

UNIVERSITAS

EDITORIAL NORMS

Editorial Norms – “Universitas” Journal

By submitting a manuscript to “Universitas”, the author implicitly agrees to the following conditions:

- Publication is free of charge.
- The manuscript must be submitted exclusively in Word format (.doc or .docx) to the editorial office at the email address: **redazione@rivistauniversitas.it**.
- Manuscripts will not be returned.
- Authors whose contributions are accepted agree to adhere to the journal’s **Code of Ethics**.

Peer Review

The journal adopts a double-blind peer review process, in which the identity of both authors and reviewers is kept confidential.

All submissions are initially subject to an internal preliminary evaluation to verify minimum scientific requirements for publication. At this stage, the editorial office may request additions or modifications to the manuscript.

Essays that pass this initial review are sent for anonymous evaluation (double-blind peer review) by external referees selected based on their expertise in the relevant subject.

Authors are strongly encouraged to take into serious consideration the reviewers’ comments during the review process.

The final decision regarding publication rests exclusively with the Scientific Board of the journal.

Contribution Format:

- **Essays**, including notes and bibliographic references, must not exceed **55,000 characters** (including spaces).
- Reviews must not exceed **15,000 characters**.
- If a contribution is particularly relevant or original, the Editorial Board may waive the above limits.

Formatting Guidelines:

- Paragraphs must be indented.
- Font: Times New Roman.
 - Size 12 for the main text.
 - Size 10 for footnotes.
- Line spacing:
 - 1.5 for main text.
 - 1 for footnotes.

Each essay must be accompanied by:

- An abstract in Italian and English (max. 1,500 characters).
- Six keywords in Italian and English.
- A short author biography, including:
 - Full name.
 - Research interests (not publication titles).
 - Affiliation and role at any university or institution (if applicable).

Reviews:

The review title must include:

- Full name of the author or editor.
- Full book title.
- Total number of pages.

Text and Quotations

Essays may be divided into paragraphs, subparagraphs, and sub-subparagraphs. These must be numbered and italicized in Times New Roman, size 12, 1.5 spacing, without indentation.

Examples:

- I. 1. *Introduction*
- II. 1.2. *Economic relations before the war*
- III. 1.2.3. *Further information on diplomatic missions*

Full names must be spelled out when first mentioned in both text and notes and without abbreviations (Mario Rossi, Giorgia Bianchi etc.), abbreviations (e.g., M. Rossi, G. Bianchi etc.) or just the last name (Rossi) may be used subsequently.

Names of political parties and movements, nations, states, kingdoms, institutions and various bodies should be capitalized and fully spelled out when first mentioned in both text and notes: Partito Socialista Italiano, Unione Italiana del Lavoro, Archivio Centrale dello Stato, Regno delle Due Sicilie, Great Britain, European Union etc.

Titles of books, pamphlets, articles, essays, songs, poems, conference papers, and artworks should be italicized. Use Roman font with quotation marks (“ ”) for names of journals, magazines and newspapers.

Examples: a) *Storia dell'Istruzione italiana dal 1900 al 2000*.

b) “Cimea, Universitas. Politica, Economia, Giuridica”.

c) Aldo Moro was considered the political and strategic “reference” of the Christian Democrat party.

d) For many citizens, the distinction between *legality* and *legitimacy* was unclear and often confused.

Citations shorter than three lines should be in « ». Citations of three or more lines should appear without quotation marks, in size 10 font, aligned with the text and separated by one blank line (size

12) above and below, with indented paragraphs. In footnotes, all quotations (even if long) should be in « ».

Secondary quotations within « » must be enclosed in “ ” and never in ‘ ’ or similar. This refers to both text and footnotes. For example: «Cavour, addressing Vittorio Emanuele II after unification, stated: “Italy is made, now we must make Italians.”». Omissions should be indicated with three dots in square brackets [...].

Footnotes and Bibliographic References

Footnotes must appear at the bottom of the page. In-text references should be in superscript before punctuation, without spacing between the word or the number.

