EDITORIAL GUIDELINES

The contributions have to be submitted to the session coordinators and to the Editorial Board respecting the layout presented here as template.

Title of the contribution

Full Name

Abstract
Abstract in English, not exceeding 500 characters, spaces included.

Keywords
Indicate up to 5 keywords in English, separating each word with a comma and followed by a full stop.

It is mandatory to organize the text in sections, of which the first is the "Introduction" and, ideally, the last "Conclusions". However, it is up to the author the possibility of inserting further chapters in-between "Introduction" and "Conclusions". All the paragraphs of the text must not be numbered. The section dealing with "Bibliography" is requested at the end of the text.

The contribution may be optionally written in Italian or English.

The length of the text should be of <u>no fewer than 12'000 characters (1'700 words) and no more than 25'000 characters (3'500 words), spaces and notes included in the count.</u>

<u>The submitted text has to be original and not previously published elsewhere.</u> Authors must also guarantee that the contents and images embedded are not subjected to copyright. It is recommended to thoroughly cite all the sources and the works by other authors; all quotes must be duly checked by the author, especially in the case of direct reference.

The Editorial Board reserves the right to make any necessary editorial change to all the submitted texts.

Notes

The references must be formatted in the text according to the so-called "Author-Date system", that implies indeed in-text short references between square brackets. The section *Bibliography* at the end of the full paper will contain all the detailed entries of volumes, catalogues and articles mentioned in the text.

Here, there are some guidelines about the references system:

> if the quote is direct, the system requires the quote to be included between guillemets and the citation will appear as:

book [Voldmand 1997, 381-391]
book authored by more than one author [less than three authors, one mentions all of them, while more than three authors, one mentions all of them followed by et al. 1997, 381-391]
chapter in collective book [De Seta 1998, 189]
article in journal [Dion 1991, 156]
article in journal without author [L'Architecture Française 1950, 102-104]
article author by more than one author [less than three authors, one mentions all of them, while more than three authors, one mentions all of them followed by et al. 1950, 381-391]
PhD dissertation [Bianchi 2011, 125]

Any omission of words in the quotation has to be replaced by […].

> if the quote refers to a reported speech or to some previous studies/books/articles which address the topic presented in the quote, the citation system requires:

book [Voldmand 1997]
books/articles (chronological order) [Frampton 1980; Voldmand 1997; De Seta 2014]
book authored by more than one author [less than three authors, one mentions all of them, while more than three authors, one mentions all of them followed by et al. 1997]
article in journal [Dion 1991]
article in journal without author [L'Architecture Française 1950]
article author by more than one author [less than three authors, one mentions all of them, while more than three authors, one mentions all of them followed by et al. 1950]
PhD dissertation [Bianchi 2011]

It is up to the author the usage of any footnote. These must be numbered and used exclusively for referring to archives, libraries, institute, etc. sources. For example: City, Archive, Collection, Series – IV –, Folder – Fldr. –, File – F. –)[1].
It is strongly recommended to avoid any further comment in the footnotes.

Images, tables and captions

The author may embed a set of images (maximum 5) in the text accompanied with captions.
Each image must have a resolution of 300 dpi and a base of 13.4 cm to be published at full width.

The author has to guarantee of having already checked the copyright policies of the artworks embedded in the text. It is recommended the usage of copyright-free images.
Each image requires a caption which has to be as much detailed as possible (see the template below).
The artworks must be also inserted into the .doc file, but each author must submit them also as separate files (see further details in the dedicated section).

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[1] Napoli, Archivio di Stato, Casa Reale Antica, I, B. 251, f. 5v. Roma, Biblioteca Vallicelliana, Carte Vallicelliane, F.lo 54, ff. 80 e segg.

1: Authors, Object description/Title, Date [Digital or archival source, collocation].

About tables, it is preferred to insert editable charts (edited in Word or Excel) rather than save them as picture. Any table or chart must be accompanied by captions containing all the necessary information.

If necessary, it is possible to insert references to images and to tables (Fig. 1, Figg. 2-3, Figg. 4, 6 e 9, Table 1, Tables 1-2, Tables 1, 2 e 5) in the text.

