

GUIDELINES FOR THE AUTHORS OF PICENUM SERAPHICUM (revised 14 June 2021)

In order to allow for editorial uniformity, the Editorial Board draws the authors' attention to compliance with the following indications and criteria. Failure to comply would not only make revision and publication less expeditious but would also imply an intervention by the editorial board and the risk of misunderstandings regarding the author's intentions.

Submission of work

Unless otherwise agreed with the editors, works should be submitted either in digital format (.doc or .docx). The file must be named with the author's surname (e.g., Lambertini.doc; Carletti.docx).

Text composition

We recommend the use of common fonts (Arial, Courier, Garamond, Times New Roman). If special characters are used (Greek, Cyrillic, Hebrew, Arabic, special symbols) the words (or sections of the text) should be highlighted in yellow.

Use of *italics*, **boldface**, *small and capital letters*. *Italics* should be used for single words or short phrases in Latin or other languages other than Italian, and titles of works. *Italics* should not be used for expressions already included in inverted commas. The use of **bold** type should be avoided. The use of CAPITAL letters should be avoided, except for acronyms.

Footnotes, numbered consecutively, will be at the foot of the page. Footnote numbers immediately follow the word, without space, and precede the punctuation mark (except for exclamation and question marks and suspension points).

Francis (mentioned above¹) complains that the inquisitor allegedly charged him with saying – under torture² – «se habere spiritus»³.

In-text quotations and use of inverted commas. Short quotations (3-4 lines) are to be placed in the text in standard non-italics font, between low inverted commas: «...». Quotations that are longer or that the author wishes to emphasise in a particular way should be separated from the rest of the paragraph and placed outside the text in a smaller body in standard non-italics font, preceded and followed by a blank line, without inverted commas, indenting one cm. to the right and one cm. to the left. Any omissions within a quotation must be indicated with three dots in square brackets [...]; the use of *omissis* is not permitted.

Low inverted commas («...») – in addition to short quotations – are used for direct speech and, in bibliographical references, for titles of periodicals.

Double inverted commas (“...””) are used for commonly used words that the author wishes to emphasise (or taken apart from their usual meaning).

Single quotation marks (‘...’) are used for mentions.

The hierarchy of inverted commas should be observed in case it is necessary to make use of them within a discourse that is already between corporals: «... “... ‘...’ ...” ...».

Punctuation marks (except the exclamation and question mark when they form part of the quotation) should always be placed at the end of inverted commas.

Acronyms. If repeated references in the notes are necessary, acronyms in CAPITAL letters may be used for directories, dictionaries and archival or library institutions. Abbreviations do not have dots

between the letters; the first time they are cited, they should be followed by the full wording and any indication in brackets.

L. Rossi, *Bianchini, Domenico*, in *Dizionario Biografico degli Italiani* (= DBI), 3, Roma 1965, pp. 24-35.

Donnat L., Witters W., *Consuetudini monastiche*, in *Dizionario degli Istituti di Perfezione* (=DIP), 2, Milano 1975, pp. 1692-1695.

Sassoferrato, Archivio storico comunale (= ASCS).

Città del Vaticano, Biblioteca Apostolica Vaticana, ms. Vaticano Latino (= BAV, Vat. Lat.) 11296.

Abbreviations. The following abbreviations are allowed

cap./ch.

cf./cfr.

e.g.

fasc./fasc.

f./ff.

fragm.

ibid.

ms./mss.

p./pp.

perg.

scil.

vol./voll.

Internal references. They should not refer to page numbers: if the author wishes to make cross-references within his article, they should refer to a numbered footnote or, if this is not possible, to sections of text, paragraphs or images and tables (appropriately numbered).

Hyphens. The middle hyphen is used, preceded and followed by a space, to open and close enclosures. If the closing hyphen of the parenthesis coincides with the closing of the sentence it is omitted and only the full stop is inserted. The short hyphen is used, without a space either before or after, for compound words (e.g. post-units) and for numerical quantities (e.g. for time intervals: 1342-1356 or for page spans: pp. 234-254).

Pagination. In bibliographical references, reference to page number(s) must always be preceded by (respectively) p. or pp. and given in full; thus, e.g. pp. 125-129 and not pp. 125-9. If the pages are not consecutive, the numbers should be separated by commas.

M. Tosini, *La zucca dei bibliofili*, Milano 1825, pp. 23-34, 37, 52-68.

It is not permissible to use s./ss., ff. to indicate 'following' pages.

