

# Iperstoria

## Stylesheet – Essays and translations

### Summary

1. Submission Guidelines.....	1
Abstract .....	1
Keywords .....	1
Bio note.....	1
2. Layout of the Manuscript .....	1
Author, Title, Subtitle, Affiliation, ORCID, Email, Title of Section .....	2
Epigraphs .....	2
Body Text.....	2
Sections.....	2
Footnotes .....	3
3. Graphic Signs, Images, Tables .....	3
Quotation Marks .....	3
Dashes, Hyphens, Slashes.....	3
Bullet Points and Numbered Bullet Points .....	4
Numbered Examples .....	4
Years and Numbers.....	4
Abbreviations, acronyms.....	4
Use of capitals, lowercase, italics.....	4
Hyperlinks .....	5
Images.....	5
Tables.....	5
4. Quotations.....	5
5. Final Bibliography .....	7
General rules .....	7
Books.....	8
Essays/Chapters/Articles/Interviews .....	9
Films, TV Series, Podcasts.....	10

## 1. Submission Guidelines

The essay should be between 4,500 and 8,000 words long, including bibliographic references.

The contribution must be sent through the specific online procedure in a single file, including both the text, abstract, keywords, and the bibliography, saved in .doc or .docx.

Please, make sure to **remove all mentions of your name** both in the text and in the metadata of the word file before uploading it to our website, so that the file can be sent out directly for peer review.

A short bio note should be uploaded as a second, separate submission file.

### Abstract

An abstract of approximately 250 words, in English, must be added in the Submission file and to Step 3 of the online submission procedure.

### Keywords

Keywords, also to be added in the Submission file and to step 3 of the submission process, must be five, in English, separated by a comma, relating to the field of study of the essay, in a broad sense (American studies, English linguistics...) and to the topic of the article.

**Example:** for the essay entitled “Various Kinds of Prison: Charles Dickens on Mass Incarceration and the American Slavery” the keywords used will be: American Studies, Prison Studies, Slavery Studies, Dickens, American Notes

### Bio note

The Bio note must be attached to the submission as a separate file and added to Step 3 of the Submission process. It must be written in the same language as the essay. It should include a reference to the author’s affiliation (if relevant), his/her ORCID number, his/her professional email address, his/her research interests and previous publications. The bio note should not exceed 5 lines.

## 2. Layout of the Manuscript

*Iperstoria* uses two fonts, one for the titles and one for the body text.

*We invite authors to **follow our .docx template** in order to submit a proposal as close to our editorial standards as possible. The template is available on the Submissions page on our website.*

## **Author, Title, Subtitle, Affiliation, ORCID, Email, Title of Section**

Titles and Author information are typeset in Quattrocento Sans (<https://www.1001freefonts.com/quattrocento-sans.font>). Please, download and install the font to use the .docx template correctly.

N.B. In case of a translation, the name of the translator should be added at the end of the text, in round brackets, justified font, one empty line separating the body text and the phrase: (Translation from [Original language] by [Translator]).

## **Epigraphs**

Epigraphs at the beginning of an essay must be in Century Schoolbook size 11, line-spacing 1,0, in italics, right alignment, followed, in a new line, by first name and last name of the author, Roman type, one comma, and the title in italics (book) or between inverted commas (essay/short story). The reference to author and title must be put within round brackets.

## **Body Text**

Leave one blank space between the metadata and the text. Any section or chapter titles within the essay must be written in bold, Roman type with progressive numbering, following the template style. Between the end of a section and the beginning of the following one leave an empty line; no empty line should be added between the title of the section and body text. For the layout of subchapters please refer to the Template.

In general terms, the BODY of the text uses:

- font Century Schoolbook (Titles), 11pt
- justified-text alignment
- line-spacing 1,5
- paragraph indentation 0,5cm (all paragraphs except for the first after each Section title and the one following a block citation or table/image)
- left and right margins according to Word standard (2 cm on the right and 2 cm on the left)
- Indented citations reduce the font to 10 pts, line-spacing 1,15

## **Sections**

- Sections must be numbered as follows: 1. Section; 1.1 Sub-section; 1.1.1 Sub-sub-section

- The capital letter is used only to indicate the first word of sections, including the Works cited section (“Works cited”)
- Do not add an empty line between the title of sections and body text
- Add an empty line between the end of a section and the beginning of the following one

## Footnotes

Font Century Schoolbook (Titles), 10 points, single line spacing. Please, use footnotes with progressive numbering in Arabic numerals.

