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QUICK
GUIDE



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GUIDELINES

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QUICK GUIDE

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I. INTRODUCTION

This guide aims to provide Firenze University Press (FUP) authors with guidelines for the preparation of supplementary material and their manuscript. The correct submission of preliminary data and the correct organization of the text of the manuscript are both fundamental phases in the Open Access publication procedure, and lay the foundations for efficient processing that respects the expected publishing times, for timely and widespread dissemination, and for high impact factors for monographs, edited volumes and articles in volumes, in line with the principles of FUP's [Best Practice in Scholarly Publishing](#).



For a complete overview of publication phases, from the presentation of a proposal to its evaluation and peer review, right up to publication and dissemination processes, via international indexes and aggregators, see chapter **2. Editorial Principles** of the extended version of the [FUP Author Guidelines](#).

2. MANUSCRIPT PREPARATION FOR ALL VOLUMES

For the purposes of the dissemination of data and the impact of research products, an effective workflow organization and an active collaboration between Author and Publisher is required, in compliance with a series of simple yet important procedures. Such procedures are based on the best international standards on scientific dissemination and apply, on the one hand, to the drafting and preparation of the materials to be submitted to the editorial staff, and, on the other, to the citation system.



On the procedures for the submission of the manuscript – including the subdivision of files, the drafting of the text, the management of images and tables, the compilation of the index of names and basic editorial criteria – see paragraphs **3.2-6** of chapter **3. Manuscript Preparation** and chapter **4. Basic Editorial Criteria** of the extended version of the FUP Author Guidelines. In case of any doubt or for further information, please contact the editorial staff: redazione.volumi@fup.unifi.it.



Regarding the use of images and, more generally, the **Publication of third-party content**, please refer to paragraph **3.7** of the extended version of the FUP Author's Guide or to the webpage '[Publication of Third-Party Content](#)' on the Firenze University Press website.

Author Guidelines for Open Access Books (version 2.0) | Quick Guide

The Author Guidelines for Open Access Book is part of FUP Best Practice in Scholarly Publishing (DOI: https://doi.org/10.36253/fup_best_practice).

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2.1. Paratexts

Upon delivering the manuscript authors are required to provide the editorial staff with a predefined set of fundamental metadata and paratexts. The following is required:

- **Abstract in the language of the publication**, up to 800 characters including spaces, to be delivered in a separate text file, in one of the most popular word processing formats (.docx, .doc, .rtf, etc.), also suitable for the back cover text, if provided for by the Series layout. The abstract should be concise while providing, at the same time, comprehensive information on the contents of the text. FUP recommends a text able to capture the reader's attention while mentioning the most relevant contents of the work.
- **Abstract in English (except for books written in English)**, up to 800 characters including spaces, to be delivered in a separate text file, in one of the most popular word processing formats (.docx, .doc, .rtf, etc.).
- **Biobibliography of authors/editors in the language of the publication**, up to 300 characters including spaces, to be delivered in a separate text file, in one of the most popular word processing formats (.docx, .doc, .rtf, etc.), also suitable for the back cover text, if provided for by the Series layout. The biobibliographic note should include only relevant information such as the academic role or qualification (use of capital letters as a form of respect should be avoided, preferably, e.g.: “full professor, director”; avoid “Full Professor, Director”, etc.), research interests, main published works (starting from the most recent publications); the texts should be written in the main language of the publication.
- **Biobibliography of authors/editors in English**, up to 300 characters including spaces, to be delivered in a separate text file, in one of the most popular word processing formats (.docx, .doc, .rtf, etc.).
- **Keywords of the work in English** (3 to 5), separated by commas, to be used for indexing and classification (subject indexing).

When organizing for the delivery of the manuscript, it is essential to distinguish between contributions of evident scientific significance – which require the delivery of abstracts and keywords, and for which the attribution of a non-generic title is recommended – and introductory and/or complementary contributions (e.g. foreword, introduction, afterword, etc.) for which the delivery of such materials is not required.

