

Rules for Authors

Research articles to be printed in the first two sections (*Essays and Researches* and *Sources and Documents*) must not exceed 60,000 characters (spaces, notes and references included). Contributions for the other two sections (*Critical Reviews and Bibliography* and *Newsletter*) have to keep within a maximum of 25,000 characters (spaces included).

Format

The final version of each text should be submitted on digital support (or sent via email to sani@unimc.it), together with two hard copies.

Abstract

Authors of the articles for the sections *Essays and Researches* and *Sources and Documents*, should in addition submit an article abstract written in English.

Abstracts will report the objectives underlying the research, the methodology of the author, the experimental or theoretic results, and other information useful to the readers (such as bibliographies, sources, etc.).

Abstracts must not exceed the 10% of the original text. For uniformity, authors are required to keep within 1,500 characters (between 200 and 250 words).

Note of introduction

Authors will end their article with a biographical sketch including surname and name of author/authors, the scientific and/or academic structure they belong to, and the email, e.g.:

Roberto Sani – Department of Education, University of Macerata (Italy) – sani@unimc.it.

Style Guide for publication of articles and notes in HECL

Italic font will be used for the titles of books and periodicals, as shown in the following examples.

When the use of special characters is required (such as Greek, Cyrillic or Hebrew alphabet, mathematical or logical symbols, etc.), it should be marked with a highlighter on the paper copy. For the Greek alphabet, it is recommended to use the «symbol Greek» font, because of its compatibility with several operating systems, and it is easy to find.

For the main text, Authors may use the most common fonts such as Times New Roman, Courier, Helvetica or Garamond.

Quotations

Short quotations

Short quotations (3-4 typed lines at most) should be put in quotes (see below).

Long quotations

Long quotations should be separated from the text in a block quote, in a smaller font-size than the main text and with a blank line before and after the quoted passage, without quotation marks. On the hard copy, please mark the quotation (with a highlighter). Omissions in a quotation are marked by an ellipsis, i.e. three dots in square brackets [...].

Quotation marks

Hierarchy of quotation marks (i.e.: for quotations within quotations) is as follows: «... “... ‘...’ ...” ...». Punctuation marks (except for exclamation and question marks that are part of the quoted sentence) go outside the closing quotation marks.

Footnotes

Footnote numbers have to be placed after the punctuation (except the dash which they should precede), without any space between the end of the text and the footnote number.

«tutti lo respinsero, come quelli che erano incapaci di reggere il concetto della tolleranza»¹⁹.

Non era forse una soluzione più felice?²

Citations in Footnotes

The first reference you make in footnotes should be a full citation – unless you use the author-date citation (see below). For subsequent references, see below.

Journal articles and essays

N. Surname, *Article title*, «fully spelled journal name», issue/volume, year of the publication, the page number(s) preceded by ‘p.’ or ‘pp.’.

A. Zanardo, *Metodo storico e motivi realistici nel giovane Labriola*, «Rivista storica del socialismo», 7-8, 1959, pp. 12-13.

Books

N. Surname, *Book title*, [x vol.], publisher's location and name, year of publication, [vol. I, II...], ‘p.’ or ‘pp.’.

H.G. Gadamer, *L'eredità dell'Europa*, Torino, Einaudi, 1991, pp. 17-18.

R. Zangheri, *Storia del socialismo italiano*, 2 voll., Torino, Einaudi, 1997, vol. II, pp. 326 sgg.

A. Gramsci, *Lettere 1908-1926*, a cura di A. A. Santucci, Torino, Einaudi, 1992, pp. 138, 287, 454-455.

Edited books

N. Surname (edited by), *Volume title*, [x vol.], publisher's location and name, year of publication, [vol. I, II...], ‘p.’ or ‘pp.’.

G. Chiosso (a cura di), *TESEO. Tipografi e editori scolastico-educativi dell'Ottocento*, Milano, Editrice Bibliografica, 2003.

