



Istituto Italiano di
STUDI GERMANICI

«Studi Germanici»

Style guide for papers submitted in English

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I. *Layout and typographic conventions for English-language articles*

- a) As a rule, all papers submitted to the journal cannot exceed **50,000 characters**, including notes and spaces. Any exceptions must be agreed upon with the Editorial Board.
- b) Papers must be emailed to the editorial team as a DOC/DOCX file. Single chapters (for monographs) or individual contributions (for anthologies) must be submitted in separate files.
- c) Any **images** to be included in the text must be sent separately as a JPEG or TIFF file with an image resolution of at least 300x300 dpi. They must also be captioned and numbered progressively and, if necessary, their location in the text must be indicated. The images to be reproduced must be royalty-free and/or provided with the necessary release form.
- d) Papers must be written using Times New Roman, **font size 11**, line spacing 1.5.
- e) **Quotations** longer than four lines must use font 10, line spacing 1.5, unjustified, separated from the text by a blank line before and after (always with a line spacing of 1.5).
Quotations less than four lines long remain within the text but are enclosed by guillemets (« », keys ALT + 0171 and ALT + 0187). Any quotations within these quotations must be set off by single typographic quotes (‘ ’, keys ALT + 0145 and ALT + 0146). In case of omission of material from a quoted passage, insert 3 spaced dots in square brackets: [...].
- f) Quotations in **verse** within the text: a forward slash (/) is used to signal the end of the verse; a double slash (//) after the title and at the end of the verse. Both the slash and the double slash must be preceded and followed by a space.
- g) All references to the **footnotes** in the text must be numbered progressively in superior Arabic numerals, never in brackets (this incremental numbering is carried out automatically by the Word program).
Note numbers must always precede punctuation marks (full stops, commas, semicolons, colons, etc.), but follow any closing quotation marks. E.g.: «It was the best of times, it was the worst of times»²³.
Notes are always at the foot of the page and must be written in font size 9, line spacing 1.5. The text of each note is marked by the progressive superior number followed by a space. Remember to always end notes with a full stop. For monographs the numbering of notes must be progressive and must start anew with each subsequent chapter.
- h) Considering the page size of the volumes and the layout, **tables and diagrams** must have a maximum width of 11 cm. The text inside must use font 9, line spacing 1, making sure that the content remains legible. Any relevant caption must be added under the table, numbered progressively in the case of multiple tables (e.g., Table 1. Frequency of the word ‘oder’ in the Wendecorpus.)
- i) In articles relating to linguistics, examples must be numbered consecutively: (1), (2), etc.
- j) Similarly, in articles relating to linguistics, words in the language being discussed must be written in italics, while their translation must be indicated in quotes. E.g.: *Taugenichts* (‘slacker’).
- k) Paragraph **headings**: in italics and detached from the text leaving two spaces before and one after.
- l) Paragraph **subheadings**: in italics and detached from the text leaving two spaces before and none after.
- m) **Layout**: do not use any type of indentation for the first line, either with the tab key or the space bar, but leave it aligned with the margin.

Please note:

Never force hyphenation by inserting a hyphen and starting a new line manually.

Do not use the character spacing and aspect ratio functions.

To use the apostrophe, choose this ‘ ’, and not this ‘ ’.

II. *Abbreviations*

AD (= Anno Domini)

A/N (= Author's Note: in square brackets: [A/N])

BC (= before Christ);

BCE (= before Common Era)

app. (= appendix)

Bd. / Bde. (= Band/Bände)

ca. or c. (= circa)

chap. or ch. (= chapter)

CE (= Common Era)

century / centuries (do not abbreviate; do not use Roman numerals for centuries)

cf. (= *confer*, compare)

col. (= column)

ead. (eadem; for a female author)

eaed. (eaedem; for multiple female authors)

eid. (eidem; for multiple authors of whom at least one is male)

etc. (= et cetera; in roman; a comma before etc. is desirable)

ed. by (= edited by)

f. / ff. (= following/and following)

1st ed. (= first edition)

1st Eng. ed. (first English edition)

exc. (= excerpt)

et al. (= and others; no period after *et*. Should not be italicized.)

