

Memoria & Ricerca

Guidelines for proposals and style guidelines

Types of proposals

The journal only accepts texts in **Italian** and **English**. Translations from other languages are the responsibility of the authors.

1. **Single contributions** in the form of:

- Article of 65,000 characters/11,000 words (including spaces and footnotes), to be placed by the journal committee under one of the following headings: Intersezioni, M&R History Lab;
- Document/Image: the maximum length is 40-50,000 characters/8,000 words (including spaces and footnotes). This section is intended for essays specifically dedicated either to the analysis of visual sources, or the examination of at least one visual source considered of importance.
- Discussion: the maximum length is 65,000 characters/11,000 words (including spaces and footnotes). The text must focus on one specific theme, around which up to 5 different contributors are invited to discuss.

2. **Monographic section.** The proposal must be submitted in the form of an abstract, specifying the topics, authors and articles with provisional titles. The length of the proposal must be 4000 characters/700 words and must be accompanied by an abstract of 1000 characters/160 words for each contribution. Following refereeing, the section should have a maximum overall length of 330,000 characters/55,000 words (including spaces and footnotes) within which the length of each article can be ascribed as necessary.

Contributions must be proposed **anonymously**. Exceptions are the proposal of a monographic section and, among individual contributions, proposals for the section discussion.

Style Guidelines

N.B.: Proposals that do not comply with the following guidelines will not be accepted. On final delivery, the text must also comply with the required layout. Failure to do so will result in the text not being forwarded to production.

Texts must be submitted in Word, and files should be saved as a **Microsoft Word 97-2003 document**.

Structure of the contribution.

- title
- abstract (1000 characters/160 words) and 5 keywords in English (accompanied by title translated into English, if the text is submitted in Italian)
- body of the text divided into titled and numbered sections (1, 2, 3,...). The editors reserve the right to change the titles for editorial reasons.
- Following the peer-review process (where applicable): please provide the author's information: full name, institutional affiliation, email address, orcid (to request: <https://orcid.org>).

Font (style and size).

Titles and headings, abstracts, keywords, and author's information at the end of the article: **Candara at 11pt**. In **bold** only paragraph titles and author's information. Everything else in plain text, including the title of the article.

Image captions, if any: **Candara at 10 pt**

Body of text: **Times New Roman at 11 pt**.

Any isolated quotations exceeding 5 lines: **Times New Roman at 10 pt**.

Footnotes: **Times New Roman at 10 pt**.

Bold should not be used. Use *italics* only for foreign terms not commonly used in Italian and for titles of books, articles, films, songs, works of art and other similar works.

Sections of the text must be spaced by a maximum of one space, and the line spacing to be used is always 1.0. In the body of the text, each new paragraph has an indent of 1.25 cm, except for the beginning of a new section and after isolated quotations (no indent).

Inverted commas and quotations. Use inverted commas «...» only for quotations. Double (“...”) – but not single (‘...’) – inverted commas are allowed when emphasising a word, or in the case of inverted commas within a quotation (e.g. «It was the great French Revolution that affirmed the idea of a “political nation” »). If the quotation exceeds 5 lines, it should be inserted

in smaller body within the text (10 pt) without inverted commas, with a left margin of 1.25 cm (as for indentation). The language of the citations must be consistent with the language of the proposed article; authors are thus requested to translate them into Italian (for contributions in Italian) and into English (for contributions in English), indicating in a footnote, in the first citation only: “unless otherwise indicated, translations from the ... are by the author”.

Capital letters and acronyms. Use capital letters only when strictly necessary. Exceptions are those names and institutions mentioned in English that require all capital letters. Acronyms must always appear in all capital letters and without full stops.

If the acronym is to be used, it must be placed in brackets next to the extended form the first time it is mentioned in the text. E.g. Partito socialista italiano (PSI) or Archivio Centrale dello Stato (ACS). Capitalise the centuries (Nineteenth century) but not the decades (the sixties), nor specific conflicts (second world war).

In general, capitals should be avoided for common, general terms (country, board of directors), for honorary, professional, military and political titles (knight of labour, lawyer, sergeant, king, pope). Capitalise the word State, when meaning the institution. Finally, the following uses should be followed: “Il Mulino” (capitalised if publishing house) and “Rivista il Mulino” (with the article “il” lower case if referring to the journal).

