Editorial guidelines for authors

February 2016

1. Submission instructions
Articles should be submitted in .doc or .odt format.
Appendices, illustrations and graphics should be presented in separate files.
Please submit two abstracts, one in Italian and one in English, maximum 1500 characters (including spaces) each, in a separate file.

2. General rules
Articles should be divided in numbered chapters and sub-chapters with titles.

At the end of the text please supply the list of sources and works cited according to the rules stated below.

Exponential note references should be placed after the punctuation.

Use of quotation marks:
- use double angle quotes for brief quotations: « »
- use single quotes to indicate a special or prudent meaning ascribed to a term: ' '
- use double quotes to enclose a quote within a quote: " "

Long citations (more than 4-5 lines) should be presented in smaller type, leaving a blank line before and after the text.
Omitted portions of text should be indicated with […]

3. Bibliographical references in the notes
Works should be cited in the notes in abbreviated form: surname, abbreviated title, pp.
The abbreviated title should be significant and appear always in the same form.

In the case of two or three authors, separate the surnames with a long dash:
Haines – Battista, *Un'altra storia*, pp. 50-55.

If the work has more than three authors, cite only the first followed by *et al.* :
Coli *et al.*, *The 'Pietra Serena' Stones*, pp. 215-216.

In the case of an edited work, cite only the abbreviated title in italics.

4. List of cited works
The list should be divided into two parts: *Unpublished sources* and *Published sources and studies*.

4.1. Unpublished sources
Provide the full name of the archive or other repository of the sources, followed by the list of the cited resources.
The archival reference should include all the elements useful for its identification: fund, series, title, number/s, year/s. For example:

Archivio di Stato di Firenze:
Arte della Lana, *Protocolli di riformagioni dei consoli*, 50, 1427-1432
Consigli Maggiori, Provvisioni, Registri, 7, 1295-1298; 30, 1339-1341; 61, 1373-1374; 62, 1374-1375

4.2. Published sources and studies
Printed works should be cited with the following bibliographical information: author/s (surname, name), complete title, editor/s, place published, publisher, year.
Bibliographical references should be presented according to the following examples:

Saalman, Howard, *Filippo Brunelleschi. The Cupola of Santa Maria del Fiore*, London, A. Zwemmer, 1980.

Ippolito, Lamberto and Chiara Peroni, *La cupola di Santa Maria del Fiore*, Roma, NIS, 1997.

Goldthwaite, Richard A., *La costruzione della Firenze rinascimentale. Una storia economica e sociale*, Bologna, il Mulino, 1984 (original title: *The Building of Renaissance Florence)*, Baltimore, Johns Hopkins University Press, 1980).

Arti fiorentine. La grande storia dell'artigianato, vol. 2, *Il Quattrocento*, eds. Franco Franceschi and Gloria Fossi, Firenze, Cassa di Risparmio di Firenze-Giunti, 1999.

Peterson, David S., *Conciliarism, Republicanism and Corporatism: the 1415-1420 Constitution of the Florentine Clergy*, «Renaissance Quarterly», XLII, 2, 1989, pp. 183-226.

Bruzelius, Caroline, *The Labor Force South and North: Workers and Builders in the Angevin Kingdom*, in *Arnolfo's Moment*. Acts of an International Conference (Florence, May 26-27, 2005), eds. David Friedman, Julian Gardner and Margaret Haines, Firenze, Olschki, 2009, pp. 107-121.

Pinto, Giuliano, *L'organizzazione del lavoro nei cantieri edili (Italia centro-settentrionale, secoli XIII-XV)* (original ed. 1984), in Pinto, Giuliano, *Il lavoro, la povertà, l'assistenza. Ricerche sulla società medievale*, Roma, Viella, 2008, pp. 31-60.

Haines, Margaret, *Gli anni della cupola. Archivio digitale delle fonti dell'Opera di Santa Maria del Fiore. Edizione di testi con indici analitici e strutturali*, «Reti Medievali Rivista», III, 2, 2002, < http://www.rmojs.unina.it/index.php/rm/article/view/264 > (URL attivo il 31/01/2014).

N.B.: Years or volumes of periodicals should always appear in Roman numerals. Do not insert 'in' before the title of the journal.

5. Tables, illustrations and graphics
Tables should be structured as simply as possible. Where it is necessary to construct more complex tables or simplify the data presentation, please contact the journal staff to devise the appropriate solution.

Illustrations can be supplied in various image formats as approved by the journal staff, but they must always be of good quality (the parameters will be indicated by the staff on the basis of format). The author is responsible for obtaining authorizations to reproduce and freely circulate the images online.

Graphics should be converted into image format with the same technical characteristics as the illustrations.

6. Links to the documents of the archive of Years of the Cupola.
In consideration of the hypertextual nature of the journal site, authors are asked to make reference to the sources in the *Years of the Cupola* edition using the unique document code numbers that identify the individual acts, for example O0201077.006va. The URL corresponding to the web page in which it is published should be attributed to each document code. Please do this following the specific functions of the text program used, MS Word, OpenOffice or LibreOffice.
If in doubt, contact the journal staff for assistance.