



## *RiMe* brief editorial policies

This is a very basic guide to citing and referencing using the *RiMe* editorial guidelines based on the Harvard styles (author, date). For more detailed examples and for the complete *RiMe* editorial policies go to: <http://rime.cnr.it>.

### *Language*

The languages accepted by the Journal are: Catalan, English, French, Italian, Portuguese and Spanish.

Each article must be equipped by two abstracts: one in the language of the text and the other always in English. If the text is in English, the second abstract will be in one of the other languages accepted by *RiMe*.

At the end of each article the author must insert the bibliography used.

### *Format*

Texts should be submitted in [\* .doc] or [\* .rtf] format and images in [\* .jpg] or [\* .png].

Page format:

- Dimensions: A4 vertical;
- Margins in cm: above 4; below 3; right 3; left 3
- Font: Palatine Linotype
- 12pt for text
- 10pt for footnotes;
- 14pt bold for the title of the contribution (M/m);
- 12pt italics for paragraph and sub-paragraph titling (M/m);
- beginning of a paragraph: indent of 0.50 cm (DO NOT use the tabulator or space bar)
- single line spacing

## *Attachments*

Each article must be equipped with

- an abstract of up to 600 characters in two languages: in the language of the text and in English. If the article is written in English, the second language will be one of your choice: Catalan, French, Italian, Portuguese and Spanish.
- 4-5 key words in each of the two languages of the abstract for text indexing.
- name and surname of the author.
- eventually your ORCID Id.
- contact details of the author (structure and e-mail), any indications of personal web pages.
- short curriculum of up to 600 characters that will be inserted at the end of the article.

## *Quotations*

- short passages (less than three lines): within the text in double high quotation marks (" ").

Ex.: "quoted text".

- within quotations: single apical quotation marks ( ' ' ).

Ex.: "quoted text 'internal quotation' quoted text".

- passages beyond the three lines should begin on a new line and be distinguished by a left indentation of 1 cm, without quotation marks and in 11pt. single spacing. They shall be preceded and followed by a 12pt. new line.

Ex.:

ha fatto perdere il ben dell'intelletto a don Basilio ed in modo tale da scriverne di quelle contro don Gustavo, contro il suo rivale in giornalismo e nella candidatura al comando supremo delle legioni italiane che marcieranno (sic) contro Cile ... che farebbero raccapricciare, se ne fosse suscettibile, lo stesso commendatore di Spagna l'onorevole Francesco Maria Perrone.

- words or phrases added to a quotation are in square brackets: [added words].

- in principle: three dots in square brackets [...] indicate that the text is deficient because the medium is damaged or not clearly legible.

- omissions are only indicated with three dots in round brackets (...). Keep the original punctuation mark present before or after the parenthesis and, if absent, add it if necessary after the parenthesis.

- verse quotes in the text require a single slash (/) at the end of each verse and a double slash (//) at the end of each stanza.

- For quotations in the original language, if necessary, please add the translation.

- notes added by the translator or editor must be distinct from the author's notes and are followed by [Translator's note] or [Editor's note]. If an editor's or translator's note is added to an author's note, the entire note added must be enclosed in square brackets:

Ex.: ...[ See the book *so-and-so*, Editor's note].

## *Punctuation marks*

Punctuation marks should be placed outside parentheses, asides and quotation marks.

Ex. 1: - ... -. / "...!" / "..."?

If the punctuation marks are part of the quoted text they will be inside the quotation marks.

Ex. 2: "...!" or "...?"

The note exponent in the text should always be placed before the punctuation marks.

Ex.:

word<sup>1</sup>,  
word<sup>2</sup>;  
word<sup>3</sup>.

## *Quotation marks*

### Double apicals

Double high quotation marks (" "): are used for quotations of passages;

High quotation marks are also used exceptionally to distinguish in the final Bibliography the title of a work quoted within another title

Ex:

Manconi, Francesco (2012) *“Para los reales ejércitos de Su Majestad”. La nobiltà sarda nelle guerre della Monarchia ispanica (1626-1652)*, in Manconi, Francesco *Una piccola provincia di un grande impero. La Sardegna nella Monarchia composita degli Asburgo (secoli XV-XVIII)*. Cagliari: CUEC, pp. 180-212.

### Single Apicals

For any internal quotations to another quotation, single high quotation marks ( ' ') are used.

Single high quotation marks ( ' ') are usually used for emphatic underlining or prudential attenuation (minimize the use), or to use a term in a particular sense and for explanations of meanings.

## *Citing in text or in footnotes*

Use the author(s) or editor(s) family name, date of publication and eventually pages.

In text use brackets: (Surname, date, p. / pp. )

In footnotes use: Surname, date, p. / pp.

Separate two or more sources, you may refer to, with a short hyphen and order them chronologically. If more than one work is published in the same year, then they should be listed alphabetically by author/editor.

Ex.: (Camarero Pascual, 2006; Cózar Gutiérrez - Muñoz Rodríguez, 2006)  
Camarero Pascual, 2006; Cózar Gutiérrez - Muñoz Rodríguez, 2006

#### **One author/editor**

Ex.: (Camarero Pascual, 2006, pp. 3-12)  
Camarero Pascual, 2006, pp. 3-12

#### **Two or more authors/editors**

Ex.: (Cózar Gutiérrez - Muñoz Rodríguez, 2006, p. 34)  
Cózar Gutiérrez - Muñoz Rodríguez, 2006, p. 34

#### **Same year and same author**

Ex.: (Beri, 2011; 2011b)  
Beri, 2011; 2011b

#### **Quotation of archive documents**

Insert the name of the Archive / Library that holds the document (or documents cited), in full for the first time with the following wording in brackets: (henceforth [Archive / Library Acronym]). Then, from the second mention, use only the acronym; then insert the Fond, and (possibly) the Section until you specify the register and the single(s) folio (or folii) to be cited.

