



GUIDELINES FOR SUBMISSIONS

Submissions to this journal have to adhere to the guidelines contained in the following sections.

A submission proposal must be original and unpublished.

Italian, English, or Spanish is accepted for the review; Italian- and Spanish-accepted submissions must be translated into English.

Authors guarantee that the articles and images to be published are not subject to copyright.

Authors acknowledge sources and any work by other authors. Each citation must be verified by the author.

The editorial staff reserves the right to make any changes necessary to adapt the text to editorial guidelines, agreeing with the author on those of greater importance.

Publication proposals must be sent in the form of:

(a) full paper. Title of the contribution (120 characters maximum, including spaces), author(s), affiliation and a short biography of the author(s): max 80 words; abstract: max 300 words with 5 keywords; text: max 3000 words, including notes and bibliography; images (max 10 + 1 cover image, base 17 cm), captions must include the image source;

(b) short paper, visual essay, case study, or reviews of publications, built or unbuilt design or drawings: title of the contribution (120 characters maximum, including spaces), author(s), affiliation and a short biography of the author(s): max 80 words; abstract: max 150 words with 5 keywords; text max 1500 words, including notes and bibliography; images (max 10 + 1 cover image, base 17 cm), captions must include the image source.

Each submission will be evaluated by at least two anonymous reviewers, either members of the journal's Scientific Committee or external reviewers, through a double-blind peer-review process.

HOW TO SUBMIT PROPOSALS

The submission should be submitted to **info@palladianist.org**.

Submission materials should be sent through a compressed folder, e. g., **Surname_full paper.zip**

The submission must include:

- **text:** must be sent in Word format (.doc or .docx) and also Acrobat format (.pdf), and they must include, in the approximate chosen location, the figures (photographs, drawings or plans) that illustrate the text with the specific caption. Following the guidelines provided in the section on graphic documentation, these same figures must also be uploaded as separate files (in .jpeg or .jpg format). The text must include the author's name, their institution, an abstract with 5 keywords, notes, and references. The file should be named following the syntax: **Surname_full paper.doc**;
- **images:** max 10 + 1 cover image, width 17 cm. Images must be submitted in *.jpeg format, with a resolution of 300 dpi; images with a base of 8 cm (single column) and 17 cm (page width) are accepted; maximum height 17 cm. Images should be named in sequential order, e. g., **Surname_fig01.jpg**.

ACCEPTANCE

The author will be notified of the outcome of the evaluation of the full paper by email.

At the end of the review, the full paper proposal can be:

- **Accepted.** In case of acceptance, the author will be asked to follow the recommendations of the anonymous reviewers (double-blind peer review) and, at the same time, to translate all materials into English (if submitted in Italian and Spanish).
- **Non-Accepted.** If the full paper receives two negative evaluations from the anonymous reviewers.

EDITING RULES

The first paragraph may be labelled '**Introduction**'. The last paragraph may be labelled '**Conclusions**'. Any '**Credits/Acknowledgements**' will be included in a final section, following the text, before the notes.

In-text bibliographical references are placed inside brackets and include: [Author's last name, year of publication, page number(s) preceded by "p." or "pp."]. All texts cited in the text must necessarily be included in the list of references.

The reference list must not contain texts that are not explicitly cited in the paper.

E.g.: ... as affirmed regarding the issue [Bianchi 2010, p. 22]. E.g.

.....as affirmed regarding the issue [Bianchi 2010, pp. 21, 22].

E.g.:as affirmed regarding the issue [Bianchi 2010, pp. 11-22].

If several texts by the same author are cited, the last name is indicated only once, followed by the dates separated by a semicolon.

E.g.: ... as results from Bianchi's studies [Bianchi 2010; 2017].

If the same author, in the same year, is present with two bibliographical citations, the reference will have a letter following the year. The same letter will be indicated in the bibliographical references after the year of publication, in parentheses (see the section below regarding bibliographical references).

E.g.: ... as affirmed regarding the issue. [Bianchi 2010a, pp. 11-22].

E.g.: ... the issue has been systematically addressed [Bianchi 2010b, p. 3].

Image Reference Number

In the text, the reference number of an image is placed in parentheses and preceded by fig. or figs.; if there are two images, the numbers are separated by a comma; if there are more than two images and they have consecutive numbering, the numbers are separated by a hyphen.

E.g.: As shown in the drawing of Serlio's Treatise (fig. 12), the proportioning, etc... E.g.: As shown in the drawings of the Treatise (figs. 12, 18), the proportioning, etc... E.g.: As shown in the drawings of the Treatise (figs. 12-15), the proportioning, etc..

Endnotes

Endnotes must be numbered progressively and may contain a brief comment or other remark that the author deems appropriate. If the note refers to a text cited in the reference list, the text will be referred to in summary form: the author's last name, year of publication, p./pp. xx.

In the text, the reference **number of an endnote** will be placed inside brackets. In the endnotes, the reference number will also appear in brackets.

