Iperstoria
Stylesheet – Essays and translations

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1. Submission Guidelines

The contribution must be sent through the specific online procedure in a single file, including both the text 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.

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

Abstract

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

Keywords

Keywords, also to be added in 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

The Bio note must be written in the same language of the essay. It should include a reference to the author’s affiliation (if relevant), his/her research interests and previous publications. The Bio note should not exceed 5 lines and must be submitted in the third step of the submission process.

2. Layout of the Manuscript

Essays must use:

- font Century Schoolbook (Titles)
- justified-text alignment
- line-spacing 1,5
- left and right margins according to Word standard (2 cm on the right and 2 cm on the left)
We invite authors to follow our template in order to present a proposal as close to our editorial standards as possible.

**Author, Title, Subtitle**
Name of the author, round lowercase (without academic affiliation), 16 points.
No empty lines between author and title, nor between title and subtitle.
Title, round lowercase, font 26 points, not followed by period or colon.
Subtitle, round lowercase, font 18 points, not followed by period or colon.

For what concerns the standard used for titles and subtitles to be published on our website, the title in English, if it is followed by a subtitle, must be followed by a colon (e.g. Various Kinds of Prison: Charles Dickens on Mass Incarceration and the American Slavery)

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

**Body Text**
One blank space between title and body text. Font Century Schoolbook (Titles), 11 points. Do not insert paragraph indentation. Any section or chapter titles within the essay must be written in bold, Roman type with progressive numbering. 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.

**Notes**
Font Century Schoolbook (Titles), 11 points, single line spacing. Please, use footnotes with progressive numbering in Arabic numerals.

**3. 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. The in-text reference follows the standard rules (Author Year, Page). For further explanation see the following chart:
<table>
<thead>
<tr>
<th><strong>Author’s name in text</strong></th>
<th>Dover has expressed this concern (2010, 118-121).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author’s name in reference</strong></td>
<td>This concern has been expressed (Dover 2010, 118-121).</td>
</tr>
<tr>
<td><strong>Works with multiple authors</strong></td>
<td>This hypothesis (Bradley and Rogers 2015, 7) suggested this theory (Sumner, Reichl and Waugh 2016, 23).</td>
</tr>
<tr>
<td><strong>Two locations within the same source</strong></td>
<td>Williams alludes to this premise (2014, 136-139; 145).</td>
</tr>
<tr>
<td><strong>Two works cited</strong></td>
<td>(Burns 2001, 54; Tomas 1999, 327)</td>
</tr>
<tr>
<td><strong>Multiple works by same author in the same year</strong></td>
<td>(Smith 2009a, 105; 2009b, 33)</td>
</tr>
<tr>
<td><strong>Works with no author</strong></td>
<td>As stated by the presidential commission (Report, 4).</td>
</tr>
</tbody>
</table>

When a work has no author use the work’s title or a shortened version of the title when citing it in text (if abbreviating a title, omit initial articles and begin with the word by which it is alphabetized in the Works Cited list)

**Film**

As noted, *Gone with the Wind* (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 of 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
- Quando una citazione proviene da una fonte primaria analizzata nell'articolo, se la riferenza è chiara, è possibile scrivere solo l'anno di pubblicazione e la pagina tra parentesi, omettendo l'autore
- Cf/cfr. prima del cognome non sono richiesti
- Per indicare un intervallo aperto di pagine usare “…” Non usare “ff.”
- Le citazioni più lunghe di 3 righe devono essere separate dal testo, 1 spazio di riga di spaziatura sottostante e superiore, indentazione 1 cm a destra e a sinistra, spazio di riga 1,15, dimensioni 10, senza virgolette invertite e con riferimento bibliografico tra parentesi. Il punto va prima del riferimento bibliografico
- Le citazioni in testo possono essere entrambe in italiano e inglese, a discrezione dell'autore. Se la citazione è in una lingua diversa da quella del manoscritto, non si usano stili
- Omissioni o variazioni all'interno delle citazioni, sia in testo che nei note, devono essere poste tra parentesi quadrate [...] 
- Le citazioni nelle note devono seguire le stesse regole delle citazioni in testo: se sono più di tre righe, devono essere separate dal testo del testo di note con una linea vuota, indentazione 1 cm a destra e a sinistra
- Le citazioni all'interno delle parentesi quadrate portano il riferimento in parentesi quadrate
- Quando la citazione in testo si riferisce a un documento storico come per esempio la Costituzione americana, non è necessario includerlo nella lista completa dei riferimenti

