

## Accademia Annales - Author guidelines

### Article Submission

Papers, reviews and other contributions should contain the following information: a) first and last name; b) academic title; c) academic background; d) institutional affiliation (University or other scientific institution). Submitting a paper implies that the work is still unpublished, is not being published by another journal and that its publication is to be approved by all authors.

### Recommendations and Article Length

*Annales* accepts papers written in English or Italian with a range from 15,000 to 45,000 characters including spaces (footnotes, references and captions included), corresponding roughly to 5-15 journal pages.

### Article Text Preparation

The structure of each article includes the following elements, in order:

- Title and possible subtitle (max. 100 characters, including spaces; if the length is exceeded indicate a short title for the headings)
- Author's name(s), institutional affiliation, e-mail address
- Abstract in English (max. 1,000 characters, including spaces)
- Keywords (a maximum of 5 keywords in English separated by comma)
- Main body of text (min. 15,000-max. 45,000 characters, including spaces, notes and references)
- Paragraph titles (max. 100 characters, included in main body of text)
- Notes (included in main body of text)
- References in alphabetical order at the end of the text (included in main body of text)
- Images (max. 5 images)

### 1. Text format

All texts should be submitted in English or Italian, using black 12-point Times New Roman font. Do not use any automatic formatting such as 'styles', tables or headers/footers nor particular character styles such as bold or underlining, aside from the italics style as indicated in 1.1. Do not use any automatic paragraphing tools, nor indenting or numbering. Do not number the pages of the manuscript.

For the formatting, please follow the instructions below:

- justified alignment in Times New Roman, single-spaced;
- title and subtitle 12-point font;
- text 12-point font;
- notes and references 10-point.

#### 1.1 Character style-italics

Italics should be used throughout the manuscript for:

- Highlighting terms or expressions;
- Name and titles of specific works, products or design projects;
- Foreign language terms;
- Citing the title of books or journals;
- Title of exhibitions and events.

#### 1.2 Exceptions

For documents that, for reason of content, require special character types other than those indicated above, the author needs to inform the editors of any requisite at the time of submission.

#### 1.3 Section headings

Documents are preferred to be structured in numbered paragraphs and subtitles.

## 1.4 Footnotes

Footnotes must be used only when strictly necessary for information that is complementary to the text. Footnotes containing only references are not allowed. These must be listed at the end of article, in the “References” item.

## 2. Figures and Figure Legends

Paper texts could be accompanied by up to 5 images each. Images should be uploaded separately in a compressed zip folder entitled “images\_surname of author” along with the text (please do not include images in the document file). They should be uploaded in JPG or TIFF format with a minimum resolution of 300 dpi. Drawings are to be submitted in .ai or .eps vector format, in grayscale (or image format, .jpg or .tiff) and have a minimum base size of 15 cm or 10 cm and a minimum resolution of 600 dpi. The title of each figure should match the legends in the article text. Only legends and captions are to be added in the document and placed where the author clearly refers to the respective image. Images – photographs, drawings, graphic diagrams – should be numbered progressively between square brackets: [fig. 01], [fig. 02], while table files are to be marked progressively with Roman numbers and enclosed between square brackets: [tab. I], [tab. II]. Please note: the editors will curate the images provided according to the graphic cage and layout rules of the journal, indications of repositioning of images will not be considered. Captions cannot exceed 300 characters per image, including spaces. The figure legend should include and be structured as follows:

- Author/designer
- Name of the project, event, environment, product, etc.
- Short description
- Producer (if applicable)
- Acknowledgements/Credits/Courtesy/Copyright

When using photos, maps, figures, or other images, the author takes primary responsibility for ascertaining the copyright status of the material. Authors are responsible to clear rights of reproduction with the owner of the copyright of all illustrative material included in the contribution.

## 3. Citation Style, Referencing, Bibliography and Quotations

- Bibliography can be organized according to the numerical style, in which case references must be numbered in order of appearance in the text (including citations in tables and legends) and listed individually at the end of the manuscript.

In the text, reference numbers should be placed in square brackets [ ] and placed before the punctuation; for example [1], [1–3] or [1,3]. For embedded citations in the text with pagination, use both parentheses and brackets to indicate the reference number and page numbers; for example [5] (p. 10), or [6] (pp. 101–105). (Include the digital object identifier (DOI) for all references where available.)

Sample citations following the numerical style:

1. Author 1, A.B.; Author 2, C.D. Title of the article. *Abbreviated Journal Name* Year, Volume, page range.
2. Author 1, A.; Author 2, B. Title of the chapter. In *Book Title*, 2nd ed.; Editor 1, A., Editor 2, B., Eds.; Publisher: Publisher Location, Country, 2007; Volume 3, pp. 154–196.
3. Author 1, A.; Author 2, B. *Book Title*, 3rd ed.; Publisher: Publisher Location, Country, 2008; pp. 154–196.
4. Author 1, A.B.; Author 2, C. Title of Unpublished Work. *Abbreviated Journal Name* year, *phrase indicating stage of publication (submitted; accepted; in press)*.
5. Author 1, A.B. (University, City, State, Country); Author 2, C. (Institute, City, State, Country). Personal communication, 2012.
6. Author 1, A.B.; Author 2, C.D.; Author 3, E.F. Title of Presentation. In Proceedings of the Name of the Conference, Location of Conference, Country, Date of Conference (Day Month Year).
7. Author 1, A.B. Title of Thesis. Level of Thesis, Degree-Granting University, Location of University, Date of Completion.
8. Title of Site. Available online: URL (accessed on Day Month Year).

• In alternative, the bibliography can be organized according to the author-date system, in this case references are cited in the text, usually in parentheses, by author's last name and year of publication. In case of publications of the same author published in the same year, the year should be followed by a low-case letter in alphabetical order. The final list is ordered according to the alphabetical order of the cited authors. For sample citations you can refer to the Chicago Manual Style 17<sup>th</sup> edition, available at the following address:

[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)