diségno
Editorial guidelines

Instructions for authors and rules for writing texts in English

The journal **diségno** is published by UID - *Unione Italiana per il Disegno*.
The publication's languages are English and the native language of the author (limited to Italian, French, Portuguese, Spanish, German).

Acceptance of proposals

Each proposal sent for publication in the journal **diségno** will be evaluated by two members of the Editorial Board to verify compliance with the lines of research and editorial standards, the adequacy of critical analysis and bibliographical references, the completeness of bibliographical citations, the appropriate and thorough examination of sources, the correctness of images.
After this preliminary evaluation, the texts will be sent to two anonymous referees (double blind peer review).
To this end, a group of referees is formed, including Italian and foreign experts chosen on the basis of their expertise and availability.
Contributions may be:
- accepted;
- rejected;
- returned to the author with comments or requests for modifications by the referees. In this case the author, if he decides to proceed with the proposal, must take the referees' observations into consideration, make adjustments to his contribution (text and/or images and/or bibliographical references) and send it back to the Editorial Board.

Submission of contributions

The submission of a proposal implies that the work has not previously been published.
The authors must also guarantee that all material submitted for publication (text and images) is not subject to copyright. The authors relieve the Editorial Board of any verification in this regard and undertake to bear any costs requested by third parties. Particular attention should be given when citing sources and works by other authors.
The author must cross-check every citation.
The Editorial Board reserves the right to make any editorial changes considered appropriate, agreeing with the author as to those most relevant.

Proposals must be sent to rivista.uid@unioneitalianadisegno.it with wetransfer or similar.

Contributions sent to the Editorial Board must comply with the template provided by the Editorial Board and available at: https://disegno.unioneitalianadisegno.it/index.php/disegno/about/submissions.

The author must transmit:
- the text in .doc or .docx format comprehensive of abstract, keywords, text and bibliographical references (read more);
- high resolution images (read more);
- the final version of the paper comprehensive of texts, notes, images, captions, bibliographical references, according to the format provided by the Editorial Board (see point 13 of the next section).

Elements required and indicated in the standard file:
1_ **title in the author's native language**: max. 120 characters, spaces included (in any case, not more than 2 lines in the layout); the author's native language must be among the following: Italian, English, French, Spanish or Portuguese. No other language will be taken into consideration.
2_ **English title**: max. 120 characters, spaces included (in any case, not more than 2 lines in the layout);
3_ **first name(s) and last name(s)** of the author(s);
4_ **institution** (if any) and email address for each author;
if the contribution successfully passes the evaluation, this information and the email address will be published. By submitting a proposal, the authors implicitly accept the publication of this information. The telephone number provided will not be published for any reason and will be used exclusively for direct contact between the author and the Editorial Board.
5_ **abstract**: max. 1,500 characters, spaces included (in any case, no more than 11 lines in the layout);
6_ **keyword**s: max. 5 keywords in the author's native language and in English;
7_ **text**: the text must comprise between 20,000 and 30,000 characters (including: spaces, notes, bibliographical references, sitography and archival sources; excluding: authors' names, email addresses, institution, abstract, keywords, tables, captions); for the drafting of the text, see the dedicated section below;
8_ **Bibliographical references and sitography** (introduced by "References"); in alphabetical order; for the formatting of bibliographical references, see the dedicated section below;
9_ list of **archival or documentary sources** (if any);

10_ **images**: the images, up to a maximum number of 12, must be numbered and captioned; images must be delivered in .tiff format with a resolution of 300 dpi on a print base (maximum base 17 cm); images with a base of 8 cm (single column) will be accepted; 17 cm (page width); maximum height 16.5 cm. The maximum dimensions of the images are therefore 17 x 16.5 cm;

11_ **numbered tables**, if any, accompanied by title, source and caption, if necessary;

12_ **captions** will be numbered in progressive order; they must be brief, max. 140 characters, spaces included (in any case, no more than 2 lines in the layout), and must include the source of the image (drawing by the author, photograph by the author, or a precise bibliographical reference, including figure number and page number). The captions of the figures and/or tables must be inserted as indicated in the layout format of the journal;

13_ **layout**: the completed paper must not exceed 12 pages of the template provided by the Editorial Board, in which the author is required to format it. The Editorial Board is free to modify the layout, if necessary/appropriate.

Drafting the text

The text should comprise between 20,000 and 30,000 characters (including: spaces, notes, bibliographical references, sitography and archival sources; excluding: authors' names, email addresses, institution, abstract, keywords, tables, captions); it should preferably be divided into paragraphs.

The first paragraph will be referred to as "Introduction."
The last paragraph will be referred to as "Conclusions."
Any "Acknowledgements/Thanks" will be included in a final section.

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).

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...

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 [White 2010, p. 22].
E.g.: ... as affirmed regarding the issue [White 2010, pp. 21, 22].
E.g.: ... as affirmed regarding the issue [White 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 White's studies [White 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. [White 2010a, pp. 11-22].
E.g.: … the issue has been systematically addressed [White, 2010b, p. 3].

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 Prof. White [2].

E.g.: (in the endnotes):
[1] White 2015, pp. 11-14.
[2] As stated by Prof. White [...]: White 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 https://guides.library.uq.edu.au/referencing/apa6/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 White 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*" [White 2017, p. 38].

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.

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 specific names of people, places, and things.
E.g.: John, New York, United Nations.
- 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.

Lowercase letters
Except in special cases, words are lowercase unless there is specific guidance to capitalize them.

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

Bibliographical references

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 "References."
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.). And similarly: if a text, present in the reference list of the English version, is published in Italian, (Ed.) 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.: Redford, M. (1984a). *Descriptive Geometry*. New York: Thompson.
E.g.: Redford, 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 (print)
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. If there are more than three authors, the reference of the first author, followed by "et al.," is used.

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

E.g.: Redford, 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.

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

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

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

Magazine 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., <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed xxx – date of last access with month written out in full).

E.g.: Redford, 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.

E.g.: Redford, M. (2017). Descriptive Geometry. In G. Green (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.: Redford, M. (forthcoming). *Descriptive geometry*.
E.g.: Redford, M. (forthcoming). Topographic Projections. In N. White (Ed.). *Descriptive Geometry*. New York: Thompson
E.g.: Redford, 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.

E.g.: Redford, M. (2017). *Descriptive Geometry*. PhD thesis in Sciences of Representation and Survey. Supervisor/tutor Prof. G. Green, co-supervisor/co-tutor Prof. B. White. 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.: Redford, 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.: Redford, 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.: Redford, 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.: Redford, M. (1984). Descriptive Geometry. In *International Encyclopedia*, Vol. XI, pp. 543-556. Chicago: International Encyclopedia Institute.

E.g.: Redford, 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.: Redford, M. (1984). Descriptive Geometry. In *International Encyclopedia*, Vol. XI, pp. 543-556. <http:/xxxxxx/xxxxx/xxxxx.xx> (accessed 6 May 2017).