Examples: 124¹, European Union¹. That is¹, or¹:

When citing books, essays, articles, etc., follow these rules:

- Full author name must appear at first mention, without abbreviation
- In the case of an editor, the name and surname must be followed by (edited by) and a comma. If there is more than one author or editor, their names and surnames must be separated by commas.
- For more than three authors/editors, use *et al.* after the third name. Do not use “AA.VV.”, Various Authors or similar.
- Complete titles should be italicized. Vol. 3 will indicate the third volume of a work in multiple volumes; in no cases write “volume 3,” “vol. 3,” or “3° Vol.” or similar.
- Use “3 vols.” for a work in three volumes. If present, indicate the Volume with Roman numerals in capital letters.
- Any indication of name(s) and surname(s) of the author(s) or translator(s), if the information is important for the functionality of the text, goes after the title.
- The publisher, place and year of publication will be indicated in that order. Do not put a comma between the place of publication and the year. In the absence of the publisher and/or place of publication and/or year of publication, write s.e., s.l., s.a. respectively.
- When citing works published outside Italy, the place of publication must be reported as it appears in the original cited text (Paris, London, Berlin, etc.).
- The page number(s) to which reference is made must be preceded by p. or pp., never by pag. or pagg. and similar. If the reference is to several consecutive pages, separate them with a hyphen, if not consecutive, with a comma. If you intend to generically indicate several following pages, after the first page to which you refer write sg. (pp. 155 sg.), in no case sequenti, seg., segg. or similar. The numerical indication of the pages must always be complete (pp. 355-359), never abbreviated or simplified (pp. 355-9 or pp. 355-59). In the absence of the page number(s) in the work cited, write s.n.p.
- In the case of essays or other writings contained in a volume, indicate the relevant page numbers.

Examples:

a) Elena Martelli, *Le città del Mediterraneo medievale*, Vol. 2, Il Mulino, Bologna 2011, pp. 103 sg.

b) Luca Ferri, *L'Italia e le sue trasformazioni sociali*, Vol. 1, *Dall'Unità alla Repubblica*, Preface by Chiara Neri, Carocci, Rome 2003, pp. 89–104.

c) Chiara Neri, Luca Ferri (eds.), *Le regioni d'Italia*, Vol. 2, *Il Sud*, Tome I, pp. 172, 176–179.

d) James Black, *The Cold War in Europe*, in Sarah White, George Grey, Anna Bright (eds.), *Global Conflicts of the Twentieth Century*, Routledge, London 2008, pp. 212–229.

Journal, Magazine, and Newspaper Citations

In addition to the general rules already provided for author and title, the following specific rules should be followed:

- Journal names go in quotation marks (“ ”), not in « » or ‘ ’.
- If necessary, it is possible to indicate the year of the journal only in Roman numerals, without prefixing words such as *year*, *a.* or similar.
- Use n. for issue number. Do not use *number*, *num.*, *fasc.*, or *n°*.
- The month or date (for daily/weekly publications) should always be written out in full: e.g. *September*, *10 November*. Avoid abbreviations such as *sett.*, *10 nov.*, *10/11*.
- Use n.d. (no date) or n.y. (no year) if missing.
- Page references must use p. or pp.; never *pag.*, *pagg.*, etc.
- In the presence of pseudonyms or abbreviated names, if possible, write the full name in square brackets. Ex.: Vladimiro [Gianni Ricci].

Examples:

a) Laura Gentili, I sistemi fiscali del secondo dopoguerra, “Annali di economia italiana”, n. 1 2017, pp. 145–150.

b) Andrea Costa, Marta Luciani, I consumi culturali nelle città italiane del Novecento, “Ricerche storiche”, XX, n. 2 2005, pp. 201–230.

c) Pietro Marini, La riforma agraria e il voto contadino. Prima giornata, “Il Popolo”, 22 maggio 1951.

b) Euridice [Giulia Zanetti], Il centro-sinistra in crisi, “Politica democratica”, n. 4, October 1962, pp. 95–112.

Subsequent Citations and Recurring Expressions

When citing a work that has already been mentioned in a previous footnote, it is sufficient to include only the surname of the author(s), any relevant qualifications such as (*ed.*) or *et al.*, followed by the shortened title of the work, three full stops, and the expression *cit.*. Expressions such as *op. cit.* should not be used.

If the work is divided into multiple volumes, the relevant volume should always be specified after the expression ... *cit.*

Examples:

- Alessandro Riva, *La politica economica italiana nel secondo dopoguerra*, Donzelli, Rome 1993, should later be cited as: Riva, *La politica economica italiana... cit.*
- Giulia Fontana, Marco Galli (eds.), *Le istituzioni politiche italiane*, Vol. 2, Il Mulino, Bologna 2014, should later be cited as: Fontana, Galli (eds.), *Le istituzioni politiche italiane... cit.*, Vol. 2.
- Lucia Carli, Roberto Neri, Paolo Romano, *L'Italia centro-settentrionale nel Novecento*, Vol. 1, Carocci, Rome 2001, should later be cited as: Carli, Neri, Romano, *L'Italia centro-settentrionale... cit.*, Vol. 1.

