

## Department of Italian

### STYLE SHEET FOR ASSIGNMENTS, LONG ESSAYS, DISSERTATIONS, AND THESES

#### Font:

- Times New Roman, size 12. The text must be single-spaced and justified.

#### Quotations:

- If longer than 3 lines, open a new paragraph and use size 10. The new paragraph has to be indented.
- If shorter than 3 lines, quotations should be inserted in the body of the text and placed within inverted commas: “...”
- For quotes within quotes, use single quotes: “...‘...’...”
- If you quote from a text in another language and translate it yourself, please indicate that the translation is yours in brackets as in: **(my translation)**.

#### Ellipses:

- Ellipses (both in the middle and at the end of a sentence) must be indicated by three dots within square brackets: [...].
- A suspension must be indicated by three dots: ...

#### Footnotes and References:

- *References/Notes* in the text should be indicated by superscript numbers cited in order throughout the article at the end of each page.
- Page abbreviations should be included: **p. 3**; **pp. 5-7**.
- Date and page numbers should be indicated in full: **1997-1999**; **233-235**.

### Punctuation:

- Always outside inverted commas, both in the middle and at the end of a sentence, e.g.: “**La semplicità è la suprema sofisticazione**”, or “**La semplicità è la suprema sofisticazione**”.

### Others:

- *ibid.*; *et al.* — always in italics.
- Identical footnote as above — *ibid.*
- Identical footnote but different page — *ibid.*, p. 77.
- Where only one work by the same author is quoted, having given the full reference, this would then be indicated as follows: **Sciascia, op. cit., p. 1.**
- Where two or more works by the same author are quoted, having given the initial full reference, these would then be indicated as follows: **Sciascia, Pirandello e il pirandellismo, cit., p. 21.**
- Where any part of an original quoted text is modified, the alteration needs to be in square brackets, as in the following example: **Agnese, nel cap. III de I promessi sposi, afferma significativamente che “[a loro] poverelli le matasse paion più imbrogliate [...]”** (the original quotation being: “A noi poverelli le matasse paion più imbrogliate, perché non sappiam trovarne il bandolo”).

### Books:

- Name Surname, *Title*, City, Publisher, Year, p./pp., e.g.: **Maria Antonietta Frangipani, Motivi del romanzo nero nella narrativa lombarda, Roma, Elia, 1981, p. 21.**

### Works in More than One Volume:

- Name Surname, *Title*, City, Publisher, Year, vol. ..., p./pp. [or City, Year, ... voll.], e.g.: **Italo Calvino, Saggi 1945-1985, Milano, Mondadori, 1995, vol. 2, p. 1672** or **Italo Calvino, Saggi 1945-1985, Milano, Mondadori, 1995, 2 voll.**

### Collections of Essays/Short Stories:

- Name Surname, “Title”, in Name Surname (a cura di), *Title*, City, Publisher, Year, p./pp., e.g.: **Paolo Getrevi, “La passeggiata del cadavere”, in Carlo Fini (a cura di), Per Tozzi, Roma, Editori Riuniti, 1985, p. 250.**

### **Journals:**

- When citing articles in journals, these should be presented as follows: Name Surname, 'Title', *Title of the Journal*, number of the volume and/or of the issue, date of publication, p./pp., e.g.: **George B. Parks, 'The First Italianate Englishmen', *Studies in the Renaissance*, 8, 1961, pp. 197-216.**

### **Articles from Web Resources:**

- When citing online articles not available also in print, these should be presented as follows: Name Surname, 'Title', *Title of the Web Resource*, date and/or year (if available), link (date of last access), e.g.: **Marco Nicastro, 'Salvarsi con le parole. Note sulla poesia di Primo Levi', *Le parole e le cose*<sup>2</sup>, 27 gennaio 2020, [www.leparoleelecose.it/?p=37579](http://www.leparoleelecose.it/?p=37579) (ultima consultazione: 30 gennaio 2020).**

**Copious footnoting should be avoided.**