

# ArcDueCittà and “100 pagine” e-book

## EDITING RULES

Articles and essays should comply with the guidelines below.

- **Bibliographic Citations (not as a footnote but within in the article, however footnotes are allowed in essays)**

All contributions must be listed in detail, indicating author, title, publisher, date and city.

Example:

Divinazione e probabilità, a cura di D. Vernant, Einaudi, Torino 1982.

AA. VV., Psicologia del vestire, Bompiani, Milano 1967.

T. Maldonado, Editoriale, in “Casabella”, n. 121, 1977.

M. Tafuri, Five architects, in id., La sfera e il labirinto, Einaudi, Torino 1980.

- **Dates**

Example:

The Three hundred's: not '300's

The Four hundred's: not '400's

The Five hundred's: not '500's

1953: not '53

the fifties: not the 50s

To indicate dates of particular historical importance we admit the short form.

Example: '48, '68.

The dates, including day, month and year are written as follows:

7 April 1954.

- **Captions**

All images must be captioned with details of:

author, title of the subject and date if available. For images taken from books, it must be indicated the text from which they were drawn.

Example: B. Bianchi, progetto per le aree archeologiche di Siracusa, planimetria.

Filarete, Sforzinda. Cod. Magl. 1, VI, f. 34r

Piranesi, Tempio di Cibele. Piranesi. Incisioni- rami- legature- architetture, a cura di A. Bettagno, Neri Pozza, Vicenza 1978, tav. 274.

- **Uppercase**

As a general rule it is good practice to use it as little as possible. It can be used for:

a) names that indicate eras, events of great importance

Example: the Four hundred's, the Renaissance, the Palaeolithic, the french Revolution (note that the adjective is in lowercase)

b) geographical terms when they are to specify the geographic region

Example: North America, but we write “in the north of Milan”;

The crisis in the Middle East, but we write “in the east of Milan”;

c) geographical names. Compound names will need to have the common name in lowercase and the main name in uppercase.

Example: Black sea, Mediterranean sea, mont Blanc, lake Maggiore, gulf of Naples, cape of Good Hope, etc.;

d) names and nicknames (Lorenzo the magnificent, Richard lionheart);

e) proper names of organizations, institutions; the names of official documents (note that only the first word will have an initial uppercase)

Example: the Common european market, la Banca del lavoro, l'Associazione ciechi, la Triplice alleanza.

- **Lowercase**

Lowercase is required for: people's names, titles, clergy and academics, public offices, military bodies, street, square, etc. ...

- **Note**

Inside the journal it is desirable to use notes as little as possible.

The sequence number of notes always precedes all punctuation, except inverted commas. The note is always a number without brackets.

It is best to avoid the automatic numbering of notes

Example: mai registrato nei secoli precedenti<sup>23</sup>  
"mai registrato nei secoli precedenti"<sup>23</sup>

- **Titles of books, articles and papers**

All titles (books, articles, music, paintings, etc..) should be in italics. Exceptions are the titles of newspapers and journals, which must be in inverted commas.

Example: *I promessi sposi*

*il personaggio principale di La caduta degli dei*  
"Corriere delle Sera", "Il Giorno", "Casabella".

- **Foreign words**

If they are of current use in the Italian language, they will have to be singular and with regular characters: the films, the leader, etc..

If they are not of current use, they will have to be in italics, and the plural will always follow the rules of their language. Syllable division, as far as possible, must follow the rules of the language of origin.

- **Images**

The images, accompanied by corresponding captions have to be provided in the format : JPG resolution 600 pixels

The editors

Website ArcDueCittà <http://www.arcduecitta.it>