

## Authors' Guidelines

**Margins:** upper 3.5 cm; lower 3.5 cm; right 3 cm; left 3 cm.

**Font:** Times New Roman

**Font size:** 12 for main text, titles as in the following examples:

**1. Title** size 14, **bold type**, an empty line before and one after the text

*1.1 Subtitle* size 12, *italics bold*, an empty line before the text but none after

*1.1.1 Sub-subtitle* size 12, *italics*, an empty line before the text but none after

**Line spacing:** 1.5. The body text must be justified.

**Paragraphs:** 0.5 cm indentation at the beginning of each paragraph, apart from those immediately under the titles, subtitles and tables (which are not indented).

**Section titles:** section and subsection titles must be numbered, left aligned (without indentation) and in the above-specified form. **Abstract, Introduction** and **Conclusions** are also to be considered section titles, thus following the same guidelines.

**Notes:** notes, font 10, single spacing, justified, are to be placed at the foot of the page and progressively numbered throughout the essay (numeration must not start at every new section or page). Cardinal numbers must be used.

**Tables, graphs and illustrations:** when the contribution comes with tables, these must be complete, accurately arranged and positioned, possibly quoted in the main text, titled and progressively numbered. Illustrations must be high-definition and provided with sources, making sure copyrights are not violated. The caption or description of a table, diagram or illustration must be font 10, single spaced, immediately under the figure. Tables, illustrations or diagrams must be separated by an empty line from the text above and below.

**Use of inverted commas:** for quotations in the text inverted commas (i.e. “a”) must be used. When commas are inside a quotation, use inverted commas at the beginning and at the end, while inside the selfsame quotation single quote (‘a’) must be used (e.g. “My Head of Department used to say: ‘If you are afraid of being pricked, change jobs ..... be a secretary!’ . So, I replied...”), as for normal quotations.

Single quotes must be used when one is marking a word or expression for citation purposes (e.g. the word ‘cat’ has three letters). For jokes, puns, ways of saying, or to suggest a particular meaning, double quotes are used instead.

**Use of italics:** italics should be limited to foreign terms, including Latin idioms (e.g. *pro tempore*, *in primis*, *ad hoc*), except from those which have become of everyday use (e.g. *élite*, *ghetto*, *psyche*), to words that one wants to highlight or emphasize, to table headings and to volume or paper titles cited in the text.

The names of associations, institutions and the like, even when foreign, must be in roman type both in the main text and notes (e.g. *École des hautes études en sciences sociales*). Initialisms and achronyms should not be in italics, even when of foreign origin (e.g. PSOE). For other foreign terms, however, always use italics rather than inverted commas.

The latter non-integrated loanwords maintain their original spellings, plurals and – when relevant - capital initials (e.g. ‘the *picciotti*’, ‘the eastern *Länder*’). Compound nouns, when they are not proper names, should not be capitalized (e.g. ‘school districts’ and not ‘School Districts’). Never use bold type, underlining or screening.

**Dates:** dates are generally to be reported in full, either the British or the American way (e.g. “conference held in Paris on 22-23 February 2010” or “... on February 22-23, 2010”). If a date has the function of identifying sequence, then the abbreviated form can be adopted; in such cases, use dots, and not slashes, as separators (“the 22.05.78 Act” rather than “the 22/05/78 Act”). Roman numbers should be avoided (“22.05.78” rather than “22.V.78”).

In case the abbreviated form of the year is used, it must be preceded by a prime (“the ’68 generation”, and not “the 68 generation”). As far as decades are concerned, it is preferable to write “the sixties” rather than “the ’60s”. Never use capital letters to indicate a decade (“the sixties”, and not “the Sixties”).

**Abbreviations:** it is always preferable to limit the number of abbreviations (use “for example” or “for instance” rather than “e.g.”). If an author is mentioned discursively in the text, report her/his full name and surname (preferable when her/his identity is central to the argument and, even so, only in the first citation), or their surname only. Never report the surname preceded by the first name initials. It is OK to write “as Donna Haraway maintains”, or “as Haraway maintains”, but not “as D. Haraway maintains”.

The abbreviations “tab.”, “fig.”, “chap.” and “sect.” must be used when quoting tables, figures, chapters or sections.

