



OS. Opificio della Storia | *Editorial rules*

Journal of the RESpro Association – Rete di storici per i paesaggi della produzione

AUTHORS

The authors' names and surnames, institutional qualifications and affiliations, e-mail addresses and telephone numbers must be included at the opening or at the foot of each text.

ABSTRACT, KEYWORDS AND SCIENTIFIC-DISCIPLINARY AREAS

All essays must feature an Abstract (in both English and Italian) with a maximum length of 1,000 characters (spaces included), as well as 5 keywords and the scientific-disciplinary areas to which they pertain, according to the most updated ERC categorisation.

LAYOUT AND ORGANISATION

Submissions must consist of a Microsoft Word file, written in 12-point Times New Roman font.

The essays may either be in Italian, English, French or Spanish.

These essays must be organised into paragraphs, and each paragraph must be headed by a title in upper/lower case, written in bold (e.g. **Archeologia industriale**).

Contributions to the *Essays* section must range between 24,000 and 30,000 characters (spaces and footnotes included).

Contributions to the *Territori al lavoro* and the *Biblioteca di OS* sections must range between 8,000 and 15,000 characters (spaces and footnotes included).

FORMAL RULES

Foreign words should be written in italics, except for those that are now in common use (e.g. marketing, design);

- titles of works of art or similar should also be written in italics (e.g. Munch's *The Scream*);
- to quote full excerpts, use double quotation marks «», any omissions of text should be indicated with three suspension dots enclosed in square brackets [...], which may be used within the quotation, but never at the beginning or at the end of it (e.g. «After the closure of the ironworks, Pope Gregory [...] decreed that...»);
- decades and centuries are written in words; both for decades and for centuries the initial letter is in capital letters (e.g., the Thirties; the Nineteenth Century; the Sixties of the Twentieth Century);
- public buildings, organisations and specific institutions should be in capital letters (e.g. European Community; Republican Party; Municipality of Rome);
- organisations and institutions in a generic sense; streets, squares and churches; institutional roles and positions should be written in lower case (e.g. the state; the municipality; the province; via Veneto; church of Santa Maria Novella; piazza Vittorio; president, director, minister);
- in case of initials or acronyms, only the first letter should be written in capital letters (e.g. Cee; Onu; Aipai; Ticcih; Erih);
- the reference number of the notes should be placed before the punctuation marks, but in the case of a quotation it follows the closing quotation marks (e.g. the discontinuity concerned the whole of the Twentieth Century¹; «keeping the study of technological evolution alive»¹).

Bibliographical references must be included in the footnotes at the end of the text, according to the examples given in both paragraphs **Quotations from works** and **Quotations from archive documents**.

Any acknowledgement, reference to previous publications on the subject or, in case of multiple authors, the specification of the parts written by each of them, must be included at the beginning of the notes, preceded by an asterisk.

QUOTATIONS FROM WORKS

Monographs and edited volumes

The following information must be listed in this order:

- name and surname of the author or authors. If there are two authors, they should be joined by the word 'and', while if there are more than two authors, they should be separated by commas, with only the last two joined by the word 'and'. Under no circumstances should the wording VV. AA. (various authors) be used; if it is impossible to establish the author or authors of the volume, the title should be reported directly;
- in case of edited volumes, the name and surname of the author or authors must be followed by the wording "ed." (edited by) if there is only one author, "eds." if there is more than one author, placed between commas;
- title of the volume in italics;
- publisher or printer;
- place and year of publication, without any comma;
- division into tomes or volumes, if any;
- page numbers, if any, shortened with "p." or "pp." (not "page" or "pages"), or in case of following pages, with the abbreviation "f." or "ff."

Examples:

- Victoria De Grazia, *Consent and Mass Culture in Fascist Italy*, Laterza, Rome-Bari 1981, pp. 131-136.
- Enrico Calzolari and Valter Cappelletti, eds., *Lerici and Shipbuilding in the Gulf of La Spezia*, Grafiche Lunensi, La Spezia 2008.
- Paul Ginsborg, *A History of Italy Since the War*, Einaudi, Turin 1989, vol. 1, t. III, pp. 28 ff.

Essays in collective volumes

The following information will be listed in this order:

- name and surname of the author or authors, as recommended above;
- title of the essay in italics;
- title of the volume, in italics, forerun by "in";
- name and surname of the editor or editors, preceded by the phrase "ed." or "eds.";
- publisher or printer;
- place and year of publication, without any comma;
- division into tomes or volumes, if any;
- number of pages of the volume where the entire essay is featured;
- for specific references to a page or pages, the formula "esp. p or pp."

Examples:

- Giuseppe Berta, *Imprese e sindacati nella contrattazione collettiva*, in *Storia d'Italia. Annali 15. L'industria*, eds. Franco Amatori, Duccio Bigazzi, Renato Giannetti and Luciano Segreto, Einaudi, Turin 1999, pp. 997-1039, esp. p. 998.

