BIBLIOGRAPHY

Bibliographical indications must always be complete with: INITIAL of the name; AUTHOR'S FIRST NAME; TITLE of the work (always in italics); PUBLISHER; PLACE and DATE of edition; possible number of VOLUMES of which the work is composed. These elements should be arranged in the order indicated in the following examples:

A. Tenenti, *La formazione del mondo moderno,* il Mulino, Bologna 1981.

F. Braudel, *L'identité de la France,* Flammarion, Paris 1986, 3 vols.

La ricerca sul campo in educazione, edited by S. Mantovani, Edizioni Scolastiche Bruno Mondadori, Milano 1995.

For books that have several editions, the year of the last edition is normally given, followed by the indication of the first edition of the volume, if applicable.

Example:

O. Mannoni, *Freud,* Laterza, Bari 1974 (1st ed. 1968).

For works in a foreign language, where possible the original title will be provided complete with all bibliographical indications, possibly followed by indications regarding the Italian translation of the volume. For books cited in the original edition, the place of publication or any other information should never be translated.

Examples:

A.O. Lovejoy, *The Great Chain of Being*, Harvard University Press, Cambridge (Mass.) 1936, transl. it. *La grande catena dell'essere*, Feltrinelli, Milano 1981.

Where it is not possible to provide full details of the original edition of a volume cited in an Italian translation, the place and/or date of the first edition of the volume will be provided, as in the following examples:

A.O. Lovejoy, *La grande catena dell'essere,* Feltrinelli, Milano 1981 [Cambridge (Mass.) 1936].

B. Russell, *La filosofia di Leibniz*, Newton Compton, Roma 1972 [1900].

If the bibliography is compiled in alphabetical order, when the same author is cited more than once, the chronological order will be followed within the sequence of works. Conversely, if the bibliography is chronological, when the same author is cited more than once, the alphabetical order determined by the title of the work will be followed.

In general, for rather extensive bibliographies, alphabetical order is preferred.

The particles 'de', 'von', 'van', while not being posited, are not taken into account for the purposes of alphabetical order: instead, the initial of the actual surname determines this. Exceptions are only made in cases where these particles, for reasons of language or tradition, have become integral parts of the surname (e.g. Van Dyck).

Titles without author will be arranged alphabetically under the first word that is not a preposition or article, without removing the preposition or article or any other particle placed before the word.

Articles from magazines or newspapers

Examples:

E. Fink, *Das Problem der Phänomenologie Edmund Husserls*, in "Revue Internationale de Philosophie", I, 1938, no. 2, pp. 226-270.

A. Jacoviello, *A Mosca sognano le calze di seta*, in "la Repubblica", 5 May 1987.

Parts and chapters of books

Examples:

F. Braudel, F. Spooner, *Prices in Europe from 1450 to 1750*, in *Cambridge Economic History*, IV.

In the chapter "Murdered Germany: the Thirty Years' War" in S. Guarracino's *History of the Modern Age*, ...

FOOTNOTES

Bibliographical indications in footnotes must always be complete with: INITIAL of the name; SURNAME of the author; TITLE of the work (always in italics); PUBLISHER; PLACE and DATE of edition; number of VOLUMES, if any, of which the work is composed. Except for the arrangement of the author's first initial and surname, please refer to the examples in "BIBLIOGRAPHY".

COURSE

They should always be written in italics:

- titles of Italian or foreign books;
- titles of newspaper and magazine articles, works of art, films, etc.
- foreign expressions or words that have not entered into common use;
- the word *see* (used to refer to concepts or topics dealt with in <u>another part of the same book</u>);
- the proper names of airplanes, ships, military divisions.

Names of public premises will instead go in the round, with capital letters, without inverted commas:

       Example: the Inn of the Three Roses, Covent Garden, etc.

Italics also serve to give particular emphasis to a word, but its use should be limited.

On the other hand, all those foreign nouns that have now entered into the current use of the Italian language and for which there is no truncation are NOT IN COURSE. Such names present only the singular form, and are therefore invariable.

For example: computer, elite, corvée, leitmotiv, hippy, naïf...

DATES

Dates should be written in full; double dates can be abbreviated by replacing the millennium and century of the second with a hyphen (e.g. 1914-18) but can also be given in the extended form (e.g. 1954-1962).

The following forms are to be favoured: the 15th century, and not the XV century; the 18th century, the 19th century, and not the Eighteenth century, the Nineteenth century.

For dates indicating years of particular historical importance, the abbreviated form is allowed: e.g. 48, 68.

The complete dates of day, month, year are written as follows: 7 April 1980; 1 May 1987.

In the case of the form: 1930s, 1940s etc., the lower case is used in full and not: 1940s or 1940s.

INDEXES

Name indexes are generally constructed in this way:

Surname First name initial n° of page:

Ex: Freud, S. 167

In cases where two or more authors share a surname and first name initial, the first name will be given in full and not abbreviated.

If the same name appears in several places, a comma must be inserted between the page numbers:

Balzac, H. de 145, 178-182.

In the case of mixed indices, e.g. of person and place, it is useful to differentiate the two different categories with italics or otherwise.

UPPER AND LOWER CASE

One prefers to use capital letters as little as possible. It is used for:

- names, surnames, nicknames, pseudonyms, dynasties.

Ex: Lorenzo the Magnificent, Joan the Mad, the Bourbons.

- the proper names of states, kingdoms, institutions, organisations and parties, which will only be capitalised for the first word.

