

EDITORIAL RULES

MÉLANGES ON LINE

The contributions to the *Mélanges* are published on line (journals.openedition.org) and in paper format.

The reading committee of the review evaluates, anonymously, the contributions submitted.

The contributions have to be addressed, by email, to the director of the École française de Rome or else to one of the department directors (Antiquity [dirant@efrome.it], Middle Age [dirma@efrome.it] o Modern and Contemporary Times [dirmod@efrome.it]).

Steps editorial process

- 1) Preparation of the text by the Publication Office.
- 2) Dispatch of the proofreading (in pdf format) of the online version to the contributors.
- 3) Return of the proofreading by the contributors. After this step, the authors will not receive no more proofreadings.
- 4) Integration of the corrections by the Publication Office.
- 5) Dispatch of the proofreading of the paper version to the department directors.
- 6) Publications of the paper and online version.

The contributor has to hand in a final text, following the editorial rules of the review, taking into consideration, eventually, the suggestions of the referees. The text has to be produced in word format.

The word document includes:

- Title
- Name
- Institution – email
- Abstract
- List of keywords
- Text
- Bibliography
- List of the illustrations (including credits)

Apart, the contributor has to provide illustrations in JPG, PNG or TIFF format, naming the files as follows: Surname_Fig_01.jpg and so on (**NB: do not use dots within the name of the file**).

Guidelines for text preparation

The contributor has to hand a text without a specific layout or personalised model, using Times New Roman 12, justified paragraphs and footnotes).

Avoid the use of **bold** and underlining, made exception for critical apparatus. Avoid automatic hyphenation.

Use of Capitals should be used, as much as possible with restraint (ex. *Comptes rendus de l'Académie des inscriptions et belles-lettres*) and provided with an accent when required in foreign languages (ex. École, État, Moyen Âge etc.).

Footnotes numbers should follow punctuation.

ex.: The episcopal stamps coming from Porta Marina.¹²

Quotations

Latin quotation/expressions are always in italic or viceversa if the context is already in italic:

ex.: H. Halfmann, *Itinera principum. Geschichte un Typoogie de Kaiserreisen...*

Quotations in modern languages are between double commas and in Roman type (not italicized).

Quotations in no Latin alphabets are in Roman time without the use of double commas.

Longer quotations (three or more lines) should be broken off in block quotations by an increased space from the preceding and following lines of typescript without commas ; the character size should be 11.

Omissions are marked [...], but do not use [...] at the beginning or at the end of a quotation.

The final dot is placed outside the double commas.

Typographical rules

For English: *The Chicago manual of style* (dernière édition 2017, ISBN 9780-2262-8705-8).

For French: *Lexique des règles typographiques en usage à l'Imprimerie nationale* (dernière édition 2002, ISBN 2-7433-0482-0).

For Italian: *Manuale di redazione* (dernière édition 2007, ISBN 978-88-503-2656-3).

Abbreviations

Ordinal numbers should be indicated as 1st, 2nd, 3rd, 29th ; in French : XIX^e siècle

Page numbers should be marked as p. and not pp. ; the same rule applies for illustration numbers (fig. 1-2 and not figg. 1-2). See also *The Chicago manual of style* cit.

Special characters/fonts

Please use only Unicode fonts. For ancient Greek please use **IFAO-Grec Unicode**, downloadable at: www.ifao.egnet.net/publications/outils/polices

Illustrations and tables

Provide, on separated files, illustrations on digital format (JPG/PNG/Tiff) at 300 dpi. Please mark the placement of the illustrations in the text (ex. Insert here fig. 1). The use of colour is specifically restricted to those document where the colour is essential to the readability/comprehension of the illustration (art objects, iconography etc.). The contributor can suggest the dimensions of the illustrations (taking into consideration that the maximum seize for a full page illustration: 16,5 × 23 cm).

Graphics and tables have to be created with the Word software and inserted in the word text.

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The documentation concerning the authorization has to be provided together with the final text.

Archival and manuscript sources

Acronyms of archival institutions have to be used following the rule of the archive mentioned (ex. ASV for Archivio Segreto Vaticano). A list of the acronyms will be included at the end of the article.

For archival references (*busta, cartella, folio, fascicolo*, etc.), please use the abbreviations used by the Archive.

ex. ASV, *Cam. Apost., Collectorie* 262, fol. 191r-201v.

BIBLIOGRAPHY

The bibliography, placed at the end of the article, is organised in three sections:

- ARCHIVES (i.e. list of the acronyms)
- PRIMARY SOURCES
- SECONDARY SOURCES

Under **Archives**, a list in alphabetical order of the acronyms has to be provided:

ASV = Archivio Segreto Vaticano
ASF = Archivio di Stato di Firenze
ASVe = Archivio di Stato di Venezia.

For **Primary sources**, please use the following rules for the abbreviation of ancient names:

Liddell and Scott's Greek-English Lexicon, Oxford, 1940 (9^e éd.)
Thesaurus linguae Latinae, Leipzig, 1900

For epigraphic collections: Fr. Bérard *et al.*, *Guide de l'épigraphiste*, Paris, 2010 (4^e éd.):
CIL X, 723 ; *ILS* 243 ; *InscrIt* X, 1, 34.

For papyrus collections: *Checklist of editions of Greek, Latin, Demotic, and Coptic papyri, ostraca, and tablets*.

Use the commas (,) and not dots among in the elements of description for ancient sources:

ex.: Pl., *Alc.*, 1, 2; App., *B. C.*, 8, 49; Tac., *Agr.*, 46, 4.

General rules for bibliographic description

The bibliography is organised following the Author/date method (ex. Braudel 1949).

