

MONOGRAPHS

NAME (INITIAL) AND SURNAME OF THE AUTHOR [[IN SMALL CAPITALS]], *Title of book* [[italics]], number of book/volume in roman numerals [[roman]] place and date of publication [[roman]] (*if necessary collection* [[italics]], series [[roman]]), if necessary page number [[roman]].

Use the following abbreviations: p. (page), pp. (pages), ch. (chapter), fn. (footnote), n° (number), col. (column), coll (columns).

Different phrases of the title must be separated by full stop; Use hyphen (-) only if it is actually part of the title. The place of publication must always be cited as it comes in the book. If there is more than one author, divide the names with a hyphen (-); the name of ancient authors must be fully written.

If there are any, include names of editors, translators or publishers after the title, between commas and in roman character.

Use IDEM / ID. to cite more works of the same author in sequence, EADEM / EAD. if the author is female.

Quotations must end with a full stop (.). If there are more quotations in a row they must be separated by a semicolon (;).

EXAMPLES:

M. MANIACI, *Terminologia del libro manoscritto*, Milano-Roma 1996.

G.D. MANSI, *Sacrorum Conciliorum nova et amplissima collectio*, Florentiae-Venetiis 1758-1798, pp. 120-130.

S. LILLA, *I manoscritti vaticani greci. Lineamenti di una storia del fondo*, Città del Vaticano 2004 (*Studi e Testi*, 415).

R. LEROY – J.H. SAUTEL, *Répertoire des réglures dans les manuscrits grecs sur parchemin*, Turnhout 1995.

PAOLO DIACONO, *Storia dei Longobardi*, traduzione a cura di A. Zanella, Milano 2000

ARTICLES FROM JOURNALS

NAME (INITIAL) AND SURNAME OF THE AUTHOR [[SMALL CAPITALS]], *Title of article* [[italics]], Title of journal [[roman characters]], number of issue in arabic numbers/year [[roman characters]], pages [[roman characters]].

Always use a semicolon (;) to separate references and a full stop at the end (.).

EXAMPLES:

F. CARDINI, *Gilberto di Tournai. Un francescano predicatore della Crociata*, *Studi francescani*, 72/1975, pp. 31-48.

D. BIANCONI, *Le pietre e il ponte ovvero identificazioni di mani e storia della cultura*, *Bizantinistica*, 8/2006, pp. 135-181

COLLECTIONS, PROCEEDINGS, ENCYCLOPEDIAS

NAME (INITIAL) AND SURNAME OF AUTHOR [[SMALL CAPITALS]], *Title of work* [[italics]], in [[roman characters]] *Title of Collection* [[italics]], further details about collection [[roman]], edited/published by [[roman]], number(s) of volume(s) in roman numerals [[roman]], place and date of publication [[roman]] (*if necessary series* [[italics]], number of series [[roman]]), if necessary page numbers [[roman]].

Always use a semicolon (;) to separate references and finish with a full stop (.).

EXAMPLES:

A. AMORE, *Stefano il protomartire*, in *Bibliotheca Sanctorum*, XVI, Roma 1967, coll. 56-89.

M.L. AGATI, *Il problema della progressiva separazione delle parole tra IX e X secolo*, in *I manoscritti greci tra riflessione e dibattito*. Atti del V Colloquio internazionale di paleografia greca (Cremona, 4-10 ottobre 1998), a cura di G. Prato, Firenze 2000 (*Papyrologica Fiorentina*, 31), pp. 187-208.

ABBREVIATIONS

Should one same work be cited more than once, it ought to be abbreviated:

NAME (INITIAL) AND SURNAME OF AUTHOR [[SMALL CAPITALS]], *First wrds of title followed by three suspension points* [*italics*], cit. [[roman]], page numbers if necessary [[roman]].

The way one same work is quoted must be consistent through the whole article.

EXAMPLE:

D. BIANCONI, *Le pietre...*, cit., p. 137.

If in a following footnote the same work is cited, though the page number is different, use: *Ivi* / *ivi*

EXAMPLE:

¹ D. BIANCONI, *Le pietre...*, cit., p. 137.

² *Ivi*, p. 138.

If not only the work but also the page number is the same, use: *Ibidem* / *ibidem*

EXAMPLE:

¹ D. BIANCONI, *Le pietre...*, cit., p. 137.

² *Ibidem*.

FORMATTING

Text must be formatted in Times New Roman 12, justified and with 1,15 line-spacing. To cite greek use Unicode font.

The title fo the article must be in bold capital letters, centred, in Times New Roman 14. Below the title, the author's name, centred and in italics, in Times New Roman 13. They should both be two spacings from the top of the page and two spacings from the beginning of the text.

EXAMPLE:

(spacing)

(spacing)

LA PRESA DI COSTANTINOPOLI

Manuele Crisolora

(spacing)

(spacing)

(text of article)

The first line of every new paragraph should be indented 0,75 cm. After each paragraph a 6 pt. space is required.

Should there be titles of paragraphs, they must come in bold character, indented 0,75 cm, and end with a full stop (.). They should be separated with a space from the preceding paragraph.

EXAMPLE:

(last line of former paragraph)
(space)
Title of paragraph.
(first line of new paragraph)

To quote use inverted commas («...»). Quotations should come in roman character, respecting the formatting of the original text, and indicating in brackets any intentional changes. Any omissions should be indicated by three suspension points in brackets (...); any integrations should be kept out of the inverted commas.

The number of a footnote should always follow the part of text it refers to; in case of quotations, the number should be placed outside the inverted commas and before punctuation, always in roman character.

REVIEWS

The title consists of the bibliographic reference for the volume, in bold character and according to the following scheme:

NAME (INITIAL) AND SURNAME OF AUTHOR [[SMALL CAPITALS]], *Title* [[in italics]], number(s) of volume(s) in roman numbers [[roman character]], publishing house [[roman]], place and date of publication [[roman]] (*if necessary series* [[in italics]], number of series [[roman]]), pp. [[roman]], price [[roman]], ISBN number [[roman]]

Titles never end with a full stop (.). In the following line include author's name, in italics, and following the formatting rules.