# diségno

# Author Guidelines

# a. Instructions for Authors

## 1. General Information

The journal *diségno* is edited by UID - Unione Italiana per il Disegno.
The edition languages are the author's native language (limited to Italian, French, Portuguese, Spanish) and English.
Publication proposals related to the calls of the journal must be sent in form of full paper prepared according to the Author Guidelines of the journal. Each full paper will be evaluated by two anonymous reviewers (double-blind peer review).
A submission proposal implies that the work is original and unpublished.
In addition, the authors guarantee that articles and images to be published are not subject to copyright. Pay attention must be taken in acknowledge sources and any work by other authors. Each citation must be verified by the author.
The editorial staff reserves the right to make any changes necessary to adapt the text to editorial guidelines, agreeing with the author those of greater importance.

## 2. How to Submit Proposal

Publication proposal should be submitted through the journal's OJS platform (https://disegno.unioneitalianadisegno.it/), via the "make a proposal" link.

Through the link https://disegno.unioneitalianadisegno.it/index.php/disegno/submission/wizard you will access the section of the OJS platform that allows you to upload all the information and files related to the abstract proposal, compiling in the sections in the following order.
1.      Start
2.      Upload the proposal file
3.      Metadata insert
4.      Confirm

The author must submit the full paper within the timeframe indicated. All materials related to the full paper should be sent in the form of a compressed folder named "Surname_full paper.zip".
The full paper proposal will be subjected to evaluation by two anonymous reviewers (double-blind peer review).

*Instructions for preparing and sending the full paper*
The author must upload on the OJS platform of the journal, within a .zip compressed folder:
● text in *.doc or *.docx format, including abstract, keywords, notes, and references following the indications given in the editorial guidelines. After checking that the text complies with the

editorial standards, the author will also be asked to provide a translated version in English. The file should be named following the syntax "Surname_full paper.doc";

- images in high resolution: 12 maximums, must be numbered, captioned, and accompanied by a reproduction rights release. Images must be submitted in *.jpeg format, with 300 dpi resolution on a print basis (maximum width 17 cm); images with a base of 8 cm (single column) and 17 cm (page width) are accepted; maximum height 16.5 cm. The maximum image size is therefore 17 × 16.5 cm. Images should be named in sequential order according to the syntax "Surname_fig01.jpg";
- any tables in .doc or .xls format, named in progressive order according to the syntax "Surname_tab01.doc" provided in author's native language or English;
- a blind version freely formatted .doc file containing: title, abstract, text, images and captions in the chosen language (author's native language or English); bibliography. <u>The names of the authors, their institution, or any other reference that could make him/them recognizable must NOT appear in this file</u>. The file should be named following the syntax "Surname_full paper_blind.doc".

Required elements in the text in *.doc or *.docx format (specifically indicated in the [template](#) provided by the editors):

1. Title in native language of the author: 120 characters maximum, including spaces (however no more than 2 lines in the layout). The author's native language is admitted only in Italian, French, Portuguese and Spanish; no other language will be taken into account.
2. Name and Surname of the author or authors.
3. Institution, Organization or Foundation to which you take part and e-mail of every author. If the contribution passes the evaluation, this information is published. By submitting a proposal, authors implicitly accept the publication of this information. For no reason whatsoever is the telephone number provided published, which can only be used for direct contact between the author and the editorial staff.
4. Abstract: 1500 characters maximum, including spaces.
5. Keywords: 5 maximum.
6. Text: must be between 20,000 and 25,000 characters (including: spaces and note, if any. Excluded: authors' names, e-mails, institutions, abstract, keywords, tables, captions, bibliographical references, sitography and archival sources); for the drafting of the text, see the editorial guidelines and the [template](#).
7. Bibliographical references and/or web sources, in alphabetical order. For the compilation of references see the Author Guidelines.
8. List of archival or documentary sources, if any.
9. Numbered tables, if any, accompanied by title, source, and caption.
10. Captions must be numbered in progressive order; they must be brief, 140 characters maximum, including spaces (in any case no longer than 2 lines in the page layout), and must include an indication of the image source (author's drawing, author's photograph, or precise bibliographical reference in the form: Author, year, including figure number and/or page number). Figure and/or table captions must be inserted as indicated in the format of the journal layout.

