

INFOLIO

EDITORIAL GUIDELINES

1. GENERAL INFORMATION

The articles received will be accepted and published upon approval by the Editor-in-Chief and the Editorial board, together with the positive evaluation by qualified anonymous external reviewers (blind peer review). Following these revisions, the authors admitted to publication may be invited to make clarifications or additions to the proposed text.

Contributions must be drawn up according to the following Editorial guidelines.

The authors will first receive a draft revision together with any comments from the reviewers.

The text and attachments must be delivered in separate files, containing Text and Notes, References and Web references list, Captions (.doc or .docx) and any images (.jpeg or .tiff), marked with the surname of the author and the type of document.

Example:

DOE_J_INFOLIO_text.docx
DOE_J_INFOLIO_bibliography.docx
DOE_J_INFOLIO_captions.docx
DOE_J_INFOLIO_Fig.1.jpeg

Images and tables (max 10 + 1 portrait opening image) must be delivered separately.

It is the express responsibility of the authors to obtain clearance for the use of images protected by copyright. They also undertake to complete and sign the release form, definitively freeing the Journal from any liability in the event of a dispute. The Journal, while not assuming any direct and/or indirect responsibility for the content of the material transmitted, reserves at its discretion to proceed with an editorial, qualitative and content evaluation of such material for the purpose of its subsequent publication and/or disclosure.

Languages admitted: Italian, English (British), French, Spanish.

2. TESTI

The texts must include at the beginning:

- **Title of the article;**
- **Name of the author**, academic role, membership structure (if any) and email address;
- **Abstract (British English);**
- **5 Keywords (British English)**, separated by commas (except for the "Lecture" section).

Character limits (including spaces) for contributions

Sezione Tematica, Ricerche, Stato degli studi (Thematic Section, Research, Current trends):

- Title: max 150;
- Abstract in English (British): max 600;
- Keywords in English (British): max 5 words;
- Text length (including Notes and References): max 30,000.

Tesi (Theses):

- Title: max 150;
- Abstract in English (British): max 600;
- Keywords in English (British): max 5 words;
- Text length (including Notes and References): max 40,000.

Reti (Networks):

- Title: max 150;
- Abstract in English (British): max 600;
- Keywords in English (British): max 5 words;
- Text length (including Notes and References): max 20,000.

Lecture (Readings): text length max 2,000.

During the drafting of the texts, it is recommended to strictly adhere to the Editorial guidelines provided and to avoid:

- changes in the formatting of the template provided;
- abnormal margins or indents in paragraphs;
- automatic insertion of spaces before and after paragraphs and line spacing;
- numbering of paragraph titles (if any);
- changes in body size and spacing between characters;
- non-textual objects such as smart tags, drawings, graphic objects;
- hyperlinks;
- texts in bold and italics;
- abuse of quotation marks and capital letters;
- self-citations (if necessary, insert as impersonal references).

Paragraph titles

The insertion of paragraphs is at the discretion of the authors.

If present, the paragraphs must not be numbered or written in capital letters. The titles of 1st level paragraphs must be formatted in **bold**, 2nd level ones in *italics*.

A well-organized text should not have too many paragraphs.

Lists

Lists must be **bulleted** (no symbols, no letters).

Foreign words

In *italics* only if they have an exact equivalent in the language chosen for the contribution and/or if they are not in common use. Technical terms of current use among the readers for whom the text is intended must be reported in Roman type (e.g.: software, stakeholder, patio, rambla, atelier, trompe l'œil). In both cases, foreign words always remain unchanged in the plural form.

Abbreviations

They are generally shown in capital letters without periods (e.g.: AGS = Archivo General de Simancas), except in special cases. For the most commonly used acronyms, capital letters can be used (e.g.: USA, Istat, Fiat, Cobas, etc.).

Use of quotation marks and dashes

Guillemets (« ») should be used for definitions, quotations of sentences and words; **double apostrophes** (“ ”) for quotations within a main quotation. Likewise, you can use double apostrophes (“ ”) in cases where you want to emphasize a term or denote a use other than the common one.