Collectaneous books with – or without – editors

If a publication has more than three authors, but there is one editor, the citation will begin with the editor's name. If any editor, the citation will begin with the title (in any case, please avoid the words “Various Authors”, or the acronym VVAA).

So:

From European Bureau of adult education to European Association for the Education of Adults 1953-1998, Barcelona, EAEA.

But never:

VV. AA., *From European Bureau of adult education to European Association for the Education of Adults 1953-1998*, Barcelona, EAEA.

Essays or chapters in edited books

N. Surname, *Essay article*, in N., Surname (edited by), *Volume title*, [x vol.], publisher's location and name, year, [vol. I, II...], 'p.' or 'pp.'

G. Chiosso, *Il libro per la scuola tra Otto e Novecento*, in ID., (a cura di), *TESEO. Tipografi e editori scolastico-educativi dell'Ottocento*, Editrice Bibliografica, Milano 2003, pp. XI-XXVIII.

L. Gentili, *Antonio Labriola e la sinistra italiana*, in Luigi Punzo (a cura di), *Antonio Labriola filosofo e politico*, Milano, Guerini, 1996, pp. 49-73.

Translated books:

N. Surname, *Title*, place of publication, publisher, year; transl. of: *Title*, place of publication, publisher, year, [vol. I, II...], 'p.' or 'pp.'

M. Weber, *Wirtschaft und Gesellschaft*, Tübingen, Mohr, 1920; trad. it. *Economia e società*, Milano, Comunità, 1968, vol. I, parte II, cap. IV, p. 123.

Unpublished Thesis

Candidate's N. and Surname, *Thesis title*, thesis in (chair), University, Name of Supervisor, academic year, 'p.' or 'pp.'

L. Ferranti, *Aspetti di storia della famiglia come storia delle relazioni familiari*, Tesi in Antropologia, Facoltà di Scienze della Formazione, Università di Palermo, Relatore Aurelio Rigoli, AA. 2002-2003

Subsequent references

Any subsequent reference to the same item

Surname, *Title*, cit., p. or pp.

Gadamer, *L'eredità dell'Europa*, cit., pp. 17-18.

Cfr. Gentili, *Antonio Labriola e la sinistra italiana*, cit.

Burgio, *Antonio Labriola e Gramsci*, in Punzo (a cura di), *Antonio Labriola filosofo e politico*, cit., pp. 117-119.

The same item cited in succession:

The Latinism is used to mean 'in the same place', i.e. 'the same page' (*Ibid.*), or 'in the same work but elsewhere' (*Ibid.*, p. ...)

H.G. Gadamer, *L'eredità dell'Europa*, Einaudi, Torino 1991, pp. 17-18.

Ibid.

Ibid., pp. 63-68.

Electronic sources

Internet

Citation of electronic sources can regard a vast range of sources, such as Internet documents, for example single web pages (cited as "books"), documents inside other ones (to cite as "essays"), articles in on-line journals, images (.jpg) and whole essays and books (.pdf), etc.

In the reference, in addition to the usual elements, further information should be added, which are necessary because of the frequent updating of this kind of sources, i.e.: the date of posting/updating, the date of last user's access, and the source's location on the web (URL) – in the order as follows:

N. Surname, *Title of the document (from the home-page or from the page heading banner)*, date of posting and/or updating, sponsoring institution or organization, <URL of the site>, (last consultation date).

S. Miranda, *The Cardinals of the Holy Roman Church*, c1998-2006, Last modified: October 17, 2006, <<http://www.fiu.edu/~mirandas/cardinals.htm>> (accessed: september 17th, 2006)

L. Felici, *L'assistenza alle madri nell'Europa del Cinquecento*, «Storia delle donne», 1, 2005, pp. 221-238, c2005, Firenze University Press, <http://eprints.unifi.it/archive/00001290/02/SdD_1_2005_15.pdf> (accessed: october 12nd, 2006)

Le scuole della campagna, «Patria e famiglia. Giornale di educazione popolare», Vol. 1, fasc. febbraio 1861, pp. 75-77, *L'Emeroteca Digitale*, Biblioteca Nazionale Braidense, 2003-2005, <<http://emeroteca.braidense.it/>> (accessed: october 17th, 2006)

Cd-Rom

Electronic sources also include data and programmes on CD-Rom (data bases, interactive multimedia, etc). After detecting the usual information and giving it the usual order, only the identification of the CD-ROM should be added, as follows:

N. Surname, *Title of CD-Rom (from the labels affixed or imprinted, or from the container)*, CD-ROM, publisher's name and location, year.