The author will be notified of the outcome of the evaluation of the full paper by e-mail, through the journal's OJS platform.
At the end of the review, the full paper proposal can be:

- **Accepted**: in case of acceptance the author will be asked to follow the recommendations provided by the anonymous reviewers (double blind peer review) and, at the same time, will be

asked to translate all materials into English, including texts in any tables and images elaborated by the authors. Upon receipt of the final materials, the proposal will be included in the editorial review process by the editorial staff, which will contact the author for any requests for additions and/or adaptations to the editorial standards of the article, as well as to verify and approve the draft.

- **Non-Accepted**: if the full paper receives two negative evaluations from the anonymous reviewers (double-blind peer review).

# b. Text Editing Rules

## 1. General Rules

The text must be between 20,000 and 25,000 characters (including: spaces, footnotes; excluding: authors' names, e-mails, institutions they belong to, abstracts, keywords, tables, captions, bibliographical references, sitography and archival sources); it will preferably be divided into paragraphs.

The first paragraph will possibly be indicated as 'Introduction'.
The last paragraph will possibly be indicated as 'Conclusions'.
Any "Credits/Acknowledgements" will be included in a final section, following the text, before the notes.

Leave a 2-line space between the text and the title of the next paragraph.
Leave a 1-line space between the title of the paragraph and the text of the paragraph.
Do not insert blank lines between paragraphs.

The **title of the article** must be concise and descriptive, max. 120 characters, spaces included (in any case, not more than 2 lines in the layout).

**In-text bibliographical references** are placed inside brackets and include:
[Author's last name, year of publication, page number(s) preceded by "p." or "pp."].
All texts cited in the text must necessarily be included in the list of references.
The reference list must not contain texts that are not explicitly cited in the paper.
E.g.: … as affirmed regarding the issue [Bianchi 2010, p. 22].
E.g.: ... as affirmed regarding the issue [Bianchi 2010, pp. 21, 22].
E.g.: ... as affirmed regarding the issue [Bianchi 2010, pp. 11-22].

If several texts by the same author are cited, the last name is indicated only once, followed by the dates separated by a semi-colon.
E.g.: … as results from Bianchi's studies [Bianchi 2010; 2017].

If the same author, in the same year, is present with two bibliographical citations, the reference will have a letter following the year. The same letter will be indicated in the bibliographical references after the year of publication, in parentheses (see the section below regarding bibliographical references).
E.g.: … as affirmed regarding the issue. [Bianchi 2010a, pp. 11-22].
E.g.: … the issue has been systematically addressed [Bianchi 2010b, p. 3].

**Image Reference Number**

In the text, the reference number of an image is placed in parentheses and preceded by fig. or figs.; if there are two images, the numbers are separated by a comma; if there are more than two images and they have consecutive numbering, the numbers are separated by a hyphen.
E.g.: As shown in the drawing of Serlio's Treatise (fig. 12), the proportioning, etc...
E.g.: As shown in the drawings of the Treatise (figs. 12, 18), the proportioning, etc...
E.g.: As shown in the drawings of the Treatise (figs. 12-15), the proportioning, etc...

**Endnotes**

Endnotes must be numbered progressively and may contain a brief comment or other remark that the author deems appropriate. If the note refers to a text cited in the reference list, the text will be referred to in summary form: the author's last name, year of publication, p./pp. xx.

In the text, the reference **number of an endnote** will be placed inside brackets.

In the endnotes, the reference number will also be placed inside brackets.

E.g.: (in the text): ... as stated by Professor Bianchi [2].

E.g.: (in the endnotes):

[1] Bianchi 2015, pp. 11-14.

[2] As stated by Professor Bianchi [...]: Bianchi 2014, p. 123.


**Permitted abbreviations**

Avoid abbreviations as much as possible within the text, with the exception of ca. (about); B.C. (before Christ); A.D. (Anno Domini).

Abbreviations are used preferably in the notes.

Do not include an apostrophe when pluralizing abbreviations.

List of permitted abbreviations.

| | | | | |
|---|---|---|---|---|
| article/s | art./arts. | | figure/s | fig./figs. |
| chapter/s | chap./chaps. | | ibidem | ibid. |
| issue/s | No./Nos. | | idem/eadem | id./ead. |
| circa | ca. | | number/s | No./Nos. |
| compare | cfr. | | page/s | p./pp. |
| et cetera | etc. | | following | ff. |
| edition/s | ed./eds. | | no date | n.d. |
| editor/s | Ed./Eds. | | volume/s | Vol./Vols. |

**In-text direct quotations**

Quotations are inserted within the text (same font, font height and line spacing), using double quotation marks.

