

RA

restauro archeologico

Conoscenza, conservazione e valorizzazione
del patrimonio architettonico

**Rivista del Dipartimento di Architettura
dell'Università degli Studi di Firenze**

Knowledge, preservation and enhancement
of architectural heritage

**Journal of the Department of Architecture
University of Florence**

EDITORIAL GUIDELINES



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EDITORIAL GUIDELINES | RESTAURO ARCHEOLOGICO

1. SUBMISSION OF MATERIALS

All material must be submitted in digital format via the journal's portal.

<https://oaj.fupress.net/index.php/ra/about/submissions>

For each article, the following must be provided:

- a text file of the article in an editable format (.doc, .docx or .rtf);
- a file containing the image captions in an editable format (.doc, .docx or .rtf);
- a folder containing the high-resolution images (see section 6. IMAGES AND TABLES).

2. TEXTS

General formatting

The text of the article must be submitted as a single Word file (.doc, .docx or .rtf), organised according to the following structure:

- title of the article in the language of the contribution;
- title of the article in English;
- first name and surname of the author(s), Department, University, Country, email address;
- an abstract in English, which should be concise yet provide comprehensive information on the content of the paper (max. 1,000 characters);
- a list of 4-5 keywords in English to be used for indexing and bibliographic subject classification;
- the full article, including notes and bibliography, prepared in accordance with the following editorial guidelines.

The text may be divided into paragraphs (unnumbered), but there should be no sub-paragraphs.

When drafting the text, please ensure that:

- you do not use underlining or bold type within the main text or in the notes;
- you do not use capital letters or small caps in the main text unless absolutely necessary;
- you write authors' names in small caps only in the bibliography and in archival citations in the notes;
- always use the same font throughout the text, choosing from the most common ones (e.g. Arial, Times New Roman, Calibri, etc.), with single line spacing and justified alignment;
- leave a blank line to separate the end of one paragraph from the start of the next. However, no separation should be left between the paragraph heading and the text.

Use of italics

The use of italics in the text should be limited to the following cases:

- foreign words that are not in common usage, and archaic terms reflecting the original form of a word;
- titles (and any subtitles) of books, films, paintings, etc.

Notes

Notes must be explanatory only [with the exception of archival sources, which should not be included in the bibliography; see section 5. ARCHIVAL SOURCES]. They should be kept to a minimum, while bibliographical references should be inserted directly in the text, according to the Harvard style (see section 3. CITATIONS AND REFERENCES TO BIBLIOGRAPHICAL TEXTS). In the Word file, notes must be formatted as endnotes placed at the end of the contribution, not as footnotes.

Paragraph breaks and/or bulleted or numbered lists must not be used in notes. Note numbers must appear as superscripts, with no preceding space, before punctuation:

correct forms: text¹, text¹, “full quotation from a text”¹.

incorrect forms: text.¹ Text,¹ “full quotation from a text”.¹

Hyphens and dashes

The short hyphen (-), with no space either before or after, is used to indicate a range between numbers and to separate compound words (e.g. self-portrait), or words that are closely related (e.g. the Italian-English dictionary; the Milan-Venice motorway).

The en dash (–) is used for parenthetical clauses and must be preceded and followed by a space. It should be used sparingly, only where necessary to make a sentence less ambiguous; otherwise, commas are preferable.

Quotation marks

- Double quotation marks (“Text”)
These are used to quote passages taken from other works. They must always be followed by a bibliographical reference in the following style: (Author’s surname, year of publication, p.) (see section 3. CITATIONS AND REFERENCES TO BIBLIOGRAPHICAL TEXTS).
- Single quotation marks (‘Text’)
These are used to emphasize a single word or expression, or in the case of words used in a figurative sense.
They are also used for quotations within another quotation
(e.g. “Why has the twentieth century been defined as ‘the short century’?”)
- Angle quotation marks («Text»)
These are used in the following cases:
for journal titles in the bibliography;
for direct speech.