3. TYPE OF PUBLICATION & RELATED EXCEL FILES

In the context of the procedure aimed at collecting the relevant metadata – considering the various possible publications and type of work – a preliminary distinction is made between:

- **DIVISIBLE VOLUMES (OR BOOK CHAPTERS)** intended as a collection of chapters/contributions/essays which can be downloaded as separate contents, complete with metadata connected to the publication as a whole, and searched independently on the web; usually a collective volume edited by one or more scholars or a monograph that can be divided into parts. **For all divisible volumes (BOOK CHAPTERS), the ‘References’ and ‘Book Chapters’ Excel files must be completed and submitted to the editorial staff (see 3.1.1 and 3.1.2).**
- **NON-DIVISIBLE VOLUMES** (see 3.2), intended as volumes which can be downloaded as single contents; usually a monograph by a single scholar which cannot be divided into parts. **For all non-divisible volumes, the ‘References’ Excel file must be completed and submitted to the editorial staff (see 3.2.1).**

3.1. Divisible volumes (BOOK CHAPTERS)

All collections of chapters/contributions/essays are therefore also published in parts. Each article will therefore have, from the point of view of data dissemination and scientific impact, both a collective dissemination – linked to the volume it belongs to – and an individual dissemination, by means of the DOI identifier assigned to each contribution. The preliminary collection of metadata – which are also shown at the foot of the page, at the beginning of each section or chapter of the digital format of each volume – is linked to the assignment of the DOI identifier that, upon registration on [CrossRef](#), contains and propagates all the metadata of the volume and of each part.

3.1.1 ‘References’ Excel File

The final bibliography of each chapter/contribution/essay, also published as separate content in the catalogue database of the FUP site, is assigned a DOI code that, once registered on CrossRef, contributes to data dissemination and the

Reference Linking mechanism, allowing for a more effective propagation on citation databases.

Therefore, with regard to bibliographic citations, it is necessary to provide a complete list of the works and articles cited, completing the attached **REFERENCES** Excel file in each of its parts:

Column A **Part number**: enter the part numbers, from I to x, of the contributions of the collective volume or monograph that can be divided into parts, in the order of their appearance in the final index. The list must correspond with Column A of Sheet I ('Chapters') of the 'Book Chapters' Excel file (see 3.2.1.2 'Book Chapters' Excel File *below*).

Column B **Reference**: enter the bibliographic references according to the established citation style (see *below* 5. **Bibliographical References**). Enter each bibliographic reference on a single line, that is, enter each title on a separate line without separating the bibliographic references with newlines or punctuation. The bibliographic references must correspond with the part indicated in Column A.

Column C **DOI_Reference**: enter, if existing, the DOI of the corresponding bibliographic reference (see in this regard Crossref), in the form: XX.XXXX/XXXXXX.

① Compilation example of REFERENCES for BOOK CHAPTER volumes

Column A Part number	Column B Reference	Column C DOI_Reference
1	Part number	Reference
2	1	Age of Consent. n.d. "United States Age of Consent Map." Accessed June 18, 2019. https://www.ageofconsent.net/
3	1	Cheit, Ross E. 2014. <i>The Witch-Hunt Narrative: Politics, Psychology, and the Sexual Abuse of Children</i> . Oxford: Oxford University Press.
4	2	Age of Inquiry. n.d. "A global mapping of institutional abuse inquiries." Accessed June 13, 2020.
5	2	Independent Inquiry into Child Sexual Abuse. 2019b. "The Roman Catholic Church. Case Study: Archdiocese of Birmingham." https://www.iicsa.org.uk/gation/birmingham-archdiocese
6	3	Aenan, Marie. 2012. <i>Child Sexual Abuse and the Catholic Church: Gender Power and Organizational Culture</i> . Oxford: Oxford University Press.
7	4	Ariere, John N., and Diana M. Elliott. 1994. "Immediate and Long-Term Impacts of Child Sexual Abuse." <i>The Future of Children</i> , no. 2: 54-69
8	4	Law Reform Commission. n.d. "Commission recommends abolition of public justice office." Accessed January 25, 2021.
	4	Royal Commission into the New South Wales Police Service and Wood, J. R. T. and NSW Child Protection Council. 1997. <i>Final Report</i> . Sydney: Royal

