

**IL CAPITALE CULTURALE. *Studies on the Value of Cultural Heritage***  
**GUIDELINES FOR AUTHORS**  
[latest update: 26.11.2018]

***Submission of contributions***

**Metadata**

Upon submission, the following metadata should be inserted in the operating system:

- the name of the author/s;
- affiliation;
- nation;
- biographical notes on the author/s;
- title of the contribution (uppercase/lowercase – Roman type);
- abstract in Italian and in English.

**Contributions (*Essays or Documents*)**

Contributions should be submitted in a file created using a word processing application, Microsoft Word (.doc), Open Document Format (.odt) or Rich Text Format (.rtf).

**Information on authors and acknowledgements**

A supplementary file should be attached to the contribution indicating “**Information on author**” in the title field. The file must include the name, surname and organisation to which each author belongs, along with both ordinary mail and e-mail addresses.

In the event that the text is written by several authors and where deemed necessary, the various paragraphs attributed to different authors should be specified, in accordance with the model shown below, taken from no. 2 (2011):

Fabio Donato, Ordinario di Economia aziendale, Università di Ferrara, Dipartimento di Economia Istituzioni Territorio, via Voltapaletto, 11, 44121 Ferrara, e-mail: fabio.donato@unife.it.  
Enrica Gilli, Dottoranda di ricerca, Università di Ferrara, Dipartimento di Economia Istituzioni Territorio, via Voltapaletto, 11, 44121 Ferrara, e-mail: enrica.gilli@unife.it.

I §§ 1, 2 e 4 sono da attribuire a Fabio Donato; il § 3 è da attribuire a Enrica Gilli

Acknowledgements, if any, are to be inserted below the information about the author and according to the following model taken from no. 2 (2011):

Giuseppe Capriotti, Ricercatore di Storia dell'arte moderna, Università di Macerata, Dipartimento di beni culturali “Giovanni Urbani”, via Brunforte, 13, 63900 Fermo, e-mail: giuseppe.capriotti@unimc.it.  
Grazie a Pierangela Romanelli e a don Emilio Tassi dell'Archivio Arcivescovile di Fermo, per l'aiuto nella ricerca sulla chiesa di Massa Fermana, a Rossano Cicconi, per i consigli bibliografici, a Chiara Frugoni, per aver riletto il testo e per i consigli.

**Images and tables**

**Images** should always be submitted as attachments to the text file (additional file) in .jpg or .png format, indicating the corresponding numbers in the text in the title field.

The images must have a resolution between 230/300 dpi and should not exceed 10 Mb. It is recommended not to send too wide images, because, if reduced to the size of the page, they could make unreadable the content of the figures.

It is also necessary to provide the precise arrangement and the sequence of the images by submitting as an attachment to the text file (additional file), the proposed layout of the illustrations (in word or pdf format.).

**Tables** should also be submitted as attachments to the text file (supplementary file) in the creation format, indicating the corresponding numbers in the text in the title field.

### ***Editorial regulations***

#### **Length of papers**

The length of papers should respect the following criteria:

- ***Essays, Discoveries and Documents: 20.000-80.000 characters***, including spaces
- ***Book reviews: max. 10.000 characters***, including spaces
- ***Contributions in discussions: max. 20.000 characters***, including spaces

#### **Number of illustrations**

Every paper can be equipped with a **maximum of 10 illustrations**, except for special cases, agreed with the editorial staff.

#### **Title and abstract**

The text of the contribution should be preceded by the title and an abstract in Italian and English (each of which should be **about 1000 characters**, including spaces). Abstract should describe the topic of the paper: **research purpose, methodology and results**.

#### **Page Header**

In the event that the title of the contribution is very long, only insert the first part of the title in the page header (normally whatever precedes the full stop or the colon).