If it is necessary to specify a precise sequence of pages after the first citation, avoid the colon and specify with a phrase such as 'in particular', 'citation on p.'

L. Rossi, *Bianchini, Domenico*, in *Dizionario Biografico degli Italiani*, 3, Roma 1965, pp. 24-35, in particular p. 25.

If it is necessary to add a specific indication to the footnote, indicate 'note' followed by the number in Arabic characters:

M. Tosini, *La zucca dei bibliofili*, Milano 1825, p. 23 note 7.

Bibliographical citations

In order to streamline the apparatus of notes, Picenum Seraphicum dispenses with the indication of the publishing house and series.

Monographs

Punctuated name (if double, space between initials is eliminated) Surname, *Title*, volume number in Roman characters (followed by a colon and, if necessary, autonomous title of the individual volume), place of edition year, p.

In the case of a monograph with more than one author, the names should be separated by commas; if there are more than three co-authors, the first one should be indicated followed by *et alii*.

- G. Parisiani, *I frati minori conventuali nelle Marche (sec. XIII-XX)*, Ancona 1982, pp. 124-129.
- Chr. Flüeler, *Rezeption und Interpretation der Aristotelischen Politica im späten Mittelalter*, II, Amsterdam-Philadelphia 1992, pp. 7-8.
- R. Zangheri, *Storia del socialismo italiano*, Torino 1997, II, pp. 326.
- M.P. Alberzoni *et alii*, *Francesco d'Assisi e il primo secolo di storia francescana*, Torino 1997.
- C. Urbanelli, *Storia dei Cappuccini delle Marche. Parte prima, III: Documenti, 1517-1619. Tomo I*, Ancona 1984.

In the event that the abbreviation of an author's proper name may create ambiguity with other authors, it is appropriate to add a letter of the proper name after the initial

Lu. Pellegrini for Luigi Pellegrini

Le. Pellegrini for Letizia Pellegrini

Ma. Pellegrini for Marco Pellegrini

Mi. Pellegrini for Michele Pellegrini

When reference is made to an edition subsequent to the first, it is advisable to indicate its number and any other indications; the indication follows the title and should be expressed in the form 2nd, 3rd etc. followed by the abbreviation ed.

- G. Pascoli, *Primi poemetti*, 3rd ed., Bologna, Zanichelli, 1904.

Works in translation

Punctuated name Surname, *title*, city year (or. ed.), p.

- J.F. Leonhard, *Ancona nel Basso Medio Evo. La politica estera e commerciale dalla prima crociata al secolo XV*, (or. ed. Tübingen 1983), Ancona - Bologna 1992, p. 165.

Essays published in journals

Punctuated name Surname, *Title*, «Name of journal», number and/or year (year of publication) issue, pp.

- G. Pagnani, *Una questione di priorità: Ascoli o Perugia ?*, «Picenum Seraphicum», 9 (1972), pp. 258-287.
- E. Wittneben, R. Lambertini, *Un teologo francescano alle strette*, «Picenum Seraphicum», n. s. 18 (1999), pp. 97-122.
- F. Tomasi, *Preserving cultural heritage objects: provenance formalization*, «Bibliothecae.it», 6 (2017) 2, pp. 17-40.

Essays published in a miscellaneous volume

Punctuated Name Surname, *Title*, in *Title*, ed. by Punctuated Name Surname, place year, p.

The words 'edited by' are expressed in the language of the edition referred to, e.g. 'a cura di', 'ed. by', 'hrsg. von'.

In the case of more editors, the names should be separated by 'and'.

- E. Ungaretti, *Ragioni d'una poesia*, in *Per conoscere Ungaretti*, a cura di L. Piccioni, Milano 1971.
- *L'anello che non tiene. Sui limiti della nuova enunciazione poetica*, a cura di R. Barilli e T. Ottonieri, Reggio Emilia 1992.
- G. Todeschini, *Trasformazioni economico-istituzionali e insediamenti francescani nella valle dell'Esino fra XIV e XV secolo: ipotesi di un'organizzazione del potere*, in *Nelle Marche Centrali. Territorio, economia, società tra Medioevo e Novecento: l'area esino-misena*, I, a cura di S. Anselmi, Jesi 1979, pp. 489-522.

Essays published in a collection of essays by the author

Punctuated name Surname, *Title*, in Id., *Title*, place year, pp.

