

PASSATO E PRESENTE – INSTRUCTIONS FOR AUTHORS

SUBMISSIONS

Authors wishing to submit articles for publication should do so through the journal's online submission system at: http://ojs.francoangeli.it/_ojs/index.php/pass/about/submissions

Articles must not have been previously published, nor should they be under consideration elsewhere, either in English or in any other language. No article should be submitted to another journal throughout the entire review and publication process. Authors are required to sign a release which grants to the journal exclusive economic rights to the article for the appropriate period established by law (20 years). This covers all forms of dissemination, including copying and translation. For enquiries relating to Open Access please contact the editor: pep@unifi.it

All submissions should be anonymous. Name, institutional affiliation and correspondence address (and other relevant information) should be entered through OJS. When the refereeing process is complete, and if the article is accepted, this information will be placed in a footnote at the bottom of the first page.

Authors may be asked to view the final version of the file before submission to the publisher, where there are editorial queries or suggestions for changes. In these cases authors are asked to highlight any changes to the editors, who will prepare the definitive version of the file. The first set of proofs will be sent to authors by email in PDF format. They must be returned within a week, with corrections made using the Adobe Acrobat edit facility. Failure to return proofs within the time limit will be taken as a sign of assent.

Each article must include two abstracts, in Italian and English, of no more than 500 characters (including spaces). 5 keywords should also be included (for international scholarly databases). This information should be included in the file as well as in the appropriate text boxes in OJS.

The final bibliography should only be submitted through OJS, and DOIs for all articles should be included.

PLEASE NOTE! Articles must not exceed the following maximum character limits (with spaces and including notes)

- EDITORIAL/FOCUS: 25.000
- DISCUSSIONS: 75.000

- ARTICLES: 60.000
- WORK IN PROGRESS: 45.000
- HISTORIANS AND HISTORY, CONTEMPORARY HISTORY: 45.000
- INTERVENTIONS, HISTORY AND LITERATURE: 45.000
- READINGS: 40.000
- LOCATIONS OF RESEARCH, THE LANGUAGES OF HISTORY: 40.000
- SURVEYS: 30.000
- REVIEWS: 20.000

STYLE GUIDE

Text and quotations: only normal and italic fonts should be used (the latter only very sparingly in cases of emphasis, or to indicate expressions in foreign languages which have not become part of common usage). Quotations should be between «», not double inverted commas. Page numbers should appear in the notes as follows: pp. 73-74.

Quotations of more than four pages should set off from the main text and in a smaller font, with no opening or closing punctuation. Quotations in English, French, Italian and Spanish should be kept in their original language, while all other languages should be translated, except where it is necessary for maintaining the original sense.

Fonts

- **Main text:** Times New Roman (TNR), 11 point, justified, spacing 13pt exact, indent 0,5 cm. at the beginning of each paragraph
- **Title :** TNR, 14 point, bold, centred
- **Sub-headings:** TNR, 11 point, italics
- **Notes (footnotes NOT endnotes):** TNR, 10 point, spacing exact 10 pt, first line indent 0,3, justified, continuous numbering, begin at 1.

Bibliographical information should appear in the footnotes. Notes must not **exceed 5/6 lines** of text. Superscript footnotes numbers should be placed immediately **before** punctuation. Please use the following style:

- **books:** abbreviated first name, surname, title in italics, publisher, place and date (no separating commas). Examples: I. Calvino, *La tradizione popolare nelle fiabe*, in Aa.Vv., *Storia d'Italia*, v. 5, *I documenti*, t. 2, Einaudi, Torino 1973, pp. 1253-64 (or pp. 1253 ss.); S. Galante, *In Search of Lost Power*, in E. Di Nolfo (ed.), *Power in Europe? Great Britain, France, Germany and Italy and the Origins of the EEC, 1952-1957*, De Gruyter, Berlin 1992, p. 409 (to indicate an edited volume use the following: ed. or eds.; dir.; cur; Hrsg.).

- **journal articles:** C. Dipper, *L'aristocrazia tedesca nell'epoca borghese. Adattamento e continuità*, «Quaderni storici», 21 (1986), n. 62, pp. 361-92. Always indicate issue number (62), as well as year unless numbering is continuous. Do not use 'in' after the comma. **NB!** pp. 154-55 and not 154-155.
- **Newspaper articles:** «Corriere della sera», 5 settembre 1962 (no 'in' after the comma). For the month use the original language in the case of English, French, German, Italian, Spanish.
- **Archives:** Archivio di Stato di Firenze (ASF), *Prefettura dell'Arno*, b. (box) 506, c. (page if indicated, plural cc.). Authors are also invited to consult the following: <https://www.nationalarchives.gov.uk/help-with-your-research/citing-records-national-archives/>
- **Abbreviations:** Id./Ead. (for same author as cited in previous note); cit. (cited); cfr. (compare; do not use 'see'); ed. or. (original edition, followed by date); I ed. (first edition); Ibidem (same work and same page); ivi (same work, different page, which should be given); passim (same work, various pages throughout).
- **Repeated citations:** author (including abbreviated first name), short title, followed by cit., **without a comma immediately after the title:** I. Calvino, *La tradizione popolare* cit., pp. 1255 ss. **Never** I. Calvino, *op. cit.*
- **Works quoted in their original language:** indicate the Italian translation (trad. it. Einaudi, Torino 1983). If citing from a later edition place in brackets after the title the year of the first edition, followed by the one that has been consulted. If citing the Italian translation of a volume originally in another language indicate in brackets (ed. or. PLACE and DATE).
- For a volume with more than one author, separate the names with a hyphen as follows: S. Soldani-G. Turi (a cura di), *Fare gli italiani* cit.
- **Maintain initials:** e.g. E.J. Hobsbawm.
- **Web citations:** use the style guidelines above with the hyperlink and the date when last consulted in brackets.
- **figures, tables, graphs:** should be inserted into the text, in an editable format: *Rubric* - TNR, 9 point italic, ranged left; *Tables:* text 8 or 9 point, TNR, header at top, italics.

Punctuation: No space before the following: ., ; ! ? » but insert a single space afterwards.

For political parties use Italian capitalisation: Partito socialista italiano

hyphens: use short hyphens for compounds (high-rise, life-size), page numbers pp. 46-47

numbers: 1500 members, the 1960s, May '68