CLIO CD. Catalogo dei libri italiani dell'Ottocento (1801-1900), CD-ROM, Milano, Editrice Bibliografica, c1997.

As regards on line bibliographic data bases, documentation services, etc., please follow the same model for Internet sources:

Biblioteca de la Universitat de Barcelona (BUB), Catàleg de fons antic: documents fins a 1820 , c2001, última actualització: 08/02/2006 <<http://eclipsi.bib.ub.es/virtua2/catalan/>> (accessed: october 11st, 2006)

Rare Materials

Hand-printed books (pre-1830)

The synthetic citation is to be preferred, giving the same information in the same order as for modern printed books. Italic is used for the title, Roman for publishing information and the year. Information not present in the original source is given within square brackets. The Author is given at the beginning of the citation and in a normalized form (i.e. given according to authoritative repertories) and in its full form (i.e. supplying the complete form of the first name, if possible). Publishing information is supplied in the same order as for modern books (publisher's location, name, year of publication), but in the same form found on the title page.

Name, Surname, *Full title*, place, publisher, year.

Jacopo Sadoletto, *De liberis recte instituendis liber*, Venetijs, per Io. Antonium et fratres de Sabio, sumptu et requisitione d. Melchioris Sessae, 1533

Cesare Crispolti, *Idea dello scolare, che versa negli studi, affine di prendere il grado del dottorato. Del signor Cesare Crispolti perugino canonico, et dottore, accademico Insensato. Ove dichiarandosi con molte allegorie et varii significati quello ch'importino l'insegne, che si soglion dare nel Dottorato, si dimostrano le parti, et conditioni, che dee havere il Dottore. All'Illustrissimo et Reverendissimo Sig. Cardinal San Cesareo, In Perugia, per Vincentio Colombara, 1604.*

Manuscripted sources

Full reference

Full reference to a manuscript source usually includes the author (in its full form), the *title or description*, the date – exact (1454) or attributed (1420-1450; XVII *in(eunte)*, *m(edio)*, *ex(eunte)* for ‘the beginning, middle, the end of century’). Then the material (parch., pap.), dimensions of height and width (320x260 mm), number of leaves – with flyleaves in roman numerals (ll. III, 252, II), and finally the binding. Squared brackets are used to integrate information from other sources (bibliographies, catalogues, repertories):

Marcus Tullius Cicero, *Epistolae ad Familiares: the sixteen books*, with colophon '*M. T. Ciceronis epistolarum ad Tironem liber ultimus explicit*', early XV cent.; vellum; ff. 190; gatherings of 10 leaves, with catchwords; 10 ¼ in. x 7 ½ in. Written in Italy. Initials flourished in blue and red or red and violet. F. 1 has all illuminated initial and border (gold bars enclosing blue spaces spangled with gold, foliage, &c.) including (within a wreath) the arms *az.*, a dragon crowned or. Bound in white vellum, with arms of George I or II and initials G.R. III stamped on the covers.
(British Library, MSS King's 23).

The repository in which the manuscript is found (with its reference number i.e. shelf mark or call number), is described in its full form (or in an abbreviated form). Please choose one system, and keep it in the paper:

Biblioteca Lancisiana, Ms. 340
British Library, MSS King's 23

– or –

BLan, Ms. 340
BL, MSS King's 23

The abbreviated form should be indicated in a preliminary legend, avoiding synonymous and ambiguous acronyms:

ACSRoma (*Roma-Archivio Centrale dello Stato*),
BAV (*Biblioteca Apostolica Vaticana*),
BA (*Biblioteca Universitaria Alessandrina, Roma*),
Bod (*Bodleian Library, Oxford*),
BNCF (*Biblioteca Nazionale Centrale di Firenze*),
BLan (*Biblioteca Lancisiana, Roma*),
ASF (*Archivio di Stato di Fermo*),
ASCF (*Archivio Storico Comunale di Fermo*)
ASAF (*Archivio Storico Arcivescovile di Fermo*), etc.

