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Please refer to, and use, the standard copy-reading and proof-reading marks for both digital and paper copy, from *Chicago*, 2.78–99, especially Figs. 2.5 (p. 101) and 2.6–2.7 (pp. 112–13). As a general rule of thumb, please do not rewrite a word if it contains a typo or spelling error, simply mark the incorrect character and its correction as per standard marking system.

Proofs: Italica Press encourages authors to use the Apple Pencil or other brands of digital stylus to mark up PDFs in Acrobat Reader. This recreates digitally the format of standard copy-reading and proof-reading marks.

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Please distinguish between corrections to the proofs — as per the proofing marks above — and editorial comments or notes to editor or proofreader, which should be set off in a circle. This is because, as a general rule, professional compositors set into the text anything outside the circled text.

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Again, we discourage authors from using PDF (Acrobat) or MSWord Comments marking systems as these can be both cumbersome and frequently missed by editors.

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The author is responsible for supplying high-quality TIFF files and permissions to reproduce them in print and online. Specifications are 300 ppi color (CMYK color system) or grayscale TIFFs for images, 600 ppi for line art (drawings, graphs, maps, etc.).

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Please do not send images embedded in PDF, MSWord, PowerPoint, Keynote or any other programs/files. Each illustration should be submitted as its own file without a caption; a list of captions should be submitted separately and keyed to the images. Images should be submitted at the largest dimensions available for the ppi specified. If submitting multiple images, please supply these on (nonreturnable) disk, USB stick or equivalent; do not use “zip” or other compression tools. Italica can also download images from FTP sites with

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Individual Style Matters

A

adjectives, compound: use hyphen, e.g., art-historical research, antiquity, late antiquity;

BUT early modern period (no hyphen)

apostrophes: none after words ending in "s": Charles' (no extra "s")

Art Bulletin: please use *The Art Bulletin*

art history (lc)

B

Baptistry (cap, when a specific building)

Barberini Inventories

baroque (adj., lc)

BCE (solid, no periods, not BC)

Bible (cap, noun)

biblical (lc, adj)

biblical books: use standard abbrevs. as per *Chicago* 10.44–48, e.g., Exod., Ps., Matt.

Exod. 5:15; Gen. 1:27, Matt. 2:6.

book of hours (lc)

born date (b.1513) abbreviated, set solid

Bibliography

Please note: Italice Press includes the names of publishers in all citations.

- **Book**: Kipling, Gordon. *The Triumph of Honour: Burgundian Origins of the Elizabethan Renaissance*. The Hague: Leiden University Press, 1977.
- If published in multiple cities by same press, please use **first** city printed on the copyright page. **Not** Cambridge & New York: Cambridge University Press; **but** Cambridge: Cambridge University Press. [Note: Cambridge, MA: Harvard University Press, DATE]
- **Article**: Schwyzer, Philip. "Lees and Moonshine: Remembering Richard III, 1485–1635." *Renaissance Quarterly* 63 (2010): 850–83.
- **Part of a collected volume**: Guenée, Bernard. "Les Grandes Chroniques de France: Le Roman aux Roys (1274–1518)." *Les lieux de mémoire 2. La nation*. Pierre Nora, ed. Paris: Gallimard, 1986, 189–214.
- **Standard reference work, editions of texts, etc.**: *The Oxford Companion to the Book*. Michael F. Suarez, SJ and H.R. Woudhuysen, ed. Oxford: Oxford University Press, 2013.

buildings, places: cap in full formal name, e.g., The US Senate, the Gallery of King François I, the Boboli Gardens; but lc in other references: the senate, the gallery, the gardens

Burlington Magazine: *The Burlington Magazine*

C

Campanile (cap, when a specific building)

Capitalization of titles.

- Ancient & medieval: only first word
- Renaissance and modern: follow *Chicago* 8.157–62. Generally “Headline” style.

catalog

CE (solid, no periods, not AD)

central Italy

centuries: (spell), e.g., twentieth, not 20th

cf.: please use only to mean “confer (*conferre*)” to “compare,” not “see.”

Church (as institution) cap; as adj.: church teaching (lc); as building, the church of St.