Preparation of the bibliography

The bibliography (titles and entries) must follow the alphabetical order by Author, as the examples below. In case of more than one publication of the same author, these follow the chronological order of publication.

List of archival sources and webliography (retrieving date included) are optional.

Bibliography

Monography
MOHOLY-NAGY, L. (1925). *Malerei Photographie Film*, München, Langen (trad. it., 1987. *Pittura fotografia film*, Torino, Einaudi).
PAGANO, G., DANIEL, G. (1936). *Architettura rurale italiana*, Milano, Hoepli.
PANE, R. (1936), *Architettura rurale campana*, Firenze, Rinascimento del Libro.

Collective publication with editor
Giuseppe Pagano fotografo (1979), a cura di C. de Seta, Milano, Electa, pp. 12-20.

Essay in collective publication
DE FUSCO, R. (2010). *Storiografia e restauro sui generis di Roberto Pane*, in *Roberto Pane tra storia e restauro. Architettura, città, paesaggio*, a cura di S. Casiello, A. Pane, V. Russo, Venezia, Marsilio, pp. 28-30.

Journal article
ADAMO MUSCETTOLA, S. (1985). *Il ritratto di Augusto dalla Mostra d'Oltemare*, in *Napoli Antica*, Napoli, Macchiaroli editore, p. 347.
ARENA, G. (2011). *Visioni d'oltremare. Allestimento e politica dell'immagine nelle esposizioni coloniali del XX secolo*, Napoli, Edizioni Fioranna.
ASCIONE, P. (2005). *Dalla Mostra delle Terre Italiane d'Oltremare alla Mostra d'Oltremare e del Lavoro Italiano nel Mondo*, in *La Mostra d'Oltremare. Un patrimonio storico-architettonico del XX secolo a Napoli*, Napoli, Electa Napoli, pp. 51-53.
DE SETA, C. (1978). *Edoardo Persico e Giuseppe Pagano a Casabella*, in «Casabella», nn. 440-441, pp. 51-59.
PANE, R. (1962). *Io non vedo con i miei occhi ma attraverso di essi*, in «Napoli nobilissima», vol. II, pp. 78-79.

List of archival or documentary sources (if applicable)
List of archival or documentary sources in alphabetical order formulated according to the following example:
Napoli. Archivio di Stato. Ponti e Strade. B. 402, ff. 40-45.

Webliography
It is required to indicate the date in which the author/s retrieved the web page.
www.lombardiabeniculturali.it/fotografie/schede/IMM-3g010-0015017/ [January 2014].

Guidelines for the submission of full paper

Contributions has to be submitted to the session coordinators and to the Editorial Board in the form of both .docx and .pdf file following carefully this template.
The complete manuscript includes: title, name/s of author/s, affiliation /s, English abstract, keywords in English, text, image (with captions) and/or table (with captions) and bibliography.
In addition, the submission requires the disclaimer form (duly filled and signed) about the images and tables embedded in the full paper as well as the set of images separated from the .doc file.
The file of the full paper has to be named using the following system:
session_family name_name_fullpaper (e.g. B1_Rossi_Amedeo_fullpaper).
Equally, images and tables should be named according to:
session_family name_name_Image1 (e.g. B1_Rossi_Amedeo_Image1).

Punctuations
- Leave only **one** space after a full stop at the end of a sentence. This rule applies to all punctuations.
- Use full stops in contractions such as **e.g.** and **i.e.** and in abbreviations such as **M.Sc.** and **Ph.D.** Do not use full stops: after people's titles, e.g. Mr, Mrs, Ms, Dr; spell out Professor; in acronyms, e.g. WFP, ODOC; when the last letter of an abbreviated word is the same as that of the original word, e.g. Ltd (limited), St (Saint).
- The main use of the **colon** (**:**) is to indicate that the clause following the colon is an explanation or elaboration of the clause preceding it. The colon is also used to introduce a list.
- **Semicolons** (**;**) are used to mark closely related independent clauses in a sentence. Information in the second clause is added to that in the first; it does not explain or amplify the first clause, as the colon does. Both the clause before and the clause after the semicolon must be complete sentences (that is what makes them independent clauses). Thus, the semicolon used in this way may always be replaced by a period, but the semicolon signals the reader that the two clauses are closely related.

