Studi e ricerche di storia dell'architettura

AUTHOR GUIDELINES

N.B. In case of noncompliance with the journal's criteria, the editorial team will return the manuscript to the author(s) to ensure its prompt correction, otherwise the text will not be published.

SUBMISSION

The manuscript should not be formatted in any way (please avoid any form of personalization, indentation, line spacing etc.).

Materials to submit:

To allow a smooth double-blind peer-review process, please remove from text, footnotes and bibliography all implicit or explicit references to the author's name. Authors should also anonymize the file properties in Word. Authors are invited to send:

- .doc/.docx file with title, text + footnotes, abstract (approx. 200 words / 1000 characters including spaces), five keywords
- .doc/.docx file with captions numbered and written according to the criteria below
- a folder with images, numbered, in .tif or .jpg format. Images should be of the quality and characteristics indicated below.

If the manuscript is accepted for publication, authors will reinsert any references to their name(s), as well as:

- a short biographical statement (max 80 words / 500 characters including spaces)
- relevant copyright information and a statement of authorization for the publication of the images.

PARAGRAPHS

The text may be divided into paragraphs (if possible, avoiding sub-paragraphs). Paragraphs should be titled in bold, without progressive numbering.

PUNCTUATION

Punctuation marks should always be placed after brackets, quotation marks, and footnote numbers, without spaces. Punctuation is always followed by a space. Example: Wondering about the weather**,** he said **(**looking out of the window**):** "It's sunny**!"**[1]**.**

Please use accents correctly in foreign words: i.e. **É**cole.

CAPITALIZATION RULES

Please follow these capitalization rules for the English language: capitalization-rules.

DATES AND NUMBERS

For numbers zero to nine please spell the whole words (**one**, **two**, **three**). Please use figures for numbers 10 or higher (**12**, **26**, **89**). For large and whole figures (i.e. one million or 1,000,000) authors can use either words or figures, as long as the usage is consistent throughout the text.

In the main text, months must be written in full and should begin with a capital letter (**January**, **February**). Use figures for years, decades and centuries (**1992**, **1570s**, **18th century**).

DASH & HYPHENS

Please use en dashes (–) to replace "to" when indicating a range: 2010–2018.
Please use em dashes (—) to denote an interruption in the main sentence: **— and I add this —**

QUOTATION MARKS

Please use double quotation marks for ordinary quotes **“ ”** and single quotation marks for quotes within the quote **‘ ’**. The latter can also be used to highlight a word or phrase.

LONGER QUOTES

Longer quotations (>40 words) should be separated by a single line break before and a single line break after the quoted text. Moreover they should be restricted to a paragraph indent of 0,5 cm from both sides and should not be enclosed within quotation marks. Example:

I have decided to quote a very long text from another source (although it may be wiser to summarize it):

> **Quoting quoting quoting

City, Name of archive/institution, ***collection/fond***, **unit/item**, **short description of the document, date, page number(s).** If an archive or a collection is mentioned many times, please use an abbreviation, which should be listed before the first footnote:
Venezia, Biblioteca Marciana = BNM
London, British Library = BL
Roma, Biblioteca Apostolica Vaticana = BAV

TABLES

Tables should be processed in Word so that they are editable (NOT saved as images). They should be numbered and sent in a separate file together with related captions. Please include references to the tables in the text (**Table 1**, **Tables 2–3**).

FIGURES

Illustrations and photos should be submitted in TIFF or JPG format (min. 300 DPI resolution in the original version, minimum width of 12cm). Please send them via WeTransfer. Figures should be numbered and accompanied by related captions. Authors should mark the spot where the figure should be inserted, in brackets and after punctuation. (**Fig. 1**)

All figures and images should be free from copyright. After the peer-review process, authors will be asked to share any relevant copyright information and a statement of authorization for the publication of the images.

CAPTIONS

All captions should be numbered.
Please use the following order for photographs: **City**. **Name** of building/place/detail, if necessary accompanied by a short description, **date** [if known]. **Author**. **Credits**.
Example:

1. Mantova. Palazzo Te, main façade, 2023. Photo by the author.
2. Firenze. Santa Maria del Fiore, façade in construction, 1886 ca. Fratelli Alinari. Credits

In case of drawings, paintings, artworks: **Author**, **Title** [in italics] or subject of the work, **date**. **Location**. **Credits**. In case of unknown authors, please specify **Unknown author**. In case the artwork is taken from a bibliographical reference, please add the information in the caption according to the Chicago Manual of Style.
Example:

3. Lupa capitolina, 5th century BC (?). Roma, Musei capitolini.
4. Donatello, Marzocco, 1419-1420. Firenze, Museo Nazionale del Bargello.
5. Unknown author, Processione del Corpus Domini in Piazza San Pietro, 1646. Roma, Museo di Roma – Palazzo Braschi
6. Torre dei Venti ad Atene. Roma, Biblioteca Apostolica Vaticana, Cod. Barb. Lat. 4424, c. 29r. Da Christian Hülsen, *Il libro di Giuliano da Sangallo* (Harrassowitz, 1910), I, 43, c. 29a.
7. Carlo Fontana, *Prospetto nel uscire del tempio con profilo delle navati minori fatte da papa Paulo V*, 1694. Da Carlo Fontana, *Templum Vaticanum et ipsius origo cum ædificiis maxime conspicuis* (Roma: ex typ. Jo. Francisci Buagni, 1694), 299.