EDITORIAL STANDARDS

The thesis editing shall be consistent with relevant editorial standards.

Students are advised to select **one referencing style**, in agreement with their supervisors and according to the requirements of their field of study and their topic. They may choose among, for instance, the following referencing systems: MLA (https://www.mla.org/), APA (http://www.apastyle.org/), Chicago Manual of Style/Turabian (http://www.chicagomanualofstyle.org/tools_citationguide.html), and Harvard referencing style (http://www.harvardgenerator.com/).

It is **essential** that the student applies the **chosen referencing style consistently throughout the thesis**, in all matters: from citing and quoting to punctuation, use of foreign words and stylistic choices.

Besides the aforementioned referencing styles, it is also possible to choose the following editorial standard frequently in use in Italy:

A. Bibliography
The bibliography has to be published in alphabetic order according to the authors' surnames, followed by the year of publication.
Examples:

1) Unpublished primary sources and published primary sources.
List of the Archives folders/boxes, city, years of ref.
Title of the primary sources' publication, Institute or publisher, city, date.

2) Monographs:
Majone G. (1996), *Regulating Europe*, London, Routledge

3) Volumes of collective writings:
Poterba J. and von Hagen J. (eds.) (1999), *Fiscal Institutions and Fiscal Performance*, Chicago and London, The University of Chicago Press

4) Essays included in volumes of collective writings:
Strauch R. (2000), *Institutional Reforms and Belgian Fiscal Policy in the 90s*, in: Rolf R. Strauch and Jürgen von Hagen (eds.), *Institutions, Politics and Fiscal Policy*, Boston and Dordrecht, Kluwer Academic Publishers, pp. 215-34.

5) Articles published in journals:
Pierson P. (1996), *The Path to European Integration. A Historical Institutionalis Analysis*, in «Comparative Political Studies», n. 2, pp. 123-63.
         — (2000), *Incrising Returns, Path Dependence, and the Study of Politics*, in «American Political Science Review», n. 2, pp. 251-67.

6) Articles published only on the internet – "nd" (stands for: not dated document)
Terzani S. (nd), *I poteri del Parlamento scozzese*, www.lgs.uk.ac/terzani/parlscozza

B.   Citations, bibliographical references, footnotes and use of brackets
In-text bibliographic references have to be reported in round brackets by indicating the author's surname, followed by the year and, after a comma, by the page number if necessary (ex. Rossi 2006, 233-237).
When more works are enclosed in the same round brackets, they have to be separated by a semicolon. The author's name initial has to be inserted between the surname and the year only if the final bibliography includes two authors with the same surname. Each reference has to be listed at the end of the thesis by respecting the examples reported above.
Every work from which interpretations and information are taken has to be cited. Sentences or parts of sentences quoted from any works and reported in the typescript shall be placed inside quotation marks and the source has to be cited. The term «ibidem» (with small initial letter) shall be used to refer to a work previously cited. (Scharpf 1997, 32) .... (ibidem, 127-28). The abbreviation «cfr.» shall be written in small letters and with a final full stop. Textual citations shall be written between guillemets «...».
Quotations of more than four lines have to be reported in a separate paragraph.
For each work cited in brackets in the text, the corresponding references have to be reported in the bibliography. It is advisable to cite only works which have been actually consulted.
In case you deem it necessary to insert second hand textual citations, they have to be specified with the expression «cited in». For example: (Hamer 1977, cited in Cox 1987, 70). Also in this case it is necessary to list the complete references in the bibliography.
Normally, footnotes should not exceed 10 lines.

C.   Statistics, tables and figures
If statistical surveys carried out by the student are included in the thesis, it is advisable to pay special attention and justify the sample selection and consistency.
Tables and figures shall be headed and numbered in progressive order and shall be referred to from the text with their number.
The notes of tables and figures (diagrams, graphs, cartographies) have to be placed at the foot of the corresponding table and figure and not at the foot of the page.
Tables must be self-explained, so that the reader does not need to have recourse to the text to understand them. The text must describe the essential content of the tables so that the reader who does not want to focus on the tables can go on reading as s/he has already understood the basic information conveyed by the table from the text.
Every table must be referred to from the text at least once in order to explain its content and to justify its usefulness for the thesis.
Tables and figures must be reported directly in the text, approximately in the point where they will be inserted in the paper format.

D.   Foreign words (other than English) and use of italics
The use of italics shall be restricted to foreign words, including Latin terms (*pro tempore*, *in primis*, *ad hoc*, *arrondissements*, *Länder*), except for those words of common use such as élite. The words that the author want to enhance, the table headings and the titles of volumes or articles quoted in the text shall be also in Italics. Names of associations, institutions, etc. shall be in normal style both in the text and in the notes (ex. Isr = Institute for Social Research). Abbreviations shall not be italicized, even though they refer to foreign words. Foreign words shall be always put in italics, while it is not possible to use quotation marks.