Em dashes (—) are used for parenthetical phrases. Example: This is—as I wrote earlier—extremely important.

En dashes (–) are used for dates and page ranges (e.g.: 1985–1986; pp. 120–135).

Hyphens (-) are used for compound words (e.g.: high-fidelity, low-impact, best-case scenario, best-selling).

Any omissions of words or passages, particularly in literary citations, are indicated with ellipses in square brackets [...].

Punctuation

Leave one space after but not before the following punctuation marks: full stop (.), comma (,), colon (:), semicolon (;), question mark (?), exclamation mark (!), closing guillemets (») and closing inverted commas (”). When using opening guillemets («) and inverted commas (“) leave just one space before but not after. Please do not use any space before and after forward slash (/).

Use of upper- and lower-case letters

Avoid capitalization for words in the body of the text and capital letters as much as possible. Always use a lower-case initial for common words (e.g.: human resources, management, company), and upper-case for the initials of words such as **Country**, **Republic**, **names of specific offices and departments** (e.g.: Administrative management, etc.), **common terms that are part of a proper name** (e.g.: Bourse de Paris), **States**.

Jobs/titles: lower-case (e.g.: doctor, president instead of Doctor, President).

Disciplines: always in lower-case (e.g.: philosophy instead of Philosophy).

Abbreviations for business names: when they are following the proper name, in upper-case (Inc., & Co., Ltd.); instead use lower-case for abbreviations of the different types of **laws and legal acts** (e.g.: ord., reg., r., etc.).

street, square, building, church, park, etc.: always in lower-case (e.g.: Regent's street, St Andrew square, place de la Bastille, rue Mouffetard, plaza del Ayuntamiento, calle Lopéz).

3. IMAGES, GRAPHS AND TABLES

The images must be **10 maximum (landscape or portrait) + 1 portrait** (opening image of the article). This is valid for all sections of the Journal except for the "Lecture" section, where it does not feature any images.

References to images, tables and graphics must be inserted in the text and numbered progressively: **Fig. 1, Fig. 2**, etc. and must have captions.

If it is a personal elaboration, the title of the image is chosen by the author.

It is generally recommended to avoid using photographs portraying people and speakers.

The Editorial board reserves the right not to publish the image if the information provided is not sufficient.

Images, tables and graphs must be sent in **jpeg or tiff format**, resolution **300 dpi**, preferably less than **10 MBs** each.

4. REFERENCES INSIDE THE TEXT

Conceptual references

In case a concept or theory is to be cited, it must be followed by the indication of the author and the year of the reference volume placed in square brackets. In the case of several authors, the first one is cited, followed by "et al."

Examples: [Forester, 1997]; [Humboldt et al., 2008].

In case of **multiple publications by the same author**, these must be reported in chronological order, if published in the same year, they must be distinguished with a progressive alphabetical letter after the date.

Examples: [Di Giovanni, 1887; Di Giovanni, 1896]; [Rossi, 1995; Rossi, 1995b].

In case of a printed text, which has been affected by multiple editions, the edition consulted must be always mentioned together with the year of the 1st edition in round brackets.

Example: [Goethe, (1809) 2004].

Quotes

Short literal citations must be inserted in guillemets (« ») and in Roman type even if written in a foreign language, followed by the bibliographic reference placed in square brackets (see above), indicating the page or pages after the comma.

Example: [Forester, 1997, 270]; [Fareri, 1994, 50–51]

Quotations over 300 characters (including spaces) must be inserted by indenting all the text, leaving a space before the beginning of the quotation and a space at the end, without opening and closing quotation marks. Example:

As Sennett [2018, 22] points out:

(blank space)

Civil engineers became the craftsmen of the modern city, seeking to improve the quality of urban life through experimenting technically. Plague-infested streets prompted a rethink among the engineers about the manufacture of materials used for construction. [...] Indeed the engineers assumed that if the infrastructure was changed, more rational public-health practices would follow — the *ville* can alter the *cité*.