3. CITATIONS AND REFERENCES TO BIBLIOGRAPHICAL TEXTS (HARVARD STYLE)

All statements, opinions, conclusions, etc. drawn from the work of another author must be acknowledged, whether the work has been directly quoted, paraphrased, or summarized. Whenever reference is made to another text, the citation must be included by providing, in round brackets, the surname of the author/editor, the year of publication, and, where necessary, the page numbers, according to the instructions below; the full bibliographical details of the work referred to must then be provided in the bibliography.

- If an idea expressed by an author is cited, both the author's surname and the year of publication of the work referred to must be given in brackets within the body of the text.
Hepatocellular carcinoma is one of the most widespread tumours in the world (Cook, 1985), but its incidence varies (Bassendine, 1987).
On the subject of 'instrumentalism', already theorized in his earliest analyses of the mind-body problem (Dennett, 1991a).
- If the text referred to has more than one author:
two authors: Recent research (White, Brown, 2004) suggests that...
three or more authors: Recent research (Doat et al., 1985) suggests that...
- If the author's name is mentioned in the sentence, only the year of publication of the work is given in brackets.
In a recent study, Lewis (1999) states that... White and Brown (2004) state that... White et al. (2004) state that...
- If reference is made to the writings of more than one author, their names must be separated by a semicolon.
(Collins, 1998; Brown, 2001; Davies, 2008)
- If reference is made to a specific part of a work, the page number(s) must be included.
(Cormack, 1994, pp. 32-33)
- If more than one work by the same author bears the same year of publication, a letter of the alphabet must be added to the year in order to distinguish the different works clearly.
(Rossi, 1993a); Rossi (1993b, p. 35).
- If more than one work by the same author bears different publication dates, the dates must be separated by a comma.
(Rossi, 1993, 1995).
- Secondary source. If reference is made to a text cited in another text:
(Brown, 1966, in Bassett, 1986, p. 142)

Direct quotation from a page

If part of a work by another author is quoted, the quoted text must be presented according to the following rules:

- If quotations do not exceed approximately 200 characters (including spaces), they should appear in roman type (not italics), enclosed within opening and closing double quotation marks. The bibliographical reference must be placed after the closing quotation marks and before the final punctuation mark.
"Quotation" (Rossi, 1990, p. 14).
"[...] Change is much more rapid than our ability to record it" (Mauri, 1996, p. 13).
- If quotations exceed 200 characters (including spaces), they should be set off from the main text on a new line, indented on the left, in roman type, in a smaller font size, and without quotation marks.

In his book on intelligence and ability, Cooper states that

companies have undoubtedly saved billions [of dollars] by using ability tests in order to ensure a merit-based selection process. Taken together, intellectual ability tests constitute the single most powerful predictor in personnel selection [...] certainly more valid than the use of interviews [...] in predicting success in training and at work (Cooper, 1999, p. 130).

- Quotations within quotations must be enclosed in single quotation marks, according to the following pattern:
Text "quotation 'quotation within the quotation' quotation".
- In quotations from poetry, lines must be separated by a slash (/). If the quotation is at least four lines long, it should be set on separate lines, indented 1 cm from the left margin, without quotation marks, with each line separated by a line break.
- If part of the quoted text is omitted, this must be indicated by three dots within square brackets [...].

4. BIBLIOGRAPHICAL REFERENCES

Books

SURNAME N. (in small capitals), year of publication (without a comma), title of the book (in italics), publisher, place of publication, and, where applicable, page numbers. It may be necessary to include [in square brackets] the year of the original edition, with the edition number in superscript.

If the author's given name is double, the second name, also abbreviated with an initial, follows the first with no space in between.

