

## **MAIN BIBLIOGRAPHICAL GUIDELINES**

- Reference to footnotes: after punctuation, outside quotation marks and brackets.

Example:

Text to be quoted,<sup>3</sup> text to be quoted.<sup>4</sup> Text to be quoted:<sup>5</sup> "text to be quoted,"<sup>6</sup> and (text to be quoted)<sup>7</sup>.

NB: use quotation marks "like these". Inside "the text quoted you can use 'these ones' to emphasize some words."

- The text should be in Microsoft Word format.
  - Any tables and figures should be submitted in separate files (images must have high resolution, preferably 300 dpi), numbered progressively and with the indication of the reference in the text. In the case of charts, the author must also attach **the Excel file with the database.**
- **Two abstracts** are needed, one in the language of the essay and one in another of the official languages of the Institute (Italian, English, French, Spanish) whose length should be approximately 250-300 words.

## **BIBLIOGRAPHICAL REFERENCES:**

**Author or editor:** SMALL CAPS or (initials and full name). Indicate the editor after the title.

**Title of academic paper:** *italic*.

Title of the collection or work in which the paper is contained: *italic*.

**Edition:** place and date. Background on the editor, the series and the sponsor organisation may also be added in parentheses before the page number if of interest. In the case of a paper in a journal or a collective work, the first and last pages of the paper must be indicated, as well as any specific reference.

**Title of the journal:** "between inverted commas", followed (in order) by the sequential edition, year and issue within the year.

Examples:

- 1) L. SCORDIA, "*Le roi doit vivre du sien*". *La théorie de l'impôt en France (XIII<sup>e</sup>-XV<sup>e</sup>)*, Paris 2005 (Institut d'études augustiniennes).

Following citations:

L. SCORDIA, "*Le roi doit vivre du sien*", cit., p. 123.

- 2) In case of works consisting of several volumes:

R. DAVIDSOHN, *Storia di Firenze*, I-VIII, Florence 1972-1973 (Sansoni), III, p. 321.

Following citations:

R. DAVIDSOHN, *Storia di Firenze*, cit., I, p. 123.

- 3) *Politiche finanziarie e fiscali nell'Italia settentrionale (secoli XIII-XV)*, ed. P. MAINONI, Milan 2001.

Following citations:

*Politiche finanziarie e fiscali nell'Italia settentrionale*, cit., p. 212.

- 4) G. DEL TORRE, *La politica ecclesiastica della Repubblica di Venezia nell'età moderna: la fiscalità*, in *Fisco, religione Stato nell'età confessionale*, A. DE MADDALENA, H. KELLENBENZ eds., Bologna 1989, pp. 387-426, 396.

Following citations:

G. DEL TORRE, *La politica ecclesiastica della Repubblica di Venezia*, cit., p. 388.

Following citations of another essay of the same book:

R. BIZZOCCHI, *Politica fiscale e immunità ecclesiastica nella Toscana medicea fra Repubblica e Granducato (secoli XV-XVIII)*, in *Fisco, religione Stato nell'età confessionale*, cit., pp. 355-385.

- 5) P. MALANIMA, *Urbanisation and the Italian Economy During the Last Millennium*, in “European Review of Economic History”, 9, 2005, n. 1, pp. 97-121, 98-99.

Following citations:

P. MALANIMA, *Urbanisation and the Italian Economy*, cit., p. 120.

In case of repeated references, use the expression *Ibid.* in case when the reference is made to the same work, but not to the same pages, and *Ibidem* in case when the reference is made to the same work and the same page.

Examples:

P. MALANIMA, *Urbanisation and the Italian Economy*, cit., p. 120.

*Ibid.*, p. 115. [after the above is equivalent to: P. MALANIMA, *Urbanisation and the Italian Economy*, cit., p. 115.]

*Ibidem.* [after the above is equivalent to: P. MALANIMA, *Urbanisation and the Italian Economy*, cit., p. 115.]

In case of repeated references to the same author, use the expression IDEM (EADEM in case of a female author) in small caps.

Example:

P. MALANIMA, *Urbanisation and the Italian Economy*, cit., p. 120.

After the above:

IDEM, *La decadenza di un'economia cittadina. L'industria di Firenze nei secoli XVI-XVIII*, Bologna 1982 (Il Mulino).

## ARCHIVE REFERENCES

**Name and location of the archive:** SMALL CAPS for the first reference, initials for any successive ones.

Name of fund: *italic*.

Es.: ARCHIVIO DI STATO DI PRATO (ASPO), *Datini*, 189, Debitori, creditori e ricordanze, 1406-1407, cc. 2, 3v, 11rv

ASPO, *Datini*, 119, Giornale segnato A, 1389, cc. 2, 3v, 11rv