

# Iperstoria

## Stylesheet – Reviews

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## 1. Submission Guidelines

The contribution must be sent through the specific online procedure in a single file, including the text, the bibliography, the keywords, and the bio note of the reviewer, saved in .doc or .docx. The review should not exceed 2,500 words, including bibliographic references.

### Keywords

Keywords, to be listed in Step 3 of the online submission procedure, must be five, in English, separated by a comma, relating to the field of study of the review, in a broad sense (American studies, English linguistics...) and to the topic of the review.

**Example:** for the review of the book *Captivating Technology: Carceral Technoscience, and Liberatory Imagination in Everyday Life* the keywords used will be: American Studies, Surveillance Studies, Racial discrimination, Technological Bias, Minorities

### 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 Step 3 of the online submission procedure.

## 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, Reviewer**

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.

City, Publisher, Year, number of pages, round lowercase, font 14 points, not followed by a period.

“Review of XXX,” round lowercase, font 16 points

For what concerns the standard used for titles and subtitles to be published on our website, the title of a book 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). The title of a book in Italian must be followed by a period (e.g. Confini porosi. Pelle e rappresentazione in quattro narrazioni della modernità.)

## **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:

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<b>Author’s name in text</b>	Dover has expressed this concern (2010, 118-121).
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<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 (if abbreviating a title, omit initial articles and begin with the word by which it is alphabetized in the Works Cited list)	
<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:**

- **For reviews only**, if the quotation comes from the book reviewed, the reference can carry just the page number, omitting the author and year
- 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

- 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 line spacing 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 period 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 within square brackets [...]
- Quotations in notes follow the same rules than 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)

## 4. Graphic Signs

### 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”); note number must **always** be put after quotation marks (ex. “ipse dixit.”<sup>1</sup>)

**Exception:** 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).<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”:

## 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 indentation 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 indentation 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 indentation 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:
  - 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, 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:
  - *World War II*

- *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 dashes  
**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 an indentation 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 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 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 last visited on DD/MM/YYYY."

**Example:** www.iperstoria.it. Last visited 15/11/2020.

## Books

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

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

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.

### ***Journal articles***

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

### ***Newspaper article***

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

### ***Interview***

Start the entry with the interviewer's name:

Malkin, John. "Buddhism is the Most Radical and Civilized Choice." *Shambhala Sun* (January 2004): 13-16.

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***

Gerwig, Greta. *Little Women*. 2019.

### ***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](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_works_cited_page_basic_format.html)