- Book with one author
BERKMAN R.I. 1994, *Find It Fast: How to Uncover Expert Information on Any Subject*, Harper Perennial, New York.
CARNAP R. 1976, *Significato e necessità*, La Nuova Italia, Firenze [ed. orig. 1947].
- Book with two or more authors
CHEEK J., DOSKATSCH I., HILL P., WALSH L. 1995, *Finding Out: Information Literacy For the 21st century*, MacMillan Education Australia, South Melbourne.
- Many authors or editors. The abbreviation AA.VV. should be avoided, as it has no bibliographical value. The name of the first author in alphabetical order should be given, followed by the wording 'et al.'
ANDRONICO M. ET AL. 1988, *Capire Wittgenstein*, Marietti, Genova.
- Edited volume
BARTOLOZZI A., CENTAURO G., GURRIERI F. (a cura di) 2005, *Sanpaolesi: il restauro come scienza omaggio a Piero Sanpaolesi nel centenario della nascita*, Polistampa, Firenze.
- Two books by the same author published in the same year
BERKMAN R.I. 1994a, *Capire Wittgenstein*, Marietti, Genova. [Es.].
BERKMAN R.I. 1994b, *Find It Fast: How to Uncover Expert Information on Any Subject*, Harper Perennial, New York. [Es.].

Journal / periodical article

SURNAME N. (in small capitals), year of publication (without a comma), *title of the article* (in italics), «title of the journal», volume number of the periodical (with issue number, if any, in round brackets), page numbers.

HUFFMAN L.M. 1996, *Processing whey protein for use as a food ingredient*, «Food Technology», vol. 50 (2), pp. 49-52.

Mondadori F. 1971, *Wittgenstein sui fondamenti della necessità logica*, «Rivista critica di storia della filosofia», n. 26, pp. 57-78.

Article / chapter in an exhibition catalogue or conference proceedings

SURNAME N. (in small capitals), year of publication (without a comma), *title of the article/chapter* (in italics), in *title of the exhibition catalogue / conference proceedings* (in italics), place, publisher, page numbers.

CASIELLO S. 2000, *Restauri in Campania nella prima metà dell'Ottocento*, in *Beni culturali a Napoli nell'Ottocento. Atti del Convegno di Studi, Napoli, 5-6 novembre 1997*, Pubblicazioni degli Archivi di Stato, Roma, pp. 81-92.

Chapter in a book

SURNAME N. (in small capitals), year of publication (without a comma), *Title of the chapter* (in italics), in N. Surname (in small capitals) (ed.), *Title of the book* (in italics), publisher, place of publication, page numbers.

BERNSTEIN D. 1995, *Transportation planning*, in W.F. CHEN (a cura di), *The Civil Engineering*, CRC Press, Boca Raton, pp. 34-48.

If the author of the chapter is also the author of the book:

DENNETT D.C. 1991, *I sistemi intenzionali*, in Id., *Brainstorms*, Adelphi, Milano [ed. orig. 1978], pp. 37-65.

Unpublished texts (degree / doctoral theses, texts forthcoming)

If the text has not been published:

WILLIAMS B. 2008, *Guide to project management*, in BD45001S Management, Anglia Ruskin University, non pubblicato.

SRINIVASAN S. 2006, *Development, Discrimination and Survival. Daughter Elimination in Tamil Nadu, India*. PhD dissertation, Institute of Social Studies, The Hague, unpublished.

JULIAN C. 2011, *The relationship between industry structure, marketing capabilities, strategy and performance: the empirical link in export ventures*, paper presented to The Clute Institute International Academic Conference, Las Vegas, 10-12 October, viewed 18 April 2012.

If the book is in press, replace the publication date with (in press).

PATTISON J. (in stampa), *A new book that I have written*, Vanity Press, London.

Web publications

For citations from websites, the full website address must be provided (within < >), together with the date of publication, where possible (month/year). Online articles or books should be treated in the same way as printed articles and books, with the addition of the web address.