Francis (lc); but St. Francis Church

cinquecento (lc)

c.1500 (circa, solid)

Citation Style:

- Book: Author, *Title* (New York: Cambridge University Press, 1989), 123–25.
- If published in multiple cities by same press, please use first city printed on the copyright page. Not Cambridge & New York: Cambridge University Press; but Cambridge: Cambridge University Press. [Note: Cambridge, MA: Harvard University Press, DATE]
- Journal: Author, “Title,” *Journal Name* 5 (1989): 123–25.
- Classical and medieval works: Please use arabic numerals and separate book, chapter, line or verse by periods. Virgil, *Aeneid* 4.25; Isidore, *Etymologies* 1.3.24. Please do not use roman numerals or colons.

classical (lc)

comma: Italica now uses the series (Oxford) comma: parley, sage, rosemary, and thyme

D

dash: M dash — set off by space. N dash for number runs, 42–46

dates: set off by n dashes, use shortened style (*Chicago* 9.60, 63–64), e.g., 1492–97, but

1400–1409; circa, abbrev. c., e.g., c.1350. Please use consistent style throughout: either May 24, 1948 or 24 May 1948. Italica uses BCE, instead of BC; and CE, instead of AD

death date: (d.1494) abbreviated, set solid

decades: 1380s (solid, no comma), the 50s, the 60s, the 70s; but for only one, spell: the sixties

de’ Medici (space)

Duke of Berry (cap, as unique cultural term)

dukes of Burgundy (lc)

Duomo (cap, when a specific building)

E

early modern (adj., no hyphen)

eras: Italica prefers BCE and CE to BC and AD. Note: solid and no periods.

F

facade (no cedilla)

Fig. (cap) when in parentheses or brackets: (Fig. 5), [Fig. 5], Figure when discussing in body of text. Figure 5 indicates that... In notes please follow same system as for footnote refs: Kipling, *Triumph of Honour*, 95 fig. 25.

Footnotes:

Please note: Italica Press includes the names of publishers in all citations. Please use full first reference and footnote reference style:

- **Book:** Gordon Kipling, *The Triumph of Honour: Burgundian Origins of the Elizabethan Renaissance* (The Hague: Leiden University Press, 1977), 16–20.
- If published in multiple cities by same press, please use **first** city printed on the copyright page. **Not** Cambridge & New York: Cambridge University Press; **but** Cambridge: Cambridge University Press. [Note: Cambridge, MA: Harvard University Press, DATE]
- **Article:** Philip Schwyzer, “Lees and Moonshine: Remembering Richard III, 1485–1635,” *Renaissance Quarterly* 63.0 (2010): 850–83. Please use short title for subsequent refs., not year system. Schwyzer, “Lees and Moonshine,” 851; NOT Schwyzer (2010), 851.
- **Part of a collected volume:** Bernard Guenée, “*Les Grandes Chroniques de France: Le Roman aux Roys (1274–1518)*,” in *Les lieux de mémoire*, 2. *La nation*, Pierre Nora, ed. (Paris: Gallimard, 1986), 189–214.
- **Standard reference work, editions of texts, etc.:** *The Oxford Companion to the Book*, Michael F. Suarez, SJ and H.R. Woudhuysen, ed. (Oxford: Oxford University Press, 2013).

footnote refs: (set without comma): 109 n. 54, 210–11 n. 65

fresco (-es)

G

Ghent Altarpiece; the altarpiece in Ghent

H

heaven and hell (lc)

House of Orange (cap H)

humanity: not mankind, not man or humankind

hyphen: compound adjs., e.g., art-historical research

I

indents (paragraph): please do *not* indent paragraphs using ruler or space bar.

initials (set solid): B.F. Goodrich

Internet (n., cap)

italics: aside from titles of books and journals, please use sparingly. If words appear in English-language dictionaries in any form, please use Roman. Restrict italics to unusual usages. E.g.: palazzo, piano nobile, sala, scudo, etc. (Roman); but *anticamera*, *architetto di casa*, *palazzetto*, *vigna*, etc. (italics). Follow Foreign-word rules for first usage in italics, thereafter in Roman (if frequently used) or italics (if only occasionally used)

L

late antiquity

Listserv (cap)

M

M dash: Italica prefers space on either end: He said — whispering — that it was OK.

Mass (cap.) as the unique ritual: the Mass; a mass, several masses

medieval (adj., lc)

“men”: where possible please use inclusive, gender-neutral terms, such as “people,”

“readers,” etc. Use “man/men” or “woman/women” only when gender considerations require it. For example, change: “A man must do what he must” to “One must do what one must.” This will sometimes require rethinking a phrase.