Conference proceedings and exhibition catalogues

The following information should be listed in this order:

- the name and surname of the editor or editors, as recommended above;
- the words "ed.", separated by commas;
- the title of the proceedings or catalogue, in italics;
- the words "conference proceedings" or "exhibition catalogue", forerun by a comma;
- place and dates of the conference or exhibition, in round brackets followed by a comma;
- publisher or printer;
- place of publication and year of publication, without any comma;
- any division into tomes or volumes.

Examples:

- Francesco Chiapparino, ed., *Il patrimonio industriale delle Marche*, conference proceedings (Ascoli

Piceno, 5 April 2008), Crace, Terni 2001.

- Raffaella Bassi, Cesare Biasini Selvaggi and Maria Grazia Massafra, eds., *L'imprevedibile leggerezza della materia. L'arte della ghisa tra Otto e Novecento*, exhibition catalogue (Rome, 13 April-25 September 2011), Barbieri Selvaggi, Manduria 2011.

Essays in conference proceedings and exhibition catalogues

The following information should be listed in this order:

- name and surname of the author or authors, as recommended above;
- title of the paper in italics;
- title of the proceedings or catalogue, in italics, forerun by "in";
- the words "conference proceedings" or "exhibition catalogue", forerun by a comma;
- place and dates of the conference or exhibition, in round brackets followed by a comma;
- the words "ed." or "eds." followed by the name and surname of the editor or editors, as recommended above;
- publisher or printer;
- place of publication and year of publication, without any comma;
- any division into tomes or volumes;
- number of pages of the volume where the entire essay is featured;
- for specific references to one page or more pages, the formula "esp. p or pp."

Examples:

- Elena Ippoliti, *Luoghi della produzione ad Ascoli Piceno: la Carbon*, in *Il patrimonio industriale delle Marche*, conference proceedings (Ascoli Piceno, 5 April 2008), ed. Francesco Chiapparino, Crace, Terni 2011, pp. 87-112.

- Arturo Carlo Quintavalle, *Intervista a Munari*, in *Bruno Munari: il disegno, il design*, exhibition catalogue (Parma, 16 February-30 March 2008), ed. Gloria Bianchino, Corraini, Mantua 2008, pp. 34-39, esp. p. 37.

Essays in journals

They will be listed in this order:

- name and surname of the author or authors, as recommended above;
- title of the essay in italics;
- name of the magazine in quotation marks «», forerun by "in";
- issue number;
- year of publication;
- number of pages of the volume where the entire essay is featured;
- for specific references to a page or pages, the formula "esp. p or pp.";
- if the journal is on-line, the full URL and, in round brackets, the date of last consultation must be also included.

Examples:

- Ilario Principe, *La città dei militari: l'archivio dei disegni dell'Istituto di cultura dell'arma del genio*, in «Storia urbana», n. 37, 1986, pp. 141-149.

- Ferdinando Scianna, *Gabriele Basilico à bord de mer*, in «Doppio zero», 14 February 2013, in <http://www.doppiozero.com/materiali/ricordi/gabriele-basilico-bord-de-mer> (last consultation: 18 February 2013).

Internet pages and online documents

To refer to an Internet site or to a specific section of it, the URL (in full) and, in round brackets, the date of the last consultation must be included. For PDF documents, downloaded from a website, follow the same instructions provided for books, essays, contributions to collective works and articles, including also the full URL and, in round brackets, the download date.

Examples:

- <http://www.musilbrescia.it/home/> (last consultation: 15 October 2014).
- <http://www.museibologna.it/patrimonioindustriale/percorsi/52882> (last consultation: 9 October 2014).
- Costanza Caraffa, ed., *Florence Declaration. Raccomandazioni per la preservazione degli archivi fotografici analogici*, Kunsthistorisches Institut in Florenz-Max Planck Institut, Florence 2009, p. 2, from http://www.khi.fi.it/pdf/florence_declaration_it.pdf (download: 6 September 2013).

Cited works

To refer to previously cited books, essays and articles, mention only the surname(s) of the author(s), the italicised title (or part of it) immediately followed by a comma, adding the abbreviation “cit.” and the page number.

Example:

- Principe, *La città dei militari*, cit., p. 148.

Sequential re-citation of works and authors

Should the cited volume or essay be the same as the one mentioned directly above, it must be referenced in the following manner:

- Ivi, p. or pp. (in case the cited page number is other than the one mentioned in the previous note).
- *Ibidem* (in case the cited page number is the same as the one mentioned in the previous note).

When the quoted author corresponds to the one mentioned in the previous note, or when he/she is the editor of a collection of essays, it must then be cited in the following manner:

- Idem (masculine).
- Eadem (feminine).

Examples:

- Valerio Castronovo, *Storia economica d'Italia. Dall'Ottocento ai giorni nostri*, Einaudi, Turin 1995.
- Idem, *L'industria italiana dall'Ottocento a oggi*, Mondadori, Milan 1980, pp. 5-8.
- Ivi, pp. 56-59.
- Chiara Ronchetta, *Recuperare il patrimonio industriale*, in *Progettare per il patrimonio industriale*, eds. Eadem and Marco Trisciunglio, Celid, Turin 2008, pp. 138-141, in part. p. 140.
- *Ibidem*.

