of the catalogue, in italics and anticipated by “in”;
- the wording “conference proceedings” or “exhibition catalogue”, anticipated by comma;
- location and dates of the conference or of the exhibition, between round brackets and followed by comma;
- the wording “edited by” followed by the name and surname of the curator/curators, according to what mentioned above;
- editor or typograph;
- place and year of edition, not separated by comma;
- possible division into tomes or volumes;
- number of pages of the essay;
- to refer specifically to one page or more pages, use the wording “in part. p. or pp.”

Examples:

- Elena Ippoliti, *Luoghi della produzione ad Ascoli Piceno: la Carbon*, in *Il patrimonio industriale delle Marche*, conference proceedings (Ascoli Piceno, 5th April 2008), edited by Francesco Chiapparino, Crace, Terni 2011, pp. 87-112.
- Arturo Carlo Quintavalle, *Intervista a Munari*, in *Bruno Munari: il disegno, il design*, exhibition catalogue (Parma, 16th February – 30th March 2008), edited by Gloria Bianchino, Corraini, Mantova 2008, pp. 34-39, in part. pp. 37-39.

Essays in journals

To be reported in this order:

- name and surname of the author/authors, according to what mentioned above;
- title of the essay in italics;
- name of the journal between quotation marks «», anticipated by “in”;
- number of the issue;
- year of publication;
- number of the pages in which the essay is included;
- to refer specifically to one page or more pages, use the wording “in part. p. or pp.”;
- if the journal is published online, add the url (in full) and the date of the latest consultation between round brackets.

Examples:

- Ilario Principe, *La città dei militari: l'archivio dei disegni dell'Istituto di cultura dell'arma del genio*, in «Storia urbana», n. 37, 1986, pp. 141-149.
- Ferdinando Scianna, *Gabriele Basilico à bord de mer*, in «Doppio zero», 14th february 2013, in <http://www.doppiozero.com/materiali/ricordi/gabriele-basilico-bord-de-mer> (latest consultation: 18th February 2013).

Web pages and online documents:

- to refer to a website or its specific sections, add the URL (in full) and the date of the latest consultation between round brackets;

- in case of PDF documents downloaded from a website, refer to the instructions regarding volumes, essays, contributions in collective works and articles, adding the url (in full) and the date of the download between round brackets.

Examples:

- <http://www.musilbrescia.it/home/> (date of the latest consultation: 15th October 2014).
- <http://www.museibologna.it/patrimonioindustriale/percorsi/52882> (date of the latest consultation: 9th October 2014).
- Costanza Caraffa, edited by, *Florence Declaration. Raccomandazioni per la preservazione degli archivi fotografici analogici*, Kunsthistorisches Institut in Florenz-Max Planck Institut, Firenze 2009, p. 2, from http://www.khi.fi.it/pdf/florence_declaration_it.pdf (download: 6th September 2013).

Works previously mentioned

In case of volumes, essays and articles previously mentioned, report only the surname of the author/authors, the title in italics (or a part of it) followed by comma, the wording “cit” and the reference page.

Example:

- Principe, *La città dei militari*, cit., p. 148.

Ripetizioni consecutive di opere e autori

In case the volume or essay mentioned is the same reported in the previous note, indicate as follows:

- Ivi, p. or pp. (if the page mentioned is different from the one in the previous note);
- *Ibidem* (if the page is the same as the one in the previous note).

In case the mentioned author is the same as the one reported in the previous note, or his/her writing is included in a collection edited by him/her, indicate as follows:

- Idem (male);
- Eadem (female).

Examples:

- Valerio Castronovo, *Storia economica d'Italia. Dall'Ottocento ai giorni nostri*, Einaudi, Torino 1995.
- Idem, *L'industria italiana dall'Ottocento a oggi*, Mondadori, Milano 1980, pp. 5-8.
- Ivi, pp. 56-59.
- Chiara Ronchetta, *Recuperare il patrimonio industriale*, in *Progettare per il patrimonio industriale*, edited by Eadem e Marco Trisciuglio, Celid, Torino 2008, pp. 138-141, in part. p. 140.
- *Ibidem*.

QUOTATIONS OF ARCHIVAL DOCUMENTS

To refer to archives, report in this order:

- at the first occurrence, the full name of the archive and, between round brackets, after the wording “from now on” followed by comma, the relative initials or abbreviation starting from the second occurrence;
- the name of the fund, and the possible series of the fund, in italics;
- the archival units and the possible further divisions in the abbreviated form b. 1 = envelope 1; reg.2 = register 2; fasc. 3 = file 3; f. 4 = sheet 4;
- the name of the file, round between inverted commas “”
- the numbering of papers in abbreviated form, specifying the *recto* (r) and the *verso* (v)
- the unnumbered papers in abbreviated form “cc. n.n”.