(blank space)

About this...

5. NOTES

Some **explanatory notes** can be inserted at the end of the main text, useful for providing further information and different references (laws, archival sources, etc.).

If within the note it is necessary to insert bibliographic references, it must be done in the same way as the main text (e.g.: [Forester, 1997, 270]), and report it in full in the References section at the end of the contribution.

Notes must be indicated in the text with Arabic numbering in superscript, without spaces between the word and the number (e.g.: sentence in text¹) or following any punctuation mark (e.g.: sentence in the text;²).

The term "**lvi**" refers to the text cited above, but in a different page: lvi, 23;

The term "**ibidem**" refers to the text quoted above and to the same page.

The archive sources must be inserted in the notes, according to the sequence:

Custodian or owner of the document, *Archival collection*, Title of the document in double apostrophes (" "), any series, volume number, (date/year/timescale), volume/shelf mark/document number if any, card number/folio/page if any.

Examples:

- ASPa (Archivio di Stato di Palermo), *Notai Defunti*, Sebastiano Brocco, vol. 1076, c. 880r e v.
- RIBA (Royal Institute of British Architects), *The Cockerell Family papers*, "Letter by C.R. Cockerell, from Athens, to S.P. Cockerell, in London", 1 July 1811, CoC:Add\16 (Box 11).
- AGS (Archivo General de Simancas), *Mapas, Planos y Dibujos*, "Alzado de la fachada principal de la Catedral de Santa Eudvigis de Berlín", 1748, MPD.07.091.

6. REFERENCES

A References section should be included at the end of each essay. It should only list the references that are cited in the main text and in the notes, be they **manuscripts** and/or **printed texts**, **paper editions** and/or **digital editions** (e-books, on-line journals, etc.). **Digital editions must not be included in the Web references list** (if any).

The list of contributions should be drawn up according to the **AUTHOR/YEAR** system in alphabetical order, placing the publications of the same author in chronological order. For all printed works, the year of publication of the consulted edition must be indicated (even if it is translated). In any case, it is mandatory to add the first original edition's year.

Monographs

Surname N. (year). *Title of the monograph*, Publisher, City.

Examples:

- Latour B. (2015). *Face à Gaïa. Huit conférences sur le nouveau régime climatique*, Éditions La Découverte, Paris.
- McNeill J.R., Engelke P. (2016). *The Great Acceleration. An Environmental History of the Anthropocene since 1945*, Belknap Press of Harvard University Press, Cambridge.

Editor(s) of a book

Surname N. (ed., year). *Title of the book*, Publisher, City.

Examples:

- Karandinou A. (ed., 2019). *Data, Architecture and the Experience of Place*, Routledge, New York.
- Romero J., Machado P. (eds.). *The Art of Artificial Evolution. A Handbook on Evolutionary Art and Music*, Springer, Berlin Heidelberg.

Multiple publications by the same author

In case of several texts by the same author, these must be listed in chronological order; works published in the same year must follow the alphabetical order of the titles and must be marked with a progressive alphabetical letter after the date.

Examples:

- Doe J (2003a). *Title of the publication*, Publisher, City.

- Doe J. (2003b). *Title of the publication*, Publisher, City.

Article from a collective work

Surname N. (year). "Contribution's title", in Surname N. (ed.), *Title in italics*, Publisher, City, pp. numbers of pages.

Examples:

- Virilio P. (1998). "Architecture in the Age of Its Virtual Disappearance", in Beckmann J. (ed.), *The Virtual Dimension. Architecture, Representation, and Crash Culture*, Princeton Architectural Press, New York, pp. 178–187.

Article from conference proceedings

Surname N. (year). "Contribution's title", in Surname N. (ed.), *Title in italics*, Conference proceedings (City, date of the Conference), Publisher, City, pp. numbers of pages.