Footnotes. Footnotes, preferably not exceeding 30% of the total number of characters, should be placed at the foot of the page and numbered in arabic numerals. In the text, the footnote should always be placed between the last word of a sentence and the punctuation.

Under no circumstances are “American-style” citations allowed (Rossi, 1997), and no final bibliography is thus necessary.

Abbreviations. The abbreviations *op. cit.* or *art. cit.* must not be used; the abbreviated title is followed by “cit.” in roman letters. It goes without saying that, at first mention, the work must be cited with all the data.

The formulas *Idem* and *ibidem* are to be abbreviated to *Id.* and *ibid.* and are used only when it is necessary to indicate respectively the author and title of a work cited in the immediately preceding note. To cite the same work already referred to in the previous footnote, but with reference to a different page number, the use of “Ivi” is required (in roman letters followed by a comma, “p.” and the page number: Ivi, p. 34). Italics should only be used for *ibid.* and *infra* (in the case of a footnote that refers to a specific page of the text submitted to the journal).

Citation of books and conference proceedings.

- 1) author: initial of the first name followed by surname, in roman letters, followed by comma. In case of double name, the two initials should be entered without a space between them. If there are more than three authors: initial of first name followed by surname of the first author, followed by *et alii* in italics. For edited works, only the editors should be mentioned. E.g.: *Case del popolo. Un'architettura monumentale del moderno*, edited by M. De Michelis, Venice, Marsilio, 1986. For recurrences: only the surname is cited, the title is shortened, and *cit.* is inserted in roman letters. E.g.: G.L.

Mosse, *Le guerre mondiali. Dalla tragedia al mito dei caduti*, Roma-Bari, Laterza, 1990, becomes Mosse, *Le guerre mondiali*, cit.

- 2) title: always in *italics*, followed by comma (which should not be in italics).
- 3) city, publisher and date: in that order, separated by comma (but if publisher is missing: city and date not separated by comma). In the absence of these data, replace with s.l. (without place), s.d. (without date).

E.g.: M.C. Nussbaum, *L'intelligenza delle emozioni*, Bologna, Il Mulino, 2009.

In the case of several authors, they should be separated by a comma: G. Sabbatucci, V. Vidotto, *Il Mondo contemporaneo dal 1848 a oggi*, Rome-Bari, Laterza, 2011.

Citation of journals and periodicals.

- 1) author (as above);
- 2) title (as above);
- 3) title of the journal in inverted commas « » preceded by "in";
- 4) series, year, in Roman numerals (these data may also be omitted);
- 5) issue, year, page numbers (these data are mandatory).

E.g.: S. Noiret, *I musei della Grande Guerra sul Web*, in «Memoria e Ricerca», n. s., a. IX, no. 7, 2001, pp. 39-57.

Citing archival sources.

- 1) author (if present, as above);
- 2) title of the document (as above);
- 3) name of the archive preceded by "in", group of records, file number. An acronym may be used after the first citation of the archive. E.g.: Gino Varlecchi, *Relazione*, in Archivio comunale di Firenze (ACF), Fondo Cerimonie, Festeggiamenti, Esposizioni, CF5063.

Citing a website.

Use the following: www.google.com and not <http://www.google.com>. Regarding the indication of last access, insert a note at the beginning of the text with this indication: e.g. unless otherwise stated, all sites were accessed on 28 April 2016.

Citing online journals.

Cite only the DOI code.

Images, figures and tables

It is possible to insert images in black and white. There are no specific limitations in terms of size. However, the pages intended for the article do not change, so the larger the size of images, the more the text will have to be shortened.

Images and tables, including notes and captions, must be submitted separately as attachments. The text must clearly state where you wish them to be inserted (e.g.: Insert here fig.1 or tab.1).

The captions must indicate: the corresponding file number, the content of the image and its origin.

Photographs and figures must be provided in high quality (at least 300 dpi).

Each image must be accompanied by a document certifying the permission for use by the owner and/or the acquisition of rights, paid for by the author. If the image is owned by the author or obtained from royalty-free archives, this should be clearly indicated in the caption.