

## AUTHOR GUIDELINES

'Memoirs' and 'Communications' proposed by authors for publication in *Acta apuana* shall be submitted both in hard copy and electronically, possibly with images and tables. Text files shall be delivered as Microsoft Word documents (\*.doc), in 'Book Antiqua' or 'Times New Roman' and in an A4 vertical format.

Papers to be published in the 'Memoirs' section of the magazine must comply with the following editing standards:

- **authors:** small caps, bold, 11 pt, centred - first name followed by surname in full, with references designated by an asterisk and a footnote on the first page preceded by commas;
- **title:** caps, bold, 11 pt, centred;
- **summary:** normal style, 9 pt, justified, no first line indentation (the word 'Summary' needs to be in bold) - single-spaced, in Italian;
- **abstract and key words:** normal style, 9 pt, justified, no first line indentation (the words 'Abstract' and 'Key Words' need to be in bold) - in English (other internationally widespread languages are accepted);
- **footnote on the first page:** normal style, 9 pt, justified, no indentation - to indicate Authors' institutional affiliation and/or their addresses;
- **subheads:** bold, italics, 10 pt, justified, no indentation - a blank line before the following text and two blank lines after the previous text;
- **title of paragraphs:** normal style, underlined, 10 pt, justified, no indentation - no blank lines before the following text and a blank line after the previous text;
- **body of the article:** normal style, 10 pt, justified, first line indentation of 0.5 cm - the text should be single-spaced and occupy only one column per page;
- **in-text citations:** usually in round brackets; the Author's surname is separated from the year of publication by a comma and can be followed by the volume number in Roman numerals preceded by the abbreviation "vol." or "vols." (if there is more than one volume), and the indication of the page(s) in Arabic numbers after the abbreviation "p." or "pp.". When there are two authors, their names need to be separated by the conjunction "and". In the case of three or more authors, only the first author's name is given followed by "et al." (italicised). Multiple citations ought to be written inside the same brackets; multiple references by the same author are separated by semicolons;
- **reference to notes** (in the article): designated with superscript Arabic numerals in serial order after a punctuation mark;
- **captions of images and tables:** italics, 9 pt, justified, no indentation - in serial order, preceded by "Fig." and "Tab." respectively, followed by an Arabic number and a dash, single-spaced;
- **titles of appendixes, endnotes and bibliography:** caps, bold, 9 pt, centred;
- **title of appendixes** (if any): normal style, 9 pt, justified, first line indentation of 0.5 cm, single-spaced;
- **body of notes** (if any): normal style, 9 pt, justified, first-line indentation of 0.5 cm, single-spaced - at the end of the article, single-spaced, separate paragraphs for each note, separated by a blank line and introduced by the reference number used in the main text. This must be followed by a closed round bracket;
- **body of bibliography:** normal style, 9 pt, justified, first line indentation of 0.5 cm for each piece of work; authors in alphabetical order - the main elements of each bibliographic entry need to comply with the following guidelines. Authors: separated by commas, small caps, surname followed by first name initial with a full stop; year of publication in round brackets, normal style; title preceded by a long dash, italicised. Other guidelines for bibliography depend on the cited text and are usually written in normal style. In the case of books, the publisher, the place of publication and the total number of pages separated by commas are indicated; in the case of magazines: full name of the magazine, year written in Roman numbers, instalments (if any) indicated in Arabic numbers in round brackets, followed by the page range of the article; in the case of papers from conference proceedings, monographs and miscellanea: name of the paper in double quotation marks, followed by the place and the date of the presentation of the paper to the public, the name of the editor (if any), the publisher, the place of publication and the page range in the volume;
- **acknowledgements:** normal style, 8 pt, justified, no indentation - the title needs to be in bold italicised.

For papers to be published in the "Communications" section the style to be followed is the same as described above, with the following exceptions:

- **authors:** bold italicised, 11 pt, right aligned - to be specified at the end of the paper;
- **title:** bold italicised, 14 pt, left aligned;
- **summary, abstract and key words:** omitted;
- **footnote on the final page:** italics, 9 point, justified, no indentation;
- **subheads:** bold, 10 pt, justified, no indentation;
- **paragraph title :** underlined, italics, 10 pt, justified, no indentation;
- **body of the memoir:** italics, 10 pt, justified, first line indentation of 0.5 cm - single-column and single-spaced text.

All the pictures ought to be submitted through digital scanning - preferably in \*.tif format - and must be larger than 20 cm with a minimum definition of 300 dpi. Every picture to be published needs to have a reference in the text of the paper.