DigItalia

Rivista del digitale nei beni culturali

Publication guidelines

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Introduction

*Dig*Italia*, rivista del digitale nei beni culturali* is a journal published by the Central Institute for the Union Catalogue of Italian libraries and for bibliographic information since 2005. It has its place in the field of specialistic journals, with its main focus on the study and critical debate of topics related to the application of digital technologies to the cultural heritage. It is published both in printed and online version on OJS platform.

The journal comprises the following sections:

- Saggi (Essays)
- Progetti (Projects)
- Documenti e discussioni (Documents and discussions)
- Eventi (Events)
- Segnalazioni (News)

In the Essays section the length of the articles should be 20 pages of 1.800 characters each approximately; a short abstract in Italian and in English should be provided as well.
In the Projects section the length of the articles should be 10 pages of 1.800 characters each approximately; a short abstract in Italian and in English should be provided as well.
There is no required length for the Documents and discussions, Events and News sections.
Authors are requested to provide a few significant keywords for each proposed contribution for the indexing on the online platform.

Authors who publish on this journal agree with the following conditions:

- they maintain the rights to their work and assign the right of first publication to the journal under the Creative Commons licence Attribution-ShareAlike 3.0 Unported (CC BY-SA 3.0 IT), which allows others to share the work by giving appropriate credit of the paternity of the work and its first publication on this journal;

- they can sign other non-exclusive licence agreements for the distribution of that version of the work published (for instance, for deposit in an institutional archive or publication as a monograph), with the proviso of acknowledging of its first publication on this journal;

- they can share their work online (for instance, in an institutional repository or through their own website) after publication.

1 – Text consistency

1.1 General indications

Authors should format their manuscripts before submission according to the following criteria:

- The final files should be sent in .doc, .docx or .odt format
- Use 11 point type (Verdana) for the main text
- Use 9 point type for footnotes. Use the same type-face as for the main text (Verdana)
- Use 14 point type bold for the title
- Use 9 point type bold for the name of the author, Italic for affiliation
- Lines should be single-spaced (1)
- No space before line break
- Right-justify text

The name of the author should be placed under the title, followed by affiliation in Italic type.

> Example:
> **Mario Rossi**
> *Università statale di Milano*

Two or more authors with the same affiliation should be placed on the same line and separated by an em-dash.

> Example:
> **Mario Rossi — Luigi Bianchi — Ettore Verdi**
> *Università statale di Milano*

Two or more authors with various affiliation should be placed on different lines, each followed by affiliation, and separated by an en-dash.

> Example:
> **Mario Rossi -** *Università statale di Milano*
> **Luigi Bianchi -** *Biblioteca dell'area scientifica, Università di Salerno*
> **Ettore Verdi -** *Biblioteca Universitaria di Napoli*

For a good text formatting it is highly recommended to doublecheck always the following:

- do not use bold, underlinings or colours in the text;
- never use small caps;
- never use an apostrophe instead of an accent; use special characters for upper case accent characters (for instance, replace E' with È);
- use spaces properly, especially in regard to:
  - avoid double spaces;
  - the em-dash, used to introduce and close a sentence, should be preceded and followed by a space;

- the en-dash should not be preceded nor followed by a space.

1.2 Illustrations

Images should be delivered, possibly in high resolution, as separate files. All should be clearly numbered while you mention [insert illustration X here] in the appropriate place in the text. A list of captions to illustrations should be included.
References to illustrations and figures in the text should be placed in round brackets in abbreviated form.

Example: (Fig. 1)

Captions to be placed under images should have the following structure, with no full stop at the end:
Image n. *Caption* (Italic)
Shelfmarks of documents shown in images should be placed in round brackets at the end of captions (see also par. 3.3).