3.1.2 'BOOK CHAPTERS' excel file

In order to collect the metadata necessary for effective dissemination, editors are required to fill in the attached **BOOK CHAPTERS** Excel file as follows: :

Sheet I ('CHAPTERS'):

Column A **Part number**: enter the part numbers, from I to x, of the chapters/contributions/essays of the volume, in the order of their appearance in the final index; the list must correspond with Column A of Sheet 2 ('Authors', see below).

Column B **Title**: enter the title of the contribution.

Column C **Authors**: enter the name of the authors in correspondence with their contribution in the first name surname format.

Column D **Abstract**: enter the abstract of the contribution in **English**, up to **800 characters** including spaces.

Column E **Keywords**: enter the keywords of the contribution in **English (3 to 5)**, separated by commas.

① Compilation example of CHAPTERS for BOOK CHAPTER volumes

Column A Part number	Column B Title	Column C Authors	Column D Abstract	Column E Keywords
1	Part number	Title	Authors	Abstract
2	1	Introducción. La ecdótica de los textos teatrales del Siglo de Oro entre la praxis y la teoría	Anna Siciliano, Basilio Villacorta Fernández	Through examples taken from comedies recently attributed to Lope de Vega, this article deals with certain problems that should be considered when studying or editing plays of doubtful
3	2	Edición crítica y problemas de autoría: versificación, métrica y ortología en Lope de Vega	Jose Manuel Sánchez Plaza	In this article I will study the hagiographic play <i>Barlaán y Josafat</i> , by Lope de Vega, from two different perspectives. On the one hand, I will analyze the dialogue between the two texts,
4	3	Textos y diálogos en diálogo: <i>Barlaán y Josafat</i> , de Lope	Oscar Luigi Navas	<i>La fingida Arcadia</i> 's textual transmission, play of multiple authorship, includes a <i>suelta</i> conserved just in Bayerische Staatsbibliothek (S ₃), that corresponds to a text very far from
5	4	Extravagancias textuales de una suelta de <i>La fingida Arcadia</i> , comedia de tres ingenios	Alfredo Nogueira	The debate about to what extent the comedia nueva can and should be modified for the contemporary scene has always been very lively. In order to understand the different positions about

Sheet 2 ('AUTHORS'):

- Column A **Part number**: enter the part numbers, from 1 to x, of the chapters/contributions/essays of the volume, in order of their appearance in the final index; the list must correspond with Column A of Sheet 1 ('Chapters', see above).
- Column B **First name**: enter the author's first name in correspondence with the author's contribution.
- Column C **Family name**: enter the author's surname in correspondence with the author's contribution.
- Column D **Email**: enter the author's email (enter one only, even in the case of a contribution by multiple authors).
- Column E **Affiliation**: enter the author's affiliation (in English; one only); refer to the [Research Institutions](#) list to check the exact wording of the affiliated institutions.
- Column F **Affiliation Country**: enter the affiliation country of the author (in English).
- Column G **Corresponding Author**: in the case of a multiple-authors contribution, enter '1' for the Author to contact for enquiries; enter '0' for the other(s).
- Column H enter the [Open Researcher and Contributor ID \(ORCID\)](#) of the author. Authors who do not have an ID can quickly obtain one by registering on the [ORCID website](#).