Capitalisation

Use lower case as much as possible. Capitalize only formal or specific names. Exceptions may sometimes be made to avoid confusion.

- **Proper names** are, of course, capitalized**,** as are the **full titles of programs**, **departments**, and **buildings**, but generic terms (the college, for example) are lowercase. In general, when a word is being used as part of a name, it is capitalized (e.g. New York City), but when it is being used descriptively, it is lowercase (e.g. the city of New York).
- **Job titles** are not given as acronyms, but are capitalized: e.g. Executive Director, Assistant Executive Director, President, Vice-President, Treasurer, Chief, External Auditor, Chief Financial Officer, etc.
- Named professorships and other titles denoting civic or academic honors are capitalized at all times
- **Institutions, departments, offices and foundations** are capped only when the full, correct name is used: e.g. The Department of Literature; the French Department; The Underhill Foundation. However, when used alone, generic terms such as "college" or "committee" are not capitalized. Also, if the word "the" precedes the shortened name, it is not capitalized, even though it may be part of the official name (e.g. the Department of Architecture; the Architecture Department; the department).
- The **same principles are applied for places**: e.g. the Hudson River; the Hudson; the river; the Hudson Valley; the valley
- **Geographical terms used as noun and adjective** require to be lowercased: e.g. "the north" (noun and direction) and "northern" (adjective).
- When a **foreign term forms part of a geographic name in English**, the meaning of the foreign term should be observed: e.g. Rio Grande (not Rio Grande River), Mauna Loa (not Mount Mauna Loa).
- **Words such as empire, state, country, city, kingdom, colony and territory** are capitalized only when used as part of a proper name.
  e.g.: Bie Province, but "the province"
  Kweneng District, but "the district"
  Roman Empire, but "the empire"
  Washington State, but "the state"
- The **titles and subtitles** of books, pamphlets, periodicals, newspapers, articles, poems, plays, movies, television shows, radio shows, musical works, art works, and dance works **are capitalized**, except for articles (a, an, the), conjunctions (and, or, but, nor), and prepositions unless they are the first word in the title or subtitle. Please note: the decision to capitalize is not based on

the length of the word but on its function. "It," for example, is a pronoun and is capitalized. "Between" is a preposition and is lowercase.

- **Acronyms** of institutions should be capitalised and possibly spelled out at their first occurrence between parenthesis.
- **Programs, conferences, seminars, workshops:** once the full title is given, references to the program, the conference, etc. **are not capitalized**.
- **References to parts of documents:** do not capitalize *paragraph*, e.g. "In paragraph 12, reference is made to …". However, *Annex* is capitalized, e.g. "See Annex IV". Annexes should be numbered in roman capital numerals I, II, III, etc.

Dates, numbers and quantities
- Use the international day/month/year format for **dates** (e.g. Monday 3 July 2006). Note that there is no comma between the month and the year and no "th" or "rd" after the date numeral. Write a period covering a number of days as follows: from 10 to 20 July 1997 OR 10–20 July 1997 from 15 October to 1 November OR 15 October – 1 November. Do not mix them.
- In all the cases **century** requires to be lowercase; spell out numbers less than 10; hyphenate when used as an adjective: e.g. ninth century; 20th century; 19th-century Dutch painters.
- In the text, spell out **numbers** one through nine: the first three semesters; the 10th president of the college. If a sentence begins with a number, spell it out, or recast the sentence: Thirty-five employees selected the 10-40 plan. Or: During the open enrollment period, 35 employees selected the 10-40 plan. Follow the style for ages as well: e.g. a six-year-old boy, a 47-year-old man.
- In regular text, use commas to denote **thousands for numbers**: e.g. 100,000 or 51,357. Write **numbers** in millions as a numeral, with one decimal place if necessary, followed by a hard space and the word million – e.g. 2.6 million mt.
- **Decades** should be written using numerals:
- e.g. In the 1990s …. Do not use an apostrophe like the 1990's.
- The **standard abbreviations for metric units of measure** are used, for example m for metres, km for kilometres, ha for hectares, g for grams, mt for metric tons (do not use "tonnes"). Square kilometres is written as km^2 and cubic metres as m^3, lower case/superscript and preceded by a non-breaking space.