Examples:
Image 2. *SBN as a digital ecosystem*
Image 4. *Volvella di Jean Deckers* (Roma, Archivio storico della Pontificia Università Gregoriana (APUG), 530, c. 61r)

1.3 Use of uppercase

The use of uppercase should be avoided where not strictly needed.
Capitalisation in foreign languages should comply with the following criteria:

- all nouns are capitalised in German;
- adjectives and adverbs derived from proper nouns are capitalised in Latin;
- names of the days of the week and of the months, adjectives derived from proper nouns (for instance, *Italian*), and all significant terms in the names of corporate bodies and projects are capitalised in English (see also par. 1.5).

Roman numerals are always capitalised.

1.4 Use of Italic, bold and quotation marks

Italic is used for terms in foreign languages which are not of common use in the current vocabulary of the text (see also par. 1.8), for the quotation of treaties (see also par. 1.5), for image captions (see also par. 1.2). Italic type can also be used to highlight single terms, especially within lists.
Bold is only used for the title of the contribution and of each paragraph, and for the name of the author.
Guillemets (double angle quotation marks) are used for quotations within the text (see also par. 1.5), for the titles of works or conferences reported within the text, and to highlight single terms or sentences. Single quotation marks are not used.

1.5 Quotations within the text: quoted text, conferences, projects, treaties, corporate bodies

Text quotations should be reported in Roman type and enclosed in guillemets («»).
Illisions within quotations should be indicated thus: [...] (three full points within square brackets). Illisions at the beginning or at the end of a sentence are not

indicated.
Integrations of quotes needed to make a meaningful and grammatically correct text should be enclosed in square brackets (for instance, when adding a verb). The changing of words (for instance, the tense of a verb) should be indicated by Italic type.
Larger sections of quoted texts (i.e. anything over four lines) should be reported in 10 point type, enclosed in guillemets, set off from other text by adding a blank line above and below the section, and indenting the block of text on the left.
Text quotations should always be followed by superscript reference numbers to footnotes (after guillemets but before punctuation marks), in which the source of quotations should be reported (see also par. 1.9 and 3).

Names of conferences and congresses quoted within the text should be reported in Roman type and enclosed in double quotation marks (“”).

> Example:
> On 2 April 2009 […] the national conference “CulturaItalia and the Italian contribution to Europeana” had place in Rome.

Projects quoted within the text should be reported in Roman type without quotation marks. The form of the name should be that indicated by the person or corporate body responsible for the project (see also par. 2.3).

> Example:
> Project Athena Plus
> ARIADNE (Advanced Research Infrastructure for Archaeological Dataset Networking in Europe)

Treaties should be quoted in Italic and not be enclosed in quotation marks.

> Example:
> *Patent cooperation treaty*

The address of websites quoted within the text should be moved to footnotes (see also par. 3.2). It is recommended to double check whether they are still available. The final footnote should include:
“All online resources quoted in this article were last consulted on 00 Month 0000” (see also par. 1.7).

Only the first term comprising the name of Italian corporate bodies should be capitalised, but each term comprising the name of foreign corporate bodies should be capitalised (see also par. 2.3).

> Examples:
> Associazione italiana biblioteche (AIB)
> Camera dei deputati
> Corte dei conti
> Ministero dei beni e delle attività culturali e del turismo (Mibact)
> Library of Congress (LOC)
> British Library
> Rights Management Working Group

1.6 Bulleted and numbered lists

The second line of an item within a bulleted or numbered list should not be indented.

Example:
- Biblioteca della Scuola Speciale per Archivisti e Bibliotecari dell'Università di Roma "La Sapienza"

Wrong:
- Biblioteca della Scuola Speciale per Archivisti e Bibliotecari dell'Università di Roma "La Sapienza"

1.7 Dates and numbers

Dates should be referred in the form *day Month (expanded) year*.

Example: 27 October 2003

The numeric form of the date (e.g., 27.10.2003, 27/10/2003) should not be used.
Never add a zero in front of days or months comprising only one number: e.g., never use 03 to refer to the third day of the month, to the month of March or to the year 2003.
A time-span should be referred by expressing both terms (years) as full numbers, separated by an en-dash not preceded nor followed by spaces.