REFERENCES TO ARCHIVAL DOCUMENTS

Archival references must be listed according to these criteria:

- the full name of the Archive must be mentioned the first time it occurs, then, in round brackets, after the word “henceforth” followed by a comma, its abbreviation or acronym, to be adopted thereafter.
- the fund name and series, if any, in italics.

Archival units and any further subsections must be referred to in shortened forms: envelope 1; reg. 2 = register 2; fasc. 3 = file 3; c. 4 = sheet 4

- the file name, in roman type, in double quotation marks “”.
- the numbering of the sheets in short form, specifying the front-*recto* (r) and back-*verso* (v).
- non-numbered sheets in short form “cc. nn.”.

Examples:

- Archivio Centrale dello Stato (henceforth, Acs).
- Archivio di Stato di Napoli (henceforth, Asna), *Azienda telefonica di Stato*.
- Asna, *Ministeri degli Interni, I inventario, Serie Commercio, Agricoltura, Arti e Manifatture*, b. 2073, fasc. 3, “Controversia per la costruzione di un mulino tra il Duca Bovadilla e i signori Tommasetti e Cava di Celano (1815)”, cc. 21v-36r.

FIGURES AND CAPTIONS

The figures (photographs, drawings, designs) must be provided in TIFF or JPG files, and have a

minimum resolution of 300 DPI with a size of 20x30 cm. Each figure must be numbered sequentially along with a caption. Rather than including images in the text, these should be provided in a separate Microsoft Word file, which should also feature captions.

The captions must include a short description of the content of the images, as well as the author of the photograph, drawing or design, and in round brackets, the year it was taken or made.

In the case of archival or bibliographic source images, adhere to the same editorial rules as for footnotes, remembering to mention the page number or the corresponding figure, as well as any eventual copyright. For downloaded images, it is necessary to fully indicate the URL and any copyright.

Examples:

1. Pray Biellese (Biella), the mechanical equipment preserved and displayed at the Fabbrica della Ruota (photo by Dario Lanzardo, 2005).
2. The plan of the complex and layout of the exhibition (design by Museo nazionale ferroviario di Pietrarsa, 2008).
3. Nora Raggio, portrait of Gabriele Basilico (in Gabriele Basilico, *Leggere le fotografie. In dodici lezioni*, ed. Maria Giulia Zunino, Abitare - Rizzoli, Milan 2012, p. 129; © Nora Raggio e © 2012 RCS Libri S.p.A.)
4. The key image of the exhibition *Bord de Mer* (in <http://www.beniculturali.it/mibac>; © Gabriele Basilico).

DIAGRAMS AND GRAPHS

Diagrams must be provided in Microsoft Word, font Times New Roman, 11 points.

Graphs must be provided in both Microsoft Word and Excel, to ease their proper layout.

Both diagrams and graphs must be numbered and headlined in round capitals, following, in round brackets, the reference from, or the author of the graphic processing and the completion date.

Examples:

1. The spread of the textile manufacturing industry throughout the Italian regions in the 19th century (elaborated by Mario Rossi, 2009).
2. The expenditure on extraordinary intervention in Southern Italy (a) and the expenditure for underdeveloped areas (b) between 1951 and 1998 (in Luca Bianchi, Delio Miolti, Riccardo Padovani, Guido Pellegrini and Giuseppe Provenzano, *150 anni di crescita. 150 anni di divari: sviluppo, trasformazioni, politiche*, in «Rivista economica del Mezzogiorno», n. 3, 2011, p. 501).

| LIST OF THE MOST FREQUENTLY USED ABBREVIATIONS | | | |
|--|--|---|--|
| a.a. = academic year | cm, m, km, gr, kg = centimetre, metre, kilometre, gram, kilogram, etc. (without full stop) | n.n. = not numbered | par., parr., §, §§ = paragraph, paragraphs |
| a.s.l. = above sea level | etc. = etcetera | n., nn. = number, numbers | <i>passim</i> = <i>passim</i> |
| A.C. = after Christ | ed., edd. = edition, editions | n.d. = senza data | <i>r</i> = <i>recto</i> |
| B.C. = before Christ | e.g. = for example | n.p. = senza luogo | s.a. = no year of printing |
| <i>ad vocem</i> = <i>ad vocem</i> | <i>et alii</i> = <i>et alii</i> | N.d.A. = author's note | s.e. = without publisher indications |
| approx. = approximately | F = Fahrenheit degree | N.d.C. = curator's note | see = see |
| art., artt. = article, articles | f., ff. = folio, folios | N.d.E. = editor's note o publisher's note | t., tt. = tome, tomes |
| °C = Celsius degree | fasc. = fascicolo | N.d.R. = editor's note | trans. = translation |
| ch., chs. = chapter, chapters | misc. = miscellaneous | N.d.T. = translator's note | <i>v</i> = <i>verso</i> |
| cit. = cited | ms., mss. = manuscript, manuscripts | p., pp. = page, pages | vol., voll. = volume, -i |