



UNIVERSITÀ
DEGLI STUDI
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DIPARTIMENTO DI
LINGUE, LETTERATURE E
STUDI INTERCULTURALI



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Style Sheet for Authors

The Style Sheet guidelines are intended to help authors with formatting and other editing tasks prior to submission.

By following these general rules of thumb, each work will be published more rapidly. Questions may be directed to JEMS Journal Manager at <arianna.antonielli@unifi.it>.

Submissions

- Authors are invited to submit their contributions via email in an attached file.
- The final version of any article should be in .doc or .rtf format.
- Recommended length for contributions: max. 120 pages including notes and bibliography (Book format: 14,8 x 21).
- Each submission should include:
 - a) Title of the contribution
 - b) Author's name and surname
 - c) Institutional affiliation
 - d) Email address
 - e) Short title

Style

- Headings: Garamond 11 point, italics, left justification. Headings must be preceded by an arabic number in roman type, in progressive order.

e.g.:

1. *Introduction*

One blank line is required before and after headings.

- Body Text: Garamond 11 point, normal, fully justified. The first line of each paragraph, should be in indented 1 cm. No gap between paragraphs. The text should not be hyphenated.
- Line spacing: Single space.
- Word Spacing: Single space between words and sentences. A single space after the punctuation marks, but no white space before the punctuation marks, except for dashes and brackets. Do not use white spaces within brackets or quotation marks, e.g.:

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Yes No Yes No
(text) (text) ‘text’ ‘text’

- Do not use tabs and spaces to align the text. Use the word processing program’s indent features.
- Do not embed hyperlinks (links to websites) in the text. Hyperlinks and links can be referred to in the notes and in the Works Cited.
- Do not indent first line of article and of sections and lines following block quotes.

Figures, Tables, and Graphs

- Images must be 600 dpi (this is a resolution setting) at 100% of its physical size. Permission should be sought from the rights holder to reproduce any substantial part of a copyrighted work. This includes any text, illustrations, charts, tables, photographs, or other material.
- Figures lifted from websites are not suitable for publication because the resolution is too low for high-quality printing, as in a book. If you find a graphic or photograph on a website you must contact the administrators of the site and obtain the original or a high-resolution version of the graphic or photograph for submission.
- Figures should be saved in .tif, .eps, .jpg or .pdf.
- Tables in Word or Excel format.
- Graphs in .eps or Excel format.
- Use the Garamond font for any words, letters, or numbers in your figures.
- All figures and tables must be numbered in the correct order and saved as separate files in an attached file submitted with the final version of your article.
- File names should read as follows:
e.g. Figure1_AuthorLastName.jpg
e.g. Table3_AuthorLastName.xls
- Please include your figure and table titles in the text, not in the table or figure file itself.
- There is no period at the end of the table or figure title.

Quotations:

Quotations longer than 50 words are, without quotation marks, Garamond 10 point, normal, fully justified. Block quotes should be preceded and followed by one blank line (Garamond 11).
e.g.:

I delighted in every age where poets and artists confined themselves gladly to some inherited subject-matter known to the whole people, for I thought that in man and race alike there is something called ‘Unity of Being’, using that term as Dante used it when he compared beauty in the *Convito* to a perfectly proportioned human body.

References should be made within the text and placed within parentheses containing the author’s surname followed by the date of publication with no comma between them, and the page(s) from which the quotation is taken with a comma and a space between the year of publication and the page number(s).
e.g. (Barton 2004, 130-147).



– If the text includes the author's name or the date of publication, that information must not be repeated in the parentheses. When several authors are cited in parenthetical documentation, references should be arranged chronologically and separated by a semicolon.
e.g. (McLoone 2000; Pettitt 2000; Barton and Harvey 2004).

– Omissions within quoted text are indicated by three consecutive periods preceded and followed by single spaces.

e.g. In *The Trembling of the Veil* (1922-1923), Yeats claimed: 'I delighted in every age where poets and artists confined themselves gladly to some inherited subject-matter ...'

– If you need to insert something within a quotation, use square brackets to enclose the addition.

e.g. if I were not four-and-fifty, with no settled habit but the writing of verse, rheumatic, indolent, discouraged, and about to move to the Far East, I would begin another epoch by recommending to the Nation [Ireland] a new doctrine, that of unity of being.