("xxxxx").

Any quotation within a quotation should be placed inside single quotation marks ("xxxx 'xxxxxxxx' xxxx").

E.g.: One can therefore agree with Bianchi when he observes that "for Leonardo da Vinci the painter 'is master of all the things that can befall the mind of man,' as we read in his *Treatise on Painting*" [Bianchi 2017, p. 38].


**Numbers**

Apply the main general guidelines for writing the different categories of numbers and numerical quantities.

Spell out one through nine; always spell out one and zero; use numerals for numbers 10 and above.

E.g.: I purchased six tables.

E.g.: This is worth one euro.

E.g.: I have entered 18 titles in the bibliography.

When the numbers consist of 5 or more digits, use the comma (",") to separate the thousands (and not the point).
E.g.: 1,500
E.g.: 1,230,000

In decimal numbers, a point is used to separate the integer part from the decimal part, without spacing the digits preceding and following it.
E.g.: 3.65 (and not 3 . 65)

Use numerals to denote centuries:
E.g.: Before the 16th century
E.g.: 20th-century literature

## Units of Measurement

Units of measurement are written with their full name when they are not accompanied by the numerical value. When the unit of measurement is accompanied by a numerical value it's indicated by a symbol. The symbol follows the numeral and is not followed by the dot, unless it is at the end of the sentence. The only exception is for ancient units of measurement, which are always written in full.
E.g.: some metres (and not some m)
E.g.: 8.5 m (and not 8.5 metres or 8.5 m).
E.g.: 12 toise

## Italics

In italics: titles of books, magazines, periodicals, films, works of art, newspapers, exhibitions, courses and teaching modules.
Italics are always used for terms in a language other than the language of the paper, with the exception of words that have entered into common use, such as, for example: spaghetti, paparazzo.
Italics are also used to indicate letters referring to the names of geometric entities.
E.g.: the extremity $A$ of the segment $AB$ on the line $r$ belonging to the plane $\alpha$

## Dates

Dates are preferably written as four-digit numbers ("1973"); when shortened, an apostrophe is used in place of the century and millennium digits ( '73 ).
In the case of consecutive years, these are separated by a hyphen and written as four-digit numbers (1985-1986, not 1985-'86).
E.g.: in 1930 the architect went to Milan, where, in 1931, he was commissioned to...
E.g.: the student protests of '68
E.g.: the 1970s
E.g.: people in their 40s

## Capital letters

The first word in a complete sentence should be capitalized.
Capital letters are required for proper nouns including:
– the initial of main words in the Title, excluding articles and prepositions
  E.g.: The Catcher in the Rye
– the specific names of people, places, and things;
  E.g.: John, New York, United Nations, the Grand Canyon, Lake Victoria
– names that indicate eras or historic events of great importance;
  E.g.: the American Revolutionary War, the Tertiary Period, the Stone Age, the French Revolution
– geographical names;
  E.g.: Black Sea, Mediterranean Sea, Mount Everest, Lake Placid, Bay of Pigs, Gulf of Naples, Cape of Good Hope, etc.
– epithets and nicknames;
  E.g.: Lorenzo the Magnificent, Richard the Lionheart
– the terms Avenue, Boulevard, Street, Square, …
– titles
  E.g.: King Charles, the President; Prime Minister Giorgia Meloni
– Institutions (companies, brands, agencies, etc.). Some small words like prepositions may still be lowercased in such names.
  E.g.: Volkswagen Group, Bank of China

## Lists

In general, both numbered lists and bulleted lists are preceded by a colon.

## 2. Reference List

The journal does not call for a bibliography, but a list of "bibliographical references" that is to be included at the end of the paper, introduced by the title "Reference List."

All the texts cited in the paper must be indicated in the list of references.

Texts of general interest that are not explicitly cited in the paper are not to be included in the references.

The list of texts will be arranged in alphabetical order; only in the case of repeated authors, these will be listed in chronological order.

Rules for writing bibliographical references have been established on the basis of the APA citation style manual, with some changes that the authors are requested to take into account.