**Use of capital letters:** in general, capital letters should be avoided whenever possible. Common nouns and others connoting generality must not be capitalized (e.g. socialists, central committee, city council, mayor, national party congress, board of directors, syndicate, trade union, prefect, magistrate, judge, bishop, public prosecutor, police, state, county, government, parliament, head of state, head of government, president, minister, senator, congressman, management, secretariat, federation etc.), unless they designate populations and languages (e.g. “the Palestinians”, “American English”) and the like. Names of historical periods and events are also to be reported in capitals (e.g. the French Revolution, the Middle Ages).

Accented capital letters should be realized as one character (“È” and not “E”)

**Quotations:** quotations from other texts must be inserted between inverted commas (“ ”) and followed by citation of the source. Three dots in square brackets must replace omitted excerpts. By the same token, insertions too must be put into square brackets (e.g. [that]). If the quotation exceeds three lines, it becomes necessary to create a new paragraph, in font 11, separated from the main text (above and below the quotation) by an empty line and indented by 1cm from both the left and the right margin.

For example: Talbot <sup>(note before text)</sup>

Masculinity has undergone many changes in recent decades. One remarkable development has been the growth of gay liberation and the oppositional form of masculinity it fosters. Straight men too, given the changes that have taken place in women’s lives, have been forced to make adjustments [...] <sup>(note after quotation)</sup>

In this case, it is possible to omit inverted commas at the beginning and end of the quotation. However, the bibliographical reference – placed either at the beginning or at the end as in the example above – is still necessary.

**Bibliographical references in the text:** for bibliographical references, the APA model must be adopted: citations in the text with final bibliography. Bibliographical references are to be inserted in the text which only report the author’s name, directly followed (without an intervening comma) by the year of publication and, if relevant and after a comma, by the pages one is referring to.

For example, (Butler 1991) or (Connel 1995, 42-47); as Butler (1991) suggests; as Lynch (1985, 42) suggests.

Pages must be reported in this way: “275-277” rather than “275-77”. There must be a space between the comma following the year of publication and the page numbers: “1982, 121” and not “1982,121”. If there are two authors, report both surnames, separating them by means of an ‘and’ (not a comma). If there are more than two, only report the first one’s surname, followed by “*et al.*”. When more works by the same author are published in the same year, it is necessary to mark them progressively by means of the letters a, b, c and so on.

To show that one is referring to the same work that had been mentioned in the immediately preceding reference, “*ibidem*” (in italics and with a small initial) must be used. When referring to the same work but to different pages, *ibidem* will be followed by comma, space and page numbers.

Rather than “cf.”, it is preferable to use “see”. Round brackets, rather than square brackets, must be used.

**Insertion of pictures:** the author(s) are required to make sure visual material publication complies with the current copyright regulations.

**Final bibliography:** at the end of the paper, bibliographical references must be listed in alphabetical order as far as the authors are concerned, while the various works of a single author must be listed in chronological order from the most recent to the most dated (using, if there is more than one publication in the same year, the suffixes a, b, c and so on). If a text was written by more authors, the names of all such authors must be cited (all in the form surname followed by name initials – if more than one name, do not leave space between initials), separated by commas except for the last one, separated by ‘and’ (clearly, if the authors are two, their names will be separated by ‘and’ only). Titles must be in italics, with adjectives and nouns beginning with a capital letter. In Italian, Spanish and French titles, all initials must be small, while in German titles only nouns must be capitalized.

City names (that is the places of publication) must always be reported in their original language (e.g. Roma, Nürnberg, Sevilla rather than Rome, Nuremberg, Seville). A reference must all be written in one paragraph, with a 0.5cm hanging indent and include, in this order, author’s name (original year of publication) *Title*, place of publication, publisher.

EXAMPLES:

**1. Untranslated volume**

Frosh, S., Phoenix, A., and Pattman, R. (2002), *Young Masculinities. Understanding Boys in Contemporary Society*, Basingstoke, Palgrave.

Cicccone, S. (2009), *Essere maschi. Tra potere e libertà*, Torino, Rosenber & Sellier.