## 3. Graphic Signs, Images, Tables

### Quotation Marks

- Quotation marks: do not use French quotation marks (« »), only double quotation marks (“ ”). Within double quotes use single quotation marks (‘ ’)
- Single quotation marks, apart from being used within double quotation marks (e.g. quote within a quote), must be used for neologisms or for metaphorical and unusual usages of a word
- Punctuation marks must be placed within quotation marks (ex. “ipse dixit,” instead of “ipse dixit,”); footnote numbers must **always** be put after quotation marks (ex. “ipse dixit.”<sup>1</sup>)
- **Exceptions:** If quotation marks include a quotation followed by parentheses containing its bibliographical reference, punctuation marks and footnotes must be placed after the parentheses. Ex. “ipse dixit” (Benjamin 2019, 76).<sup>1</sup> If the quotation includes a question mark, further punctuation marks must be put after the quotation marks. Ex: “what’s your name?”. If the quotation is to be followed by colon, the colon must be put after the quotation marks. Ex. “ipse dixit”:

### Dashes, Hyphens, Slashes

- For asides, please use the en dash, preceded and followed by a space  
**Example:** According to Jameson – notoriously an expert of the field – utopia...
- Compounded words and number ranges are joined by hyphens  
**Example:** global-local dichotomy, 12-40.
- Before and after the slash there is no need to add blank spaces  
**Example:** Positive/Negative

## Bullet Points and Numbered Bullet Points

- Bullet points must be used with the standard graphic sign •, indentation 0,75 cm on the left and a hanging indent of 0,75cm, line-spacing 1,5
- Numbered bullet points use Arabic numerals, with an indentation of 0,75 cm on the left margin and a hanging indent of 0,75cm, line-spacing 1,5

## Numbered Examples

Numbered examples are indented 0,5 cm on the left margin and have a hanging indent of 1cm, line-spacing 1,15. Add an empty line between multiple examples. Examples should be numbered progressively throughout the text.

(1) Text Example.

(2) Text Example.

## Years and Numbers

- Years and Centuries must be written as follows:
  - 21st century (not twenty-first century, not XXI century)
  - 60s, 1970s (not Sixties)
- Numbers must be written with the following format:
  - Data (results, percentages etc.) are always expressed in numbers
  - Numbers greater than 100 are always expressed in numbers (103, 1,280, 15,756), except for multiples of a hundred and a thousand
  - Numbers between 0 and 100 (both included) must be expressed in letters (zero, one, two, twenty-three, eighty-seven, a hundred etc.)
- Roman numerals that indicate a book page must be written in lowercase

## Abbreviations, acronyms

- Abbreviations and acronyms do not need full stops, for example US, not U.S.
- For historical events, all letters of the name must be capitalised:
  - *World War II*
  - *The French Revolution*

*EXCEPTION: in Italian, only the first letter is capitalized: ex. "Prima guerra mondiale"*

## Use of capitals, lowercase, italics

- Emphasis is expressed in italics

- Names of newspapers, journals, blogs, must be put in italics without inverted commas
- Names of associations must be put in Roman lowercase with capitals

## Hyperlinks

- When adding a web link or URL, please remove the hyperlink, which is often generated automatically, and add a full stop at the end of the URL (e.g. www.iperstoria.it.)
- Date of last access (website or URLs): the hyperlink must be followed by “Last visited DD/MM/YYYY.” If the date is the same for all the URL in the document, add a caption after the first entry which says: “All websites last visited on DD/MM/YYYY.”

## Images

- Images must be included within the body text in the most appropriate position
- If the image is not as wide as the page, it must be justified (which means it will be aligned to the left)
- The image is always accompanied by a caption, positioned directly below the image, without empty lines, justified, and introduced by the following caption: “**Fig. 1:**” followed by the text, without a full stop at the end

## Tables

- The text contained in charts and tables must be typeset in Quattrocento, size 11 for titles, size 9 for content, justified
- The layout of the table can be found in the provided template
- The table is always accompanied by a caption, right below the chart, without empty lines, with justified text alignment, and the following caption: “**Tab. 1:**” followed by the text without final full stop

## 4. Quotations

*Iperstoria* uses a two-part documentation system for citing sources: one parenthetical reference in the text (not in the footnotes) which points to the alphabetical ‘Works cited’ list at the end of the paper (see below for instructions on how to draft the Works cited list). The in-text reference follows the standard rule (Author Year, Page). For the specific cases, see the following chart:

<b>Author’s name in text</b>	Dover has expressed this concern (2010, 118-121).
<b>Author’s name in reference</b>	This concern has been expressed (Dover 2010, 118-121).

