

## EDITORIAL RULES

### SISMEL · EDIZIONI DEL GALLUZZO

Following approval by the Editorial Board, texts must be submitted in final form according to the following guidelines. If an author/editor feels s/he must depart from said guidelines, contact the editorial board for authorisation before submission.

**Texts which do not follow the guidelines will be returned to the author/editor for the necessary corrections.**

Texts must be submitted in electronic format, in a **version of Word** and accompanied by a **hard copy**. The individual parts of a volume (foreword, introduction, chapters, bibliography, indices; for critical editions: text and appendices) must be submitted in **individual files**.

For **Greek fonts**, it is recommended to use Times New Roman of IFAO-Grec Unicode; in this case the non-Greek text must be provided in a different font, such as Arial, Calibri, Garamond etc., not in Times New Roman; for **Hebrew** characters, use AdobeHebrew. If these fonts are not available, please contact the editorial staff and they will be provided.

In the case of extensive use of **antiquated or obsolete characters** (Old English, medieval diacritics, signs for long and short vowels), please contact the editorial staff.

**Tables** should be converted into text and separated by a single tab. **Illustrations** should be in .tiff format only, at 300 dpi resolution, in colour or black and white with a base width of no more than 15cm, and accompanied by an indication of page layout, dimension, and placement. Please contact the editorial staff in advance if a large number of images are planned.

#### TEXT AND NOTES

**Lengthy quotations** are to be placed outside the body of the text in Roman or normal font smaller than the main text, preceded and followed by one space, without quotation marks. Any **editing** within quotations should be indicated by three periods (...), while any **insertions** should be indicated by brackets, for ex. [my italics].

**Quotations** should follow the format: "... '...'...".

**Punctuation** (except exclamation points and question marks as part of a quotation) should always be placed outside quotation marks.

**Notes** should be placed at the bottom of the page (footnote), linked to the text by a superscripted number, and a period placed at the beginning of each note. Punctuation should be placed outside the note number in most of our series (ex. <sup>12</sup>), with some exceptions, such as the series *Archivio Romanzo* (ex. <sup>12</sup>).

Pages numbered in **Roman numerals** should be in SMALL CAPS: ex. pp. X-XII.

In the series *Archivio Romanzo* **Roman numerals** should be in SMALL CAPS (except for centuries, kings, popes, and emperors), not in caps (ex. "Filologia mediolatina", XII (2010); Gregorio VII)

## MISCELLANEA

In the case of miscellanea volumes, the editor is required to submit the various contributions in final draft in electronic format, as we do not accept corrections in pen on original manuscripts.

## CRITICAL EDITIONS

All **appendices** (variants, sources, commentary) should be submitted in individual files, clearly indicating the corresponding text/appendix: for poetry, verse number; for prose, paragraph number or line number. In the case of the latter, the Author should contact the editorial board (055-2374537) before delivering the files because the numbering of text lines changes according to the series.

**Reference numbers** in appendices should be in bold, on the line (not superscripted), followed by a period and a blank space.

**Appendix notes** should not be followed by a period. Between two notes on verses, lines, or distinct paragraphs, insert 3 blank spaces; between two variants of the same verse, line, or paragraph, insert the % sign, preceded and followed by a blank space.

## BIBLIOGRAPHIC CITATIONS

Bibliographic citations should be compiled as follows:

### **volume:**

E. Franceschini, *Scritti di filologia latina medievale*, Padova, Antenore, 1976, vol. 1, pp. 136-8.

### **critical edition:**

Francesco Petrarca, *Canzoniere*, Testo critico e introduzione di G. Contini, Annotazioni di D. Ponchiroli, Torino, Einaudi, 1964, 1979<sup>7</sup>, pp. xxii-xxiv.

### **journal article:**

G. Vinay, *Letteratura mediolatina: metodi e problemi*, in «Studi medievali», 5 (1964), pp. 213-39.

### **miscellanea article:**

C. Leonardi, *Memoria di Gustavo Vinay*, in *La peste nera. Dati di una realtà ed elementi di una interpretazione*. Atti del XXX Convegno storico internazionale (Todi, 10-13 ottobre 1993), Spoleto, CISAM, 1994, pp. 21-9.

### **article in a personal collection:**

d'A. S. Avallè, *L'immagine della trasmissione manoscritta nella critica testuale [1961]*, in Id., *La doppia verità. Fenomenologia ecdotica e lingua letteraria del Medioevo romanzo*, Firenze, Edizioni del Galluzzo, 2002, pp. 151-67.

- Separate the initials of a double name with a space: ex. L. G. Ricci
- Use a small hyphen with spaces in the case of two authors where the first names are indicated by an initial: ex. G. Pomaro - R. Black; a small hyphen without spaces where the surname alone is used: ex. Pomaro-Black
- Pages numbered in Roman numerals should in small caps

- Roman numerals and Arab numbers should be entered without a comma for quotations from works (ex. *Purg.* XIII 28)
- for citations, always use ‘note’, reserving the abbreviation ‘n.’ for ‘number’
- for repeated citations: surname, short title cit., p. : ex. Gamberini, *Metrum* cit., p. 35.
- you may use an abbreviated citation with reference to a general bibliography: ex. Franceschini, Scritti, pp. 243-4 or Franceschini 1976, pp. 243-4.

## INDICES

Indices should be compiled by the author/editor according to the second galleys and should be submitted in a separate file accompanied by a hard copy.

- items should be entered without commas and with 3 spaces between the entry and the page number, and without a final period (ex. Dronke Peter 456, 589-90)
- pages numbered in Roman numerals should be in SMALL CAPS
- use “v.” and “v. anche” for cross-referencing within the text (ex. Ambrogini Angelo v. Poliziano Angelo; Cavalcanti Jacopo 67-8; v. anche Cavalcanti Guido)
- enter anonymous works separately (title in italics).

## SUGGESTED ABBREVIATIONS

All abbreviations, including other conventions (see, supra, infra, ivi, etc.), should always be used in Roman or normal font:

sheet/s	c., cc.	ineunte	in.
confronta	cfr.	line/s	l., ll.
cited	cit., citt.	manuscript/s	ms., mss.
column/s	col., coll.	number/s	n., nn.
document/s	doc., docc.	new series	n. s.
eadem	Ead.	page/s	p., pp.
ex cetera	ecc.	paragraph/s	par., parr. (o §, §§)
edition/s	ed., edd.	recto of a sheet (c. 22r)	r
example/s	es., ess.	following	sg., sgg.
exeunte	ex.	sub voce/vocibus	s. v., s.
leaf/leaves	f., ff.	vv. tome/s	t., tt.
fascicle	fasc.	plate/s	tav., tavv.
ibidem	ibid.	verso of a sheet (c. 22v)	v
idem	Id.	verse/s (of poetry)	v., vv.
		volume/s	vol., voll.



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