fol. (= folio)

fasc. (= fascicle)

hrsg. v. (= herausgegeben von)

ibid. (= ibidem, in italics)

id. (= idem, for a male author)

introd. (= introduction)

komm. (= kommentiert)

l. / ll. (= line / lines) best spelled out to avoid confusion with numerals 1 and 11

ms. / mss. (= manuscript / manuscripts)

no. / nos (= number / numbers)

n.d. (= no date)

n.p. (= no place)

n.p.n. (= no page number)

n.s. (= new series)

op. cit. (= opera citato; in italics)

p. / pp. (= page / pages)

pref. (= preface)



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supp. or suppl. (= supplement)

s.v. (= *sub verbo, sub voce*, under the word; in roman, no space)

T/N (= Translator's Note; in italics in square brackets: [*T/N*])

trans. (= translated by)

vol. / vols. (=volume / volumes)

§ / §§ (= paragraph / paragraphs)

III. *Style guidelines*

a) The British/Commonwealth spelling system applies. Ex: colour vs. color; travelled vs. traveled;

1. -ise/-ize

The use of the -ize ending is the preferred form. However, for some words the -ise ending is obligatory. Among these words where the -ise ending must be used in all varieties of English are: advertise, advise, arise, comprise, revise, surmise, enfranchise.

b) Capitalization

As a general rule, authors should avoid overusing capitalization with the exception of proper nouns or expressions that are equivalent to proper nouns, including the following specific cases:

- Names, scholarly or popular, given to time periods are capitalized: the Gay Nineties, the Jurassic, the Middle Ages, the Renaissance, the Enlightenment.
- Time periods without specific names are not capitalized: the eighteenth century, the seventies.
- Names of months, days of the week and holidays are capitalized. The names of the seasons are not capitalized.
- Centuries are not written in Roman numerals. Arabic numerals are used instead, e.g., the 20th century.
- Popular names of geographic regions are usually capitalized: Yorkshire, the West Coast, the Middle East. However, descriptions of geographic regions are not capitalized: southern Italy, the coast of Labrador.
- The words sun, moon and earth are not capitalized, unless they appear with the names of other planets: Mars and Earth.
- Names of languages, countries and nationalities are capitalized: the Germans, Swedish, the Danes.
- When words such as company, department, group and university form part of a name, they are capitalized: Humboldt University, Ministry of Education, the Faculty of English. Do not capitalize if used as a common noun: the faculty's phone number is 1234567.
- Names of historical events or political parties are capitalized: French Revolution, Labour Party, the Civil War.
- Names of institutions, organizations, associations, academies, museums and so forth are capitalized: Scuola Normale Superiore, Istituto Italiano di Studi Germanici, Accademia Nazionale dei Lincei, the Karolinska Institute, the Koninklijke Bibliotheek, the Vienna Philharmonic.
- Adjectives derived from proper nouns are capitalized: Shakespearean comedies, Dickensian London, Roman law.
- Religious groups and denominations are always capitalized: Buddhism, Hindu, Muslim.
- Names of place names are lowercased unless they are part of formal names, e.g. Madison Avenue. Lowercase any other standalone road-related terms.

Words that can be either upper-case or lower-case:

- Church/church: capitalize for denomination or institution. Lowercase it in general references.
- Saint is capitalized when part of a name, e.g., *Saint Francis*, but not when used as a common noun, e.g., *the patrons saint*.
- Names of positions or job titles (president, town councillor, mayor) are lower-case when referring to the job but upper-case when they replace the name of the person holding the title or they directly precede the name: *President Biden*; *the President met the Prime Minister* but *Joe Biden, president of the United States*.

Please note: Acronyms are capitalized without full stops (NATO, UNESCO, AIDS, etc.).

c) Foreign words

Unfamiliar foreign words should be italicized in English. Foreign loanwords that have been borrowed into English, however, can be written in roman.

For example: *Dasein, mutatis mutandis, épater les bourgeois*, etc.

However, these foreign words can be safely lowercased: *croissant, résumé, weltanschauung, a priori*.

Because of its particular use in quoted matter, *sic* is best italicized.

d) Numbers

English uses the decimal point to separate decimals: *1.2; 5.6*. However, a decimal comma is used as a thousands separator, e.g., *23,000 euros*

Hours and minutes are separated by a full point in British English, although the North American colon is often seen in British usage, too. Consistency is paramount. The 12-hour system is used in British English. E.g.: *2:45 p.m.*

e) Dates and years

The British English standard is: 15 June 2016; 1 April 1947 (avoid 15.06.2016 and never use 15/06/2016); 1940-1945 (never 1940-45). In 1939 (not «in '39»).

For conferences and similar events: Rome, 15-16 April 2019; Berlin, 30 June-3 July 2019.

