



## EDITORIAL GUIDELINES

The journal is **annual** and the issues are published in **December**.  
 The deadline for submitting articles to be published within the year is **June**.

### SUBMISSION

Contributions must be sent by email in a digital format, in word; the Editorial Staff will send a reply email to confirm their receipt. If the author uses special characters in the essays (Greek, Arabic, Hebrew, transliteration), he/she must also send a pdf copy of the essay by email for verification purposes. Submitted contributions have to comply with editorial guidelines and be equipped by an **abstract** (at least **1.000 characters**) and **five keywords**, in the language of the text and in English, and by the ORCID of the author. If the text is in English, abstract and keys words must be in English and in Italian.

### LENGTH

Articles must not exceed **45.000 characters/ 15 pages** (including spaces and notes).  
 Reviews must not exceed **5.000 characters / 4-5 pages** (including spaces and notes).

### LANGUAGES

The essays can be written, as well as in **Italian**, in **Catalan**, **English**, **French**, **German**, **Spanish**, and **Portuguese**. The non-native speaker author will take care to submit his/her article to linguistic proofreading before sending it.

### CHARACTERS

Authors will use **Times New Roman** or **Times** font (Apple users): size **12 pt** and exact line spacing **1.5** in the **text**; size **10** and **single line spacing** in **notes**.

**Italics** can only be used for foreign words, book titles and Latin expressions of a maximum of three lines; if the length of three lines is exceeded, the Latin expressions will be treated as quotations. Other styles (**bold/bold italics**) are not allowed.

It is recommended to use Unicode Times or Times New Roman font for Arabic, Greek, Indian and Armenian.

### TITLE

Each contribution has to begin with the *author's name* right-aligned, in italics, followed, in the next line, by the Title, in the language of the contribution and in English, right-aligned, in roman. If the text is in English, the title must be in English and in Italian.

### QUOTATIONS

**Short quotations**, both in the text and in the notes, have to be placed inside *caporali*, i. e. Italian double inverted commas: «...» (to insert using the Insert Symbol menu). Within *caporali* one can use only single inverted commas ('...').

In the text, **quotations exceeding three lines** have to be placed in a **separate paragraph**, with a **2 cm left indentation**, **single or exact line spacing 12**, font size **10**, without *caporali* inverted commas, leaving a space before the quotation and a space after.

NB Double inverted commas ("...") can be used to emphasize a word or phrase.



## NOTES

**Notes** have to be automatically inserted in the footer and **after punctuation marks**.  
 The first bibliographic citation has to allow a complete identification of the quoted text.

## BOOK QUOTATIONS

Initial of the author's name followed by a fullstop, SURNAME OF THE AUTHOR (in full and in SMALL CAPITALS), *Book title in italics*, Publisher, Place of publication + year of publication, page/s number. The **series**, if present, has to be indicated in round brackets and after the year of publication.

If you want to specify some pages, they have to be inserted after the cited pages and preceded by a colon (:).

E.g.: R. SAARINEN, *Weakness of the Will in Medieval Thought. From Augustine to Buridan*, E. J. Brill, Leiden-Köln-New York 1994, pp. 10-20: 12.

E.g.: R. AMARI, *Biblioteca arabo-sicula*, 2 vols., E. Loescher, Torino 1880-82, vol. I.

If there are two or more authors, their surnames have to be separated by a small line.  
 You have to avoid including the wording AA.VV. (various authors). Any secondary editor, or other responsables have to be included after the title, separated by a comma and in roman.

E.g.: A. G. LITTLE-F. PELSTER, *Oxford theology and theologians c. A. D. 1282-1302*, The Clarendon Press for the Oxford Historical Society, Oxford 1934, pp. 17-18.

## QUOTATIONS OF ARTICLES IN JOURNALS

Initial of the author's name followed by a fullstop and SURNAME OF THE AUTHOR (in full and in SMALL CAPITALS), *Article title in italics*, in «Journal title in double inverted commas *caporali*» + serial number in Roman numerals, volume number (year of publication in round brackets), page/s number.

E.g.: J. DECORTE, *Medieval Philosophy as a "Second Voyage". The case of Anselm of Canterbury and of Nicholas of Cusa*, in «Mediaevalia. Textos e estudos» s. III, 7-8 (1995), pp. 127-151.

## QUOTATIONS OF TEXTS IN VOLUMES/COLLECTIONS

Initial of the author's name followed by a fullstop and SURNAME OF THE AUTHOR (in full and in SMALL CAPITALS), **in** initial of the editor's name followed by a fullstop and SURNAME OF THE EDITOR (in full and in SMALL CAPITALS) followed by **(ed.)**, *Volume title in italics*, Publisher, Place of publication + year of publication, page/s number. If there are more editors, their surnames have to be in SMALL CAPITALS, separated by a small line and followed by **(eds.)**.

