



Guidelines for submissions in English¹

General Information

1. Submissions will be published once approved by the Editorial Board, after having gone through a peer-review process.
2. Authors are compensated by means of a print version of the journal in which their piece appears.
3. Submissions are accepted in Italian, Dutch and English (or in another language, should an exceptional agreement be made with the Editorial Board).
4. Documents should be submitted for consideration through the website (<https://www.rivista-incontri.nl/about/submissions/>) formatted as Microsoft Word or RTF files, and accompanied by illustrations in a separate file if applicable.
5. Please note the absolute maximum word count for all contributions (footnotes included):
 - articles: 5,000 to 8,000 words (footnotes included)
 - translation section: 2,000 - 3,000 words
 - reviews: 1,000 words
 - notices: 750 words

In the specific case of **articles in English** please include:

1. Five keywords in English that best represent the content of the article
2. A short summary (together with a translation of the title of the article) of circa 200 words, in Italian.
3. A biography in English of the author of circa 100 words.
4. Contact information in English. Please provide professional or personal postal and E-mail addresses.

Structure

1. Please use as few HTML and formatting codes as possible. Specific requests can be considered for the print version.
2. Submit texts in 11 point Trebuchet MS font, single spaced.
3. Do not hyphenate.
4. Do not numerate pages.

¹ The author is free to choose any standard English, preferably British English, as long as the spelling system is **consistent**.

In the case of Articles:

- ✓ Begin each article with the **title** (Trebuchet MS 18), in bold font. Eventual subtitle should follow in regular (not bold) font.
- ✓ After the title and subtitle, please leave two lines blank (Trebuchet MS 11).
- ✓ Under the above, please insert the author's name (Trebuchet MS 14), plus one blank line.
- ✓ Insert paragraphs and subtitles (cfr. infra).
- ✓ Insert after two blank lines the **Keywords** (bold, Trebuchet MS 11), and below the keywords without caps and separated by a comma (Trebuchet MS 11).
- ✓ After one blank line follows a biography which starts with the **author's name** in bold.
- ✓ After another blank line follow the postal address and e-mail address.
- ✓ After yet another blank line follow the heading **Riassunto** and the **title of the article translated into Italian** (bold, Trebuchet MS 14) followed by the text of the summary in Italian (Trebuchet MS 11) of about 200 words.
- ✓ Respect all formatting.

In the case of Reviews, include the below information about the reviewed text before the review, itself:

- ✓ Start with the **review title** (bold, Trebuchet MS 18) and eventual subtitle (not bold font) followed by a blank line.
- ✓ Follow the blank line with, in Trebuchet MS 14:

Review of:

This heading (i.e. 'Review of:') is then followed by the details of the book which is reviewed: Author (name, surname), title, place of publication, publisher, year of publication, number of pages, ISBN: (number without hyphens), Price.

- ✓ Author's name (bold, Trebuchet MS 14) follows after two blank lines and is followed by one blank line. At the end of the review, the author's name in bold is repeated with the address details and the E-mail in regular font (Trebuchet MS 11).

In the case of notices, introduce the notice with the following:

- ✓ No blank line following the **title** in bold.
- ✓ Details of the announced book or event should be placed below, after a hyphen.
- ✓ After a blank line, the author's name (**in bold**) should be included under the announcement, followed by his or her address details and E-mail in regular font (not bold).

Paragraphs and Sub-sections

1. At the opening of each section and titled sub-section do not indent, nor after a text block. Thereafter, please indent each paragraph (text block) with a tab of 1 cm.
2. Paragraphs should follow consecutively, not separated by a blank line, unless there be a relevant transition called for in the textual content.
3. Do not numerate paragraphs.
4. Please add a **subheading**, in bold font, for paragraphs of 1000 words.
5. Use a blank line before each subheading.

Punctuation

1. Punctuation should be **followed** by (never preceded by) one space.
2. Footnote numeration is placed **after** the punctuation mark.
3. Indicate subordinate clauses with the following **dashes**: text – subordinate clause – text.

Citations

1. Short quotations (less than three lines) should be included in the body of the text. Please use single quotation marks: 'xxx'.
2. For a quote within a quote, please use double quotation marks: 'xxx "xxx" xxx'.
3. Longer quotations (of more than three lines) should be made separate paragraphs, introduced and followed by a blank line. The text should be formatted as a text block, regular (not cursive), without quotation marks, and in 10 point font Trebuchet MS.
4. Omitted portions of citations are indicated with ellipses in brackets: [...].
5. Do not start or end citations with ellipses.

Footnotes

1. Numerate footnotes in the text, after punctuation marks.
2. Please format footnotes in 9 point font Trebuchet MS.
3. Footnotes should provide all bibliographic information. **No** separate bibliography should be used.
4. The first time a reference is cited, the full bibliographic information should be included in the note.
5. Thereafter, the cited reference should appear in shortened form:

Last name author, Short title, cit., p. 00.