Only for periods spanning two different calendar years, such as academic years: 2002/2003.

f) Hyphenating prefixes

The tendency of British English is to hyphenate more than American English, thus: *anti-fascist, philo-Semitic, post-revolutionary, pre-industrial, proto-modern, ex-husband*. If in doubt, please consult a reliable dictionary published in the UK. Do remember that hyphenation in English is often an in-house matter of preference and is subject to variation. Consistency is therefore of paramount importance.

g) Titles

1. The titles of literary, artistic, musical or cinematographic works or sections thereof (chapters, journal articles) must be *italicized* (any following comma must be in roman). By contrast, titles such as Bible, Gospel/Gospels, Koran should be in roman, although individual books are in italics: *The Gospel according to Matthew*.

2. When the title of a work is part of another title (e.g., in a critical review), this must follow the original version by using guillemets (« ») or roman (where italics appear in the original title).

E.g.: Marcel Reich-Ranicki, *Das künstliche Paradies. Undine Gruenters letzter Roman: «Der verschlossene Garten»*, in «Der Spiegel», 11, 7. März 2004, S. 176-180.

3. Always in roman and in guillemets:

3.1. Titles of newspapers («la Repubblica», «The Guardian», «Svenska Dagbladet»);

3.2. Names of conferences, exhibitions, book series (the conference «Theory of Translation», the series «Flemish writings», the seminar «Hanna Arendt and aesthetic theory», etc.).

h) Use of quotation marks

Only two types of quotation marks are allowed: guillemets, or angle quotation marks, and single quotes. As mentioned earlier, guillemets (« ») are used when quoting – even in the case of single words. When a quotation appears within another quotation, single quotes (‘ ’) are used. Guillemets are also used for journal titles, conferences, and publication series (see Titles, § 3). Finally, single quotes are used to give a word a particular emphasis as though to say ‘as it were’ or ‘so-called’, e.g.: «It was primarily directed at the so-called ‘Florentine Hermeticism’ of the 1930s».

i) Hyphen vs. en rule/en dash

Please be aware of the difference between the hyphen (-) used to combine two words without any spaces and the en dash/en rule (–, ALT+0150) which is primarily used for parenthetical remarks or asides or to separate multiple authors and editors of the same work. The en rule/en dash is preceded and followed by a space.

Please note: the en rule (in the US, the en dash) is shorter than the em rule/ em dash.

j) Units of measurement

Units of measurement are written in roman without a dot and go after the number: 50 cm, 7 kg, 100 ml.

k) Miscellaneous

Round approximations may be better expressed in words if the use of figures will confer a false sense of exactitude. E.g.: About a thousand *not* about 1000.

Remember to leave a space after the full stop in p. 24, and not p.24 (without a space after the full stop).

IV. *Bibliographic and webographic references in footnotes*

Bibliographic references

Whenever possible, the works by canonical authors should be cited from critical editions in the original spelling and, in any case, from authoritative editions.

In case of digital sources, where possible, it is preferable to also include a printed edition (exceptions: online encyclopaedias and dictionaries, databases, digitalised ancient texts...).

a) Works cited for the first time

1. When quoting in the original language (from) a single edition of a text:

Author's name, surname, *Title of the text. Subtitle (if any)*, editor's name and surname (if any), any other information (foreword and/or afterword by name, surname), publisher, place of publication year of publication^{issue number (if applicable)}, page number if applicable.

E.g.:

Johann Wolfgang Goethe, *Torquato Tasso. Studienausgabe*, hrsg. v. Bodo Plachta, Reclam, Stuttgart 2013, pp. 82-83.

Hugo Fischer, *Der Realismus und das Europäertum*, hrsg. und komm. v. Stefan Dietzsch – Miloš Havelka, mit einem Nachwort v. Matthes & Seitz, Berlin 2019.

2. When quoting in the original language (from) a text included in an omnibus or anthology:

Author's name, surname, *Title of the text. Subtitle (if any)*, in Id., *Title of the edition*, editor's name and surname, number (if any), and *Title of the volume of the edition*, name and surname of the editor(s) of the single volume (if any), publisher, place of publication year of publication^{issue number if applicable}, page number if applicable.

