



CISUI - Centro interuniversitario
per la storia delle università
italiane

ANNALI
DI STORIA
DELLE UNIVERSITÀ
ITALIANE

editore il Mulino

«ANNALI DI STORIA DELLE UNIVERSITÀ ITALIANE» / COLLANA «STUDI E RICERCHE SULL’UNIVERSITÀ»

HOUSE STYLE SHEET

CHARACTER AND TEXT. Times New Roman 12 for the main text, 10 for notes.

PARAGRAPHS. Indent the first line of each paragraph by using the Tab key and not the space bar.

CAPITALIZATION. Keep the text as uniform as possible and use capitals only when essential.
Avoid capitals for terms in common or general use.

E.g.: university (Italian universities, but the University of Bologna).

In the case of a complex noun phrase, use a capital letter only for the first.

E.g.: International commission for the history of universities.

It is advisable to indicate periods and centuries in words and not numbers.

E.g.: the seventies, the eighteenth century, between the eighteenth and nineteenth century.

ACRONYMS. For acronyms use upper and lower case plain type (that is the first initial is capitalized followed by lower case initials). For example: Cisui.

ITALICS. The use of italics is reserved for foreign terms, except for those in common use, such as online, élite, leader, partner and so on.

Italics are to be used for words the author wishes to highlight and for book or article titles cited in the main text, dictionary entries, conference proceedings. Names of associations or institutions, even though foreign, should not be written in italics.

Do not use **bold**.

QUOTATION MARKS. Always use «Italian-style» double quotation marks and "standard" double quotation marks within a quotation.

E.g.: The writer said: «The editor told us to "keep to style" when using quotation marks».

DASHES. Dashes which – as in this case – separate a phrase must be preceded and followed by spaces.

QUOTATIONS. For brief quotations (3-4 lines) use double Italian-style quotation marks. Longer quotations (character size 10) should be indented as extracts and separated from the main text by a space above and below. In cases in which the author has omitted some text, the omitted part is indicated with square brackets and three dots [...].

STYLE, VARIOUS. Certain rules should be adhered to as follows: p. and pp.; f. and ff.; chap. and chaps.; cit.; cf.; etc.; vol. and vols.; no. and nos.; [A.N.] and [T.N.].

Cit. should be in plain text, but use italics for *et al.*, *ibidem*, *passim*, *supra* and *infra*.

When numbering notes, always use punctuation marks after the number (full point, comma, semi-colon, colon etc.) but punctuation marks come after quotation marks. *E.g.:* «In the middle of our life journey»¹.

IMAGES, MAPS. Accepted file formats: .tiff, .jpeg, .png, .gif.

Image resolution required: 300 dpi.



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NOTES

1. Books:

P. Grendler, *The universities of the Italian Renaissance*, Baltimore – London, The Johns Hopkins University Press, 2002.

2. If the work has already been cited, the title is abbreviated and followed by cit.:

Grendler, *The universities*, cit., p. 50.

3. Chapter in a book:

A. Esposito, *Una laurea in medicina a Roma (a. 1514)*, in A. Esposito e U. Longo (a cura di), *Lauree. Università e gradi accademici in Italia nel medioevo e nella prima età moderna*, Bologna, Clueb, 2013, pp. 89-96.

4. An article in a journal:

C. Carsmith, Siam ungari!: *Honour, Nationalism, and Students Conflict in Seventeenth-Century Bologna*, in «History of Universities», 26/2, 2012, pp. 113-149.

5. Works with an editor:

M. Rosi, *Appunti personali (1901-1933)*, a cura di C. Ferrara Degli Uberti, Pisa, Edizioni della Normale, 2015.

G.P. Brizzi, P. Del Negro e A. Romano (a cura di), *Storia delle università in Italia*, Messina, Sicania, 2007, 3 voll.

If the work has more than three authors or editors, use *et al.* after the first:

I. Birocchi *et al.* (a cura di), *Dizionario biografico dei giuristi italiani (XII-XX secolo)*, 2 voll., Bologna, Il Mulino, 2013, vol. I, p. 150.

NOTA BENE

The role of authors (a cura di, edited by, hrsg. von) should not be translated.

City names should be written in their original language (Roma and not Rome) and must be followed by the publisher.