



UNIONE ITALIANA / TALIJANSKA UNIJA / ITALIJANSKA UNIJA
CENTRO DI RICERCHE STORICHE
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EDITORIAL GUIDELINES

Papers must be written using Microsoft Word. A standard page must contain approximately 2500 characters (including spaces). The recommended body text font size is 12. The recommended font size for footnotes is 10. Footnote markers must be placed before punctuation and after the final quotation mark.

Example:

“The footnote is placed before punctuation and after the quotation mark”¹.

In-text quotations must be enclosed within inverted commas or quotation marks (“ ”).

Quotations outside the body of the text exceeding 3 lines must be in a smaller space (body 11), roman (non-italicized) without quotation marks with indentation to the left and right (1 cm) of the text.

Bibliographic references must be included in footnotes (not in-text).

Foreign words should be *italicized*.

Omissions of material from a quoted passage must be indicated with three consecutive periods in square brackets [...]

Bibliographical citations:

a) examples for articles in periodicals:

The initials of the first and last names of the AUTHOR are capitalized, *the title of the paper* is italicized, in + the title of the periodical within parentheses in quotation marks (“...”), the year in Roman numerals, preceded by vol., file number in Arabic numbers, place and year, pages.

B. SCHIAVUZZI, *Le epidemie di peste bubbonica in Istria*, in “Atti e Memorie della Società Istriana di archeologia e storia patria”, Poreč, vol. IV, Poreč, 1888, pp. 423-447.

N. COBOL, *Pietro Kandler*, in “Pagine Istriane”, n. 4-6, Koper, 1904, p. 157.

If another paper is featured in an already cited periodical, use the abbreviation, such as in the case of “Pagine Istriane” (PI).

Es. A. BENEDETTI, *Ricordo del conte Stefano Rota*, in “PI”, s. IV, n. 1, Trieste, 1977.

b) examples for citation of monographs:

The initials of the first and last names of the AUTHOR are capitalized, *the title of the book* is italicised, if applicable, indicate the volume, tome, part, section, etc., the place and the year of publication). Unless absolutely necessary, it is recommended that you do not state the publisher.

B. BENUSSI, *L'Istria nei suoi due millenni di storia*, Venice - Rovigno, 1997.

M. BERTOŠA, *Istra: Doba Venecije (XVI.-XVIII. stoljeće)*, Pula, 1995.

I Turchi, il Mediterraneo e l'Europa, ed. G. Motta, Milan, 1998.

c) examples for articles published in books, conference proceedings, etc.:

The initials of the name and last names of the AUTHOR are capitalized, *the title of the article* is italicized, in + *the title of the book* in italics, the name of the editor, the place and the year of publication, pages.

E. IVETIC, *L'Istria, Venezia, le pietre: un legame secolare*, in *La pietra d'Istria e Venezia*, atti del convegno di studio, Venice, 3 October 2003, ed. N. Fiorentin, Venice, 2006, pp. 13-21.

R. CIGUI, *Sanità, istituzioni e morbi nell'Istria Veneta dal Medioevo all'età Contemporanea*, in *Con Sanuto, Tommasini e Kandler. Rivedere l'Istria oggi e immaginare quella futura*, ed. Amanda Colombo, Trieste, 2013, pp. 29 - 55.

d) examples for articles and contributions in newspapers:

S. BENCO, *Le esposizioni del Giugno triestino*, in "Il Piccolo", Trieste, 24 July 1934.

"L'Indipendente", Trieste, 31 August 1910, p. 3.

P. KANDLER, *All'inclita Podestaria di Capodistria*, in "L'Osservatore Triestino", n. 165, Trieste, 1870.

Two or more authors must be separated by a hyphen.

When referring to the previously cited texts, preferably use *the abbreviated title of the work* in italics followed by the abbreviation cit. inside parentheses. E.g., E. IVETIC, *La popolazione* cit., pp. 115-123 (Observe that there is no comma between the title and the abbreviation cit.).

The previously cited works are referred to with the word *ibidem* (in italics) or with *ivi* (in italics) adding the reference pages.

Remember:

Ibidem (abbrev. *Ibid.*) = the same author, the same work, the same page

Ivi = the same author, the same work, different page

E.g., I. CACCIAVILLANI, *La confinazione veneziana con gli imperiali*, Padova, 1991, p. 31.

Ibidem.

Ivi, p. 146. 3

Citing Archival Material:

Provide a full name in the first citation (Archivio di Stato di Trieste), for subsequent citations, use abbreviated forms (AST).

If there are files inside the envelope, box or folder, they must be cited in the footnotes.

Examples:

Archivio di Stato di Trieste (AST), *Atti amministrativi dell'Istria (1797-1813)*, b. 103, Protocolli 28/5-3/6/1803.

Archivio di Stato di Venezia (ASV), *Senato. Dispacci Rettori dell'Istria*, File 39 (1645). *Ristretto delle anime della Provincia d'Istria*.

ASV, *Magistrato al Sal*, b. 323 (Registro Scritture 1717-1727), cc. 93 v.-110 r.

Državni Arhiv u Pazinu (DAPA) [State Archives in Pazin], *Commissariato distrettuale a Pisino 1817, 2.2, Atti generali, f. 1*.

Biblioteca Civica di Trieste "Attilio Hortis", Archivio Diplomatico, 21.D.5./1, *Lettere di Kandler, f. Consiglio Municipale di Pirano*.