E.g.: Johann Wolfgang Goethe, *Das Römische Carneval*, in Id., *Sämtliche Werke nach Epochen seines Schaffens. Münchner Ausgabe*, hrsg. v. Karl Richter u. Mitarb. v. Herbert G. Göpfert – Norbert Miller – Gerhard Sauder, Bd. 3.2.: *Italien und Weimar. 1786-1790*, hrsg. v. Hans J. Becker – Hans-Georg Dewitz – Norbert Miller – Gerhard H. Müller – John Neubauer – Irmtraut Schmidt, Hanser, München 1990, pp. 217-270.

Please note:

When citing foreign works, abbreviations of bibliographical information must also appear in the original language.

E.g.: not 'ed. by' but 'hrsg. v.', 'a cura di', etc.; not 'vol. / vols.' but 'Bd. / Bde.', 'vol. / voll+'.

The titles of the works being dealt with in an article must be quoted in the original language the first time they are mentioned, followed by their translation italicized in parentheses. The translation of the title will suffice in any subsequent occurrence.

3. Quotations from works of which an English translation exists should preferably be traced and added in the footnote to the bibliographic reference of the original. In this case, this model should be followed:

Author's name and surname, *Title of the text. Subtitle (if any)*, in Id., *Title of the edition*, name and surname of the editor(s), issue number (if any) and *Title of the volume* of the edition, name and surname of the editor(s) of the individual volume, publisher, place of publication year of publication^{issue number if applicable}, page number. «[Translation of the quoted passage]» (*Translation of the title of the quoted text*, trans. by name and surname of the translator/editor, in name and surname of the author, *Title of the work*, name and surname of the editor (if any), publisher, place of publication year of publication^{issue number if applicable}, page number.)

E.g.: Ingeborg Bachmann, *Literatur als Utopie*, in Ead., *Frankfurter Vorlesungen: Probleme zeitgenössischer Dichtung*, Piper, München-Zürich 1984², pp. 79-95: 79. «[Translation of the quoted passage]» (*The Fifth Frankfurt Lecture: Literature as Utopia*, trans. by Karen R. Achberger – Karl Ivan Solibakke, in *The Critical Writings of Ingeborg Bachmann*, ed. by Karen R. Achberger – Karl Ivan Solibakke, Camden House, Rochester (NY) 2025, pp. 321-333: 321).

Please note:

Any translations that may be incongruous or done by the author must be pointed out (e.g., by using the phrase: 'translation by the author'; or, at the first occurrence: 'all translations are by the author').

Where the original translation has been modified, please use the formula 'modified translation'.

In any case, always indicate the source of the translations.

4. When quoting (from) a scientific monograph in the original language:
Name and surname of the author, *Title of the work. Subtitle if any*, name and surname of the editor (if any), any other information (introduction or afterword), publisher, place of publication year of publication^{issue number if applicable}, any quoted page or pages.
E.g.: Hermann Bahr, *Expressionismus*, Delphin Verlag, München 1916, p. 34.
5. When quoting (from) a translated work:
Name and surname of the author, *Title of the original work* (year of publication), trans. by name and surname of the translator, *Title of the translated work*, publisher, place of publication year of publication^{issue number if applicable}, any quoted page or pages.
E.g.: Erika Fischer-Lichte, *Ästhetik des Performativen* (2004), trans. by Iris Jain Saskya, *The Transformative Power of Performance*, Routledge, London 2008, p. 70.
6. When quoting (from) an article/paper in an edited volume:
Name and surname of the author, *Article title. Subtitle (if any)*, in *Title of the edited volume*, name and surname of the editor(s), publisher, place of publication year of publication^{issue number if applicable}, page range of the entire article in the volume: page or pages quoted (if applicable).
E.g.: Caroline Summers, *Translating Subjective Authenticity from Christa T. to Stadt der Engel and August: Re-presenting Christa Wolf's Subaltern Voice*, in *Christa Wolf: A Companion*, ed. by Sonja E. Klocke – Jennifer R. Hosek, De Gruyter, Berlin-Boston 2018, pp. 219-241: 232.
If the whole volume is quoted, the editor should be indicated after the title.
E.g.: *Christa Wolf: A Companion*, ed. by Sonja E. Klocke – Jennifer R. Hosek, De Gruyter, Berlin-Boston 2018.
(And not: Sonja E. Klocke – Jennifer R. Hosek (eds.), *Christa Wolf: A Companion*, De Gruyter, Berlin-Boston 2018).
7. When quoting from an article in a journal:
Author's name and surname, *Article title*, in «Name of the journal», volume number (year of publication), issue number if any, page range of the article: page number of the quoted passage (if any), <web reference if applicable> (date of access).
E.g.:
Sergio Corrado, *Bachmann e la dialettica della verità. «Lieder von einer Insel»*, in «AION – Annali dell'Università degli Studi di Napoli L'Orientale, Sezione germanica», 15 (2005), 1-2, pp. 279-317: 313.
Claudio Di Meola, *Deutsche Sprachwissenschaft – zehn Fragen zu einer Hochschuldidaktik (in Italien)*, in «Bollettino dell'Associazione Italiana di Germanistica», 5 (2012), pp. 19-23: 20, <<http://www.associazioneanagermanistica.it/>> (last accessed: 21 December 2018).
8. When quoting from newspapers or magazines:
Author's name and surname, *Article title*, in «Name of the newspaper or magazine», publication date (and issue number if any), <web reference if any> (last accessed: 12 December 2025).
E.g.:
Marcel Reich-Ranicki, *Das künstliche Paradies. Undine Gruenters letzter Roman: «Der verschlossene Garten»*, in «Der Spiegel», 11 (2004), 7. März 2004, <<https://www.spiegel.de/kultur/das-kuenstliche-paradies-a-e85294cf-0002-0001-0000-000030158059>> (last accessed: 4 November 2025).
Noam Chomsky, *The False Promise of ChatGPT*, in «The New York Times», 8 March 2023, <<https://www.nytimes.com/2023/03/08/opinion/noam-chomsky-chatgpt-ai.html>> (last accessed: 21 November 2025).