Compilation example of the AUTHORS Excel file

Column A Part number	Column B First name	Column C Family name	Column D Email	Column E Affiliation	Column F Affiliation Country	Column G Corresponding Author	Column H ORCID ID
1	Anna	Siciliano	anna.siciliano@unipg.it	University of Perugia	Italy	1	0000-0002-0204-720
1	Basilio	Villacorta Fernández	basilio.villacorta@unex.es	University of Extremadura	Spagna	0	
2	Jose Manuel	Sánchez Plaza	josmanuel.sanchez@gmail.com	University of València	Spagna	1	0000-0001-7459-4167
3	Oscar Luigi	Navas	oscar.navas@unisa.it	University of Salerno	Italy	1	0000-0002-1478-4789
4	Alfredo	Nogueira	alfredo.nogueira@uniupo.it	University of Piemonte Orientale	Italy	1	0000-0002-3337-8182

3.2. Non-divisible volumes

The final bibliography, also published as separate content in the catalogue database of the FUP site, is assigned a DOI code that, once registered on Crossref, contributes to data dissemination and the Reference Linking mechanism, allowing for a more effective propagation on citation databases. The references must be organized in column B, titled 'Reference', of the Excel file in a single list, in alphabetical order by surname. Enter each bibliographic reference on a single line, that is, enter each title on a separate line without separating the bibliographic references with newlines or punctuation. The value 0 must always be entered in column A.

3.2.1 'References' Excel File

Compilation example of the REFERENCES Excel file for NON-DIVISIBLE volumes

Column A Part number	Column B Reference	Column C DOI_Reference
0	Aenan, Marie. 2012. Child Sexual Abuse and the Catholic Church: Gender Power and Organizational Culture. Oxford: Oxford University Press.	
0	Age of Consent. n.d. "United States Age of Consent Map." Accessed June 18, 2019. https://www.ageofconsent.net/	
0	Beat of Inquiry. n.d. "A global mapping of institutional abuse inquiries." Accessed June 13, 2020.	
0	Cheit, Ross E. 2014. The Witch-Hunt Narrative: Politics, Psychology, and the Sexual Abuse of Children. Oxford: Oxford University Press.	10.2307/2870430
0	Independent Inquiry into Child Sexual Abuse. 2019b. "The Roman Catholic Church. Case Study: Archdiocese of Birmingham."	10.1111/j.1741-4113.2006.00305.x

IN CASE OF ANY DOUBT ON COMPILING THE EXCEL FILES RELATING TO DIVISIBLE & NON-DIVISIBLE VOLUMES, CONTACT THE EDITORIAL STAFF:

redazione.volumi@fup.unifi.it

4. CAMERA READY

Depending on the nature of the publication, the specific needs and expected editorial characteristics, the FUP editorial staff provide three different templates for authors who want to submit a monograph or edited volume in camera-ready copy, together with a short guide to the necessary graphical layout:

- template Indesign
- template Latex
- template Word

For access to the templates and any support, please contact the editorial staff: redazione.volumi@fup.unifi.it.

5. BIBLIOGRAPHICAL REFERENCES

- Bibliographic references and citation methods within the text should preferably conform to the **intertextual citation system** according to the author/date scheme laid out in the [Chicago Style Manual](#). **According to this system, a concise indication of the source to which reference is made should be inserted in the main text enclosed in parentheses, while complete details of the citation should be reported in the final bibliography only.**
- Footnotes are allowed but only when deemed necessary to provide the reader with preliminary information or to deepen a concept mentioned in the text. **Avoid footnotes containing only bibliographic references.** The same author/date citation scheme also applies if the bibliographic reference is reported in the footnotes.
- The complete bibliographic references – at the end of the volume in the case of a monograph, and at the end of the essay in the case of a collective volume – should be compiled in alphabetical order. Multiple references by the same author should be arranged chronologically with the earliest work first.
- Use of the following terms is not permitted: *Ivi*, *Ibid.*, *Ibidem*, *Id.*, *Ead.*, *cit.*, *op. cit.*, and the like. Each reference, even if recurring, should always be repeated according to the basic author/date scheme.
- For surnames, *never* use small caps or uppercase.
- For page ranges, avoid repeating the digit for tens, hundreds, thousands (e.g. use 120-25, not 120-125).

5.1. Intertextual Citations

References in the text or in notes must include, in round brackets, the surname of the author or editor, the date of publication of the work, and any specific page numbers preceded by a comma:

- E.g. (Piaget 1980) or (Piaget 1980, 74).
- E.g. As described in Piaget (1980, 120-25).



