

Iperstoria

STYLESHEET

SUBMISSION GUIDELINES

The file must be sent to redazione@iperstoria.it. It must include text and bibliography and it must be saved in .doc or .docx format. A brief bio sketch (4-5 lines) is also requested, either in a separate file or within the text of the email. A 200-Word abstract in English must be attached.

FORMATTING AND STYLE GUIDE

Font: Arial, justified, line-spacing 1,15.

ARTICLE/ ESSAYS/ INTERVIEWS

Header

Author's name, in Roman type, lower case, font size 12**. No academic affiliation.

One blank line between author's name and title.

TITLE (UPPER CASE, Font size 12)

Body Text

One blank line between title and body text.

Font Arial, size 10. No indent for paragraphs (ex. First line).

Chapters within the essay must be in Roman, bold and with consecutive numbering. A blank space is required between paragraphs; no blank space between heading and body text.

Notes

Font Arial, size 10, single line-spacing. Footnotes with consecutive numbering (arabic numerals).

**If the text is a translation, translator's name must be put in round brackets at the end of the body text (separated from body text with a blank line).

REVIEWS (word limit 2500 words)

Title of the book reviewed (bold Roman type, lower case)	Font size 14
Author's name (bold)	Font size 12
Place of publication, publisher, year, pages (pp.) (bold)	Font size 12
Book cover*	
Review by Name and Surname	Font size 12

* Book cover is preferable 8 cm high. Select Option "Lock Aspect to ratio" in "Picture tools-size"

Further Guidelines

Graphic Signs

⇒ Quotation marks: no French quotation marks (« »), only double quotation marks (" "). Within double quotes, single quotation marks (' ') should be used.

⇒ Single quotation marks, apart from being used within double quotation marks (e.g. quote within a quote), must be used for neologisms or for metaphorical and unusual usages of the word.

⇒ Punctuation marks must be placed within quotation marks (ex. "Rose is a rose," instead of

“Rose is a rose”,); note number must always be put after quotation marks. If quotation marks include a quotation followed by parentheses containing bibliographical references, punctuation marks must be placed after parentheses. Note number must always be put after quotation marks.

⇒ Notes with arabic numerals and numbered progressively.

⇒ If websites are cited, remove the hyperlink.

Quotes

⇒ Do not use italics for quotations.

⇒ If the quote is longer than 3 lines, separate it from body text. It should be preceded and followed by one blank line. Indent the quote 1 cm right and 1 cm left. Font, alignment and space-lining within the quote remain the same, in Roman type, without quotation marks, and with bibliographic reference between parentheses not followed by full stop.

⇒ Replace the omitted words/sentences with the three dots within square brackets [...].

Other guidelines

⇒ Acronyms and abbreviations without dots: Ex. ANPI (not A.N.P.I.)

⇒ 20th century, 1960s

⇒ Names of newspapers/magazines/periodicals/blogs in italics (no quotation marks)

⇒ Names of associations: in Roman type, upper case

⇒ Pictures and captions: the text of the caption must be preceded by “Fig. 1”: bold and without full stop.

⇒ Last Visit date for websites: when quoting from a website (whose address should be included in a footnote, placing a full stop after the URL) one must indicate: “Last Visited January 1, 1990.” If the date is the same for all websites, specify it just for the first occurrence of the website.

BIBLIOGRAPHIC REFERENCES

(In-text)

Iperstoria uses a two-part documentation system for citing sources: one parenthetical reference in the text (not in the footnotes) which points to the alphabetical Works Cited list at the end of the paper. The in-text reference follows the standard rules (Author Year, Page).

For additional explanations see the following chart:

Author's name in text	Dover has expressed this concern (2010, 118-121).
Author's name in reference	This concern has been expressed (Dover 2010, 118-121).
Multiple authors of a work	This hypothesis (Bradley and Rogers 2015, 7) ... suggested this theory (Sumner, Reichl, and Waugh 2016, 23).
Two locations	Williams alludes to this premise (2014 136-139; 145).
Two works cited	(Burns 2001, 54; Tomas 1999, 327)

Multiple works by same author in the same year	(Smith 2009a, 105; 2009b, 33)
Works with no author. When a work has no author, use the work's title or a shortened version of the title when citing it in text. (If abbreviating a title, omit initial articles and begin with the word by which it is alphabetized in the Works Cited list).	As stated by the presidential commission (<i>Report</i> , 4).