Examples:

- Archivio Centrale dello Stato (from now on, Acs).
- Archivio di Stato di Napoli (from now on, Asna), *Azienda telefonica di Stato*.
- Asna, *Ministeri degli Interni, I inventario, Serie Commercio, Agricoltura, Arti e Manifatture*, b. 2073, file 3, “Controversia per la costruzione di un mulino tra il Duca Bovadilla e i signori Tommasetti e Cava

di Celano (1815)", cc. 21v-36r.

IMAGES AND CAPTIONS

- images (photos, drawings, plans) have to be provided in formats as tiff or jpg with a resolution of minimum 300 dpi referred to a 20x30 cm dimension. They have to be marked with a progressive number and accompanied with captions. Images are not to be inserted in the text but sent separately in a Word file including the relative captions;
- captions have to be drawn up with a brief description of the image's subject followed, between round brackets, by the author of the photo, drawing, plan, and the year of realization;
- in case images come from archival or bibliographic sources, follow the editing instructions valid for notes, indicating the page number or the reference table, and the possible copyright;
- in case images are downloaded from a website, indicate the full url and the possible copyright.

Example:

1. Pray Biellese (Biella), machinery kept and displayed at the Wheel Factory (photo Dario Lanzardo, 2005).
2. Plan of the complex and articulation of the exhibition path (graphic processing by the National Railway Museum of Pietrarsa, 2008).
3. Nora Raggio, portrait of Gabriele Basilico (from Gabriele Basilico, *Leggere le fotografie. In dodici lezioni*, edited by Maria Giulia Zunino, Abitare - Rizzoli, Milano 2012, p. 129; © Nora Raggio e © 2012 RCS Libri S.p.A.)
4. Symbolic image of the exhibition *Bord de Mer* (from <http://www.beniculturali.it/mibac>; © Gabriele Basilico).

TABLES AND GRAPHS

- tables have to be provided in Word or RTF document formats - font Times New Roman, size 11;
- graphs have to be provided in both Word document format and Excel spreadsheet, in order to allow the most proper layout;
- both graphs and tables have to be numbered and surmounted by a round heading followed, in round brackets, by their source, or the author of the graphic processing and the date of realization.

Examples:

1. Distribution of the textile industry in the Italian regions in the 19th century (processing by Mario Rossi, 2009).
2. Expenditure for the extraordinary intervention in South Italy (a) and for the poor areas (b) from 1951 to 1998 (by Luca Bianchi, Delio Miolti, Riccardo Padovani, Guido Pellegrini and Giuseppe Provenzano, *150 anni di crescita. 150 anni di divari: sviluppo, trasformazioni, politiche*, in «Rivista economica del Mezzogiorno», n. 3, 2011, p. 501).

| LIST OF THE MOST COMMON ABBREVIATIONS | | | |
|---------------------------------------|------------------------------|---------------------------------|------------------------------------------|
| a.a. = academic year | d.C = after Christ | n.n. = unnumbered | r = recto |
| a.C. = before Christ | ecc. = etcetera | n., nn. = number/numbers | s.a. = without year of printing |
| ad vocem = ad vocem | ed., edd. = edition/editions | N.d.A = author note | s.d. = without date |
| art., artt. = article/articles | es., ess. = example/examples | N.d.C = note of the compiler | s.e. = without indication of the editors |
| °C = degree centigrade | et alii = et alii | N.d.E. = note of the publisher | s.l. = without place |
| ca = about | F = degree Fahrenheit | N.d.R. = note of the redactor | s.l.m. = above sea level |
| cap., capp. = chapter/chapters | f., ff. = sheet/sheets | N.d.T. = note of the translator | t., tt. = tome/tomes |
| cfr. = confrontation | fasc. = file | p., pp. = pages/page | trad. = translation |

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|--------------------------------------|------------------------------------|-------------------------------------------|------------------------------|
| cit., citt. = quoted | misc. = miscellanea | par., parr., §, §§ = paragraph/paragraphs | v = verso |
| cm, m, km, gr, kg = centimeter, etc. | ms., mss. = manuscript/manuscripts | <i>passim</i> = <i>passim</i> | vedi = see |
| | | | vol., voll. = volume/volumes |