For further information on intertextual citation cases, see paragraph **5.1.** of chapter **5. Bibliographical References** of the extended version of the **FUP Author Guidelines**.

5.2. Compiling the Final Bibliography

In the end-of-volume bibliography or at the end of each essay, complete bibliographic entries should be reported, with all the basic elements included in the relevant title page.

- **Monograph** The indication of a monograph – understood as the work of one or more authors on a specific topic – should follow the model of: Author surname, First name (in full). Date of publication of the work. Title of the work in italics. Place of publication: Publisher. DOI

- E.g. Smith, Zadie. 2016. *Swing Time*. New York: Penguin Press. <https://doi.org/xx.xxxx/xx>



For further information on monograph cases, see paragraph **5.3.** and related sub-sections of chapter **5. Bibliographical References** of the extended version of the **FUP Author Guidelines**.

- **Edited volume** The indication of an edited volume – understood as a monograph or miscellaneous work edited by one or more editors – should follow the model of: Author surname, First name (in full), ed. or similar indication. Date of publication of the work. *Title of the work in italics*. Place of publication: Publisher. DOI
– E.g. D’Agata, John, ed. 2016. *The Making of the American Essay*. Minneapolis: Graywolf Press. <https://doi.org/xx.xxxx/xxxxxx>

Multiple editors should be separated by commas. For the last editor cited, the surname and first name are reversed and preceded by the conjunction.

- E.g. Dausset, Jean, and Jean Colombani, ed. 1973. *Histocompatibility testing*. Copenhagen: Munksgaard. <https://doi.org/xx.xxxx/xxxxxx>



For further information on edited volume cases, see paragraph 5.4. and related sub-sections of chapter 5. **Bibliographical References** of the extended version of the **FUP Author Guidelines**.

- **Essays in collective volumes** Bibliographic citations of essays in collective volumes should follow this model: Author Surname, First name (in full). Date of publication. “Title of the essay.” In *Title of the collective volume in italics*, ed. or similar information: Full name of the editor, Surname, page range. Place of publication: Publisher. DOI
– E.g. Ossendrijver, Mathieu. 2020. “Hellenistic Astronomy and the Babylonian Scribal Families.” In *Hellenistic Astronomy. The Science in Its Contexts*, edited by Alan C. Bowen, and Francesca Rochberg, 426-39. Leiden: Brill. <https://doi.org/xx.xxxx/xxxxxx>
- **Articles in journals** Bibliographic citations of articles in academic journals, general journals, periodicals and newspapers should follow the model of: Author surname, First name (in full). Year. “Title of the contribution.” *Title of the journal in italics*, journal year, issue number (month if any): page numbers. DOI **Within the text, the specific page may be cited, while the overall page range should be omitted. The overall page range of the article must only be reported in the final bibliography.**

E.g. in the text Dal Pra (1950) affirms that... or as we read in Dal Pra (1950, 297)...

E.g. in the bibliography Dal Pra, Mario. 1950. “Positivismo logico e metafisica.” *Rivista critica di storia della filosofia* V, 3: 295-305. <https://doi.org/xx.xxxx/xxxxxx>



For further information on cases of articles in journals, newspapers or exclusively online, see paragraphs 5.8-10. of chapter 5. **Bibliographical References** of the extended version of the **FUP Author Guidelines**.

For all other cases, such as translations, reviews, online content, and specific cases, see paragraphs 5.6-7. and 5-10-13, and related sub-sections of chapter 5. **Bibliographical References** of the extended version of the **FUP Author Guidelines**.