For other cases not contained in the chart, see MLA stylesheet available at the following website Purdue Online Writing Lab <https://owl.english.purdue.edu/owl/resource/747/02/>.

Pay attention to the following examples. Follow them even though they might be in contrast with the above link:

⇒ All and only the authors cited in the text must appear in the bibliography.

⇒ It is compulsory to indicate the year of publication after author's last name. A comma must be used to separate year and author's last name from page number. Ex. (Smith 1999, 45).

⇒ If the current cited text comes from the same source of the preceding cited text (and with the same page number), it is not necessary to repeat the citation. Do not use abbreviations such as *ibidem*, *ibid.*, *ivi* or *op.cit.*

⇒ Do not use *cf./cfr.* before the last name.

⇒ A parenthetical reference to a familiar historical document – i.e., the United States Constitution, doesn't require an entry in the Works Cited list.

⇒ In case films are cited, indicate in round brackets the name of director followed by a comma and then the year when the film was released.

FINAL BIBLIOGRAPHY

Works Cited (only those works who have been cited within the text, in alphabetical order)
1 cm indent

BOOKS

Basic Format

Last name, Name. *Book Title. Subtitle.* Place of publication: Publisher, Year of publication.

Nabokov, Vladimir. *Lolita*. New York: Putnam, 1955.

Different Book by the same author

---. *Speak, Memory: An Autobiography Revisited*. New York: Knopf, 1999.

Two authors

Cross, Susan, and Christine Hoffman. *Bruce Nauman: Theaters of Experience*. New York: Guggenheim Museum; London: Thames & Hudson, 2004.

Three authors

Lowi, Theodore, Benjamin Ginsberg and Steve Jackson. *Analyzing American Government: American Government, Freedom and Power*. New York: Norton, 1994.

More than three authors

Gilman, Sander, et al. *Hysteria beyond Freud*. Berkeley: University of California Press, 1993.

Corporate author

Herbert F. Johnson Museum of Art. *A Guide to the Herbert F. Johnson Museum of Art, Cornell University*. Ithaca: Cornell University, 1973.

Books with no author

Peterson's Annual Guides to Graduate Study. Princeton: Peterson's, 1999.

Editors (anthology or collection of essays)

Hill, Charles A., and Marguerite Helmers, eds. *Defining Visual Rhetorics*. Mahwah, NJ: Lawrence Erlbaum Associates, 2004.

ESSAYS/ARTICLES/CHAPTERS/INTERVIEWS

Essays or chapters in edited works

Ahmedi, Fauzia Erfan. "Welcoming Courtyards: Hospitality, Spirituality, and Gender." *Feminism and Hospitality: Gender in the Host/Guest Relationship*. Ed. Maurice Hamington. Lanham: Lexington Books, 2010. 109-124.

If the author of the essay/chapter coincides with the editor or the author of the book:

Walker, Alice. "This Was Not an Area of Large Plantation: Suffering Too Insignificant for the Majority to See." *We Are the Ones We Have Been Waiting For*. New York: The New Press, 2006. 21-54.

Journal article

Dizard, Robin. "Toni Morrison, the Slave Narratives, and Modernism." *The Massachusetts Review* 51.2 (2010): 389-407.

Magazine/ Newspaper article

Bajaj, Vikas. "The Double-Edged Rupee." *The New York Times* 27 October 2010: 16-17.

Interview

Begin with interviewer's name.

Ex: Malkin, John. "Buddhism is the Most Radical and Civilized Choice." *Shambhala Sun* (January 2004): 13-16.

N.B. If the interview has no title, indicate "Interview to Name and Last Name" of the interviewed.

For other cases not contained in the above section see MLA stylesheet available at the following website Purdue Online Writing Lab <https://owl.english.purdue.edu/owl/resource/747/02/>.

Check also the following examples:

⇒ When more than one city is listed for the same publisher, use only the first city.

Indicate only the city, not the country or state.

⇒Use the conjunction “and”, not an ampersand (&), when listing multiple authors of a single work.

⇒Pagination: do not use the abbreviations p. o pp. to designate page numbers.

⇒Give information concerning only the source you actually used, without adding information about the original work if the source is a translation, a reprint , an article within a collection, etc.

⇒If deemed relevant, indicate original publication year of reprinted books/articles as the following example:

Alexie, Sherman. “Reservation Drive-In.” 1993. *The Western Reader*. Jim Kitses and Gregg Rickman, editors. New York: Limelight, 1998. 255-258.