Use single inverted commas for quotations and double inverted commas for a quotation within a quotation:

e.g. "There is some evidence, certainly, that the role of humanitarian reformer that Clym was called upon to play was not an altogether natural extension of his personality. "The humblest walk of life would satisfy him," Hardy was to report".

– When referencing verse, plays and poems, use a slash with a space on each side to show where a new line begins. Verse quotations longer than three lines should be left without quotation marks and written in subsequent lines (Gar, 10 point, normal).

e.g.:

There, through bewildered branches, go
Winged Loves borne on in gentle strife
Tossing and tossing to and fro
The flaming circle of our life.

Use single quotation marks to highlight single words.

e.g. This movie director is a 'dog'.

– Punctuation marks must be placed after the quotation marks, but the symbols for interrogation or exclamation intrinsic to the quote's meaning should be kept within the quotation marks.

Footnotes

– Footnotes must be used. They are indicated in-text by superscript arabic numbers after the punctuation of the phrase or clause to which the note refers. When a long dash appears in the text, the endnote number appears *before* the dash.

– Create footnotes using MS Word's automatic notes' numbering.

– Notes should be Garamond, 9 point, normal, fully justified. First lines should not be indented.



– Quote a text as follows:

Author's surname+year of publication+page number(s) (when apposite).

e.g. ²Rose 1995, 97.

Text Types

– Use italics:

a) To emphasize words or short sentences.

e.g. These rules do *not* apply to newspaper writing.

b) In case of foreign words.

e.g. His original *Weltanschauung* proved to be ...

c) Titles of books.

– Use single inverted commas for:

a) Short stories, poems, songs.

b) Titles of sections within the same volume.

c) Titles of single essays within miscellaneous collections.

d) Titles of articles in journals.

– Write foreign words of common usage in English, in roman type, as well as names of associations, institutions etc. with no English equivalent.

e.g. École Pratique des Hautes Études.

– Do not use underlining or bold within the text, unless they appear in a quoted passage.

– Capitalization and upper case are to be used only if necessary.

Page Numbering

– Numbers are to be inserted at the top of the page, on the right.

Sections

– Number sections as follows:

e.g. 1., 2., ...;

e.g. 1.1, 1.2, ...;

e.g. 1.1.1, 1.1.2, ...;

Formulae

– Use same format as text (character, body, spacing).

– Do not change spacing when writing formulae. Write complex formulae on alternate lines.

Bibliography

– A list of works cited must be provided at the end of contributions.

– References should be arranged in alphabetical order, Garamond 11 point, fully justified. When references exceed one line, the line(s) following the first should be indented 1 cm.



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– Each entry in the bibliography should observe the following format:

Books:

e.g.:

Talbert E.W. (1962), *The Problem of Order*, Chapel Hill, University of California Press.

Articles in collections:

e.g.:

Saggini Francesca (2009), 'Between Creation and Reception: Stage Appropriation as a Textual Practice', in C. Corti, V. Cavone, M. Trulli, eds., *Forms of Migration. Migration of Forms*, Bari, Progedit, 35-47.

Articles in journals:

e.g.:

Clegg Jeanne (2008), 'Popular Law Enforcement in *Moll Flanders*', *Textus* 3, 523-546.

Articles or books with more than one author or editor: alphabetical order of the first author's surname, followed by the other name(s)+surname(s):

e.g.:

Mueller Janel and Joshua Scodel, eds (2009), *Elizabeth I: Translations, 1592-1598*, Chicago (IL), The University of Chicago Press.

When reference is made to an edition other than the first, the date of the first edition should be indicated within square brackets.

e.g.:

Burke Peter (1990 [1978]), *Popular Culture in Early Modern Europe*, Aldershot, Ashgate.

– In the case of more than one title by the same author, items should be ordered chronologically.

– When an author has published more than one work in the same year, small letters (a, b, c) must follow the date of publication.

Please note that:

– In the works cited list, surnames should not be written in block capitals. For double names only initials are required.

– Material found on the Internet: if an article has been viewed or downloaded from an on-line journal, the name of the journal is written in italics, followed by its URL (no underlining or blue), and the date of access (day/month/year).

Spelling

- Use either UK English or US English, being consistent throughout.