When multiple works by the same author or editor are cited in the same footnote or in consecutive footnotes, without interruptions by other citations, the following abbreviations are used (in Roman font):

- **Id.** – same male author or editor
- **Ead.** – same female author(s)/editor(s) or multiple authors
- **Ibidem** – same work and same page(s)
- **Ivi** – same work but different page(s)

If multiple contributions are included in the same volume or issue of a journal, use *ivi* followed by the page numbers. If they come from different issues of the same journal, this must be specified.

Examples:

- Marta Colombo, *Strategie culturali del Novecento*, in Federico Rinaldi (ed.), *L'Italia nella modernità*, Laterza, Bari 2000, pp. 100–120, and Andrea Venturi, *Cinema e propaganda politica*, *ivi*, pp. 121–135.
- Anna Lodi, *Riforme fiscali e crescita economica*, “Quaderni di economia pubblica”, no. 1, 2011, pp. 45–70, and Roberto Caruso, *Le imposte dirette nella ricostruzione*, *ivi*, pp. 71–95.
- Anna Lodi, *Riforme fiscali e crescita economica*, “Quaderni di economia pubblica”, no. 1, 2011, pp. 45–70, and Silvia De Luca, *La fiscalità nei territori coloniali*, *ivi*, no. 2, 2012, pp. 101–115.

References to footnotes, whether in the text or in a footnote, must always be made using the words *nota* or *note* written out in full, along with the precise numerical reference (e.g., *nota* 5, *note* 6 e 7). Abbreviations such as *n.* or *nn.* must not be used.

Archival References

In the first citation, the name of the archive or archival collection must be reported in full, with the indication of the location and/or the institution that holds it (library, institute, etc.). Any acronyms or abbreviations to be used in subsequent citations are indicated in round brackets.

For foreign archives, the original language and the exact name of the institution or place are maintained.

Abbreviations for use in archival references:

- *b./bb.* = binder(s)
- *f./ff.* = folder(s)
- *sf./sff.* = sub-folder(s)
- *ssf./ssff.* = sub-sub-folder(s)

- c./cc. = page(s)
- doc./docc. = document(s)
- pos./poss. = position(s)
- foglio/fogli = sheet(s)
- n./nn. = number(s)

Use the following as per monograph and journal rules:

- **Ibidem** = same font and same position
- **Ivi** = same font but different position

Archival documents (letters, reports, etc.) should be in Roman font, not italicized.

Acronyms

Acronyms are written in capital letters without full stops (e.g. CEE, IRI, ACS). At the first occurrence in the text or in a note, the full name of the organization or institution must be reported in full, with the acronym in round brackets, to be used in subsequent citations.

This rule applies to Italian and foreign institutions, parties, movements, archives, documentary collections.

Foreign Languages

- Common foreign words (e.g., film, leader) in regular font.
- Uncommon or untranslated words in italics with an Italian translation in round brackets.
- Names of institutions, political parties, unions, etc., in Roman font, without italics.
- Journal and newspaper names in quotation marks (“ ”); translate if uncommon.

Examples:

- *pour cause, gender history, credo quia absurdum*
- *mamlakhtiyut* (statism), *kibush ha-‘avodah* (the conquest of labour)
- Confédération Générale du Travail, United Nations, Deutsche Zentrumpartei
- “Le Figaro”, “The Washington Post”, “Trybuna Ludu” (People’s Tribune)

Quotes in English, French, or Latin (inside « ») do not require translation. Others must be translated.

Web, E-books, Digital Resources

When citing web pages (sites, online magazines, digital libraries, newspaper libraries, etc.), it is advisable to report the complete link, followed in square brackets by the indication [last access: date]. If relevant, also indicate the name of the site from which the content comes. In the case of e-books, it is necessary to specify the format immediately after the year of publication.

Examples:

a) Claudio Martini, *La Resistenza nel Nord Italia*, “Storia e Memoria”, n. 1 2020: https://www.storiaememoria.it/articoli/resistenza_nord [last access 5 March 2023].

- b) Available on the website of the Digital Library of the Constituent Assembly:
https://www.costituente.biblioteca.it/documenti/atti_completi [last accessed January 12, 2024].
- c) Paola Righi, *Politica e comunicazione nell'era digitale*, Il Mulino, Bologna 2021, e-book.

Final Bibliography

NEVER include a final bibliography, maintaining the given that all titles cited in the notes be complete with all the required bibliographic information. All titles must appear in the notes with full bibliographic information.