

Italica Press Style Sheet

May 28, 2011 (rev. 4)

Note: Chicago refers to *The Chicago Manual of Style* (16th edition). In general Italica follows Chicago 16th, and authors and editors should refer to that volume for any style issue not covered here. The key is consistency.

Italica Press prefers all submissions in two formats: hard copy and in a standard word-processing format, either MSWord or Pages (for Mac).

Italica Press prefers hard-copy mark-up on page proofs.

Please refer to, and use, the standard copyreading and proofreading marks from Chicago, 2.107–136, especially Figs. 2.6–2.7 (pp. 101–2). 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.

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 typesetters set into the text anything outside the circled text. If you are making numerous comments on the proofs, please consider using editor's/proofreaders tabs (similar to Post-its) that are attached to the pages.

A

adjectives, compound, use hyphen, e.g., art-historical research, early-modern period
art history (lc)

B

Barberini Inventories
baroque (adj., lc)
biblical books: use standard abbrevs. as per Chicago 10.45–51, e.g., Exod., Ps., Matt.

Bibliography

Please note: Italica 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, 16–20.

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)*.” In *Les lieux de mémoire*, ii. *La nation*. Ed. Pierre Nora. Paris: Gallimard, 1986, 189–214.

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

C

capitalization:

titles: follow Chicago. Ancient & medieval only first word; Renaissance and modern: as in modern

captions: end with period.

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

Church (as institution) cap; as building, the church of St. Francis (lc)

cinquecento (lc)

comma: use series comma: parley, sage, rosemary, and thyme

D

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

dates: set of by n dashes, use shortened style (Chicago 9.60, 63), e.g., 1492–97, but 1400–1409; circa, abbrev. c., e.g., c. 1350;

decades: 1950s (no comma), the 50s, the 60s, the 70s; but for only one, spell: the sixties

E

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

F

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.

Article: Philip Schwyzer, “Lees and Moonshine: Remembering Richard III, 1485–1635,” *Renaissance Quarterly* 63 (2010): 850–83.

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

fresco (-es)

G

Ghent Altarpiece; the altarpiece in Ghent

H

House of Orange (cap H)

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

I

initials (set solid): B.F. Goodrich

Internet (n., cap)

L

Listserv (cap)

M

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

medieval (adj.)

N

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

Neoplatonic

Neoplatonism

the Netherlands (lc the)

numbers:

page: use Chicago system, (9.58–63) 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

online (solid)

P

possessive: use 's even for names ending in s, e.g., Francis's

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

Q

quattrocento (lc)

R

Renaissance (adj.)

S

semicolon: use to separate entries in a footnote

seicento (lc)

states: use USPS abbevs.: CA, CT, GA, KY, IL, MA, NY, PA, UT, etc.

T

that/which: restrictive and non-restrictive (Chicago 6.22, pp. 313–14)

titles of art works, books: italicize. Piero's *Vision*;

titles, book, parts: *The Happy Scholar: My Life and Works. An Autobiography*
(Note position of colon and period.)

titles of persons: visitor, senator, king: lc, unless preceding name, e.g., Senator Kennedy, King John; but John, the king of England; Kennedy is senator; the king praised the senator. He praised the duke of York. He praised Duke John of York.

trecento (lc)

U

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