Example: 1974-1988 (and not: 1974/1988; 1974-88)

Decades should be referred by writing out capitalised words (e.g., the Seventies, not '70s).
Use a dot as a thousand separator.

Examples: 1.450
15.610

Roman numerals are always expressed by uppercase letters.

1.8 Foreign terms; Latin and ancient Greek

Foreign terms, including terms in Latin and ancient Greek, should be expressed in Italic type.
This does not apply to professional terms or words which are of common use and thus not usually translated into the current language (e.g., ad hoc).
Ordinal numbers should include superscript endings such as st, nd, rd and th.

1.9 Footnotes

Footnotes always end with a full stop, except those consisting solely of a web address (see also par. 3.2). Punctuation marks follow superscript reference numbers to footnotes (see also par. 1.5 and 3).

Example: […] version for manuscript description[2].

For text enclosed in parentheses, if referred to one term the reference number to a footnote will be enclosed as well; if referred to the whole content, it will be placed after the parenthesis.

Examples:
(International Internet Preservation Consortium)[49].
(Wikipedia and the World Wide Web Consortium[47]).

2 - Abbreviations, initials and acronyms

2.1 Abbreviations

Abbreviations should be avoided both in the text and footnotes. They can be used only if they are well-known, and often repeated in the text. The same form is valid for both singular and plural, without letter-doubling for plural. This rule applies to any language.

Examples:

- etc.: for et cetera
- fig.: figure/figures
- p.: page/pages (not pp.)
- par.: paragraph/paragraphs
- v.: volume/volumes (not voll. or vols.)

Sono da sciogliere sempre:
e.g. = exempli gratia/for example

2.2 Citing Legal Materials

Please see the following table for the citation of Italian laws:

Abbreviation	Meaning (Italian)	Example
circ. min.	Circolare ministeriale	circ. min., Ministero del Lavori Pubblici, n. 140/1980
delib. g.r.	Deliberazione della Giunta regionale	delib. g.r., Regione Lazio, 28/12/2011, n. 638
d.p.c.m	Decreto del Presidente del consiglio dei ministri	d.p.c.m. 21/9/2007
d.P.R.	Decreto del Presidente della Repubblica	d.p.r. 24/7/1977, n. 616
d.l.	Decreto legge	d.l. 1/2000
d.lgs.	Decreto legislativo	d.lgs. 61/2000
d.m.	Decreto ministeriale	d.m., Ministero della pubblica istruzione, n. 140/1980
dir. (CE/UE)	Direttiva CE /UE	dir. 2004/55/CE dir. 2012/110/UE
d.d.l. Cam. / Sen.	Disegno di legge (Camera, Senato)	d.d.l. Cam. 30/5/2008

l.	Legge	l. 4/1993 l. 14 gennaio 1993, n. 4 (Titolo)
l.reg.	Legge regionale	l. reg. 130/1980
r.d.	Regio decreto	r.d. 29/7/1927, n. 1443
r.d.l.	Regio decreto-legge	r.d.l. 19/12/1926, n. 2132
reg. CE /UE	Regolamento CE/ UE	reg. CE 2009/152 reg. UE 2011/333
reg. gov.	Regolamento governativo	reg. gov., emanato con d.p.r. 24/7/1977, n. 616
reg. min.	Regolamento ministeriale	reg. min., Ministero Università e Ricerca scientifica e tecnologica, 30/11/2008, n. 42

Please note that ordinary laws can be cited either in their abbreviated or extended form.

2.3 Initials and acronyms

Initials and acronyms comprising up to four letters should be uppercase; initials and acronyms comprising five or more letters should be capitalised (see also par. 1.3 and 1.5 for the names of corporate bodies and projects). Termination marks should not be included (e.g. I.F.L.A.).
The name of corporate bodies should be expressed in full in the first reference, followed by its acronym (if relevant) in parentheses. In the following references only acronyms will be used.

Examples:

- Istituto centrale per il catalogo unico delle biblioteche italiane e per le informazioni bibliografiche (ICCU);
- American Library Association (ALA);
- United Nations Educational, Scientific and Cultural Organization (Unesco);

Projects and technical acronyms should be expressed as an acronym in the first reference, followed by their full names in parentheses. In the following references only acronyms will be used.