<b>Works with multiple authors</b>	This hypothesis (Bradley and Rogers 2015, 7) suggested this theory (Sumner, Reichl and Waugh 2016, 23).
<b>Two locations within the same source</b>	Williams alludes to this premise (2014, 136-139; 145).
<b>Two works cited</b>	(Burns 2001, 54; Tomas 1999, 327)
<b>Multiple works by same author in the same year</b>	(Smith 2009a, 105; 2009b, 33)
<b>Works with no author</b>	As stated by the presidential commission (Report 4). When a work has no author use the work's title or a shortened version of the title when citing it in text
<b>Film</b>	As noted, <i>Gone with the Wind</i> (Fleming 1939) If the essay is in Italian, indicate the translated title, using the original title only in the Works cited list in brackets.

**Please note that:**

- Quotations in body text are enclosed in inverted commas “ ”
- Always indicate the year of publication of the source cited after the author's last name, with a comma that separates the page number. Ex. (Smith 1999, 45)
- If a quotation comes from the same source as the preceding one (with the same page number), do not use abbreviations such as *ibidem*, *ibid*, *ivi* or *op.cit*. Repeat the parenthetical reference in round brackets, following the examples in the abovementioned chart
- When a quotation comes from the primary source analyzed in the essay, if the reference is clear, it is possible to only write the year of publication and the page in brackets, omitting the author
- Cf/cfr. before the last name are not required
- To indicate an open range of pages use “...” Do not use “ff.”
- Quotations longer than 3 lines must be separated from the text, 1 blank line underneath and above, indentation 1 cm to the right and 1 cm to the left, line spacing 1,15, font size

10, without inverted commas and with bibliographic reference in brackets. The full stop goes **before** the bibliographic reference

- In-text quotations can be both in Italian and in English, at the author's discretion. If the quotation is in a different language than the one of the manuscript, do not use italics
- Omissions or other variations within quotations, both in-text and in the notes, must be put between square brackets [...]
- Quotations in footnotes follow the same rules of in-text quotations: if they are longer than three lines, they must be separated from the body text of the note with an empty line, indentation 1 cm to the right and 1 cm to the left
- Quotations within round brackets carry the reference in square brackets
- When the in-text reference refers to a popular historical document—for example the American Constitution—it is not necessary to include it in the final list of Works cited

For other cases not mentioned, see the MLA stylesheet available at the following website: [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html)

## 5. Final Bibliography

### General rules

- The section must be entitled “Works cited”
- List only the works cited within the text, in alphabetical order, by author
- Apply a hanging indent of 1 cm
- Titles are separated from subtitles by a colon. Titles in English carry capitalized lexical words (**ex:** *Title: Long Subtitle*). Titles in Italian do NOT carry capitalized lexical words. (**ex:** *Titolo: Sottotitolo lungo*)
- For more than one city of publication for the same editor, write only the first city. Write just the city, there is no need to include the state or country
- Use the conjunction “and” instead of “&” to indicate various authors of the same work
- Do not use abbreviations such as p. or pp. for the number of pages
- Date and place of publication must be translated in English if the manuscript is in English.

**Example:** *Cahiers du Cinéma* (February 2013)



- Just mention the consulted edition of the source. Do not provide information on the original edition for reprints, translations etc. For translations of **literary works** keep the name of the translator:

**Example:** Mann, Thomas. *Death in Venice and Other Stories*. Trans. David Luke. London: Vintage, 2008.

- To highlight the original year of publication for a source that has been republished, add the year after the title, followed by a full stop

**Example:** Alexie, Sherman. "Reservation Drive-In." 1993. *The Western Reader*. Edited by Jim Kitses and Gregg Rickman. New York: Limelight, 1998. 255-258.

- For a University Press write University Press instead of UP
- After the link to a source add a period and: "Last visited DD/MM/YYYY." If the date is the same for all the URLs of the manuscript add the following caption after the first entry: "All websites last visited on DD/MM/YYYY."

**Example:** [www.iperstoria.it](http://www.iperstoria.it). Last visited 15/11/2020.

## Books

**Last Name, Name. *Title of the Book: Subtitle*. Place of Publication: Publisher, Year of Publication.**

Nabokov, Vladimir. *Lolita*. New York: Putnam, 1955.

