Board of editors of the Giornale di Storia Costituzionale / Journal of Constitutional History

STYLE SHEET FOR THE AUTHORS

1. The editorial staff accepts articles in the main European languages.
2. The articles must have an electronic format (a '.doc' file or a '.rtf' file) and should not exceed 60,000 characters (including spaces). They can be sent to the following email address giornalestoriacostituzionale@unimc.it or copied onto a CD or a DVD and sent to the postal address of the Board of Editors: Giornale di Storia Costituzionale / Journal of Constitutional History, Dipartimento di diritto pubblico e teoria del governo, Università degli Studi di Macerata, piazza Strambi, 1 – 62100 Macerata, Italy.
3. Every article must include:
   - title, eventual subtitle, name and surname of the author, her / his academic title, name and address of the institution to which she / he belongs, email address;
   - abstract (no longer than 2,500 characters) and 5 keywords, written both in the language of the article and in English.
4. The eventual iconographic material should be sent in separate files named in such a way as to indicate their sequence. Images ('.tiff' or '.jpeg' format) should have a definition of, at least, 300 dpi and a width at their base of, at least, 70 mm; graphs and tables should be sent in their original format with a width no larger than 133 mm. The captions relating to every image, table or graph have to be inserted in a separate text file.

EDITORIAL RULES

Titles. The use of capital letters or small capital letters is to be avoided. The titles of articles and abstracts are to be written in English as well. Subheadings and sub-subheadings must be numbered with progressive Arabic numerals. Please avoid to put a full stop at the end.

Manuscript preparation. The manuscript must have basic stylistic features. The editors only require the recognisability of the elements of which the contribution is made up: the title, the subheadings and sub-subheadings, the body of the text, the quotations, the endnotes and the position of the eventual explicative material (images, graphs, tables). All the layout that is not necessary for the comprehension of the content must be avoided, in that it makes less easy file processing. Automatic text formatting, justifying lines, using numbered (or bullet) lists provided by a programme, using the hyphen or striking the enter key in order to divide words into syllables must be avoided. Automatic division into syllables must be avoided as well; it is sufficient to justify the left margin. Use the enter key only in order to end a section. Respect the function and the hierarchy of inverted commas (" ") and quotation marks (« »); limit the use of italics and, if possible, avoid the use of bold type or underlined parts.
Choose common fonts (Arial, Times, Verdana) and indicate – in a note for the editorial board – the eventual use of special type. For further instructions see below.

Quotations. Lengthy quotations (more than 3 or 4 lines) must be separated from the body of the text (preceded and followed by a blank line), should not be in inverted commas or quotation marks, should be written with types of a smaller size and never in italics.
Short quotations should be incorporated in the text body and put in quotation marks « »; eventual quotations which are within a quotation must be put in inverted commas " ", and never in italics.

Endnotes. Endnotes are essentially destined to mere bibliographical reference and to explicative purposes. We recommend limiting the number of endnotes. In any case, the number of characters (including spaces) of the endnotes should not exceed a third of the total number of characters of the text (therefore in a standard text of 60,000 characters, including spaces, endnotes should not exceed 20,000 characters, including spaces).
Note numbers in the text should be automatically created, should precede a punctuation mark (except in the cases of exclamation and question marks and of suspension points) and be superscripted without parentheses.
Even if it is a question of endnotes (and not footnotes), note numbers in the text should never be created superscripting numbers manually, but always using the specific automatic function of the writing programme (for example in Word for Windows 2003 in the menu Insert > Reference). A full stop always ends the text in the notes.