E.g.: (in the text): ... as stated by Professor Bianchi [2]. E.g.: (in the endnotes):

[1] Bianchi 2015, pp. 11-14.

[2] As stated by Professor Bianchi [...]: Bianchi 2014, p. 123.

Permitted abbreviations

Avoid abbreviations as much as possible within the text, with the exception of ca. (about); B.C. (before Christ); A.D. (Anno Domini).

Abbreviations are used preferably in the notes.

Do not include an apostrophe when pluralizing abbreviations.

List of permitted abbreviations.

article/s	art./arts.	figure/s	fig./figs.
chapter/s	chap./chaps.	ibidem	ibid.
issue/s	No./Nos.	idem/eadem	id./ead.
circa	ca.	number/s	No./Nos.
compare	cfr.	page/s	p./pp.
et cetera	etc.	following	ff.
edition/s	ed./eds.	no date	n.d.
editor/s	Ed./Eds.	volume/s	Vol./Vols.

In-text direct quotations

Quotations are inserted within the text (same font, font height and line spacing), using double quotation marks.

("xxxx").

Any quotation within a quotation should be placed inside single quotation marks ("xxxx 'xxxxxxxx' xxxx").

E.g.: One can therefore agree with Bianchi when he observes that "for Leonardo da Vinci the painter 'is master of all the things that can befall the mind of man,' as we read in his *Treatise on Painting*" [Bianchi 2017, p. 38].

Numbers

Apply the main general guidelines for writing the different categories of numbers and numerical quantities.

Spell out one through nine; always spell out one and zero; use numerals for numbers 10 and above.

E.g.: I purchased six tables. E.g.:

This is worth one euro.

E.g.: I have entered 18 titles in the bibliography.

When the numbers consist of 5 or more digits, use the comma (“,”) to separate the thousands (and not the point).

E.g.: 1,500

E.g.: 1,230,000

In decimal numbers, a point separates the integer part from the decimal part, with no spacing before or after it.

E.g.: 3.65 (and not 3 . 65)

Use numerals to denote centuries:

E.g.: Before the 16th century E.g.:

20th-century literature

Units of Measurement

Units of measurement are written with their full name when they are not accompanied by the numerical value. When the unit of measurement is accompanied by a numerical value, it's indicated by a symbol. The symbol follows the numeral and is not followed by the dot, unless it is at the end of the sentence. The only exception is for ancient units of measurement, which are always written in full.

E.g.: some metres (and not some m) E.g.: 8.5 m (and not 8.5 metres or 8.5 m). E.g.: 12 toise

Italics

In italics: titles of books, magazines, periodicals, films, works of art, newspapers, exhibitions, courses and teaching modules.

Italics are always used for terms in a language other than the language of the paper.

Italics are also used to indicate letters referring to geometric entities.

E.g.: the extremity *A* of the segment *AB* on the line *r* belonging to the plane α

Dates

Dates are preferably written as four-digit numbers (“1973”); when shortened, an apostrophe is used in place of the century and millennium digits ('73).

In the case of consecutive years, these are separated by a hyphen and written as four-digit numbers (1985-1986, not 1985-'86).

E.g.: in 1930, the architect went to Milan, where, in 1931, he was commissioned to...

E.g.: the student protests of '68

E.g.: the 1970s

E.g.: people in their 40s



Capital letters

The first word in a complete sentence should be capitalised. Capital letters are required for proper nouns, including:

- the initial of main words in the Title, excluding articles and prepositions
E.g.: The Catcher in the Rye
- the specific names of people, places, and things;
E.g.: John, New York, United Nations, the Grand Canyon, Lake Victoria
- names that indicate eras or historic events of great importance;
E.g.: the American Revolutionary War, the Tertiary Period, the Stone Age, the French Revolution
- geographical names;
E.g.: Black Sea, Mediterranean Sea, Mount Everest, Lake Placid, Bay of Pigs, Gulf of Naples, Cape of Good Hope, etc.
- epithets and nicknames;

E.g.: Lorenzo the Magnificent, Richard the Lionheart

- the terms Avenue, Boulevard, Street, Square, ...
- titles

E.g.: King Charles, the President; Prime Minister Giorgia Meloni

- Institutions (companies, brands, agencies, etc.). Some small words, such as prepositions, may still be lowercased in such names.
E.g.: Volkswagen Group, Bank of China

Lists

In general, both numbered lists and bulleted lists are preceded by a colon.

Reference List

The journal does not call for a bibliography; rather, it requires a list of "bibliographical references" to be included at the end of the paper, introduced by the title "Reference List."

All the texts cited in the paper must be indicated in the list of references.

Texts of general interest that are not explicitly cited in the paper are not to be included in the references.

The list of texts will be arranged in alphabetical order; only in the case of repeated authors, these will be listed in chronological order.

Rules for writing bibliographic references have been established based on the APA citation style manual, with some changes that the authors are requested to take into account.