Example:

Ferrari, 'La letteratura incontra la canzone', cit., p. 3.

In case of a reference identical to the previous footnote, please use:

Ibidem.

Use 'Ivi, p. X.' when the reference to the source is the same, but the page is different:

Ivi, p. 3.

6. When referring to a page, use: p. 00.
7. When referring to multiple pages: pp. 00-00.
8. In general, all bibliographical references should appear in the same style.
9. The name of the place of publication should conform to the language of the mentioned publication.
10. Specific information pertaining to the citation of illustrations follows below.

Citation Format Template for *first* mention of text in footnote:

Books:

N.N. Author, *Title of the book, subtitle if applicable*, place, publisher, year, volume 00, p. 00.

Example:

V. Magrelli, *Nero sonetto solubile. Dieci autori riscrivono una poesia di Baudelaire*, Roma-Bari, Laterza, 2010, p. 35.

When there is more than one author:

J. Lucassen & R. Penninx, *Newcomers: immigrants and their descendants in the Netherlands 1550-1995*, Amsterdam, Het Spinhuis, 1997, pp 14-19.

Edited volumes, such as Conference Proceedings:

N.N. Editor (ed.), *Title of the book, subtitle if applicable*, place, publisher, year, volume 00, p. 00.

N.N. Editor (eds.), *Title of the book, subtitle if applicable*, place, publisher, year, volume 00, p. 00.

Example:

G. Sørensen & R. Mallett (eds.), *International fascism, 1919-1945*, London-Portland, Frank Cass Publishers, 2002, p. 13.

Dissertations:

N.N. Author, Title of the dissertation, Name of the University, date and year.

Example:

M.M. Jansen, *Il dibattito sul postmoderno in Italia: in bilico tra dialettica e ambiguità*, dissertation Utrecht University, June 1999.

Articles in edited books:

N.N. Author, 'Title article', in: N.N. Editor (ed.), place, publisher, year, volume 00, p. 00.

Example:

G.B. Manzini, 'Il Trionfo del Pennello. Raccolta d'alcune Composizioni nate a gloria d'un ratto d'Helena di Guido', in: M. Pieri & D. Varini (eds.), *Il buratto ed il punto. Concettismo, retorica, e pittura fra Genova e Bologna, 1629-1652*, Trento, La Finestra, 2006, pp. 47-75.

Articles in book mentioned in preceding note:

N.N. Author, 'Title of article', in: idem, *Title of book, subtitle if applicable*, place, publisher, year, volume 00, p. 00.

Example:

I. Calvino, 'L'avventura di due sposi' in: idem, *Gli amori difficili*, Milano, Mondadori, 2001, p. 123.

Articles in journals:

N.N. Author, 'Title article', in: *Name of the Journal*, volume 00, 00 (year), p. 00.

Example:

E. Fiumi, 'Fioritura e decadenza dell'economia fiorentina', in: *Archivio Storico Italiano* CXV, 416 (1957), pp. 385-439.

Electronic sources:

N.N. Author, 'Title publication', *Title website*, www.url.nl (date and year site was viewed).

Example:

H. Klis, 'Berlusconi overleeft motie van wantrouwen', *NRC.nl*, www.nrc.nl/nieuws/2010/12/14/berlusconi-overleeft-motie-vanwantrouwen/ (June 3, 2011).

Images

1. Images and accompanying captions should be correlated and numbered, and indicated in the text as: (Fig. 00).
2. Copyright and any associated charges are the author's responsibility.
3. Digital images should be provided as separate files (JPG / TIFF / GIF format). Ensure a sufficiently high resolution of images. Should digital files not be available, black and white, or other sharp original prints can be provided; these originals would be returned upon publication.
4. Illustrations will always be shown in black and white in the paper edition.
5. Captions should be provided in a separate file. The information should be as complete as possible, including:

For paintings/prints/drawings: artist, title, year. Technique/medium, (size), city/museum.

For photographs (where relevant): Photographer, title, year. City/ museum.

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7. When a picture is licensed under CC BY it suffices to mention the picture's details and its source.
8. When a picture is not licensed under CC BY because the copyright belongs to a third party, this can be specified as follows:

© [year of publication in *Incontri*] [name third party] [if available link to contact details of third party]

For example:

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Varia & FAQ

1. Margins: 3cmx3cm (right-left) 3cmx3cm (top-bottom)
2. Tab at 1 cm
3. Always check for double spaces.
4. Roman numbers

Chapters, volumes, centuries > capitals
Pages > small capitals

5. See ... or cf.
6. Titles

Books, collections, novels, stories, poems = italics
Chapters and articles in books = between ‘ ’

7. Journals: year of publication between (..)
8. Be consequent

For examples, please consult our website (www.rivista-incontri.nl).