If it is necessary to cite a text that does not fall within the cases set out below, or for more information, please refer to the provisions of the APA system, available for consultation, at the following web addresses:

<http://guides.libraries.psu.edu/apaquickguide/intext>;
<http://www.apastyle.org/>; <http://www.bibme.org/citation-guide/apa/>.

From the website <https://templates.office.com/en-us/APA-styles-TM00002099> you can download a tool useful for writing in APA style with Word software.

In general:
− it is necessary to insert the edition of the text that has actually been consulted and of which the author, year, page numbers are to be reported;
− it is advisable to insert the title and date of the first edition in cases where this is significant; in these cases, place the information inside brackets;
− texts must be cited using the information found on the cover or in the colophon: for example, if a volume, present in the Bibliographical References of the Italian text, is published in another language, (*a cura di*) becomes (Ed./Eds.). And similarly: if a text, present in the reference list of the English version, is published in Italian, (Ed./Eds.) becomes (*a cura di*).
− It is advisable, where possible, to refer to editions and/or translations accredited in the field of science:
  E.g.: Panofsky, E. (1997). *Perspective as Symbolic Form*. New York: Zone Books. [First ed. *Die Perspektive als "symbolische Form."* Leipzig-Berlin 1927].
− do not include the name of the translator unless this is, for some reason, strictly necessary;
− if the same author, in the same year, is present with two bibliographical citations, these are distinguished by adding a letter to the date of publication, written in parentheses.
  E.g.: Rossi, M. (1984a). *Descriptive Geometry*. New York: Thompson.
  E.g.: Rossi, M. (1984b). *The History of Representation*. New York: Thompson.
− never use small capitals;
− reduce capital letters to a minimum;
− do not use underlining;
− in case of doubt, request clarification from the Editorial Board.

**Book**

Author's last name, initial(s) of first/middle name. (Year of publication). *Title of work*. Place of publication (city and, if relevant, state abbreviation): Publisher. DOI: 10.1000/xyz123 (if available). <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx – date of last access with month written out in full) (if available).

If there are more than three authors, the reference of the first author, followed by "et al.," is used.

E.g.: Rossi, M. (1984). *Descriptive Geometry*. New York: Thompson.

E.g.: Rossi, M., Verdi, G. (1984). *Descriptive Geometry*. New York: Thompson.

E.g.: Rossi, M. et al. (1984). *Descriptive Geometry*. New York: Thompson.

If the same author, in the same year, is present with two bibliographical citations, these are distinguished by adding a letter to the date of publication, written in parentheses.

E.g.: Rossi, M. (1984a). *Descriptive Geometry*. New York: Thompson.

E.g.: Rossi, M. (1984b). *The History of Representation*. New York: Thompson.


**Edited Volumes**

Editor's last name, initial(s) of first/middle name (Ed.). (Year of publication). *Title of work.* Place of publication (city and, if relevant, state abbreviation): Publisher. DOI: 10.1000/xyz123 (if available). <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx – date of last access with month written out in full) (if available).

E.g.: Rossi, M. (Ed.). (1984). *Descriptive Geometry*. New York: Thompson.


**Monograph contribution/essay**

Last name of the contribution/essay's author, initial(s) of first/middle name. (Year of publication). Title of contribution/essay. In Initial(s) of editor's first/middle name. Last name of monograph's editor (Ed.). *Title of monograph*, p./pp. Place of publication (city and, if relevant, state abbreviation): Publisher. DOI: 10.1000/xyz123 (if available). <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx – date of last access with month written out in full) (if available).

E.g.: Rossi, M. (1984). Topographical Projections. In N. Bianchi (Ed.). *Descriptive Geometry*, p./pp. New York: Thompson.


**Journal article (print)**

Author's last name, initial(s) of first/middle name. (Year of publication). Title of article. In *Title of magazine*, No., p./pp.

E.g.: Rossi, M. (2017). Descriptive Geometry. In *Annals of the History of Geometry*, No. 18, pp. 543-556.


**Journal article (online)**

Author's last name, initial(s) of first/middle name. (Year of publication). Title of article. In *Title of magazine*, No., p./pp. DOI: 10.1000/xyz123 (if available). <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx – date of last access with month written out in full) (if available).

E.g.: Rossi, M. (2017). Descriptive Geometry. In *Annals of the History of Geometry*, No. 18, pp. 543-556. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed 6 May 2017).