Archivo de la Corona de Aragón (henceforth ACA), *Cancillería, Sardiniae*, reg. 1048, f. 1r (or ff. 1r-2v).

ACA, *Cancillería, Sardiniae*, reg. 1049, f. 5r

### *Final References*

#### **Same author and several works**

Surname and Name will be replaced with: —

#### **Same author and same year**

Use a lower case letter to distinguish between them: b, c, d, ...

Ex.:

Beri, Emiliano (2011) 'Contrabbandieri, pirati e ladri di mare. Bonifacini e napoletani nella marina di Pasquale Paoli (1756-1768)', *Società e Storia*, 132, pp. 249-276.

— (2011b) *Genova e il suo Regno. Ordinamenti militari, poteri locali e controllo del territorio fra insurrezioni e guerre civili (1729-1768)*. Novi Ligure: Città del silenzio.

### **Same author with one more author in a further text**

Surname and Name will be complete and the authors/editors names will be divided by a short hyphen

Ex.:

Amossy, Ruth (2010) *L'argumentation dans le discours*. Paris: Armand Colin.

— (2010b) *La présentation de soi. Ethos et identité verbale*. Paris: PUF.

Amossy, Ruth - Burger, Marcel (2011) 'Polémiques médiatiques et journalistiques, la discours polémique en question(s)', *SEMEN - Revue de sémio-linguistique des textes et discours*, 31, pp. 7-24.

### **Double or more Publisher and/or places of publication**

Surname, Name (year) *Title*. Volume, Place of publication 1 - Place of publication 2: Publisher (Series, if present).

Ex.:

Ullmann, Walter (1987) *Il papato nel medioevo*. Roma - Bari: Laterza.

### **Classical texts without any analysis**

Ex.: Agostino, *Confessioni*, XI, 15,18-22,28; Marco, 16,17; Atti, 2,4; Corinti, 14,2; Aristotele, *Poetica*, I,5; Tacito, *Historiae*, I,1.

## Books

Surname, Name (year) *Book Title*. number of volumes, Place of publication: Publisher (Series, if present).

Ex.:

Beri, Emiliano (2011) *Genova e il suo Regno. Ordinamenti militari, poteri locali e controllo del territorio fra insurrezioni e guerre civili (1729-1768)*. Novi Ligure: Città del silenzio.

## Edited Books

Surname, Name (ed. / a cura di ... according to the language of the Edited Book) (year) *Edited Book Title*. Number of volumes, Place of publication: Publisher (Series, if present).

Ex.:

Burresti, Maria Giulia (a cura di) (2000) *Sacre Passioni. Scultura lignea a Pisa dal XII al XV secolo*. Milano: Federico Motta Editore.

Claramunt Rodríguez, Salvador (coord.) (2003) *El món urbà a la Corona d'Aragó del 1137 als Decrets de Nova Planta*. XVII Congrés d'Història de la Corona d'Aragó / Congreso de Historia de la Corona de Aragón (Barcelona. Poblet. Lleida, 7 al 12 de desembre de 2000). 3 vols., Barcelona: Universitat de Barcelona.

## Chapter in a Book

Surname, Name (year) 'Chapter Title', in Surname, Name (ed. / a cura di ... according to the language of the Edited Book) *Edited Book Title*. volume, Place of publication: Publisher, page numbers (Series, if present).

Ex.:

Earenfight, Theresa (2003) 'The Political Dynamic between the Aragonese Monarchy and the Consell de Cent of Barcelona during

the Lieutenancy of Maria of Castile (1440-1458)', en Claramunt Rodríguez, Salvador (coord.) *El món urbà a la Corona d'Aragó del 1137 als Decrets de Nova Planta*. XVII Congrès d'Història de la Corona d'Aragó / Congreso de Historia de la Corona de Aragón (Barcelona. Poblet. Lleida, 7 al 12 de desembre de 2000). III, Barcelona: Universitat de Barcelona, pp. 245-264.

Lo Basso, Luca (2013) 'Consoli e corsari. La corrispondenza consolare come fonte per la guerra corsara nel Mediterraneo tra XVII e XVIII secolo', en Herrero Sánchez, Manuel - Aglietti, Marcella - Zamora Rodríguez, Francisco (coords) *Los cónsules de extranjeros en la Edad Moderna y a principios de la Edad Contemporánea*. Aranjuez: Doce Calles, pp. 177-186.

### Journal Articles

Surname, Name (year) 'Article Title', *Name of the Journal*, volume and if present (number issue/part number), page numbers.

Ex.:

San Ruperto Albert, Josep (2016) 'Coordinar el Mediterráneo occidental. Mercancías, embarcaciones y crédito en el Seiscientos', *RiMe. Rivista dell'Istituto di Storia dell'Europa Mediterranea*, 17 (2), pp. 41-74.

### Web pages

Full URL with protocol (ex.: <http://>) in angle brackets, and the last consultation date (in round brackets), or enter the DOI code, if any.

Ex.: <URL> (date)

<<https://www.isem.cnr.it/>> (20th December 2020).

<DOI> (date)

<<https://doi.org/10.7410/1427>> (16th February 2021).