Manuscripts – Models for description

Given the vast range of manuscripts, for your convenience please use the following classification and related models of synthetic description.

Manuscripted books

With Manuscripted books, we mean single Manuscripted works, usually literary, liturgical, legal, scientific etc., published before the invention of printing. We also intend in general single manuscripts (also modern ones), i.e. which are not related to an archival collection, such as diaries, drafts, lessons' or journeys' notes, recipe books, etc., and which are more often kept in libraries rather than in archival institutions.

Author (in its full form), *Manuscript title, given or [attributed]*, place and year of writing, material (Repository, reference number).

Marcus Tullius Cicero, *Epistolae ad Familiares: the sixteen books*, with colophon '*M. T. Ciceronis epistolarum ad Tironem liber ultimus explicit*', [Italy], early XV cent., vellum (BL, King's 23).

Brugnoli, Benedetto, [*Epistola a Lorenzo Giustiniani sull'origine di Venezia*], sec. XVI, cart. (BA, Ms. 241)

School treatise on Logic, with later additions beg. 'Transcendentia sunt sex. Ens, Aliquid', [Italy], 15th cent., first half, parch. (Bod, MS.Add.A.6)

Miscellaneous manuscripts

We mean manuscripts containing several works, arranged by the same copyist or by more copyists but in the same period; here we include also composite manuscripts, i.e. containing manuscripts arranged together in a second period, by other people. The reference gives each author and title, followed by the same information as above:

Author (if given), *Work's title*, second Author, *Second work's title ...* etc. , place and year of writing, material (Repository, reference number).

Giacomo Leopardi, *A Francesco Cancellieri, Recanati 30.11.1818; [Lettera in versi al figlio Giacomo, s.d. ma: 1810]*; Paolina Leopardi, [*Lettera a ignoto, Recanati 5.5.1866*], composito, cart. (BA, Ms. 358)

[*Religious pieces*], composite, [England], early 15th cent., parch., paper (Bod, MS.Add.A.268)

Then, cite each single part, with the respective Arabic reference-number, as follows:

Paolina Leopardi, [*Lettera a ignoto, Recanati 5.5.1866*], in Giacomo Leopardi, *A Francesco Cancellieri...* cit. (BA, Ms. 358/1)

Richard Rolle of Hampole, *Incipit speculum peccatoris secundum augustinum et secundum Bernardum*, in [*Religious pieces*]... cit. (Bod, MS.Add.A.268/3)

Archival Items

Items related to archival holding formed by or around a person, family group, public or private corporate body etc. The citation gives information in the following order:

Repository, *Collection title, Series or sub-series title, Title (if any)* and location of volume, folder or file, *Manuscript title (if any)*, year(s), page(s)/folio(s) cited.

ASV, *Miscellanea*, Arm. XI, 93, ff. 4r-5v

ASV, *Archivio Concistoriale, Acta Camerarii* 13, ff. 111v-112r.

ASFe, *Archivio storico comunale, Serie finanziaria, sec. XVI*, b. 61, *Zornale 1558*, f. 71.

ASFe, *Archivio storico comunale, sec. XVI*, b. 68, *Rubriche dei Maestri, Rubrica 1558*.

Sometimes archival items can be conserved (with or without the collection of provenance) in libraries. In this case the repository follows, instead of heading, the description:

Testamento del Card. Silvio Antoniano benefattore della nostra congregazione, 27 luglio 1603, ff. 601r-604r (BVR, O 57 II).

