16-18 settembre 2027
Bari

Disegni d'artificio
Drawings of artifice

48° Convegno Internazionale
dei Docenti delle Discipline
della Rappresentazione

Congresso dell'Unione Italiana per il Disegno

INSTRUCTIONS FOR AUTHORS AND RULES FOR DRAFTING TEXTS

Summary

Specifications for the preparation of contributions
Bibliographic references
Evaluation process
Evaluation for presenting at the conference

Specifications for the preparation of contributions

Text

The text file must be written in either Italian or English; in the final version accepted for publication, texts written in Italian must in any case be accompanied by an English version. Should authors choose to submit their contribution in English only, a single text file will be sufficient.

Each file (the one in the chosen language and the one in English) must include, in the following order:

a) **focus** for which the contribution is presented: *Ignition / Device*; *Trail / Propagation*; *Effect / Wonder*;

b) **title of the contribution:** must be concise and descriptive, with a maximum length of 100 characters, including spaces. A subtitle is not permitted;

c) **name and surname of the author(s):** indicated in full;

d) **information about the author(s):** institution (if applicable) and email address for each author. If the contribution is considered successful, this information will be published. Please ensure the exact wording and the English translation, if available;

e) **abstract**: maximum 1,500 characters, including spaces. The abstract should briefly outline the scope of the study, the current state of the art, the research methodology used, and the results and conclusions;

f) **keywords:** 5 keywords for article indexing;

g) **text**: maximum 15,000 characters, including spaces, including notes. Bibliographical references, web sites, and archival sources (to be submitted as a separate file, see point 5 below), author names, email addresses, institutional affiliations, abstracts, keywords, tables, and captions are excluded.

   The text can be divided into paragraphs.

   The first paragraph will eventually be indicated as "Introduction". The last paragraph will eventually be indicated as "Conclusions".

   Paragraphs should not be numbered. Subparagraphs are not permitted.

   Leave a two-line gap between the text and the title of the next paragraph.

Leave a one-line break between the paragraph title and the text.

Do not insert break lines between paragraphs;

h) possible **“Credits/Acknowledgements”** should be placed in a separate paragraph after the main text, before the notes.

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Text Editing Rules

1. General Rules

The maximum length of the text is 15,000 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. 100 characters, spaces included.

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

Es.: l’estremo *A* del segmento *AB* sulla retta *r* appartenente al piano *α*

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 proceeding

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:/xxxxxxxx/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:/xxxxxxxx/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).

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Evaluation process

Each proposal submitted for publication in the Proceedings will be evaluated by two anonymous reviewers (*double-blind peer review*).
Papers may be:

- accepted;
- rejected;
- returned to the author with the reviewers’ comments or requests for revisions. In this case, authors who wish to proceed with their submission must take the reviewers’ remarks into account (regarding the text and/or images and/or bibliographic references), revise the paper accordingly, and resubmit it to the editorial office.

Evaluation for presenting at the conference

Any submission received after the stated deadline will not be eligible for the awards.