Example:

- Sterk T. d'Estrée (2006). "Responsive Architecture: User-centered Interactions within the Hybridized Model of Control", in Feireiss L., Oosterhuis K. (2006), *Proceedings of the GAME, SET, MATCH II* (Technical University of Delft, Netherlands, 29 March–1 April 2006), pp. 494–501.

Article from an exhibition's catalogue

Surname N. (year). "Contribution's title", in Surname N. (ed.), *Italic title*, Exhibition's catalogue (City and date of the Exhibition), Publisher, City, pp. numbers of pages.

Example:

- Labasse A. (2017). "Paris–Haussmann", in Jallon B., Napolitano U., Boutté F. (eds.), *Paris Haussmann. A model's relevance*, Exhibition catalogue (Paris, Pavillon de l'Arsenal, 31 January–4 June 2017), Park Books, Zürich, pp. 3–5.

Translated works

If translated works are mentioned, the original source must be reported in round brackets after the consulted edition.

Example:

- Sitte C. (1945). *The art of building cities*, Reinhold Publishing, New York (orig. ed.: *Der Städte-Bau nach seinen Künstlerischen Grundsätzen*, Karl Gwaeser, Wien, 1889).

Journal article

Surname N. (Year). "Title of the contribution", *Journal*, volume, no., pp.

Examples:

- Connolly C., Keil R., Ali S.H. (2021). "Extended urbanisation and the spatialities of infectious disease. Demographic change, infrastructure and governance", *Urban Studies*, vol. 58, 2, 245–263.
- Elmokadem D.A., Ekram D.M., Waseef D.A., Nashaat B. (2016). "Kinetic Architecture: Concepts, History and Applications", *International Journal of Science and Research (IJSR)*, vol. 7, 4, pp. 750–758.

Documents and legal acts

These must be integrated into the Reference list at the end of the contribution in alphabetical order.

In case of unpublished documents that are typed, mimeographed or printed, the wording (**mimeo**) with brackets must be added.

In case of documents and legal acts translated from a foreign language please indicate, when possible: N. Surname of the translator, place of publication of the translated edition, year of publication of the translated edition.

Documents and legal acts should be written according to the following sequence:

Institution (year), *Title of the document/legal act*, City and further information (trans. by N. Surname, Place of publication of the translated edition, year of publication of the translated edition).

Examples:

- Commissione Europea (1988), *The future of rural society*, Com (88) 501.
- CE (2003), *Planting seeds for rural futures. Rural policy perspectives for a wider Europe*, Conclusions of Second European Conference on Rural Development, Salzburg.
- Council of Europe (2000), *European Landscape Convention*.

- The Rockefeller Foundation, Arup (2015), *City Resilience Framework*.

Manuscripts

Likewise other texts, manuscripts must be included in the References list at the bottom of the contribution, in alphabetical order. In the case of anonymous manuscripts, they must be listed at the beginning of the References in chronological order.

Manuscripts references should follow the sequence:

Surname N. (ms./mss., date). *Title of manuscript*, Institution, location, folio (f./ff.) and shelf mark/document number (Qq) if any.

Examples:

- Boullé E. L. (ms. 9153, 1796). *Architecture. Essai sur l'art*, BNF, Paris, ff. 69–190.
- Mongitore A. (ms. XVIII sec.). *Diario Palermitano*, Biblioteca Comunale di Palermo, ai segni QqC 6566.

Web references list

References can eventually be followed by a list of Web references, in which the **main consulted websites** are listed.

This list collects only websites that have been of help when drawing up the essay and **not the digital editions**.

Examples:

- <https://gallica.bnf.fr/accueil/it/content/accueil-it?mode=desktop> (last accessed 10/12/2020).
- <https://www.inu.it/congressi-assemblee-nazionali.html> (last accessed 12/01/2021).
- <https://archive.org/details/leoperedigiorgio05vasa> (last accessed 15/12/2020).