**2. Translated volume**

Foucault, M. (1969), *L’archéologie du savoir*; Eng. trans. *Archaeology of Knowledge*, London, Routledge, 2002.

**3. Editing**

McBride Stetson, D., Mazur, A.G. (eds. by) (1995), *Comparative state feminism*, Thousand Oaks, Sage.

Use ‘ed. by’ if there is only one editor, ‘eds. by’ if there is more than one.

#### **4. Contribution to a joint volume**

Della Porta, D. (2003), “The Women’s Movement, the Left and the State: Continuities and Changes in the Italian Case”, in L.A. Banaszak, K. Beckwith and Rucht, D. (eds. by), *Women’s Movements facing the Reconfigured State*, Cambridge, Cambridge University Press, pp. 48-68.

If a volume includes more than one among the cited papers, it can be assigned an independent entry in the bibliography. In such a case, when citing the single papers, it is sufficient to refer to the volume as follows:

Della Porta, D. (2003), *The Women’s Movement, the Left and the State: Continuities and Changes in the Italian Case*, in Banaszak, L.A. et al. (2003), pp. 48-68.

Commas, full stops and other punctuation marks must always be followed by a space: “pp. 121-217” rather than “pp.121-217”; “ed. by D. Rucht” rather than “ed. by D. Rucht”, but if the author has a double first name – as in Mazur, A.G. – no spaces are to be left between the initials.

#### **5. If more than one work by the same author is cited, her/his name must be repeated:**

Connell, R.W. (1987), *Gender and Power: Society, the Person and Sexual Politics*, Cambridge, Polity Press.

Connell, R.W. (1995), *Masculinities*, Cambridge, Polity Press.

#### **6. Article**

Author (year), title, *journal name in italics*, volume number (in Arabic numerals), initial and final page of the article.

West, C. and Zimmerman, D.H. (1987), Doing Gender, in *Gender and Society*, vol. 1, no. 2, pp. 125-151.

Encyclopedic entries, conference proceedings and the like are to be dealt with as articles. All periodical publications (including daily newspapers, monthly reviews, annals and so on) must be put between inverted commas, in roman type.

Other examples:

Rodotà, S. (2005), Persona, libertà, tecnologia. Note per una discussione, in *Diritto e questioni pubbliche*, 2005, 5, pp. 25-29 – <http://www.dirittoequationipubbliche.org>

Kimmel, M. (2012), Men and Women's Studies: Promise, Pitfalls and Possibilities, in *About Gender. International Journal of Gender Studies*, 2012, 1, pp. 1-14 – <https://riviste.unige.it/aboutgender>

Remember to always insert a space after commas and other punctuation marks: “vol. 14” rather than “vol.14”; “no. 5” rather than “no.5”.

### **7. Periodical titles**

Periodical titles must be reported between inverted commas and in roman type, even when cited in the text (e.g. ... in an interview for “Forbes” ...). The name of the journal or newspaper must be reported with the same capital letters as in the official heading (if the whole heading is in capitals, follow the same rules as for book titles, e.g. “The New York Times”, “The Herald of the North”).

### **8. Web sites and pages**

Cameron, D. (2003), Gender Issues in Language Change, in *Annual Review of Applied Linguistics*, vol. 23, 11th April, <http://journals.cambridge.org/action/displayAbstract?fromPage=online&aid=147755&fulltextType=RA&fileId=S0267190503000266> (retrieved 24 January 2011).

European Commission (2010) Domestic Violence against Women Report, Special Eurobarometer 344, in [http://www.euowrc.org/01.euowrc/04.euowrc\\_en/26.en\\_ewrc.htm](http://www.euowrc.org/01.euowrc/04.euowrc_en/26.en_ewrc.htm) (retrieved 17

November 2011) UK - *Civil Partnership Act 2004*, in <http://www.legislation.gov.uk/ukpga/2004/33/> (retrieved 5 February 2012).

In case a web site is mentioned in a footnote, the whole web address (including http://, where relevant) and the date of retrieval are still required.

### ***9. Web forums***

To be cited in the same way as papers in online journals; thus, besides the usual references, the complete web address must be reported.

For any other issues which are not specifically dealt with in these guidelines, once a solution has been chosen, it must be kept to throughout the text.