6. ABBREVIATIONS

abbr.	abbreviated, -ion
ab init.	<i>ab initio</i> , from the beginning
abl.	ablative
abr.	abridged, abridgment
AC	After Christ
acc.	accusative
act.	active
AD	anno Domini (in the year of [our Lord])
add.	addendum
ad inf.	<i>ad infinitum</i>
ad init.	<i>ad initium</i> , at the beginning
ad int.	<i>ad interim</i> , in the intervening time
adj.	adjective
ad lib.	<i>ad libitum</i> , at will (often used without a period)
ad loc.	<i>ad locum</i> , at the place
adv.	adverb
aet. or aetat.	<i>aetatis</i> , aged
AFr.	Anglo-French
AN	Anglo-Norman
anon.	anonymous
app.	appendix
arch.	archaic
art.	article
AS	Anglo-Saxon
b.	born; brother
BC	Before Christ
Bd.	<i>Band</i> (Ger.), volume
bib.	Bible, biblical
bibl.	<i>bibliotheca</i> , library
bibliog.	bibliography, -er, -ical
biog.	biography, -er, -ical
biol.	biology, -ist, -ical
bk.	book
c.	century; chapter (in law citations)
c. or cop.	copyright
ca. or c.	<i>circa</i> , about, approximately (<i>ca.</i> preferred for greater clarity)
Cantab.	<i>Cantabrigiensis</i> , of Cambridge
cet. par.	<i>ceteris paribus</i> , other things being equal
cf.	<i>confer</i> , compare (“see, by way of comparison”; should not be used when see alone is meant)
chap. or ch.	chapter
col.	color (best spelled out); column
colloq.	colloquial, -ly, -ism
comp.	compiler (pl. comps.), compiled by
compar.	comparative
con.	<i>contra</i> , against
conj.	conjunction; conjugation
cons.	consonant
constr.	construction
cont.	continued
contr.	contraction
corr.	corrected

cp.	compare (rarely used; <i>cf.</i> is far more common)
d.	died; daughter
Dan.	Danish
dat.	dative
def.	definite; definition
dept.	department
deriv.	derivative
d. h.	<i>das heißt</i> (or <i>das heisst</i>), namely (used only in German text; note the space between initials)
d. i.	<i>das ist</i> , that is (used only in German text; note the space between initials)
dial.	dialect
dict.	dictionary
dim.	diminutive
diss.	dissertation
dist.	district
div.	division; divorced
do.	ditto
dram. pers.	<i>dramatis personae</i>
Dr. u. Vrl.	<i>Druck und Verlag</i> , printer and publisher
DV	<i>Deo volente</i> , God willing; Douay Version
ea.	each
ed.	editor (pl. eds.), edition, edited by (never add <i>by</i> after <i>ed.</i> : either “ed. Jane Doe” or “edited by Jane Doe”; use <i>eds.</i> only after, never before, the names of two or more editors)
EE	Early English
e.g.	<i>exempli gratia</i> , for example (not to be confused with <i>i.e.</i>)
ellipt.	elliptical, -ly
ency. or encyc.	encyclopedia
eng.	engineer, -ing
Eng.	English
engr.	engraved, -ing
enl.	enlarged
eq.	equation (pl. eqq. or eqs.)
esp.	especially
et al.	<i>et alii</i> (or <i>et alia</i>), and others (normally used of persons; no period after <i>et</i>)
etc.	<i>et cetera</i> , and so forth (normally used of things)
et seq.	<i>et sequentes</i> , and the following
ex.	example (pl. exx. or exs.)
f. or fem.	feminine; female
f.	<i>für</i> (Ger.), for
fasc.	fascicle
ff.	and following
fig.	figure
fl.	<i>floruit</i> , flourished (used with a date to indicate the productive years of a historical figure whose birth and death dates are unknown)
fol.	folio
Fr.	French
fr.	from
frag.	fragment
fut.	future
f.v.	<i>folio verso</i> , on the back of the page
Gael.	Gaelic
gen.	genitive; genus
geog.	geography, -er, -ical