Letters

References

Documents from a collection made up of drafts and/or originals of correspondence, are characterized by a typical title, that is *the indication of the sender's and/ or the addressee's name*. Remember that, also for letters, each inferred information will be integrated in the reference with square brackets. The Repository will be given in round brackets, as well as the possible holding/series which the document belongs to. Please follow this citation model:

Letter, sender's and/or addressee's name, place, date (Repository, the letter's reference number, *possible collection the letter belongs to*, inclusive dates, volume, folder or file, folio(s) cited).

Lettera, Silvio Antoniano a Carlo Borromeo, 19 ottobre 1566 (BAMi, F 77 inf. n° 8, ff. 15r-15v, 21r-21v).

Lettera, Scipione Rossi ai Padri dell'Oratorio di Roma, 20 agosto 1603 (ASMV, B. IV. 9, ff. 840r- 850v).

Lettera, Silvio Antoniano a Alfonso II, 28 settembre 1586, (ASMo, *Archivio per materie, Letterati*, b. 1).

Lettera, Agostino Valier a Silvio Antoniano, 6 luglio 1603 (BMF, *Autografi Frullani 1896*, ff. 44r-44v).

Letter, From Locke to Benjamin Furly, 16/26 December [1687] (Bod, *MS. English letters c. 200*, ff. 9-10).

Copy of letter from Coker to Locke, 31 January 1664 (Bod, *MS. Rawl.D. 286*, f. 6).

Example of Edition of Letters and other Sources

If in the paper it is necessary to edit letters, or other documents, please give information according to the following model:

1. Arabic number of the document (according to the order given by the editor);
2. Title of the document, i.e.:
 - the sender's name and/or the addressee's name, if a letter;
 - the original title, if a document is not posted;
 - if the title is not given, a title inferred by the editor, and integrated between [...];

3. date, indicating the place (*topical date*) and/or the time (*chronological date*) of the compilation of the document (as for telegrams, also give the exact hour of arrival/sending). Information integrated by the editor are given between square brackets [...];
4. the original text of the letter/document;
5. finally, between round brackets, and in a smaller font-size than the text, the *analysis of the document* should be given, including the typology, e.g.: L or Letter, T or Telegram, etc. Other information such as “draft”, “autograph”, or “copy” can be added, as well as further explanatory information and notes about the document.

The following example regards the edition of a letter:

Lettere
(1580-1584)

/1/

Carlo Borromeo a Silvio Antoniano, Milano, [28 dicembre 1580]

epistola n. 274

al S.or Silvio Antoniani Secret[a]ro del Sacro Collegio.

Molto R.o Sig.re

Desidero grandemente, che se V.S. ha tirato ~~à fine~~ inanci¹ quella fatica, che à Roma mi promise di fare intorno alla educatione de figliuoli; si contenti di mandarmela, che l' haverò molto caro di vederla; et se non l'ha ancora fatta ~~perfetta intieramente~~, desidero, che vi attenda; et mi avvisi in che temine stà: et non essendo q[es]ta per altro, me le offero, et racc[oman]do. Di Milano

¹ = explanatory note

(Minuta, BAMi, S. Q. II + 12, f. 475v, *Ultima raccolta, ossia residuo di lettere scritte da diversi a S. Carlo Borromeo (dal 1579 al 1580)*. La minuta è inclusa in un gruppetto 6 minute scritte il 28 dicembre 1580).

Editing of sources

As a general rule, in transcribing documents we should respect the original text. As for the spelling, the use of capitals, the punctuation, the editor may – always with prudence – normalise and modernise the text, especially if this can help legibility (otherwise, an explication footnote can be given). If the document dates earlier than the eighteenth century, the above-mentioned issues have more interpretative weight: in this case, editors should indicate, in a foreword, which use they have followed.