Example:
- FRBR (Functional Requirements for Bibliographic Records).

Abbreviations and acronyms of common use should not be expressed in full (e.g. PC, Opac).

3 - Bibliographic citations

3.1 Citations of monographs, journals and papers

Bibliographic citations should be included in footnotes.
A bibliography can be given for essays including a large number of citations according to the CHICAGO B. style. In this case, footnotes will include a short reference ("Author Year"), followed by the indication of volume and pages if relevant. The final bibliography will include the short reference and its expanded form, sorted in alphabetical order by author and year.

Example:

Footnotes
[1] Traniello 2002, p. 12-18
[5] Traniello 2005

Final bibliography
Traniello 2002 Paolo Traniello. *Storia delle biblioteche in Italia: dall'Unità a oggi.* Bologna: il Mulino, 2002

Traniello 2005 Paolo Traniello. *Biblioteche e società.* Bologna: il Mulino, 2005

Multiple citations in the same footnote should be separated by a semicolon (;).
Further references to the same text should use a shortened version of the footnote reference comprising the initial of the first name and full surname of the author, the first words of the title (or full title, if short) in Italic type, the abbreviation "cit." in Roman type, and pagination. Author, title, "cit." and pagination should be separated by a comma.

Example:
For the first reference:
[6] Mario Piantoni, *La Biblioteca Nazionale Centrale di Roma: progetto Biblio*, «La rivista dell'informazione», 4 (1973), n. 1/2, p. 59-68.

For further references:
[8] M. Piantoni, *La Biblioteca Nazionale Centrale di Roma*, cit., p. 62.

Further references to the same text in consecutive footnotes should be indicated with "Ivi, p." (in Roman type).

Example:
For the first reference:
[2] Cecilia Cognigni, *Come progettare le attività culturali della biblioteca*, Milano: Editrice Bibliografica, 2016.

For the consecutive footnote:
[3] Ivi, p. 45-51.

Further references to the same page of the same text, or to the same link, in

consecutive footnotes should be indicated with "*Ibidem*" (in Italic type).

Example:
For the first reference:
[1] Roberta Lasio, *Come usare le app in biblioteca*, Milano: Editrice bibliografica, 2015, p. 7-11.

For the consecutive footnote:
[2] *Ibidem.*

The name of an author of multiple works in consecutive references should not be repeated but replaced by "Id.," (in Roman type).

Example:
For the first reference:
[4] Lawrence Lessig, *Cultura Libera: un equilibrio tra anarchia e controllo contro l'estremismo della proprietà intellettuale*, Milano: Apogeo, 2005.

For the consecutive footnote:
[5] Id., *Remix: il futuro del copyright (e delle nuove generazioni)*, Milano: ETAS, 2009.

3.1.1 Reference to monographs

In references to monographs in footnotes, the fields Author, Title and Edition are separated by a comma. In the final bibliography, they should be separated by a full stop.

References to monographs in footnotes:
- Author (Name Surname), *Title: Other title information (in Italic type)*, Place of publication: Publisher, Year, (Series; number), v. (volume/s) x, p. (page/s) xx-xx.

References to monographs in final bibliography:
- Author (Name Surname). *Title: Other title information (in Italic type)*. Place of publication: Publisher, Year, (Series; number), v. (volume/s) x, p. (page/s) xx-xx.

Examples:
Reference in footnotes:
[8] Lorenzo Baldacchini, *La descrizione del libro antico*, Milano: Editrice Bibliografica, 2016.

Reference in final bibliography:
Lorenzo Baldacchini. *La descrizione del libro antico*. Milano: Editrice Bibliografica, 2016.

