

## STYLESHEET FOR QUOD MANET PRESS

### 1. Bibliographical Concerns

- I. The last element of each chapter is the bibliography. Entries are listed by last name first after a suitable heading such as Bibliography or Works Cited. If you cite an author more than once, list his/her works in chronological order. See also point 7 below.
- II. Examples of various types of works as they should appear in the bibliography are supplied below.

### 2. Citing a monograph

- I. Monograph by single author
  - In the bibliography: Kircher, Timothy. 2006. *The Poet's Wisdom: The Humanists, the Church and the Formation of Philosophy in the Early Renaissance*. Leiden, Brill.
  - Reference to this work would be made in the footnotes as follows: Kircher 2006, 64.
- II. Monograph by two authors
  - In the bibliography: Boitani, Piero and Manlio Simonetti. 2007. *Il viaggio dell'anima*. Milano, Fondazione L. Valla. **N.B. Lastname, Firstname and Firstname Lastname.**
  - Reference to this work would be made in the footnotes as follows: Boitani and Simonetti 2007, 120-29.
- III. Monograph by more than two authors
  - In the bibliography: Causio, Franco, Paolo Rossi and Bruno Conti. 2010. *Introduzione alla traduzione italiana*. Milano, Mondadori. **N.B. Lastname, Firstname, Firstname Lastname and Firstname Lastname.**
  - Reference to this work would be made in the footnotes as follows: Causio *et al.* 2010, 99-103.

### 3. Citing edited works

- I. Volume edited by a single person
  - In the bibliography: Sciorra, Joseph, ed. 2011. *Italian Folk: Vernacular Culture in Italian-American Lives*. New York, Fordham University Press.
  - Reference to this work would be made in the footnotes as follows: Sciorra 2011.
- II. Volume edited by two people
  - In the bibliography: Urios-Aparisi, Eduardo and Giovanni Spani, eds. 2020. *Diálogos e influencias: cine y televisión en Italia y en España*. Holden, Mass., Quod Manet. **N.B. Lastname, Firstname and Firstname Lastname.**
  - Reference to this work would be made in the footnotes as follows: Urios-Aparisi and Spani 2020.

### III. Volume edited by more than two

- In the bibliography: Connell, William J., Stanislao Pugliese and Maddalena Tirabassi, eds. 2019. *Storia degli Italoamericani*. Firenze, Le Monnier. **N.B. Lastname, Firstname, Firstname Lastname and Firstname Lastname.**
- Reference to this work would be made in the footnotes as follows: Connell *et al.* 2020.

## 4. Chapters in an edited volume or monograph

- In the bibliography: Fontes-Baratto, Anna. 1972. «Le thème de la “beffa” dans le *Décameron*». In *Formes et significations de la “Beffa” dans la littérature italienne de la Renaissance*. André Rochon, ed. Paris, Université de la Sorbonne. 11-44.
- Reference to this work would be made in the footnotes as follows: Fontes-Baratto 1972, 40-44. **(If footnote reference is to the entire article, do not add page numbers.)**
- If there are more than one author or more than one editor, follow the models in points 2 (monograph) or 3 (edited work) above.

## 5. Article in a journal

- In the bibliography: Celenza, Christopher. 2005. «Petrarch, Latin and Italian Renaissance Latinity». *Journal of Medieval and Early Modern Studies* 35.3: 509-36.
- Reference to this work would be made in the footnotes as follows: Celenza 2005, 510-12. **(If footnote reference is to the entire article, do not add page numbers.)**
- If there are more than one author or more than one editor, follow the models in points 2 (monograph) or 3 (edited work) above.

## 6. Newspaper article

- In the bibliography: Myers, Ben. 2011. «Why Writers Treasure Islands». *Guardian*, 31 May. <https://www.theguardian.com/books/booksblog/2011/may/31/writers-islands-fiction>
- Add the URL only if the article is available on the Internet.
- Reference to this work would be made in the footnotes as follows: Myers 2011.

## 7. Translated work

- In the bibliography: Curtius, Ernst Robert. 1992. *Letteratura europea e Medio Evo latino*. Anna Luzzatto, tr. Roberto Antonelli, ed. Firenze, La Nuova Italia.
- Reference to this work would be made in the footnotes as follows: Curtius 1992, 100-28.