Anyway, the following directions should be respected – as you can see in the example of letter quoted above:

- square brackets are used for spelling out abbreviations in the text;
- weighty author's mistakes should be left in the original text, and marked with [sic]; on the contrary, light mistakes can be corrected without mention;
- uncertainties of reading are marked between square brackets; if illegible, use three dots in square brackets [...];
- mistakes about people, places or others are left. In a footnote the mistake should be carried, followed by *recte* and the appropriate correction;

- abbreviated titles can be left in the original text;
- words crossed out can be quoted in a footnote, or it can be left in the same original text, but marked with crossed-font;
- blank parts in the original are indicated with three dots, without any brackets.

Even though round brackets are often used to indicate intentional omissions (expunctions) of the editors, please avoid using, because they are easy to find in the original texts, especially in modern and contemporary ones.

Note to the document

If the *analysis of the document* (see above) is not enough to qualify it, a *Note to the document* can be attached, in order to give the following information:

1. the document's location (institution, holding, section, or series, folder, file);
2. if necessary, the document's description, number of leaves, dimensions, etc.;
3. information about figures, names, pseudonyms, or any other useful information about the document and its history.

References in Appendix

If necessary, a separate bibliography can be given, in alphabetical order by author/title, at the end of the article. In citing references for books and articles, you can choose without distinction one of the following forms:

1) Traditional Style (Notes-Bibliography Style)

- Alberoni, F., *Movimento e istituzione*, Bologna, Il Mulino, 1977.
 Gadamer, H.G., *L'eredità dell'Europa*, Torino, Einaudi, 1991.
 Gentili, L., *Antonio Labriola e la sinistra italiana*, in Luigi Punzo (a cura di), *Antonio Labriola filosofo e politico*, Milano, Guerini, 1996, pp. 49-73.
 Gramsci, A., *Lettere 1908-1926*, a cura di A. A. Santucci, Torino, Einaudi, 1992.
 Weber, M., *Wirtschaft und Gesellschaft*, Tübingen, Mohr, 1920, trad. it. *Economia e società*, 2 voll., Milano, Comunità, 1968.
 Zanardo, A., *Metodo storico e motivi realistici nel giovane Labriola*, «Rivista storica del socialismo», 7-8, 1959, pp. 12-43.
 – *Il metodo storico e il concetto di società in Max Weber*, Roma, Editori Riuniti, 1962.

2) North-American Style (Author-Date Style)

Please note that the space between year of publication and title should be inserted with the “tab” key, but never with the “spacebar”.

- Alberoni, F.
 1977 *Movimento e istituzione*, Bologna, Il Mulino.
 Gadamer, H.G.
 1991 *L'eredità dell'Europa*, Torino, Einaudi.
 Gentili, L.
 1996 *Antonio Labriola e la sinistra italiana*, in Luigi Punzo (a cura di), *Antonio Labriola filosofo e politico*, Milano, Guerini, pp. 49-73.
 Gramsci, A.
 1992 *Lettere 1908-1926*, a cura di A. A. Santucci, Torino, Einaudi.
 Weber, M.

- 1921 *Wirtschaft und Gesellschaft*, Tübingen, Mohr; trad. it. *Economia e società*, 2 voll., Milano, Comunità, 1968.
- Zanardo, A.
- 1958a *La società egualitaria*, Milano, Rizzoli.
- 1958b *La società gerarchica*, Milano, Rizzoli.
- 1959 *Metodo storico e motivi realistici nel giovane Labriola*, «Rivista storica del socialismo», 7-8, pp. 12-43.
- 1962 *Il metodo storico e il concetto di società in Max Weber*, Roma, Editori Riuniti.

When using the North-American Style, references in the text are given in round brackets, i.e.: author's surname followed by date (without comma) then by the page(s) number:

(Zanardo 1962, 123-125)

When referring to more works of the same author, years are separated by a semi-colon:

(Zanardo 1959; 1962)

If the author has published more works in the same year, references are arranged according to the letters a, b, c,...

(Zanardo 1958a; 1958b)

For a translated work, please mention the year of first publication, then the translation's reference and year, and the page(s) number(s).

(Weber 1921, trad. it. 1968, 84)

Authors are kindly asked – as a general principle – to choose one style, and to strictly adhere to it all through the essays.