The first name of the author should be indicated in full, followed by surname, in Roman type (no small caps). A middle name should be abbreviated to the middle initial (e.g. Carlo M. Cipolla, John F. Kennedy). Two or more authors should be separated by a space, em-dash, space (—).
The first name of the editor should not be indicated in full but abbreviated to the initial (e.g. M. Rossi) and follow the title separated by a comma, introduced by <edited by>, <a cura di>, or any other formula as given in the language of

publication. Two or more editors should be separated by a comma.
The title must be in Italic type, followed by place of publication, publisher and year according to the formula: "Place of publication: Publisher, Year".

Examples:
Paul G. Weston — Attilio Pernigotti, *La biblioteca nel computer: come automatizzare?*, Città del Vaticano: Biblioteca Apostolica Vaticana, 1990, p. 13-15.

Il libro italiano del XVI secolo: conferme e novità in Edit16. Atti della giornata di studio, Roma 8 giugno 2006, a cura di R. M. Servello, Roma: Iccu, 2007.

Parallel titles should all be included, introduced by the equals sign = preceded and followed by a space.
Missing information on the place of publication, publisher and year should be replaced with the abbreviations [s.l.], [s.n.], [s.d.]. The indication of State after the place of publication, where appropriate, should be placed in round brackets (e.g. Boston (Mass.)). Two or more places of publication or publishers should be separated by a space, en-dash, space (-).
The first and the last year of publication of continuing resources or multipart monographic resources should be separated by an en-dash not preceded nor followed by a space (-). The first year of publication of continuing resources or multipart monographic resources in progress should be followed by an en-dash.

Examples:
Carlo Barberis — Riccardo Medici, *Progettare in agricoltura = Land settlement planning*, Roma - Grosseto: [s.n.], 1956.

John H. Falk, *Identity and the museum visitor experience*, Walnut Creek (Ca): Left Coast Press, 2009.

Gaetano Moroni, *Dizionario di erudizione storico-ecclesiastica da s. Pietro sino ai nostri giorni …,* Venezia: Tipografia Emiliana, 1840-1861.

The series (if relevant) should be placed in round brackets after the year of publication and before the indication of volume and pagination. The series number, in Arabic numerals, should be separated by a semicolon followed by a space (Series; number).
The number of a volume within a multipart monographic resource should be indicated in Arabic numerals preceded by "v.", after the imprint statement and before pagination.

Examples:
Gianmaria Savoldelli, *Comino Ventura: annali tipografici dello stampatore a Bergamo dal 1578 al 1616*, Firenze: Olschki, 2011 (Biblioteca di bibliografia italiana; 191), p. 55-60.

Manuale di storia dell'arte, Milano: Electa, 1988, v. 1, p. 70-75.

The indication of authors, title and imprint for contribution included in collections (conference proceedings, celebratory volumes etc.) should follow the same guidelines as for monographs. The name of the author and title of the contribution, in Italic type and followed by a comma, should be followed by <in:> in Roman type, and the title of the collection. The conference or seminar, in Italic type, can be given as well. In the

final bibliography the title of the contribution should be followed by a full stop and then <In:> (capitalised), imprint and pagination of the contribution.

Examples:
Reference in footnotes:
Claudia Leoncini — Rosaria Maria Servello, *Le attività di authority control in EDIT16: autori, titoli, editori/tipografi, marche e luoghi*, in: *Authority Control: definizione ed esperienze internazionali*. *Atti del convegno internazionale, Firenze, 10-12 febbraio 2003*, a cura di M. Guerrini, B. B. Tillet, Firenze: University Press-AIB, 2003, p. 229-305.

Marco Paoli, *Stato dell'arte e prospettive di lavoro all'ICCU*, in: *Il libro italiano del XVI secolo: conferme e novità in Edit16. Atti della giornata di studio, Roma 8 giugno 2006*, a cura di R. M. Servello, Roma: ICCU, 2007, p. 87.

Reference in final bibliography:
Angela Vinay. *Biblioteca Nazionale Centrale «Vittorio Emanuele II»*. In: *Atti del Convegno sulla diffusione delle informazioni giuridiche con l'ausilio degli elaboratori elettronici. Roma, Palazzo dei Congressi, 13-14-15 febbraio 1973*. Roma: Inforav, 1973, p. 213-217.