E.g.: M. VALLERANI, «Le città lombarde tra Papato e Impero (1226-1250)», in G. ANDENNA-R. BORDINE-F. SOMAINI-M. VALLERANI (eds.), *Comuni e Signorie nell'Italia settentrionale: la Lombardia*, UTET, Torino 1998, pp. 455-480.



## QUOTATIONS OF ANCIENT BOOKS AND CRITICAL EDITIONS

NAME AND SURNAME OF THE AUTHOR (in full and in SMALL CAPITALS), *Title in italics*, Editor's name, Publisher, Place of publication + year of publication, part of the topic, page/s number.

E.g.: JOHN DAMASCEN, *De fide orthodoxa. Versions of Burgundio and Cerbanus*, ed. by M. Buytaert, The Franciscan Institut-E. Nauwelaerts-F. Schönungh, St. Bonaventure, New York-Louvain- Paderborn 1953, cap. 35, p. 131.

## QUOTATIONS OF ARTICLES IN ONLINE JOURNALS

Initial of the author's name followed by a fullstop and SURNAME OF THE AUTHOR (in full and in SMALL CAPITALS), *Article title in italics*, in «Journal title in double inverted commas *caporali*» + serial number, volume number (year of publication in round brackets), page/s number, DOI code, or URL of the article or journal, followed by the last access date in round brackets.

E.g.: O. GRASSI, *La filosofia medievale nell'opera di Jean Mabillon*, in «Rivista di filosofia neoscolastica» 1 (2008), pp. 17-31, DOI: 10.1400/175394.

E.g.: L. PETRACCA, *L'Universitas di Oria al tempo della devoluzione del principato di Taranto alla corona aragonese*, in «Mélanges de l'École française de Rome. Moyen Âge» 130.2 (2018), pp. 1-19, <http://journals.openedition.org/mefrm/4145> (ultimo accesso: 20/12/2021).

## QUOTATIONS OF DIGITAL BOOKS

Initial of the author's name followed by a fullstop, SURNAME OF THE AUTHOR (in full and in SMALL CAPITALS), *Book title in italics*, Publisher, Place of publication + year of publication, page/s number, DOI code, or URL of the book, followed by the last access date in round brackets.

E.g.: H. DENIFLE, *Chartularium Universitatis Parisiensis*, 3 vols., Ex typis fratrum Delalain, Paris- is 1889-1897, vol. I, p. 363, <https://archive.org/details/chartulariumuniv01univuoft> (ultimo accesso: 08/07/2020).

## QUOTATIONS OF DICTIONARY/ENCYCLOPEDIA ENTRIES

Initial of the author's name followed by a fullstop and SURNAME OF THE AUTHOR (in full and in SMALL CAPITALS), s.v. + *dictionary/encyclopedia entry in italics*, in *Text title in italics*, Editor's name, Place of publication + year of publication, or, if the entry is online, URL of the site, followed by the last access date in round brackets.

E.g.: B. COLOT, s.v. *Pietas*, in *Vocabulaire européen des philosophies. Dictionnaire des intraduisibles*, sous la direction de B. Cassin, Editions du Seuil-Dictionnaires Le Robert, Paris 2004, pp. 942-945.

## QUOTATIONS OF MANUSCRIPTS IN LIBRARIES

City, *Library in italics*, Collection, Classification, folio/s

E.g.: Lisboa, *Biblioteca Nacional*, Alc. 262, f. 149r.



## QUOTATIONS OF ARCHIVAL DOCUMENTS

Archive [followed by the acronym that may be used in subsequent notes, in square brackets], *Fond in italics*, register, folio/s.

E.g.: Archivio di Stato di Palermo [= ASP], *Real Cancelleria*, reg. 46, c. 19r.

The Fond can also be abbreviated.

E.g.: Archivio di Stato di Palermo, *Real Cancelleria* [= RC], reg. 46, c. 19r.

E.g.: ASP, RC, reg. 46, c. 19r.

## SECOND QUOTATION

The following citation must be clearly abbreviated, quoting the initial of the author's name followed by a fullstop and the SURNAME OF THE AUTHOR (in full and in SMALL CAPITALS), *The abbreviated title in italics*, without an ellipsis (if possible, at least three of the words that compose it), followed by the abbreviation **cit.**, between two commas.

E.g.: P. SARDINA, *Palermo e i Chiaromonte*, cit., p. 201.

## ABBREVIATIONS

c./cc.= folio/s  
ca.= approximately  
cfr. = compare (**cf.** only if the text is in English, French, or Spanish)  
cit. = quoted  
EAD. = Eadem (the same female author)  
Ed./eds. = editor/s  
f./ff. = folio/s  
ID. = Idem (the same male author)  
*Ibid.* = *Ibidem* (in italics, if the text is the same and the pages too)  
*lib.* = *liber*

Ivi (if we refer to the same text but to different pages)  
ms./mss. = manuscript/s  
n./nn. = number/s  
p./pp. = page/s  
r. = recto  
v. = verso  
vol./vols. = volume/s  
*s. v.* = *sub voce*  
vd. = compare  
ss. = following  
n. s. = new series  
*passim*