

Editorial Guidelines for the Final Dissertation

1. Page setting / Layout

Final version: foresee pages with 32-35 lines, each line consisting of 65-70 characters; minimum number of pages: between 80-100 (150-200.000 characters, including spaces, or around 20-25.000 words); illustrations and tables in UNI format (A4).

Cover page (“frontespizio”): follow the *fac-simile* model in Word provided by the degree programme (see course website). ATTENTION: The use of the UniBO logo on the cover is NOT allowed.

For partial versions to be submitted to the supervisor for advice: follow your supervisor’s instructions. In absence of specific indications given by your supervisor, print your text in Times New Roman, font size 12, space 1.5, single faced. Make sure that you leave enough space at the four borders of the page for potential indications or corrections by your supervisor.

2. Order of the elements

The index of contents follows the front page and precedes the introduction.

The bibliography is inserted at the end of the volume. In case your thesis is divided into a text volume and an additional volume containing illustrations, the bibliography is inserted at the end of the text volume. In case of a combined volume containing text as well as illustrations, the bibliography can be accompanied by a list of figures (preceding the bibliography) or by a list of illustration sources (following the bibliography). (See also item 14 for more details about the iconographic *apparatus*).

3. Pagination

Do always insert page numbers (Arabic character), even for preliminary versions.

4. Titles

Chapter titles: font size 14, bold.

Section titles within the same chapter: font size 12, bold.

Potential subheadings (within the same section): use a different style than for the section titles (for example italic characters instead of bold characters).

Further indications:

- Start with a new page (right side) for each new chapter.
- Leave one blank line after each section title.
- Leave two blank lines after the end of each section.
- If the chapters are arranged in parts (Part I, Part II, Part III...), dedicate a new page to each new part and its title (without adding any other element; the page number will be omitted, but the page is counted).
- Titles do never end with a full stop.

5. Use of the italic character

The *italic* character is used for:

- Foreign words not commonly used in the English language;
- Titles of literary, artistic or cinematographic works.

N.B.: The italic character is not used for architectonic works (example: Tempio Malatestiano).

6. Spaces

A **blank space** is required:

- After a full stop if a letter, a word or a number is following:

Examples: **R. Barthes** (not: R.Barthes); **p. 5** (not: p.5).

Exception: in case of double name initials, no space is required (Example: **G.C. Argan**, not: G. C. Argan).

No blank space is required in the following cases:

- After the opening bracket and before the closing bracket:

Example: **(as Floch claims)**; not: (as Floch claims).

- After the opening quotation marks and before the closing quotation marks:

Example: **“Christian Dior was a fashion designer”**; not: “ Christian Dior was a fashion designer “.

7. Quotations and bibliographic references

- For quotations inserted in your text, use this type of quotation marks: “...”.

- For quotations included in other quotations, use simple quotation marks: ‘...’.

- **Short quotations** (single phrases or short statements) can be inserted directly in your text, identified by quotation marks.

- If you are citing **longer texts** or excerpts you wish to highlight particularly, it is recommended to separate them from your text (indented as a separate text block with font size 11). In case of quotations identified by a separated text block, it is not necessary to use the quotation marks.

N.B. Every quotation has to be accompanied by a footnote indicating the bibliographic reference.

- **Quotation guidelines:**

If not indicated differently by your supervisor, please refer to the *Turabian Citation Guide (Bibliography Style)*, available at the following link:

http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

8. Footnotes

The footnotes appear at the bottom of each page (progressive number, without bracket). Insert the footnote after the punctuation mark (e.g. full stop or quotation marks).

9. Abbreviations

Abbreviations have to be homogeneous.

See the following link for common Latin terms and abbreviations in academic writing:

<http://writingcenter.unc.edu/handouts/latin-terms-and-abbreviations/>

10. Suspension points / ellipsis points

Use only three dots.

Suspension points: leave a blank space after the three dots before continuing with the text.

Example: It's too late... let's continue tomorrow.

Ellipsis points: if you need to omit a part of a quotation, identify the omission like this: [...]

Example: "It's [...] late... let's continue tomorrow."

11. Hyphen (-)

The hyphen (-) is used to link terms together without leaving a blank space [prêt-à-porter], or for number intervals [p. 5-9].

12. Dash (–)

The dash (preceded and followed by one blank space) is used to indicate a division, e.g. in titles or subtitles [Punk a Londra – King's Road, 1980], or as an opening and closing element for insertions inside a text.

13. Numbers

Numbers (dates excluded) have to be written in letters.

Exceptions regarding dates:

- **the fifties** (not: the 50s);
- **in 1929** (not: in '29).

14. Iconographic apparatus

Iconographic materials (figures or pictures) can be inserted in the text, arranged in separate sections at the end of each chapter, or form a separate volume.

It is recommended to create a list of figures. In this case, indicate for each figure the illustration source. Otherwise, you can create a list of sources or you can indicate the source of each figure in the caption.

In case of images taken from a magazine, you may follow this example:

The Goodlife, foto Steven Meisel, fashion editor Brana Wolf, in "Vogue Italia", no. 566, October 1997.

In any case, it is necessary to establish a homogeneous system, which is coherent with the presentation strategies you adopt for your dissertation and which you will respect throughout the whole text.

To create the captions in a correct and exhaustive way, you may consult catalogues like the following:

Maria Luisa Frisa, Stefano Tonchi, (a cura di), *Excess. Moda e underground negli anni 80*, catalogo della mostra (Firenze, Stazione Leopolda, 8 gennaio-8 febbraio 2004), Milano, Charta, 2004.

15. Acknowledgment

In the final version of your dissertation, insert the acknowledgment page after the bibliography, beginning with a new page. The acknowledgment has technical and scientific character. That is to say, you express your gratitude for the involvement and the help of the researchers and teachers (excluded your supervisors already indicated on the cover page), librarians, archivists, experts, technicians, professionals or other persons you encountered during your research.