



Palermo Occasional Papers

Essential guidelines for authors

- Each article and review should be written (or translated) **in English**.
- Authors should submit the article with an **abstract** in English (100–150 words maximum) and **three keywords** in English.
- Authors should specify the following info **at the bottom** of the article: email address, university or other institution of affiliation, professional delivery address, ORCID.
- For any further information, write to paop@fscire.it.

Article layout

Text chapters should be divided into **paragraphs**.

There are a maximum of two paragraph levels (1./1.1.).

Paragraphs cannot be contiguous: each paragraph heading must be followed by text. All paragraphs and sub-paragraphs should have their own heading.

1. *Heading*

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Language, punctuation, numbers etc.

- For spelling, **British English** spelling (rather than American English) is strongly preferred (e.g. honour [not honor], centre [not center], realise [not realize]).
- Single words or short phrases in foreign languages not used as direct quotation should be in italics.
Foreign words and phrases which have passed into regular English usage should not be italicized.
- An **en-dash** is used between page numbers, years, and vers or chapter numbers.
- A parenthetical dash within sentence is rendered with space–en-dash–space.
- Ordinal numbers: 6th, 1st, 2nd, 3rd etc. should not be elevated (not superscript: 2nd rather than 2nd), and in main text they are only used with **centuries or millennia**; otherwise spelled out: first, second, third, tenth.
- Ranges (dates, pages, etc.) are given **in full** (337–339 or 1976–1978 rather than 337–9 or 1976–78). Note that we use either an en-dash between dates or the words “from” ... “to”: “1976–1978” or “from 1976 to 1978” but not from 1976–1978”. Also “between 1976 and 1978” and not “between 1976–1978”.

Citations and quotation marks

- Short quotations (up to three lines) remain run-in with text, within quotation marks (“...” never use French chevrons «...»). If there is a citation in the citation, single quotation marks are used (“... ‘...’ ...”).
- Long quotations (four or more lines) are set off as block quotes, i.e. presented as a separate paragraph, indented, without quotation marks, and in smaller font size.
- Quotation marks come **before** a period/full stop, comma, semicolon or semicolon.
- Use square brackets for author’s additions within quotations (e.g., the [sic], the addition of Bible verses, omissis [...]).

Footnotes

References to footnotes should be via superscript numbers, which generally **follow** any punctuation.

Hence: The pope convened the ecumenical council.¹

“The pope convened the ecumenical council”.¹

References

- **Monographs**

E. Brambilla, G. Pulce and A. Rossi, *Alle origini del Sant’Uffizio: Penitenza, confessione e giustizia spirituale dal medioevo al XVI secolo*, vol. I, **Bologna, Il Mulino, 2000, pp. 234–237, note 4.**



[It is not necessary to indicate the series in which the book may appear; the full title of the work, i.e., including the subtitle, should always be given.]

Naṣīr al-Dīn Ṭūsī, Taḡrīd al-i'tiqād, ed. by M.Ġ. Ġalālī, Tehran, Markaz al-Naṣr, Maktab al-ʿIlām al-Islāmī, 1986.

Ukraine after the Euromaidan: Challenges and Hopes, ed. by V. Stepanenko and Y. Pylynskyi, Bern, Peter Lang, 2015.

[Headline caps only when the title is in English. Subtitles are separated from the main title by a colon in all languages. Subtitles always start with a capital letter, in any language].

- References from journals

R. Pourjavady, “Muṣliḥ al-Dīn al-Lārī and His Samples of the Sciences”, *Oriens* **42** (2014), pp. 292–322.

V. von Falkenhausen, “I Greci in Calabria fra XIII e XIV secolo”, *Quaderni petrarcheschi* 12–13 (2002-2003), **special issue/monographic issue**, “Petrarca e il mondo Greco”, ed. by ..., pp. 21–50.

G. Miccoli, “Germania: un passato che non passa”, *Qualestoria* 15/3 (1987), pp. 98–107, **here** 52 [if the citation is directly from the text] / **esp.** 52–54 [if a general indication of the pages in question is given].

- Short titles for work already cited

Brambilla, Pulce and Rossi **[last name only]**, *Alle origini del Sant’Uffizio*, p. 302.

If the citations are consecutive without interference from different texts **ibid.** will be used:

¹Brambilla, Pulce and Rossi, *Alle origini del Sant’Uffizio*, pp. 302 **ff.**

²**Ibid.**, p. 305.

³**Ibid.**

- Multi-volume works

Storia del concilio Vaticano II, dir. by G. Alberigo, 5 vols., Leuven-Bologna, Peeters/Il Mulino, 1995–2001.

A. Moro, *Scritti e discorsi*, ed. by G. Rossini, **6 vols.**, Rome, Cinque lune, 1982-1990.

A. Moro, *Scritti e discorsi*, ed. by G. Rossini, **vol. I**, 1940–1947, Rome, Cinque lune, 1982, p. 36, note 2.

- Essays and chapters in miscellaneous works

G. Sartori, “European Political Parties. The Case of Polarized Pluralism”, in *Political Parties and Political Development*, ed. by J.L. La Palombara and M. Weiner, Princeton, Princeton University Press, 1966, pp. 137–176. O. Kirchheimer, “The Transformation of the Western European Party Systems”, **ibid.**, pp. 177–200.



- **Conference proceedings**

L'organizzazione ecclesiastica nel tempo di san Guido: Istituzioni e territorio nel secolo XI. Atti del convegno (Acqui Terme, 17 e 18 settembre 2004), ed. by S. Balossino and G. Garbarino, Acqui Terme, Impressioni Grafiche, 2007.

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Abbreviations

“circa” ca. 1077

“versus” Plato vs Aristotle;

“verso” p. 107v;

“recto” p. 54r,

“Compare” cf. p. 57;

“translation” trans.;

“column” col. 223; cols. 222–225;

“sub voce” R. Chartier, “Culture Populaire” s.v., in *Dictionnaire des sciences historiques*, ...

“et aliis” *et al.* [when the names of authors/editors/place of publication are more than three, *et al.* is added after the first one]