b) **Previously cited works**

1. Repeat the surname of the author and the title, omitting any other bibliographic information, which is replaced by *op. cit.*
E.g.: Goethe, *Das Römische Carneval*, *op. cit.*, p. 227.

2. In case of an edited volume: repeat only the title followed by *op. cit.*, while name and surname of the editor(s) are omitted.
E.g.: *Christa Wolf. A Companion*, ed. by Sonja E. Klocke – Jennifer R. Hosek, De Gruyter, Berlin-Boston 2018.
Then: *Christa Wolf. A Companion, op. cit.*
3. Shorten the title, if possible, when overly long and always leave out the subtitle.
E.g.: Reich-Ranicki, *Das künstliche Paradies, op. cit.*
4. In case of a work quoted in its English translation, just repeat the title in English. Any page information always refers to the English translation.
E.g.: Franz Kafka, *Die Verwandlung* (1915), trans. by Joyce Crick, *The Metamorphosis*, in Franz Kafka, *The Metamorphosis and Other Stories*, Oxford University Press, Oxford 2009, pp. 29-74.
Then: Kafka, *The Metamorphosis, op. cit.*, p. 36.
5. *Ibid.* is used to indicate the same work cited in the preceding note, on the same page(s); *ibid.* followed by the page number is used to indicate the same work cited in the preceding note on a different page. In both cases, to avoid any confusion, it is necessary that in the preceding note only one source is indicated.
E.g.:
¹ Gaier, *Hölderlin, op. cit.*, p. 294.
² *Ibid.*, p. 273.
³ *Ibid.*
In this case, however:
¹ Gaier, *Hölderlin, op. cit.*, p. 97 and by the same author (or Id.), *Hölderlin-Studien*, Isele, Tübingen 2014, p. 106.
² Gaier, *Hölderlin, op. cit.*, p. 176.

Please note:

The author's name must always be written in full and not with just the capitalized initial.

If citing repeatedly from the same edition of an author's work, it is preferable to use a clear system of abbreviations in the introduction (for monographs) or at the first occurrence (for individual articles in collective volumes and journals).

E.g.: Heinrich von Kleist, *Sämtliche Werke und Briefe in vier Bänden*, hrsg. v. Ilse-Marie Barth – Klaus Müller-Salget – Stefan Ormanns – Hinrich C. Seeba, Deutscher Klassiker Verlag, Frankfurt a.M. 1987-1997. Quotations from this edition will henceforth be indicated by the abbreviation SW followed by the volume and page number.

If more pages are quoted, these must always be written in full: pp. 21-123; pp. 215-240 (not 215-40); pp. 1230-1241 (not 1230-41). When quoting a passage starting on one page and continuing on a consecutive page: pp. 21 f.; when quoting a passage starting on one page and continuing on consecutive pages: pp. 21 ff. (though it is preferable to indicate the passage in its actual entirety: pp. 21-23).

When citing articles from collections, anthologies or journals, it is necessary to always indicate the first and last page of the individual paper.