E.g.: Italian Communist Party, Italian Commercial Bank, Italian Red Cross. Their abbreviations only capitalise the first letter: USA, USSR, UN, PCI, NATO;

- names indicating epochs, historical periods, events of great historical importance: Middle Ages, Renaissance, Risorgimento, Enlightenment, Resistance, Decadentism, French Revolution;

- geographical terms indicating a particular region: the *Mezzogiorno*, the economy of the West, the countries of the East (capital letters should not be used in the following cases: Piedmont borders Lombardy in the west; ... north of Paris etc.);

- geographical names. In compound geographic names, the common name will have a lowercase initial, the proper name a capital letter: the Mediterranean Sea, Val Trompia, etc;

- the names of the official documents: the Magna Carta, the Labour Charter, etc;

- the names of functions, offices and institutions: the Ministry of the Navy (but: Minister of the Navy), the Questura di Roma (but: Quaestor of Rome);

- State, Church, Region, Municipality should be capitalised when it comes to institutions.

E.g.: the Region of Lombardy has established that...; relations between the State and the Church...

On the other hand, they should be used in lower case when they are used in a generic way or in the plural: the Catholic Church; the agreement between the states of Europe, etc;

- the German nouns, except those such as lager, leitmotiv etc., which have now entered into common use in the Italian language:

E.g. *Ostpolitik*, *Weltanschauung* etc.

- words such as Place, Square, Rue, and the names of foreign places or entities that are capitalised in the original language: Covent Garden, First National Bank.;

- words such as Madame, Monsieur, Lord, Lady, and the abbreviations Mme, Mlle, M. (note that only the abbreviation for Monsieur should be pointed);

Instead, they should be strictly in <u>lower case</u>:

- the names of ancient and modern peoples: the Phoenicians, the Spanish, etc;

- noble and academic titles: count, bishop, doctor, etc;

- military ranks and corps: general, admiral, brigade;

- functional qualifications: prefect, quaestor, minister;

- the names of palaces, theatres, streets, squares: Palazzo Madama, Teatro alla Scala, Piazza del Duomo;

- agreements, peaces, wars, leagues: World War I, Peace of Paris, the Concordat of Worms, the Holy League, the Treaty of Campoformio, the War of the Two Roses;

- geographical indications such as north, south, east and west (north of, south of...);

- the names of bodies in the plural: chambers of commerce, agricultural consortia.

Respectful capital letters should be avoided: pope, government, fatherland, republic, king, monarchy, honourable, minister should always be in lower case.

FOREIGN NAMES

Foreign names of bodies, organisations, etc. should normally not be translated. A translation is given in the footnote if it is indispensable for understanding the text. They should be in the round and without the inverted commas.

Foreign common nouns go in italics when they have not entered into the current use of the Italian language, when the choice to use them is made even though an equivalent Italian form exists or when one wishes to emphasise their expressiveness. In these cases they should also be declined; in all other cases they retain the tondo and are not declined.

NOTES

The reference to the notes, within the text, should be made by means of an exponent number, in a smaller body, always placed <u>after </u>the punctuation.

Examples:

The *Fondazione della metafisica dei costumi* is the result of "a meditation that lasted over twelve years",[1.]...

Pedagogy adopts the experimental method proposed by Claude Bernard,[2] ...

When citing a work in a footnote, the full bibliographical data will only be provided for the first reference, while for subsequent references it will be done as in the following examples:

A.O. Lovejoy, *La grande catena*, p. 4   .

3. *Ibid.*, p. 4. To be used when referring to the work cited in the previous footnote, but to a different page number.

4. *Ibid.* To be used when referring to the work and page(s) cited in the previous footnote.

SIGLES

Abbreviations must always appear without a full stop and, the first time they are mentioned, with the full wording and any translation in brackets; they must also be capitalised in the full wording in the original language.

TITLES OF WORKS

When a book in a foreign language is well-known, the translation is given (e.g. *Leaves of Grass*). For lesser-known works it is necessary to check whether or not an Italian edition exists: if this exists, it is given after the original title, in italics (*see* Bibliography); if it does not exist, the Italian translation of the title may still be given, in brackets, in the round.

VIROLETTE

High double inverted commas '...'.

They are used in the following cases:

- when one wants to give special emphasis to a word in common use (it is however good to limit its use in these cases);

- in place of those low doubles in an already quoted context;

- instead of low doubles to differentiate thought from direct speech;

- when introducing new terms or expressions (of the Italian language) that one wishes to emphasise;

- when a word is used regardless of its meaning;

- in quotations of titles of newspapers, periodicals, magazines, or chapters, sections or paragraphs of a book.

      Examples:

Plato wrote: "One day Socrates said to those present: 'This is a man'".

The 'poor' Americans own only one car each.

The term 'nature' can refer to various realities.

As mentioned in the section "Murdered Germany: the Thirty Years' War' in Guarracino's *History of the Modern Age...*

If it is necessary to make use of inverted commas within an already quoted discourse, <u>single inverted commas</u> will be used:

      Example:

In the chapter "From the Nazi 'catastrophe' to the Fischer controversy"...

<u>Low double inverted commas '...'.</u>

They are used in the following cases:

- in direct speech;

- in the quotations.

The full stop goes inside the inverted commas if the speech is not introduced by anything, it goes outside the inverted commas if it is preceded by other text.

      Examples:

He said: 'I will come tomorrow'.

"I will come," he said, "tomorrow."

"I think he is right."

The question mark, exclamation mark and three dots at the end of an inverted comma sentence are not sufficient to close the period if it has been opened before the inverted commas, whereas they are sufficient if the inverted comma sentence is independent of the text preceding it.

      Examples:

"Will he come tomorrow?"

He said: "I will certainly come tomorrow!"