#### **Title and Proper nouns**

For the titles and proper nouns quoted in the text it is recommended that the same criteria be used in the bibliography. Customarily:

- the titles of conferences should be italicised;
- the titles of journals should be placed between non-English quotation marks;
- the titles of exhibitions should be placed between double quotation marks;
- the titles of projects should be italicised;
- the titles of works of art should be written in italics;
- unless foreign, the names of institutions, companies, societies etc. should not be italicised.

#### **Foreign words**

Customarily foreign words should be italicised.

E.g. *dépliant, brochure, in loco, in primis, in nuce* etc.

Exceptions: textual quotations in a foreign language (between non-English quotation marks or detached from the text in fine print).

If in italics, foreign words should be written in the plural form.

E.g. *curricula*

For words taken from the English Language having two different spellings (with and without hyphens), the hyphen should be omitted (as in the case of the language of origin).

E.g. *front office, on line* etc.

If existent, it is better to use one word (without a hyphen and without a space).

E.g. *bookshop*

## Capital Letters

The use of capital letters at the beginning of a word is normally reserved for proper nouns.

## Double Quotation Marks

Double quotation marks are used to highlight the nature of a word or sentence whether it is slang/jargon, technical terms, metaphors or dialects.

## Abbreviations, acronyms

For abbreviations and acronyms, the form without the dot between the letters is preferred.

E.g.: SpA, SIRPaC, MiBAC, etc.

## Numbers

From ten thousand (10.000) a point is to be inserted to separate the thousands.

E.g. With regards to the distribution of earnings (tab. 2), 50% comes from car parks (€ 1.046.903), followed by ticket-selling (35%, corresponding to € 724906) and from the publishing industry and the sale of gadgets (13%, corresponding to € 273.058).

For dates, use the following format:

- in the 1960's
- 1978-1979

## Tables and figures

In the text, the terms “table” and “figure” are used in extended forms. Whatever is in brackets and captions should be written as abbreviations.

E.g.

- As seen in table 1...
- (tab. 1)
- (fig. 1)
- [caption] Fig. 1. Madonna con bambino

## TABLES

Tables, whether in colour or b/w, should also be inserted into the text in the most appropriate points, treating them as if they were a paragraph; and they should be numbered progressively and positioned in the centre. Captions, written in small fonts, are to be aligned to the left and inserted under the table, based on the extract from no. 2 (2011):

<i>Rete museale</i>	Musei Partecipati	Musei Piceni
<i>Forma giuridica</i>	Accordo di Programma	Convenzione associativa
<i>Natura dei soggetti aderenti</i>	Pubblici e privati	Soggetti pubblici (enti locali)
<i>Modello di governance</i>	Non istituzionalizzato, presenza di un ente capofila per la presentazione dei progetti e di un tecnico per la redazione dei progetti	Organo di governo collegiale formato dagli associati, parte tecnica delegata a professionisti

Tab.1. Quadro sinottico dei casi analizzati (Fonte: Pencarelli, Splendiani 2011)

The reference should be placed in brackets after the caption.

E.g. Tab. 1. Variation % costs and earnings 2009-2008 (Source: elaboration from Parchi Val di Cornia SpA)

## IMAGES

The captions of the figures (numbered progressively) are to be inserted in the appendix at the bottom of the text (after the bibliography), preceded by the title “*Appendix*” (in italics), written in a small font and accompanied by important data, in compliance with the following model:

### *Appendix*

Fig. 1. *La figura della vita eterna*, stampa da *La Tabula della salute* di Marco da Montegallo, Camerino (MC), Biblioteca Valentiniana

Fig. 2. Lorenzo d’Alessandro, *Madonna del Monte*, Caldarola (MC), Santuario della Madonna del Monte

Fig. 3. Veduta del percorso di musealizzazione delle lapidi del Campo degli ebrei (Foto G. Apicella)

Fig. 4. Homepage del portale europeo della cultura *Europeana*

## Textual Quotes

Non-English inverted commas should be used for textual quotes: « ».

Square brackets indicate omissions within a quote [...] – however they are not used at the beginning or end of a quote.

Quotes are always followed by the representative of the annotation (normally immediately after the quotation marks and before other punctuation marks).