Per altri casi non menzionati, vedere il manuale MLA available at the following site:
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html

4. Graphic Signs

Quotation Marks
- Citazioni: non si usano virgole francesi (« »), solo virgole doppie (" "). All'interno delle virgole si usano virgole singole (' ')
- Citazioni singole, a parte l'utilizzo all'interno di virgole doppie (e.g. quote all'interno di una quote), devono essere usati per neologismi o per usi figurati e insoliti di un termine
- I punti esclamativi e le virgole devono essere posti all'interno delle citazioni (es. “ipse dixit,” non "ipse dixit."); le note devono essere sempre poste dopo le citazioni (es. “ipse dixit.”)
Exceptions: If quotation marks include a quotation followed by parentheses containing its bibliographical reference, punctuation marks must be placed after the parentheses. Note numbers must always be put after quotation marks. Ex. “ipse dixit” (Benjamin 2019, 76). 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”:

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

Numbered Bullet Points and Numbered Bullet Points
- Bullet points must be used with the standard graphic sign •, indentation 0,75 cm with respect to 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 with respect to the left margin and a hanging indent of 0,75cm, line-spacing 1,5

Numbered Examples
Numbered examples are indented 0,5 cm with respect to the left margin and have a hanging indent of 1cm, line-spacing 1,15. Add an empty line between multiple examples, as seen below:

(1) Text Example.
(2) Text Example.

Examples should be numbered progressively throughout the text.

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 period at the end
• If the image has a title, rather than a caption, this must be put before the image

Tables
• The text contained in charts and tables must be in font Ebrima, size 11, 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 period
• If the table has a title, rather than a caption, this must be put before the table

Years and Numbers
• Years and Centuries must be written as follows:
  o 21st century (not twenty-first century, not XXI century)
  o 60s, 1970s (not Sixties)
• Numbers must be written with the following format:
  o Data (results, percentages etc.) are always expressed in numbers
  o Numbers greater than 100 are always expressed in numbers (103, 1,280, 15,756), except for multiples of a hundred and a thousand
  o 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, use of capitals, lowercase, italics
• Emphasis is expressed in italics
• Abbreviations and acronyms do not need to be followed by a period, for example ANPI (not A.N.P.I.)
• For historical events, all letters of the name must be capitalised:
  o World War II
  o The French Revolution
• 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 period 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.”

Dashes and Hyphens
• For asides, please use the em dash not preceded nor followed by spaces
  Example: According to Jameson—notoriously an expert of the field—utopia...
• Before and after the slash there is no need to add blank spaces
  Example: Positive/Negative

Epigraphs
• Epigraphs at the beginning of an essay must be in Century Schoolbook size 11, line-spacing 1.5 in italics, right-indentation, 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

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
• 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 Cinèma (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:


• 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


• For a University Press write as follows: 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 were visited on DD/MM/YYYY.”


Books

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


Another work by the same author


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*. City: Editor, Year.

Two authors/editors


Three authors

More than three authors

Institutions or organizations as authors

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

Essays/Chapters/Articles/Interviews

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

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

*Journal articles*

*Newspaper article*

*Interview*
Start the entry with the interviewer’s name:

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

Film

TV Series
Daniels, Greg and Michael Schur, creatori. Parks and Recreation. 2015.

For other cases not mentioned, see MLA stylesheet available at the following website:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html