The bibliographic description of a book includes: Name (abbreviated), Surname, *title in italics*, place of edition, year, *title of series* if available (see ex. below), pages (see ex. below).

The bibliographic description of an article in a book or in a periodical includes: Name (abbreviated), Surname, *title in italics*, “in” followed by the title of the review in italic, number of issue, year, pages (see ex. below).

The bibliographic description of an article within a book includes: Name (abbreviated), Surname, *title in italics*, “in” followed by the name of the editor of the book followed by (ed.), *Title of the book in italic*, place of edition, year, *title of series* if available, pages (see ex. below).

All the titles (articles, periodical, monographs) are always in italic. If a Latin word or expression is included in the title, the Latin expression is not italicized:

- R. Fiori, Homo sacer. *Dinamica politico costituzionale di una sanzione giuridico-religiosa*, Naples, 1996.

If the title is entirely in Latin, the italic style will be adopted:

- D. Degrassi, *Faunus, aedes*, s.v., in *LTUR*, II, Rome, 1995, p. 242.

Publishers' names are always omitted, exception made for the description of primary sources and for all books published before year 1800. Please note that places of publications are always stated in the language of the articles (for English articles: Rome and not Roma, Florence and not Firenze).

In presence of books written by more than three authors use *et al.*:

ex.: Volpe *et al.* 2003

Periodical issues are indicated as follows: 117-2 and not 117/2, followed by the year and pages: ex.: 117-2, 2018, p. 12-28 (see also ex. below).

For the the abbreviations of periodical titles please refer to the [Année philologique](#), or else the [Archäologische Bibliographie](#)

Exemples

ARCHIVES

ASF = Archivio di Stato di Firenze.

ASVe = Archivio di Stato di Venezia.

PRIMARY SOURCES

Guida tascabile 1879 = *Guida tascabile della città di Roma e suoi dintorni*, Milan, S. Muggiani, 1879 (1^{re} éd. 1872).

Magnone 1847 = F. Magnone, *Manuel des officiers consulaires sardes et étrangers*, Marseille, chez Camoin, 1847.

REI 1918 = Regio esercito italiano, *L'Intendente Generale dell'Esercito notifica*, Bologne, Stab. Ausiliario Domenico Longo, 1918.

Vera Guida 1787 = *La vera Guida per chi viaggia in Italia*, Rome, Paolo Giunchi e Giuseppe Nave, 1787 (1^{re} éd. 1775).

SECONDARY SOURCES

Alföldi 1963 = A. Alföldi, *Early Rome and the Latins*, Ann Arbor, 1963, p. 156.

Ampolo 1996 = C. Ampolo, *Roma ed i Sabini nel V secolo a.C.*, in *Identità e civiltà dei Sabini. Atti del XVIII Convegno di studi etruschi ed italici*, Rieti, 1993, Florence, 1996, p. 98-100.

Arnaldi – Cracco – Tenenti 1997 = G. Arnaldi, G. Cracco, A. Tenenti (ed.), *Storia di Venezia. III. La formazione dello Stato patrizio*, Rome, 1997.

Beaune 2004 = C. Beaune, *Couronne*, s.v. dans Cl. Gauvard, A. de Libera, M. Zink, *Dictionnaire du Moyen Âge*, Paris, 2004.

Bloch 1983 = R. Bloch, *À propos de l'inscription latine archaïque trouvée à Satricum*, in *Latomus*, 42, 1983, p. 1-10.

De Grassi 1995 = D. Degrassi, *Faunus, aedes*, s.v., in *LTUR*, II, Rome, 1995, p. 242.

Dédéyan 1998a = G. Dédéyan, *Les colophons de manuscrits arméniens comme sources pour l'histoire des croisades*, in J. France, W.G. Zajac (ed.), *The crusades and their sources: essays presented to Bernard Hamilton*, Aldershot, p. 89-110.

Dédéyan 1998b = *Le projet de colonisation militaire arménienne dans le royaume latin de Jérusalem sous Amaury I^{er} (1162-1174)*, dans M. Balard, A. Ducellier (ed.), *Le partage du monde. Échanges et colonisation dans la Méditerranée médiévale*, Paris, 1998, p. 101-146.

Demougin 1992 = S. Demougin, *Prosopographie des chevaliers romains julio-claudiens*, Rome, 1992 (*Collection de l'École française de Rome*, 153).

Di Giovanni 1890 = V. Di Giovanni, *Topografia antica di Palermo dal secolo X al XV*, Palerme, 1890.

Jolivet – Lovergne 2017 = V. Jolivet, E. Lovergne, *La tombe monumentale de Grotte Scalina (Viterbe)*, dans *Chronique des activités archéologiques de l'École française de Rome*, retrieved on April 4, 2018, <http://journals.openedition.org/cefr/1653>.

Lafon 1991 = *Villa maritima : recherches sur les villas littorales de l'Occident romain du II^e s. av.J.-C. au II^e s. apr. J.-C.*, PhD, Université d'Aix-Marseille 1, 1991.

Rao 1992 = A.M. Rao, *Temi e tendenze della recente storiografia sul Mezzogiorno nell'età rivoluzionaria e napoleonica*, in A. Cestaro, A. Lerra (ed.), *Il Mezzogiorno e la Basilicata fra l'età giacobina e il Decennio francese*, Venosa, 1992, p. 41-85.

Trivellato 2009 = F. Trivellato, *The familiarity of strangers: The Sephardic diaspora, Livorno, and cross-cultural trade in the early modern period*, Yale, 2009.

The abbreviations will be used in the footnotes as follows:

¹ Rao 1992, p. 82.

N.B. When more than one bibliographic references is included the references are indicated as follows :

¹ Rao 1992, p. 82; Ampolo 1996, p. 99.