Long quotes (three or more lines) are to be detached from the text (with a blank space above and below) and written in smaller fonts, according to the model shown below no. 2 (2011):

Della spirituale efficacia educativa delle “cose belle” egli fu, infatti, sempre convinto. La contemplazione dell’opera d’arte, scriveva nel 1936,

educa l’animo al culto per i valori dello spirito sopra di ogni calcolo materiale e apre la mente alla comprensione di rapporti prima non preveduti, tra noi e le generazioni passate, nel mondo delle significazioni ideali. All’anima stanca e disillusa le cose belle recano il conforto d’un’espressione ultrareale che accomuna in un godimento unico il dotto e il semplice, il ricco e il povero, creando la più positiva delle uguaglianze a dispetto di ogni crudeltà della vita<sup>8</sup>.

E sedici anni più tardi, ormai settantenne (...).

<sup>8</sup> Bertini Calosso 1937, p. 4.

## Bibliographical quotes as footnotes

Bibliographical references should never be inserted into the text, but as synthetic footnotes according to the following model: the surname of the author whose work is being quoted, followed by the publication date of the work and possible indication of the page/s being used as references: Throsby 2005, p. 24.

For contributions from two authors, the surnames are separated by a comma: Fiocca, Battaglia 2006.

Contributions from more than two authors are followed by “et al.” in italics after the first author: Carù *et al.* 2008, pp. 17-40.

For several contributions, references should be separated by a semicolon: Kotler 2004; McLean 2005.

Multiple quotes by the same author and in the same year should be followed by the year which in turn precedes a, b, c etc. : Montella 2009a.

In order to quote the same author, make reference to different years, separate the date with a comma and an “and”: Montella 2003, 2009a and 2009b.

In the event of a coincidence of names and publication year, the surname should be followed by the initials of the first name then a full stop: Rossi A. 1998, Rossi B. 1998.

In the event of quotes from the same text and page of the preceding note, use “*Ibidem*” in italics: *Ibidem*.

In the event of quotes from the same text, but from different pages, use “*Ivi*” in italics: *Ivi*, p. 3.

In the event of a list of quotes, write them chronologically (Zappulla Muscarà 1988; Castelli 2010) or alphabetically (Castelli 2010; Zappulla Muscarà 1988), using the same criteria as that used in the contribution.

In order to quote the following page or pages, use “and f.” or “and ff.”: Rossi 1998, p. 3 and f.; Montella 2003, p. 25 and ff.

### **Quotations from ancient, medieval and modern sources in footnotes**

Quotations from ancient, medieval and modern sources should be quoted without any abbreviation, according to the following instructions/method: author, title of the work (in the original language or in English), precise references to the place which is mentioned or referred. For example:

Homer, *Iliad*, I, 9-68.

Ovid, *Metamorphosis*, IX, 32.

Isidore of Seville, *Etymologiae*, XII, VII, 24.

Dante, *Divine Comedy*, III, 3-21.

Tasso, *Gerusalemme Liberata*, II, 3-15.

If a precise translation or a specific comment is referred, the critical edition should be quoted as any other bibliographic reference.

### **Quotations of encyclopedic entries in footnotes**

The encyclopedic entries should be quoted as any other bibliographic reference. In note, they have to be quoted according to the following method: author’s surname, date of the work, eventual page or pages.

For example: Ascarelli 1977.

In the bibliographic references, the entry should be mentioned as follows:

Ascarelli A. (1977), *Caroso, Fabrizio*, in *Dizionario Biografico degli Italiani*, vol. 20, Roma: Istituto dell’Enciclopedia Italiana, pp. 316-317.

### **Quotations from entries catalog in footnotes**

In a note, catalog entries are quoted by putting the initials of the first name of the author and his/her surname, followed by the abbreviated bibliographic reference. For example:

F. Coltrinari, in Dal Pozzolo 2018, pp. 200-201.

In the bibliographic references, only the volume Dal Pozzolo 2018 should be listed, namely:

Dal Pozzolo E.M., a cura di (2018), *Lorenzo Lotto. Il richiamo delle Marche. Luoghi, tempi e persone*, catalogo della mostra (Macerata, Palazzo Buonaccorsi, 19 ottobre 2018 – 10 febbraio 2019), Milano: Skira.