Bibliographical references. Bibliographical information of a quoted work belongs in the notes.
In the first quotation of the work, complete data must be indicated, that is the below-mentioned elements following the order here established.
   – if it is a **monograph**: initial of the name (in capital letters) followed by a full stop and surname of the author (with only the initial in capital letters and never in small capital letters); title in italic type; place of publication; publishers; year

of publication (eventual indication of the quoted edition superscripted). All these elements must be separated from one another by a comma. A comma must also separate the name of the authors, if a work has been written by more than one person. In the case in which the author has a double name, the initials should not be separated by a space. 'Edited by' must be written between parentheses in the language in which the quoted text is written, immediately after the name of the editor and the comma must be inserted only after the last parenthesis. If only a part of the work is quoted, the relative page (or pages) must be added. If it is a work of more than one volume, the indication of the number of the volume (preceded by 'vol.') must be given and it should be placed before the numbers of the pages. Examples:

F. Jahn, *Deutsches Volksthum,* Lübeck, Niemann & Co, 1810.

L. Pegoraro, A. Rinella, *Le fonti del diritto comparato*, Torino, Giappichelli, 2000.

R.D. Edwards, *The Best of Bagehot*, London, Hamish Hamilton, 1993, p. 150.

A. King (edited by), *The British Prime Minister*, London, Macmillan, 1985², pp. 195-220.

AA.VV., *Scritti in onore di Gaspare Ambrosini*, Milano, Giuffrè, vol. III, pp. 1599-1615.

– if it is a **translated work**: initial of the name (in capital letter) followed by a full stop and surname of the author (with only the initial in capital letter and never in small capital letters); original title of the work in italic type; year of publication between parentheses, followed by a semicolon; the following abbreviations: It. tr. or Fr. tr. or Sp. tr. etc. (which precede and introduce the title of the translation); title of the translation in italic type; place of publication; publishers; year of publication. Examples:

W. Benjamin, *Über den Begriff der Geschichte* (1940); It. tr. *Sul concetto di storia*, Torino, Einaudi, 1997.

J.S. Mill, *Considerations on Representative Government* (1861); It. tr. *Considerazioni sul governo rappresentativo*, Roma, Editori Riuniti, 1999.

– if it is an **article published in a miscellaneous work**: initial of the name (in capital letters) followed by a full stop and surname of the author of the article (with only the initial in capital letters and never in small capital letters); title of the article in italic type; initial of the name (in capital letters) followed by a full stop and surname of the editor / author of the volume (with only the initial in capital letters and never in small capital letters) preceded by 'in' and eventually followed by ('edited by'); title of the volume in italic type; place of publication; publishers; year of publication; pages of the articles. Examples:

G. Miglio, *Mosca e la scienza politica*, in E.A. Albertoni (a cura di), *Governo e governabilità nel sistema politico e giuridico di Gaetano Mosca*, Milano, Giuffrè, 1987, pp. 15-17.

O. Hood Phillips, *Conventions in the British Constitution*, in AA.VV., *Scritti in onore di Gaspare Ambrosini*, Milano, Giuffrè, vol. III, pp. 1599 s.

– if it is an **article which appeared in a periodical**: initial of the name (in capital letters) followed by a full stop and surname of the author of the article (with only the initial in capital letters and never in small capital letters); title of the article in italic type; name of the periodical in quotation marks (« ») preceded by 'in'; number of the volume of the periodical (if present) written in Roman numerals; number of the issue preceded by 'n.' (not by n°., N., num. etc.); year of publication; page number(s). In the case of quotation from a newspaper, after the name of the newspaper indicate the complete date. In the case of reference to articles published in online periodicals, the exact 'http' address of the text must be given, or alternatively, of the main page of the website which publishes it. Examples:

G. Bonacina, *Storia e indirizzi del conservatorismo politico secondo la dottrina dei partiti di Stahl*, in «Rivista storica italiana», CXV, n. 2, 2003.

A. Ferrara, M. Rosati, *Repubblicanesimo e liberalismo a confronto. Introduzione*, in «Filosofia e Questioni Pubbliche», n. 1, 2000, pp. 7 ss.

S. Vassallo, *Brown e le elezioni. Il dietrofront ci insegna qualcosa*, in «Il Corriere della Sera», 9 ottobre 2007, p. 42.

G. Doria, *House of Lords: un nuovo passo sulla via della riforma incompiuta*, in «www.federalismi.it», n. 4, 2007, <http://www.federalismi.it>, settembre 2010.

Bibliographical data must be complete only for the first quotation; the following quotations are shortened, indicating only the surname of the author / editor; the title (or part of it) in italic type followed by the abbreviation 'cit.' or 'cit. tr.' (in the case of translated works); the number of pages. Here we give some examples for the different typologies of works:

Jahn, *Deutsches Volksthum* cit., pp. 45, 36.