Giovanna Cordani — Silvana Loasses. *L'automazione nel settore catalogazione per autori della Biblioteca Nazionale*. In: *I fondi, le procedure, le storie. Raccolta di studi della Biblioteca*. Roma: Biblioteca Nazionale Centrale, 1993, p. 137-150.

3.1.2 Reference to serials and contributions in serials

The indication of authors and title of contribution included in serials should follow the same guidelines as for monographs. The title of contribution should be followed by the name of the serial in Roman type and enclosed in guillemets (« »), number of volume (in Arabic numerals), year of publication placed in round brackets, number of issue (if present) in Arabic numerals, first and last page of the contribution expressed in full. As for monographs, in footnotes the name of the author, title of the contribution and name of the serial are separated by a comma; in the final bibliography they are separated by a full stop.

Examples:
«Accademie e biblioteche d'Italia», 47 (1979), n. 1/2, p. 1-25.

Stefano Allegrezza, *Analisi del formato FITS per la conservazione a lungo termine dei manoscritti: il caso significativo del progetto della Biblioteca Apostolica Vaticana*, «Dig*Italia*. Rivista del digitale nei beni culturali», 6 (2011), n. 2, p. 43-72.

Angela Vinay — Mario Piantoni, *Note illustrative al progetto di automazione della gestione e della ricerca documentaria presso la Biblioteca Nazionale di Roma*, «Bollettino d'informazione AIB», 11 (1971), p. 136-150.

Elisa Bonacini — Giuseppina Monterosso. *Il Museo Paolo Orsi di Siracusa: un progetto pilota con Google. Virtual tour a 360° del museo e di reperti archeologici in modalità Street View.* «Archeomatica», 6 (2015), n. 4, p. 12-16.

The Gazzetta Ufficiale should be referred as to:
G.U. n. xx of the xx month xxxx, Series x°, p. xx

Example:
G.U. n. 21 del 13 marzo 2018, Serie 4°, p. 116

3.2 Reference to websites and online resources

Reference to texts and online documents should include after the author, title and publication, the web address (URL) where the document is available. It must be introduced by a comma and enclosed in angle brackets.
The web address should not be enclosed in angle brackets when it is the only element in the footnote (see also par. 1.5).

Examples:
[18] https://creativecommons.org/licenses/by-sa/3.0/it/.

[1] Le specifiche del protocollo alla base del sistema di cooperazione applicativa attraverso il quale è realizzato il catalogo collettivo sono disponibili all'indirizzo:
<http://www.iccu.sbn.it/opencms/opencms/it/main/sbn/evoluz_indice_sbn/pagina_143.html>.

Comparative Oriental Manuscript Studies: an introduction, edited by A. Bausi, Hamburg: Tredition, 2015,
<https://www.academia.edu/10300814/ed.Comparative_Oriental_Manuscripts_Studies.AnIntroduction>.

Arcangelo Rociola, *Dalla morte del web a quella delle app: perché in 6 anni è cambiato tutto*, «Startupitalia», 23 luglio 2016,
<http://startupitalia.eu/61150-20160723-app-economy>.

Alessandra Villa, *Tipologia e funzionamento del sistema della dedica nell'Italia del Rinascimento,* «Line@editoriale», 2 (2010), p. 26-48,
<http://revues.univ-tlse2.fr/pum/lineaeditoriale/index.php?id=202>.

3.3 Reference to manuscript sources and archival documents

Reference to manuscript sources and archival documents should always include, in the following order:
Town (current name), institution (current full name of the library, archive or museum), acronym (if relevant), shelfmark, page or leaf.

Examples:
Città del Vaticano, Biblioteca Apostolica Vaticana (BAV), Vat. Lat. 2034.

Paris, Bibliothèque nationale de France (BnF), Nuov. Acq. 123.

Roma, Archivio storico della Pontificia Università Gregoriana (APUG), 530, l. 61r.