### **References**

References should be inserted at the end of the text, alphabetically, according to the surnames of the authors, below the heading *References*.

Customarily, only the references quoted in the text are listed.

### **MONOGRAPHS**

D’Alessandro D. (2002), *Il codice delle biblioteche*, Milano: Editrice Bibliografica.

Rispoli M., Brunetti G., a cura di (2009), *Economia e management delle aziende di produzione culturale*, Bologna: Il Mulino.

Eatwell J., Milgate M., Newman P., eds. (1987), *The New Palgrave: a dictionary of economics*,

London: Macmillan Press Ltd.

In the event of various authors, or in the event that they are numerous or unspecified, a description of the work should be made using its title:

*Dizionario biografico degli italiani* (1960-), Roma: Istituto dell'Enciclopedia italiana, vol. 1 (1960) – vol. 73 (2009).

*L'intelligenza della passione. Scritti per Andrea Emiliani* (2001), Bologna: Minerva Edizioni.

### MISCELLANEOUS

Rispoli M. (2009), *Strumenti e concetti per l'analisi economico-gestionale dell'industria culturale: un'introduzione*, in *Economia e management delle aziende di produzione culturale*, a cura di M. Rispoli, G. Brunetti, Bologna: Il Mulino, pp. 17-55.

Schuster J.M. (1997), *Choosing the right tool(s) for the task*, in *Preserving the Built Heritage. Tools for Implementation*, edited by J.M. Schuster, Hanover-London: University Press of New England, pp. 32-48.

Verpoest L., Stulens A. (2006), *Monumentenwacht. A monitoring and maintenance system for the cultural (built) heritage in the Flemish region (Belgium)*, in *Conservation in changing societies – Heritage and development*, edited by K. Van Balen, T. Patricio, K. De Jonge. Leuven: Raymond Lemaire International Centre for Conservation, pp. 191-198.

If the miscellaneous from which the article is quoted is featured in the bibliography, use the short quote “author data” to indicate it or, if the authors are numerous and unspecified, “title data”:

Pomian K. (2001), *Il museo d'arte e la storia*, in *L'intelligenza della passione* 2001, pp. 457-461.

### CONFERENCE PROCEEDINGS

Pettenati C. (1990), *Il sistema della Biblioteca dell'Istituto universitario europeo*, in *La cooperazione interbibliotecaria: livelli istituzionali e politiche*, Proceedings of the regional conference (Florence, 27-29 November 1989), a cura di S. Peruginelli, A. Marie Speno, Firenze: Giunta regionale toscana; Milano: Editrice Bibliografica, pp. 73-77.

Zappulla Muscarà S., a cura di (1986), *Vitaliano Brancati*, Proceedings of the national study conference (Misterbianco, 30 November – 2 December 1984), Catania: Maimone.

### JOURNAL ARTICLES

For volumes and/or years, use the numbering (Arabic or Roman) that represents the magazine to which they refer:

Leon P. (1999), *L'economia della riforma*, «Economia della Cultura», IX, n. 2, pp. 141-145.

Smailly J. (1991), *The French cataloguing code of 1791: a translation*, «The library quarterly», 61, n. 1, pp. 1-14.

Otherwise specify the volume or the year:

Culyer A.J. (1971), *Merit Goods and the Welfare Economics of Coercion*, «Public Finance», n. 26, pp. 546-572.

For articles in daily newspapers:

Bucci C.A. (2010), *Vigilantes laureati i nuovi custodi dei musei italiani*, «La Repubblica», 21 September, p. 23.

### EXHIBITION CATALOGUES

Bossaglia R., Colombo N., De Grada R. (1992), *Achille Funi*, exhibition catalogue (Milan, Museo

Bagatti Valsecchi, 15 January – 16 February 1992), Milan: Vangelista.