- Mariano d'Alatri, *Un processo dell'inverno 1346-47 contro gli inquisitori delle Marche*, in Id., *Eretici ed Inquisitori in Italia. Studi e documenti*, II: *Il Tre ed il Quattrocento*, Roma 1987, pp. 77-107.

Encyclopaedia entries

Punctuated name Surname, *Title of entry*, in *Encyclopaedia title*, volume, place year, pp.

- C.T. Davis, *La scuola al tempo di Dante*, in *Enciclopedia Dantesca*, 5, Roma 1976, pp. 106-109.

Editions of sources

If the author's name is in Latin it should be given in the nominative, or in the vernacular form if this is the most commonly used.

- Ricardus de Mediavilla, *Super quatuor libros Sententiarum*, I: *prologus*, Brixiae 1591, p. 4. Giacomo della Marca, *Dialogus contra fraticellos*, a cura di D. Lasic, Falconara Mar. 1975, p. 160.
- *Il Libro rosso del Comune di Iesi. Codice 2 dell'Archivio storico comunale di Iesi*, a cura di G. Avarucci e M. Carletti, Ancona 2000, pp. 11-13.

Catalogues of manuscripts

- Egidio Romano, *Opera omnia*, I.1/1: *Catalogo dei manoscritti*, Città del Vaticano, Biblioteca Apostolica Vaticana, a cura di B. Faes de Mottoni e C. Luna, Firenze 1987.

Manuscripts

Name of author (if in Latin in the nominative), *Title*, ms. city, institution of conservation, shelfmark, f./ff.

- Petrus Iohannis Olivi, *Utrum sit necessarium confiteri proprio sacerdoti*, ms. Padova, Biblioteca Universitaria, 2094, ff.186r-187r.

Archival documents

City, institution of preservation, *collection to which the document belongs*, eventual series and subdivision, shelfmark, followed by f./ff. (with r for recto and v for verso without dots).

- Città del Vaticano, Biblioteca apostolica vaticana, *Vat. Lat.* 11294, ff. 1r-12r.
- Roma, Archivio centrale dello Stato, *Ministero della Pubblica Istruzione*, Direzione generale per l'Istruzione superiore. Università e Istituti superiori. Biblioteche claustrali, busta 85.
- Osimo, Archivio storico comunale, *Collezione Pergamene* busta I n. 50. Todi, Archivio storico comunale, perg. 7.

Documents and resources available online

When referring to online content, the full url must always be indicated in its entirety (including the protocol <https://> or <ftp://> etc.) and must be enclosed in hooked brackets < >. The date of the last consultation must be indicated.

- S. Miranda, *The Cardinals of the Holy Roman Church*, <<http://www2.fiu.edu/~mirandas/cardinals.htm>> (last cons. 12-09-2017).
- Z. Tajoli, *Il fondo antico del Liceo - Ginnasio "Scipione Maffei" di Verona*, intervento all'incontro *Sulle pagine, dentro la Storia Padova, 3 e 4 marzo 2003 – Giornate di studio LABS*, <<http://eprints.rclis.org/bitstream/10760/4466/1/FondoAnticoMaffei.pdf>> (last cons. 12-09-2017).

Online journals:

- M. Venier, *L'archivio possessori e provenienze del Polo BVE*, «SBN notizie», 1 (1998), <<http://www.iccu.sbn.it/genera.jsp?id=199>> (last cons. 25-03-2012).

Editions present both in paper and digital format:

- M. García-Arenal, F. Rodríguez Mediano, *Jerónimo Román de la Higuera and the Lead Books of Sacromonte, in The Conversos and Moriscos in late medieval Spain and beyond. Volume one: Departures and Change*, ed. by K. Ingram, Leiden 2009, pp. 243-268, also on-line <http://digital.csic.es/bitstream/10261/20529/1/SMRT%20141_Chapter%2010.pdf> (last cons. 25-03-2012).

Repeated citations

When repeating the reference to a work already cited a first time in full, please adopt the following pattern: Surname, *Abbreviated title* cit., p.

- Parisciani, *I frati minori conventuali* cit., pp. 24-26.
- Giacomo della Marca, *Dialogus contra fraticellos* cit., p. 100.

For the citation of a work referred to in the immediately preceding note, without any possibility of misunderstanding, *ibid.* must be used:

- ¹ G. Parisciani, *I frati minori conventuali nelle Marche (sec. XIII-XX)*, Ancona 1982, pp. 124-129.
- ² *Ibid.*, p. 124.