Pegoraro, Rinella, *Le fonti del diritto* cit., p. 200.

King, *The British Prime Minister* cit., p. 195.

Benjamin, *Über den Begriff* cit. tr., pp. 15-20, 23.

Bonacina, *Storia e indirizzi del conservatorismo politico* cit., p. 19.

Ferrara, Rosati, *Repubblicanesimo* cit., pp. 11 and following pages.

Doria, *House of Lords* cit.

In the case of reference to the same work and the same page (or pages) quoted in the preceding endnote *'Ibidem'* (in italic type) can be used, without repeating any of the other data; if instead reference is made to the same work quoted in the preceding endnote, but to a different page, 'Ivi' can be used followed by the page number.

FURTHER INSTRUCTION FOR THE PREPARATION OF THE MANUSCRIPT

References within the issue. They should never refer to page numbers; instead sections of the text, full articles and paragraphs or images (opportunely numbered) can be referred to.

Pages. In bibliographical references, referring to the number or the numbers of the pages must always be preceded by (respectively) 'p.' or 'pp.' and reported entirely; therefore, for example, 'pp. 125-129' and not 'pp. 125-9'. In the case in which it is a question of non consecutive pages, numbers must be separated by commas: for example: 'pp. 125, 128, 315.' in order to indicate the following page or pages, as well please use 'f.' or 'ff.' respectively (hence without the preceding 'and').

Dates. Reporting dates, the author can adopt the criterion which he believes to be the most adequate, as long as he rigorously respects the internal uniformity of the article. In the case where abbreviated forms are used, please use the preceding apostrophe and not the single inverted comma (for examples '48 and not '48).

Abbreviations and acronyms. Abbreviations must always be without the dot between the letters and, the first time they are quoted, they must be followed by the full name and by the eventual translation in brackets. It is not necessary to explain common use abbreviations (like USA, NATO, ONU, UE, etc.).

Suspension points. Are always three in number, therefore they should not be inserted in the text writing three full stops, rather inserting its symbol. When they indicate <u>suspension</u> – as every punctuation mark – they should be separated by a space from the following word and attached to the word that precedes them (for example: … *I do not remember any more*…). They do not require the final full stop.
When they indicate elision, therefore a cut or a gap in the text, the symbol must be included in square brackets, like this […].

Dashes and hyphens. The dash is used, followed or preceded by a space, in order to open and close an incidental sentence. When the dash that closes the incidental sentence coincides with the closing of the whole sentence, it is omitted and only a full stop is inserted. Eg.: …*text – incidental sentence that closes also the whole sentence*. The hyphen is used only for compound words formed by entire words (eg.: tree-house) and in order to unite two numerical quantities (eg.: pp. 125-148); always without spaces before and after.

Quotation marks and inverted commas. Quotation marks « » are used in order to indicate direct speech, short quotations, and, in bibliographical references, for the titles of the periodicals. The inverted commas " ", instead are used for words of common use to which the author would like to give a particular emphasis (or which are used regardless of their habitual meaning). Moreover, in the quotation of titles of newspapers, periodicals, magazines or chapters or sections of paragraphs of a book (eg.: … as indicated in the paragraph "La Germania assassinata" of the *Storia dell'età moderna*…). Finally, when it is necessary to use inverted commas within a sentence which is already in quotation marks. The hierarchy is the following: «…"…'…'…"…». Punctuation marks (except the exclamation or the question mark when they are part of the quotation) should always be placed after the closing quotation marks or inverted commas.

Web reference. When referring to online contents, the complete address (including the protocol 'http://' or 'ftp://' etc. possibly without breaking it) must be indicated and must be included between the signs < >; the date of consultation or verification of the address should always be indicated. Another essential element is the title (or name) of the website / page or a brief description of the contents that could be found at the quoted address. Therefore, for example, a correct reference can be formulated as follows: Sezione novità delle Edizioni Università di Macerata, <http://eum.unimc.it/novità>, June 2010.