Zaccarini D. (1920), *I Esposizione d'Arte Ferrarese Promossa dalla Società Benvenuto Tisi da Garofalo*, exhibition catalogue (Ferrara, 1920), Ferrara: Tip. A. Taddei.

### **COLLECTIONS**

Baldini U., Spruit L., a cura di (2009), *Catholic church and modern science. Documents from the archives of the Roman Congregations of the Holy office and the Index*, Città del Vaticano: Libreria Editrice Vaticana (Fontes archivi Sancti Officii Romani, 5).

Borraccini R.M., Rusconi R., a cura di (2006), *Libri, biblioteche e cultura degli Ordini Regolari nell'Italia moderna attraverso la documentazione della Congregazione dell'Indice*, Proceedings of the international conference (Macerata, 30 May – 1 June 2006), Città del Vaticano: Biblioteca Apostolica Vaticana (Studi e testi, 434).

### **TRANSLATED WORKS**

Weber M. (1968), *Wirtschaft und Gesellschaft*, Tübingen: Mohr, 1920; trad. it. *Economia e società*, Milan: Comunità, 1968, vol. I, parte II, cap. IV, p. 123.

If available, insert the DOI of the quoted essay. For example:

Bornmann L. (2011), *Scientific peer review*, «Annual Review of Information Science and Technology», 45, n. 1, pp. 197-245, <<https://doi.org/10.1002/aris.2011.1440450112>>.

### **DOCUMENTS ON THE WEB**

Given that they do not have an editor in the traditional sense, let alone a physical place of publication, the relevant indications ought to be substituted with the IP address, which provides access to the resource (URL) to be enclosed in chevron brackets (< e >). For this, in the event that a hardcopy of the document is missing, it should be followed by a comma, the complete data in extenso (dd.mm.yyyy) in which the IP address of the last visit made is quoted:

Corsi A., Manzi S., *Citare Internet: un repertorio di risorse in rete. Vers. 2.0*, in ESB Forum <<http://www.burioni.it/forum/citare.htm>>, 01.10.1997.

Ridi R. (1995), *Citare Internet*, «Bollettino AIB», 35, n. 2, pp. 211-220; anche in <<http://www.aib.it/aib/boll/1995/95-2-211.htm>>, 01.10.1997.

Colonna S. (2001b), *Il valore socio-economico della comunicazione informatica dell'arte e della scienza*, «Bollettino Telematico dell'Arte», 30 agosto, n. 280, <<http://www.bta.it/txt/a0/02/bta00280.html>>, 01.10.1997.

### **DOCUMENTS PENDING PUBLICATION, PRESENTATIONS AT CONFERENCES ETC.**

The quote should clearly express whether or not the document is yet to be published and/or if it is a presentation at a conference and/or if it is to be considered Grey Literature, that is, it has not been published by an editor, and could however contain reference material for works in print (reports and internal affairs of an enterprise or public institution, undergraduate and doctoral dissertations, etc.):

Golini A., Calvani P. (1997), *Relationship between perception of health, chronic diseases and disabilities*, 10<sup>th</sup> Meeting of the REVES Network (Tokyo, October 9-11).

### **Web addresses**

Web addresses are always preceded by: <http://> or <https://>

### **Catalogues and Manuscripts of Documents**

You must specify, in the first reference: city, archive/library name, followed by indication in parenthesis (“henceforth”) of short form to use in successive reference; then, you must specify the full reference, in the following order: collection name, item number/name, page/folio number.

Macerata, Archivio di Stato (henceforth ASM), *Curia generale della Marca d'Ancona*, Processi civili e penali, b. 3, c. 32r.

Ancona, Archivio di Stato (henceforth ASA), *Archivio notarile di Loreto*, Notaio Livio Nuzi, vol. 1 (1561-1562), c. 3v.