**Paper in Conference proceedings**

Author's last name, initial(s) of first/middle name. (Year of publication). Title of paper. In Initial(s) of editor's first/middle name. Editor's last name (Ed.). *Number and title of the conference* (if present). Proceedings of xxxxxxxxxxxxx. Location of the conference, date of the conference (day(s), month written out in full, year), Vol. (if present), pp., Place of publication (city and, if relevant, state abbreviation.): Publisher. DOI: 10.1000/xyz123 (if available). <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx – date of last access with month written out in full) (if available).
E.g.: Rossi, M. (2017). Descriptive Geometry. In G. Verdi (Ed.). *20th International Conference of Museum Docents*. Conference proceedings. Washington, D.C., 14-16 September 2019, Vol. 2, pp. 543-556. New York: Thompson.


**Forthcoming publications**

For publications in the course of being published, add (forthcoming) instead of the date of publication.
E.g.: Rossi, M. (forthcoming). *Descriptive geometry*.
E.g.: Rossi, M. (forthcoming). Topographic Projections. In N. Bianchi (Ed.). *Descriptive Geometry*. New York: Thompson
E.g.: Rossi, M. (forthcoming). Descriptive Geometry. In *Annals of the History of Geometry.*


**Unpublished Bachelor's /Master's /PhD thesis**

Author's last name, initial(s) of first/middle name. (Year of publication). *Title of work*. Bachelor's /Master's /PhD thesis in xxxxxxxxxx, supervisor/tutor (initial of first name, last name), co-supervisor/co-tutor (initial of first name, last name) (if present). University. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx – date of last access with month written out in full) (if available).
E.g.: Rossi, M. (2017). *Descriptive Geometry*. PhD thesis in Sciences of Representation and Survey. Supervisor/tutor Prof. G. Verdi, co-supervisor/co-tutor Prof. B. Bianchi. University of Virginia.


**Newspaper article**

Author's last name, initial(s) of first/middle name. (day, month and year of publication, if present). *Title of newspaper*, p./pp.
E.g.: Rossi, M. (18 April 2017). Descriptive Geometry. *The New York Times*, p. 3.


**Newspaper article (online)**

Author's last name, initial(s) of first/middle name. (day, month and year of publication, if present). Title of article. Title of newspaper, p./pp. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx - date of last access with month written out in full).
E.g.: Rossi, M. (18 April 2017). Descriptive Geometry. The New York Times, p. 3. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed 6 May 2017).

**Website**

When citing a website, you should always include:
<http:/xxxxxx/xxxxx/xxxxx> (accessed xxx – date of last access with month written out in full).
E.g.: <http:/xxxxxxx/xxxxx/xxxxx.xx> (accessed 6 May 2017).

**Article on website (with an author)**

Author's last name, initial(s) of first/middle name. (day, month and year of publication, if present). Title of article. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx - date of last access with month written out in full).
E.g.: Rossi, M. (21 October 2010). Descriptive Geometry. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed 6 May 2017).

**Article on website (without an author)**

Title of article. (day, month and year of publication, if present). <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx - date of last access with month written out in full).
E.g.: Descriptive Geometry. (21 October 2010). <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed 6 May 2017).

**Encyclopedia entry**

Author's last name, initial(s) of first/middle name. (Year of publication). Title of entry. In *Title of Encyclopedia*, Vol./Vols., p./pp. Place of publication (city and if relevant, state abbreviation): Publisher.
E.g.: Rossi, M. (1984). Descriptive Geometry. In *International Encyclopedia*, Vol. XI, pp. 543-556. Chicago: International Encyclopedia Institute.
E.g.: Rossi, M. (1984). Descriptive Geometry. In *Encyclopedia of Ancient Art*, Vol. XI, pp. 543-556. Chicago: International Encyclopedia Institute.

**Online encyclopedia entry**

Author's last name, initial(s) of first/middle name. (Year of publication). Title of entry. In *Title of Encyclopedia*, Vol./Vols., p./pp. <http:/xxxxxxx/xxxxx/xxxxx.xx> (accessed xxx – date of last consultation with month written out in full).
E.g.: Rossi, M. (1984). Descriptive Geometry. In *International Encyclopedia*, Vol. XI, pp. 543-556. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed 6 May 2017).