Hyphens and dashes
- There is a distinction between a hyphen and an en-dash (–). Apart from the difference in length, there is a difference in purpose.
- The **hyphen** is used to link two words to form compounds, usually adjectives but also adverbs and nouns, and to separate numbers that are not inclusive, such as telephone numbers (e.g. 845-437-7000).
- Use hyphens to link to prefixes (e.g., post-apocalyptic, a middle-class neighborhood) when omitting the hyphen might cause confusion.
- The **en dash** is used with numbers to indicate a range.
  e.g.: Editing workshop, 10:00am–noon
         During the planning period, May–July, we hope to set priorities for the campaign.
- An **en-dash** is also used to connect spans of numbers or dates (e.g. 2005–2006) and where the second word in a group does not modify the first one, as in e.g. a WFP–FAO project.
- It is also used to separate an interjected phrase from the main sentence, in which case it is used with a space before and after it. As with an interjected phrase between commas, it should be possible to remove the part of the sentence within dashes, leaving the rest of the sentence complete and meaningful.
  e.g.: Three architects – Rossi, Grassi, and Gregotti – continue to inspire her.

Quotation marks
Double quotation marks are used for quoting sentences, phrases or words.

Guillemets/Angles quote marks « » are used for quoting long sentences, short phrases or single words. Punctuation marks are placed inside the quotation marks only if they belong to the quotation; otherwise they are placed outside. When a full stop or other punctuation mark would apply both to the quotation and the sentence, it is placed outside the quotation marks.

When it is necessary to insert words into a quoted passage to make the passage function grammatically, enclose the inserted words in square brackets to indicate that they are not part of the original quotation. Use an **ellipsis […]** to indicate that you have omitted words from a quoted passage.

Words and idiomatic expressions used with a different meaning from the context should be put between **double marks " "**.

Quotes in the text
Any direct quoted passage between **angles quote marks « »**.
If the length of the quote is less than 3 lines, the quote is directly included in the running text of the paper. On the contrary, for all those quotes that are longer than 3 lines, it is recommended to separate the sentence from the running text by reducing the margins and no on angles quote marks is necessary. Please follow the following example:

> Quote [De Seta, 1998].

It is preferable to present quotes in the same language of the full paper (alternatively in Italian since it is the other permitted language). In the case that no publications provide a professional translation, it is recommended to perform a translation by indicating the author as person in charge for it [Sitte 1889, translation of the author].
The omission of **angles quote marks is used only in the case of reported quotes.**

Italics and non- English words
- Non-English words are set in *italic*s, without using quotes. Where necessary, these words should be followed by a brief explanation in brackets.
- Some Greek and Latin words have passed into common usage in English – but be careful with the plural forms: phenomenon/phenomena; criterion/criteria; genus/genera; datum (rare in the singular)/data; forum/fora; medium/media.
- Stressing the key role of a words or a group of them can be gained by using the italic.
- Name of institutions, foundations, offices, archives, museum (e.g. Kunsthaus Zürich, Centre Canadien d'Architecture) should be kept in the original language, therefore it is recommended to provide a translation between brackets next to the name uniquely in those cases where it is not easy to get the translation.
- Title of books, articles, exhibitions are set in *italic* in the running text. Contrariwise the name of journals and reviews between guillemets (e.g. «Casabella»).

Footnotes numbers
Footnote numbers (exclusively referred to archival documents) should be in superscript and attached to the word(s) or phrase to which they refer, for example: [1]; [2]. »[3].

To

Associazione Italiana di Storia Urbana AISU international

c/o DIST (Dipartimento Interateneo di Scienze, Progetto e Politiche del Territorio)

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