Città del Vaticano, Biblioteca Apostolica Vaticana (henceforth BAV), *Vaticano latino*, 1023, f. 297r.

Fermo, Biblioteca comunale “Romolo Spazioli” (henceforth BCF), *Fondo manoscritti*, ms. 152, f. 27v.

### **Regulatory Documents**

When a law or another act having the value of a law is quoted, the first time it is quoted it should be done in the extended form (Abbreviation type of act. DD month YYYY, no. Number, in the field of “Title”).

The extended form consists of:

- abbreviation of the type of document: law, decree or other, abbreviated (see acronym p. 5 of this document);
- date of the document, for expansion “DD month YYYY” (day, month in letters, year – 4 digits) followed by a comma (,);
- number of the document, preceded by the abbreviation no.;
- title of the document, between inverted commas “...”.

E.g. L. 29 giugno 1939, n. 1497, “Protezione delle bellezze naturali”.

In the following quotation, the law may be quoted in the abbreviated form (Abbreviation type of document. Number/YYYY).

The abbreviated form consists of:

- type of document, abbreviated;
- number of the document, followed by a slash /;
- year.

E.g. L. 1497/1939.

#### **(Italian) Acronyms to be used for laws and other documents having the value of a law**

Cost. = Costituzione della Repubblica;

D.L. = decreto legge;

D.L.L. = decreto legislativo luogotenenziale;

D.L.C.P. = decreto legislativo del Capo provvisorio dello Stato;

D.Lgs. = decreto legislativo;

D.L.P. = decreto legislativo presidenziale;

D.M. = decreto ministeriale;

D.P. = decreto presidenziale;

D.P.C. or D.P.C.M. = decreto del Presidente del Consiglio dei ministri;

D.P.R. = decreto del Presidente della Repubblica;

L. = legge;

L. costituzionale = legge costituzionale;

L.R. = legge regionale;

R.D. = regio decreto;

R.D.L. = regio decreto legge;



R.D.Lgs. = regio decreto legislativo;  
D.G.R. = deliberazione della giunta regionale;  
Reg. = regolamento.

The acronyms D.L.L., D.L.C.P., D.L.P e D.P. refer to the transitional period 1945 – 1949.

(Source: [http://it.wikipedia.org/wiki/Aiuto:Come\\_citare\\_leggi\\_e\\_provvedimenti\\_legislativi](http://it.wikipedia.org/wiki/Aiuto:Come_citare_leggi_e_provvedimenti_legislativi))

In relation to quotations relating to law, they should abide by the following rules: *Tribunal Authority* (in italics) + date of the decision + no. of the verdict.

E.g. *Trib. Fermo*, 20 May 2010, n. \_\_\_\_\_

E.g. *Cass. Civ.*, 20 May 2010 no. \_\_\_\_\_

If the decision appears in a magazine: *Tribunal Authority* (in italics) + date of the decision + no. of the verdict + *Magazine dealing with law* (in italics and abbreviated) + year of the magazine + (if available) volume number (in Roman numerals) + (if available) file number (in Arabic numerals) + page reference (preceded by “p.” if there is only one or “pp.” if there are multiple).

E.g. *Trib. Fermo*, 20 May 2010, n. \_\_\_\_\_, *Foro it.*, 2010, III, p. \_\_\_\_.

E.g. *Cass. Civ.*, 20 May 2010 no. \_\_\_\_\_, *Foro it.*, 2010, III, p. \_\_\_\_.

The actions of the constitutional Court and the Court of Justice are to be quoted as follows: “Ord.” (for warrants) or “Sent.” (for verdicts) + Constitutional Court or Court of Justice + number of the verdict followed by “/” year of issuing.

E.g. *Corte cost.* 1/2010.

E.g. *Ord. Corte cost.* 1/2010.

E.g. *Corte Giust.* 1/2010

Regulatory documents quoted should neither be attached to or follow the references.

***The editorial staff wishes to thank you for your collaboration: kindly abide by the guidelines provided in order to save time and money during the publication phase of the magazine.***