Middle Ages (caps, historical period)

Mount (Ventoux, Rushmore): spell out

N

N dash: use between numbers (solid) 54–56

Neoplatonic

Neoplatonism

the Netherlands (lc “the”)

northern Italy. But: the North, the South

numbers:

page: use *Chicago* system, (9.60, 9.63–64) and separate numbers with N dashes: 81–82, 400–401, 401–2, 420–25

use comma in thousands: 1,000; 5,000; 10,000

dates: 1925–28, 2000–2001

O

OFM (solid, no periods)

OM Cap. (solid, no periods)

online (solid)

OP (solid, no periods)

Oxford (Series) comma: yes. Parley, sage, rosemary, and thyme.

P

page runs (in citations): please set off with an “n” dash, not hyphen, e.g.: 24–48, not 24-48.

See also numbers above.

paradise (lc)

paragraphs, indents: please do *not* indent paragraphs using ruler, tabs, or space bar.

PhD (solid, no periods)

possessive: use ’ for names ending in s, e.g., Francis’, *not* Francis’s.

Proofreading: Please refer to, and use, the standard copy-reading and proofreading marks from *Chicago*, 2.78–99, especially Figs. 2.5 (p. 101) and 2.6–2.7 (pp. 112–13). As a general rule of thumb, please do not rewrite a word if it contains a typo or spelling error, simply mark the incorrect character as per standard marking system.

Publishers: *Please note:* Italica Press includes the names of publishers in all citations.

Please provide full information, (CITY [English name, first city only]: Publisher, Date).

Rome: Istituto Storico, 1938; *not* Roma: Istituto Storico, 1938.

Q

quattrocento (lc)

Quote marks: commas inside,” colons outside”: semicolons outside”; “periods inside.”

Please use American, not British, system, i.e., double for quote, single for quote inside quote: John said, “Let the beer be ‘lite’.”

R

regnal years (r.1415–76): abbreviated, set solid, shorted date convention

Renaissance (adj., noun). Italica Press uses both “Renaissance” and “early modern” for the European period c.1300–c.1600, and “early modern” for the period c.1600–c.1800.

Republic (cap) for a known institution; republic (lc) for a general usage: “a republic is an important form of government.”

S

San

Sant' Angelo

Santa: abbrev as Sta.

Santi: abbrev. as SS.

Santissima: abbrev. as SS.

Santo: abbrev. as Sto.

For actual names of saints (not the churches), spell out consistently: Santa Maria

Maddalena de' Pazzi, Saint Francis, etc.

seicento (lc)

semicolon: use to separate entries in a footnote

Senate (cap) for a known institution; senate (lc) for a general usage: "a senate is an important institution."

sentence spacing: please use only *one* space (space-bar) between sentences, after periods.

Computer typesetting compensates for the old typewriter two space-bar spacing.

Series (Oxford) comma: yes. Parley, sage, rosemary, and thyme.

SJ (solid, no periods)

southern Italy

the South (of Italy, of the US, for example)

states: use USPS abbrevs. (solid, no periods): CA, CT, GA, KY, IL, MA, NY, PA, UT, etc.

T

tabs: please do not indent paragraph first lines with a tab space. Computer page-design programs now replace old typewriter methods with advanced formatting/stylistic functions; and tabs, double spacing, etc. must be stripped out of submitted files, often one at a time.

that/which: restrictive and non-restrictive (*Chicago* 17th 6.27, pp. 376–77)

Titles

- art works, books: italicize. Piero's *Vision*
- book, parts: *The Happy Scholar: My Life and Works. An Autobiography* (Note upper-case convention, position of colon and period.)
- persons: visitor, senator, king: lc, unless preceding name, e.g., Senator Warren, King John; but John, the king of England; Warren is a senator; the king praised the senator. He praised the duke of York. He praised Duke John of York.

translations: if on same line set off with commas: "monuments of my hands" (*manuum tibi monumenta*), italicize non-English for short phrases, no need to use brackets to set off a lengthy following English translation.

trecento (lc)

U

UK, USSR, USA or US (solid, no periods)

V

via Giulia (lc via) for street names, Via Salaria (cap Via) for road names

Virgil (not Vergil)

Volume numbers, Book:

- arabic numbers, no comma before: Guenée, Bernard. "*Les Grandes Chroniques de France: Le Roman aux Roys (1274–1518)*." In *Les lieux de mémoire 2. La nation*. Pierre

Nora, ed. Paris: Gallimard, 1986, 189–214.

- Subsequent citations: Nora, *Les lieux*, 2:189–214

Volume number, Journal:

- Arabic numbers, part set off by period: *Journal Title* 47.2 (1987): 215–63.

W

which/that: observe nonrestrictive/restrictive rule. (*Chicago* 17th, 6.27, pp. 376–77)

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