geol.	geology, -ist, -ical
geom.	geometry, -ical
Ger. or G.	German
ger.	gerund
Gk.	Greek
hist.	history, -ian, -ical
HQ	headquarters
ibid.	<i>ibidem</i> , in the same place
id.	<i>idem</i> , the same
i.e.	<i>id est</i> , that is (not to be confused with e.g.)
IE	Indo-European
ill.	illustrated, -ion, -or
imp. or imper.	imperative
incl.	including
indef.	indefinite
indic.	indicative
inf.	<i>infra</i> , below (best spelled out)
infin.	infinitive
in pr.	<i>in principio</i> , in the beginning
inst.	instant (this month); institute, -ion
instr.	instrumental
interj.	interjection
intrans.	intransitive
introd. or intro.	introduction
irreg.	irregular
It.	Italian
L.	Latin; left (in stage directions)
l.	left; line (pl. ll., but best spelled out to avoid confusion with numerals I and II)
lang.	language
Lat. or L.	Latin
lit.	literally
loc.	locative
loc. cit.	<i>loco citato</i> , in the place cited (best avoided)
loq.	<i>loquitur</i> , he or she speaks
m.	male; married; measure (pl. mm.)
m. or masc.	masculine
marg.	margin, -al
math.	mathematics, -ical
MHG	Middle High German
mimeo.	mimeograph, -ed
misc.	miscellaneous
MM	Maelzel's metronome
m.m.	<i>mutatis mutandis</i> , necessary changes being made
Mod.E.	Modern English
MS (pl. MSS)	<i>manuscriptum</i> (pl. <i>manuscripta</i>), manuscript
mus.	museum; music, -al
n.	<i>natus</i> , born; note, footnote (pl. nn.); noun
nat.	national; natural
NB, n.b.	<i>nota bene</i> , take careful note (capitals are illogical but often used for emphasis)
n.d.	no date; not determined
neg.	negative

neut.	neuter
no. (pl. nos.)	number
nom.	nominative
non obs.	<i>non obstante</i> , notwithstanding
non seq.	<i>non sequitur</i> , it does not follow
n.p.	no place; no publisher; no page
n.s.	new series
NS	New Style (dates)
ob.	<i>obiit</i> , died
obs.	obsolete
occas.	occasional, -ly
OE	Old English
OFr.	Old French
OHG	Old High German
ON	Old Norse
op. cit.	<i>opere citato</i> , in the work cited (best avoided)
o.s.	old series
OS	Old Style (dates)
Oxon.	<i>Oxoniensis</i> , of Oxford
p.	page (pl. pp.); past (also pa.)
para. or par.	paragraph
pass.	passive
pa. t.	past tense
path.	pathology, -ist, -ical
perf.	perfect
perh.	perhaps
pers.	person, -al
pers. comm.	personal communication
pl.	plate (best avoided); plural
posth.	posthumous, -ly
p.p.	past participle
ppl.	participle
PPS	<i>post postscriptum</i> , a later postscript
prep.	preposition
pres.	present
pron.	pronoun
pro tem.	<i>pro tempore</i> , for the time being (often used without a period)
prox.	<i>proximo</i> , next month
PS	<i>postscriptum</i> , postscript
pt.	part
pub.	publication, publisher, published by
QED	<i>quod erat demonstrandum</i> , which was to be demonstrated
quar. or quart.	quarter, -ly
q.v.	<i>quod vide</i> , which see (used only in a cross-reference <i>after</i> the term referred to; cf. s.v.)
R.	rex, king; regina, queen; right (in stage directions)
r.	right; recto; reigned
refl.	reflexive
repr.	reprint, -ed
rev.	review; revised, revised by, revision (never add <i>by</i> after <i>rev.</i> : either “rev. Jane Doe” or “revised by Jane Doe”)
RIP	<i>requiescat in pace</i> , may he or she rest in peace
s.	son; substantive, -ival