7. IMAGES AND CAPTIONS

Each image must be accompanied by an explanatory caption, marked by the **progressive reference number** that relates to the sequence chosen by the author and agreed upon with the Editorial board. The caption must be preceded by the abbreviation **Fig. 1., Fig. 2.,** etc. Where the author finds it appropriate, he/she can insert references to the illustrations embedded in the text in square brackets: [Fig. 1], [Figs. 2–3], etc.

Captions must be written in italics and must include all relevant informations in sequence as follows:

Author or Place, Subject/Title of the image, date, indications on the detail (if it is not the whole image).

If the author of the image is different from the author of the article, his/her name must be indicated within round brackets.

Book titles or foreign words that would be otherwise written in italics, should be written in Roman type if they are in the captions.

If the photographs or the graphics are made by an author other than the writer, it must be indicated in the caption in round brackets. E.g.: (*photo by J. Doe*), (*digital reconstruction by J. Doe*), etc.

If the photographs or the graphics are taken from publications, the author's surname, the year of publication and any other information (tome, page, etc.) must be inserted in square brackets. All cited work must be listed in the References.

If the images have been provided by public or private institutions, those must be indicated in round brackets following the sequence: City, Museum/Archive/Institution, location reference or other specifications.

Examples: (*Florence, Biblioteca Marucelliana, A 245, c. 44r*), (*Paris, Centre d'archives d'architecture du XXe siècle*).

Please note that for some well-known institutions, acronyms recognised by the scientific community exist and are commonly used (e.g. RIBA = Royal Institute of British Architects, London; BNF = Bibliothèque Nationale de France, Paris; AGS = Archivo General de Simanca). A list of abbreviations must be included at the end of the contribution.

If the image has a title which, in the original edition, is a quotation, it must be written in Roman type. If the title and/or pieces of text that are represented in the image itself have to be cited into the caption, this should be put in guillemets.

If it is a book's front page indicate *Author*, Title in Roman type, *City*, *Year* and add the reference to the References list.

If the illustration is composed by several images regarding different subjects the caption must be articulated through alphabet letters, es. *Fig.1. a) ...; b) ...; c) ...;* etc.

If the image is taken from a website:

Fig. n. Author, Title, further information, URL.

Examples:

Fig. 1. New York, Seagram building, detail (photo J. Doe).

Fig. 2. Paris, Maison de verre by Pierre Chareau, façade (Centre d'archives d'architecture du XXème siècle, Paris).

Fig. 3. Hypothetical reconstruction of the project by Giuseppe Terragni for Danteum, bird's eye view from east (digital elaboration J. Doe).

Fig.4. J. Houel, view of Duomo square in Siracusa during Corpus Domini's feast (from Houel, III, 1785, tab. CXCV).

Fig. 5. Vegaviana, fotografía area, detail (Madrid, Archivo Central del Ministerio de Agricultura y Pesca, Alimentación y Medio Ambiente).

Fig. 6. E.E. Viollet-le-Duc, palais sarrasinois – Palerme, (from Viollet-le-Duc, 1875, tables 94-95).

Fig. 7. S. Ettore, «Veduta esteriore dal Tempio di Esculapio del lato che guarda a mezzo giorno dell'antichissima città d'Agrigento come tra le sue ruine in oggi si osserva» (from Pancrazi, I, 1751, tab. IX).

Fig. 8. G. Lazzara, «Plano de la ciudad de Palermo», 1701 (Madrid, Centro Geográfico del Ejército).

Fig. 9. H. Gally Knight, Saracenic and Norman remains, to illustrate the Normans in Sicily, London 1840, title page.

Fig. 10. a) Valdesalor, church, current picture; b) Rincón de Ballesteros, church (photo Archivo Central del Ministerio de Agricultura y Pesca, Alimentación y Medio Ambiente, Madrid); Entrerrios, church (photo Archivo Central del Ministerio de Agricultura y Pesca).