ADORNO F., *Storia di parole e di concetti. Metafisica, ontologia, estetica*, in Enciclopedia Multimediale delle Scienze filosofiche, <<http://www.emsf.rai.it/interviste/interviste.asp?d=394>> (01/2008).

AHLBAČK P.M. 2007, *The Reader! The Reader! The Mimetic Challenge of Addressivity and Response in Historical Writing*, «Cromohs», n. 12, pp. 1-17, <http://www.cromohs.unifi.it/12_2007/ahlback_reader.html> (01/2008).

CALVO M., CIOTTI F., RONCAGLIA G. (a cura di) 2003, *Internet 2004*, Laterza, Roma-Bari, <<http://www.laterza.it/index.htm>> (01/2008).

5. ARCHIVAL SOURCES

Le fonti di archivio vanno riportate come note, non in bibliografia.

Archival sources must be provided in the notes, not in the bibliography.

NAME OF THE ARCHIVE (in small capitals) [followed by the acronym used in subsequent citations in square brackets], *fonds* (in italics), any subdivisions and/or series, archival unit (filza, box, file, register, volume, etc.), «Document».

ISTITUTO STORICO E DI CULTURA DELL'ARMA DEL GENIO [ISCAG], RM, *Archivio Storico Guerra italo-austriaca 1915-1918*, b. 505, f. 1, Comando del V corpo d'Armata, «Relazione del Comando della I Armata. Comando del Genio all'Ispettorato Generale del Genio presso il Comando Supremo», 29 giugno 1915.

ARCHIVIO CONSIGLIO REGIONALE TOSCANA, *Delibere VI Legislatura*, fasc. 103/1995, «Approvazione piano di indirizzo per gli interventi nel settore della cultura per il triennio 1996/98».

6. IMAGES AND TABLES

Images must be sent in a **separate folder**; they must not be included in the text, which will contain only the reference.

- **Raster images, whether photographs or scans:** these must be supplied in high resolution (at least 300 dpi) in TIFF or JPG format (in the latter case, they must be saved at the highest quality setting, Quality 12). **N.B.** Each contribution must include a full-page opening image (21 × 27 cm) illustrating the paper's theme, which will be numbered as Figure 1 in the list of figures.
- **Vector images:** (technical drawings, graphs) must be supplied in PDF or EPS format. Authors are kindly requested to keep the original open vector file available for any minor editorial modifications to be agreed upon.
- **Tables:** these must be supplied as Excel files or in the format in which they were originally produced.

References to figures in the text (where necessary) must be indicated by progressive numbering.

Eg: (fig. 1), (figg. 1, 5), (figg. 4-6). Respectively: Reference to one figure, two figures, three consecutive figures.

Image captions must be provided in a separate file in an editable format (.doc, .docx or .rtf).

Captions must include a brief description of the image, followed by the author's first name (with a full stop) and surname, as shown in the example.

Fig. 1: Charlottesville, Virginia. Monticello. Front elevation (photo by L. Rossi, 2016).

7. ABBREVIATION

Use the current forms of the abbreviations. A list is provided, which is intended to be merely indicative.

art., arts.	article articles
BC	Before Christ
cf.	compare
ch., chs.	chapter chapters
cl.	class
cm, m, km	centimetre, metre, kilometre (unmarked)
cod.	codex
AD	After Christ
etc.	etcetera
ed.	edition
e.g.	example
fig., figs.	figure figures
facs. ed.	facsimile edition
ff.	file folder
fol., fols.	folio folios; leaf leaves
<i>ibidem</i>	the same volume, on the same page (in italics)
id.	idem the same author as the previous entry
<i>ivi</i>	the same volume on a different page (in italics)
bk., bks.	book books
ms, mss	manuscript manuscripts (unmarked)
n., nn.	number numbers
[...]	omissis
p., pp.	page pages
r	recto (unmarked)
reg.	register
sec.	section
tab., tabs.	table tables
pl., pls.	plate plates
v	verso (unmarked)
vol., vols.	volume volumes