s.a.	<i>sine anno</i> , without year; <i>sub anno</i> , under the year
sc.	scene; <i>scilicet</i> , namely; <i>sculpsit</i> , carved by
Sc. or Scot.	Scottish
s.d.	<i>sine die</i> , without setting a day for reconvening; stage direction
sd.	sound
sec.	section; <i>secundum</i> , according to
ser.	series
s.h.	speech heading
sing. or sg.	singular
s.l.	<i>sine loco</i> , without place (of publication)
s.n.	<i>sine nomine</i> , without name (of publisher)
sociol.	sociology, -ist, -ical
Sp.	Spanish
s.p.	speech prefix
st.	stanza
subj.	subject, -ive; subjunctive
subst. or s.	substantive, -al
sup.	<i>supra</i> , above
superl.	superlative
supp. or suppl.	supplement
s.v. (pl. s.vv.)	<i>sub verbo</i> , <i>sub voce</i> , under the word (used in a cross-reference <i>before</i> the term referred to; cf. <i>q.v.</i>)
syn.	synonym, -ous
t.	<i>tome</i> (Fr.), <i>tomo</i> (Sp.), volume
techn.	technical, -ly
theol.	theology, -ian, -ical
t.p.	title page
trans.	translated by, translator(s) (never add <i>by</i> after <i>trans.</i> : either “trans. Jane Doe” or “translated by Jane Doe”); transitive
treas.	treasurer
TS	typescript
ult.	<i>ultimatus</i> , ultimate, last; <i>ultimo</i> , last month
univ.	university
usw.	<i>und so weiter</i> , and so forth (equivalent to <i>etc.</i> ; used only in German text)
ut sup.	<i>ut supra</i> , as above
v.	verse (pl. vv.); verso; versus; <i>vide</i> , see
v. or vb.	verb
v.i.	<i>verbum intransitivum</i> , intransitive verb; <i>vide infra</i> , see below
viz.	<i>videlicet</i> , namely
voc.	vocative
vol.	volume
vs. or v.	versus (in legal contexts use <i>v.</i>)
v.t.	<i>verbum transitivum</i> , transitive verb
yr.	year; your

If adopting a specific series of abbreviations is deemed appropriate—for example those of *The Oxford Classical Dictionary* ([OCD](#)) for classical references and those of [The SBL Handbook of Style](#) for the Bible—an explanatory legend should be included, compliant with the standard practices of the relevant discipline.

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(Please, read carefully)

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To make corrections and changes clearly visible and easy to interpret, it is recommended to report them directly on the PDF file sent for proofreading, using the “Comment” tools of **Adobe Acrobat Pro** or **Adobe Acrobat Reader** (available on the most common operating systems: Microsoft Windows, Apple MacOSX, Linux; <https://get.adobe.com/it/reader>).

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1. Select the text with the appropriate tool  and then choose the appropriate mark-up tool.
2. Select the appropriate mark-up tool and directly select the text to comment.

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 DELETE TEXT <p>To specify text to be deleted. Use the cursor to select the text you want to delete. Double click on the strikethrough text to add a note to the edit.</p>	 UNDERLINE TEXT <p>To specify text to be italicized. Use the cursor to select the text you want to format. Double click on the text to add a note and specify other formatting options: <boldface>, <roman>.</p>
 HIGHLIGHT / ADD A NOTE TO THE TEXT <p>To highlight text and add a note. To be used for mark-ups not related to text corrections. Double click on the highlighted text to add a note.</p>	 GRAPHIC MARK-UP TOOLS <p>ONLY to request a change in position of text, tables, figures, etc.</p>

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EXPRESSION AND PRESENTATION

“~~X~~expression” and “presentation” respectively indicate the moment of realization and objectification of what has been conceived.

How does the transition happen~~nn~~, in operational terms¹, from a practical environment, in which an activity is still carried out—painting, sculpting etc.—to the actual world of the work of art? How does one distinguish a practical-ordinary activity—which involves the **corporal dimension** with its corresponding set of needs—from an artistic activity, in which a corporal dimension is equally presupposed?

The highest moment of conception, however, when the author's empirical life reveals itself as a simple vehicle of another life, is a tragic moment, in a certain sense, because a “suicide” is taking place there, that of the artist.

¹ The work of art as an image is not our point here.

✓ correct use

Comment



Expression



Remove boldface



epic



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Expression



Delete “nn”



Underline the text