Multiple authors and editors are indicated consecutively, separated by an en dash.

E.g.: Claudio Di Meola – Livio Gaeta – Antonie Hornung – Lorenza Rega, *Perspektiven Zwei*,

Volumes by more than five authors should feature the main author followed by et.al.

Names of cities in cited titles must be in the original language.

E.g.: Frankfurt a.M. (like so), Roma, Berlin, Wien, London, etc. Multiple cities must be hyphenated.

Webographic references

a) Quoting a web page:

Name and surname of the author (if applicable), *Title of the text or page*, year of publication (if available), in «Name of the website», <web address> (last accessed: 9 April 2025).

E.g.:

Robert Dilts, *A Brief History of Logical Levels*, 2014, <<http://www.nlpu.com/Articles/LevelsSummary.htm>> (last accessed: 2 February 2019).

Eva D. Becker, *Figurenlexikon zu Robert Musils «Der Mann ohne Eigenschaften» (1930/32)*, 2009, in «Literaturlexicon online», <<http://literaturlexikon.uni-saarland.de/index.php?id=5>> (last accessed: 20 April 2020).

Warum 'buy' nicht gleich 'kaufen' ist, in «wallstreet ONLINE», <<https://www.wallstreet-online.de/diskussion/500-beitraege/379441-1-500/sprache-der-analysten-warum-buy-nicht-gleich-kaufen-ist>> (last accessed: 20 April 2020).

b) Quoting from a dictionary or from an online encyclopedia:

Name and surname of the author (if applicable), 'word or quoted article', in *Name of the dictionary or encyclopedia*, volume (if any), year of publication (if available), <web address> (last accessed: 17 May 2025).

E.g.:

'Roman', in *Deutsches Wörterbuch von Jacob Grimm und Wilhelm Grimm*, Bd. 14, digitalisierte Fassung im Wörterbuchnetz des Trier Center for Digital Humanities, <<https://www.woerterbuchnetz.de/DWB?lemid=R07099>> (last accessed: 4 November 2025).

V. *Bibliography (for monographs only)*

The bibliography, featuring at the end of the volume, must be organized in alphabetical order by author and in chronological order by year of publication for works by the same author.

The same rules set out for the notes still apply, except when indicating the author where due care will be taken to write the surname first, followed by a comma and then the name. Ex.:

Herzl, Theodor, *Altneuland*, Seeman, Leipzig 1902, it. trans. by Roberta Ascarelli, *Vecchia terra nuova*, BA, Roma 2013.

Raciti, Giuseppe, *Karl Marx e Ernst Jünger. Una coabitazione*, in «Studi Germanici», 2 (2013), pp. 293-319.

Voci, Anna Maria, *Karl Hillebrand. Ein deutscher Weltbürger*, Istituto Italiano di Studi Germanici, Roma 2015.

Becker, Eva D., *Figurenlexikon zu Robert Musils «Der Mann ohne Eigenschaften» (1930/32)*, 2009, in <<http://literaturlexikon.uni-saarland.de/index.php?id=5>> (last accessed: 20 April 2020).

Please note: avoid inserting any type of indentation of lines or tabs in the bibliography

NO FINAL BIBLIOGRAPHY IS REQUIRED FOR ESSAYS SUBMITTED TO «STUDI GERMANICI» AND TO OTHER MISCELLANEOUS VOLUMES. HOWEVER, CONTRIBUTORS ARE ASKED TO ATTACH A BIOGRAPHICAL NOTE (500 CHARACTERS INCL. SPACES) AND AN ABSTRACT BOTH IN ENGLISH AND IN THE LANGUAGE THE PAPER/ARTICLE IS WRITTEN IN (1000 CHARACTERS, INCL. SPACES).

VI. *Proofreading*

Drafts are emailed back to the authors, who agree to return them within two weeks (for articles in journals or contributions in edited volumes) or one month (for monographs). Corrections should be made preferably in pdf format, using Adobe Acrobat comment and mark-up tools. Any proofreading on paper must be agreed with the editorial staff. To avoid significant cost increases and delays in publication, it is advisable to limit any afterthought additions as much as possible and to communicate them to the editorial staff before the layout stage. Only in the case of a small number of corrections, these can be collated on a Word sheet and sent by email to redazione@studigermanici.it.

For any requests for clarification or questions regarding issues not addressed in this style guide, please write to:

redazione@studigermanici.it
giannandrea@studigermanici.it