### ***Another work by the same author***

---. *Speak, Memory: An Autobiography Revisited*. New York: Knopf, 1999.

N.B. works of the same author must be listed in alphabetical order by title.

### ***Another work by the same author with a co-author***

Nabokov, Vladimir and Mario Rossi. *Title: Subtitle*. City: Editor, Year.

### ***Two authors/editors***

Mariani, Giorgio and Sara Antonelli, edited by. *Il Novecento USA*. Roma: Carocci, 2009.

### ***Three authors***

Lowi, Theodore, Benjamin Ginsberg and Steve Jackson. *Analyzing American Government: American Government, Freedom and Power*. New York: Norton, 1994.

### ***More than three authors***

Gilman, Sander, et al. *Hysteria beyond Freud*. Berkeley: University of California Press, 1993.

### ***Institutions or organizations as authors***

Herbert F. Johnson Museum of Art. *A Guide to the Herbert F. Johnson Museum of Art, Cornell University*. Ithaca: Cornell University, 1973.

### ***Anonymous works***

*Peterson's Annual Guides to Graduate Study*. Princeton: Peterson's, 1999.

## **Essays/Chapters/Articles/Interviews**

### ***Journal articles***

**Last Name, Name. "Title of the Article: Subtitle." *Journal* [vol no.].[issue no.] (year): page range.**

Dizard, Robin. "Toni Morrison, the Slave Narratives, and Modernism." *The Massachusetts Review* 51.2 (2010): 389-407.

### ***Essays or chapters in a volume (editorship or monograph)***

**Last Name, Name. "Title of the Essay/Chapter: Subtitle." *Title of Volume*. Edited by Name Surname. Place of Publication: Publisher, Year of Publication. Page range.**

Ahmedi, Fauzia Erfan. "Welcoming Courtyards: Hospitality, Spirituality, and Gender." *Feminism and Hospitality: Gender in the Host/Guest Relationship*. Edited by Maurice Hamington. Lanham: Lexington Books, 2010. 109-124.

If the author of the essay/chapter is also the editor:

Walker, Alice. "This Was Not an Area of Large Plantation: Suffering Too Insignificant for the Majority to See." *We Are the Ones We Have Been Waiting For*. New York: The New Press, 2006. 21-54.

### ***Newspaper/Magazine article (in print)***

**Last Name, Name. "Title of the Article: Subtitle." *Title of Newspaper* DD Month YYYY: page range.**

Bajaj, Vikas. "The Double-Edged Rupee." *The New York Times* 27 October 2010: 16-17.

### ***Newspaper/Magazine/Blog article (online)***

**Last Name, Name. “Title of the Article: Subtitle.” *Title of Newspaper* DD Month YYYY. link. Last visited DD/MM/YYYY.**

Lepore, Jill. “A Golden Age for Dystopian Fiction.” *The New Yorker* 29 May 2017.  
<https://www.newyorker.com/magazine/2017/06/05/a-golden-age-for-dystopian-fiction>.  
Last visited 10/09/2024.

### ***Interview***

**Interviewer’s surname, name. “Title: Subtitle.” [if necessary, clarify between square brackets “Interview with Name Surname”]. *Title of Publication Containing the Article and relevant information per the cases above.***

Hainey, Michael. “Quentin Tarantino, Brad Pitt, and Leonardo DiCaprio Take You Inside *Once Upon a Time... In Hollywood*.” *Esquire* 21 May 2019.  
<https://www.esquire.com/entertainment/movies/a27458589/>. Last visited 05/02/2024.

N.B. If the interview has no title, write: “Interview with Name and Last name of the interviewed” always after the interviewer’s surname, name.

### **Films, TV Series, Podcasts**

#### ***Film***

**Director’s Surname, Name. *Title*. Year.**

Gerwig, Greta. *Little Women*. 2019.

#### ***TV Series and Podcasts***

**Whole series: Creator’s, Surname, Name, creators. *Title*. Year.**

Daniels, Greg and Michael Schur, creators. *Parks and Recreation*. 2015-.

**Single episode: “Title.” *Series title*. Created by Name Surname. Year of episode.**

“The Tell-Tale Head.” *The Simpsons*. Created by Matt Groening. 1990.

For other cases not mentioned, see the MLA 7th edition at:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_works\\_cited\\_page\\_basic\\_format.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html).