## 8. More than one work published by the same author(s) in the same year

- In the bibliography: Petoletti, Marco. 2006. «Le postille di Giovanni Boccaccio a Marziale». *Studi sul Boccaccio* 34: 103-84.
- Reference to this work would be made in the footnotes as follows: Petoletti 2006, 160-64.
- In the bibliography: Petoletti, Marco. 2006**b**. «La scoperta del Marziale autografo di Giovanni Boccaccio». *Aevum* 80.1: 185-87. (Note that the letter **b** was added to the

year, which denotes the second entry. There is no **a** in any entry. Subsequent entries in the same year, are assigned letters alphabetically.)

- Reference to this work would be made in the footnotes as follows: Petoletti 2006b, 85.

## 9. Quoting from films

- Lizzani, Carlo. 2007. *Hotel Meina*. Roma, Titania Produzioni.
- Reference to this work would be made in the footnotes as follows: Lizzani 2007.

## 10. Quoting from the Internet

- I. Most importantly, do not copy text directly from the screen into your essay. Please transcribe as you would with a text source.
- II. If you cite an article or an entire volume found within a database (such as Jstor, Archive.org or Hathitrust), you should *not* supply the URL. Use the descriptions above for proper citation.
- III. If you must cite a web page, you should make every attempt to provide all the same bibliographic information for it that's necessary elsewhere, including author, editor, title and so on.
  - Sample quotation: St. Thomas quipped, «Sed Hesiodus dixit quod primo omnium fuit Chaos».
  - Sample bibliography: Aquinas, Thomas. *Sententia Metaphysicae* 1.5.10. Corpus Thomisticum. <https://www.corpusthomicum.org/cmp0104.html>
  - You do *not* have to include date of consultation.

## Further considerations

- I. Do not use the abbreviations p. or pp. Page numbers should be written as 44-49, 100-08 and 124-29, but 657-701; the same criterion is used for years: 1913-75, but 1998-2004.
- II. When you cite a work that has already been previously cited, do not use *ibid.* or *ibidem*. Simply repeat the citation. Similarly, repeat the name of authors. Do not use *idem* or *eadem*.
- III. When you cite a title within another title, the internal title will not be italicized. E.g., Jones, Marshall. 1999. *Introduction to Milton's Paradise Lost and Other Works*. Oxford, Clarendon. (N.B. the title *Paradise Lost*, within another title, is not italicized.)

## Footnotes

- I. Use footnotes. Do not use endnotes.

- II. The footnote reference that appears in your text always immediately follows punctuation, *except* in the case of the colon (:) and the semi-colon (;). E.g. «Scholars are not in agreement».<sup>1</sup> But, «Scholars are not in agreement<sup>1</sup>; however, [...]».

### Block quotations

- I. Long quotations of text (of more than three lines) should be set into block quotations.
- II. The block quotations themselves should be font size 10.
- III. Do not insert an extra line (or paragraph) to separate the quoted text from the text of your essay.
- IV. The decision of whether to indent the paragraph following the block quotation belongs to the author.

### Ellipses and insertions

- I. To denote omissions in a quotation, use three consecutive periods enclosed within square brackets: [...]. E.g., «I knew he was here [...], but he didn't stay».
- II. You should also use square brackets to insert information into a quotation. E.g., «I knew he [Arthur] was here». Similarly, the comment *sic* should be italicized and inserted within square brackets when necessary.

### Citation of poetry

- I. Names of poems should be put into italics. If there is no specific name, use the entire first verse.
- II. When citing verses of poetry, all verses should go on their own line. Otherwise, you must insert a single slash (/) to denote the end of each verse. E.g., «Nel mezzo del cammin di nostra vita / mi ritrovai in una selva oscura». Double slashes (//) denote the end of a stanza.

### Punctuation and italics

- I. Brief quotations in the text itself should be enclosed within guillemets (« »). Longer quotation should be set into a text block (see **Block quotations** above).
  - a. If you prefer using English quotation marks instead, that's fine too. Just be consistent.
- II. If you use guillemets, quotations within quotations should be surrounded by English quotation marks (“ ”). E.g., «She turned to him and said, “It's not over”».
  - a. If you use English quotation marks, quotations within quotations should be enclosed by the single quotation mark (‘ ’). Point IV below does not depend upon this choice.

- III. If you italicize any part of a quotation for emphasis, you must note immediately after the quotation that the italics are not present in the original. E.g., «The message was announced to all, *but David didn't hear it*» (emphasis added).
- IV. Single quotation marks are used to communicate a double meaning or ironic usage: E.g., Employers expect a 'contribution'.
- V. They are also used to denote a brief translation of a foreign word or term. E.g., They acted with complete *sprezzatura* 'nonchalance'. Note that all foreign words should be placed into italics unless you are citing from a text (in which case one would follow the instructions for quotations instead).