If it is necessary to cite a text that does not fall within the cases set out below, or for more information, please refer to the provisions of the APA system, available for consultation, at the following web addresses:

<<http://guides.libraries.psu.edu/apaquickguide/intext>>;

<<http://www.apastyle.org/>>; <<http://www.bibme.org/citation-guide/apa/>>.

From the website <<https://templates.office.com/en-us/APA-styles-TM00002099>>, you can download a tool for writing in APA style in Word.

In general:

- It is necessary to insert the edition of the text that has actually been consulted and of which the author, year, and page numbers are to be reported;
- It is advisable to insert the title and date of the first edition in cases where this is significant; in these cases, place the information inside brackets;
- texts must be cited using the information found on the cover or in the colophon: for example, if a volume, present in the Bibliographical References of the Italian text, is published in another

language, (a cura di) becomes (Ed./Eds.). And similarly: if a text, present in the reference list of the English version, is published in Italian, (Ed./Eds.) becomes (a cura di).

- It is advisable, where possible, to refer to editions and/or translations accredited in the field of science: E.g.: Panofsky, E. (1997). *Perspective as Symbolic Form*. New York: Zone Books. [First ed. *Die Perspektive als "symbolische Form."* Leipzig-Berlin 1927].
- do not include the name of the translator unless this is, for some reason, strictly necessary;
- If the same author, in the same year, is present with two bibliographical citations, these are distinguished by adding a letter to the date of publication, written in parentheses.
E.g.: Rossi, M. (1984a). *Descriptive Geometry*. New York: Thompson.
E.g.: Rossi, M. (1984b). *The History of Representation*. New York: Thompson.
- never use small capitals;
- reduce capital letters to a minimum;
- do not use underlining;

In case of doubt, request clarification from the Editorial Board.

Book

Author's last name, initial(s) of first/middle name. (Year of publication). *Title of work*. Place of publication (city and, if relevant, state abbreviation): Publisher. DOI: 10.1000/xyz123 (if available).
<<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed xxx – date of last access with month written out in full) (if available).

If there are more than three authors, the reference of the first author, followed by "et al.," is used.

E.g.: Rossi, M. (1984). *Descriptive Geometry*. New York: Thompson.

E.g.: Rossi, M., Verdi, G. (1984). *Descriptive Geometry*. New York: Thompson. E.g.: Rossi, M. et al. (1984). *Descriptive Geometry*. New York: Thompson.

If the same author, in the same year, is present with two bibliographical citations, these are distinguished by adding a letter to the date of publication, written in parentheses.

E.g.: Rossi, M. (1984a). *Descriptive Geometry*. New York: Thompson.

E.g.: Rossi, M. (1984b). *The History of Representation*. New York: Thompson.

Edited Volumes

Editor's last name, initial(s) of first/middle name (Ed.). (Year of publication). *Title of work*. Place of publication (city and, if relevant, state abbreviation): Publisher. DOI: 10.1000/xyz123 (if available).
<<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed xxx – date of last access with month written out in full) (if available).

E.g.: Rossi, M. (Ed.). (1984). *Descriptive Geometry*. New York: Thompson.

Monograph contribution/essay

Last name of the contribution/essay's author, initial(s) of first/middle name. (Year of publication). Title of contribution/essay. In Initial(s) of editor's first/middle name. Last name of monograph's editor (Ed.). *Title of monograph*, p./pp. Place of publication (city and, if relevant, state abbreviation): Publisher. DOI: 10.1000/xyz123 (if available). <<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed xxx – date of last access with month written out in full) (if available).

E.g.: Rossi, M. (1984). Topographical Projections. In N. Bianchi (Ed.). *Descriptive Geometry*, p./pp. New York: Thompson.

Journal article (print)

Author's last name, initial(s) of first/middle name. (Year of publication). Title of article. In *Title of magazine*, No., p./pp.

E.g.: Rossi, M. (2017). *Descriptive Geometry*. In *Annals of the History of Geometry*, No. 18, pp. 543-556.



Journal article (online)

Author's last name, initial(s) of first/middle name. (Year of publication). Title of article. In *Title of magazine*, No., p./pp. DOI: 10.1000/xyz123 (if available). <<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed xxx – date of last access with month written out in full) (if available).

E.g.: Rossi, M. (2017). Descriptive Geometry. In *Annals of the History of Geometry*, No. 18, pp. 543-556. <<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed 6 May 2017).

Paper in Conference proceedings

Author's last name, initial(s) of first/middle name. (Year of publication). Title of paper. In Initial(s) of editor's first/middle name. Editor's last name (Ed.). *Number and title of the conference* (if present). Proceedings of xxxxxxxxxxxx. Location of the conference, date of the conference (day(s), month written out in full, year), Vol. (if present), pp., Place of publication (city and, if relevant, state abbreviation.): Publisher. DOI: 10.1000/xyz123 (if available). <<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed xxx – date of last access with month written out in full) (if available).

E.g.: Rossi, M. (2017). Descriptive Geometry. In G. Verdi (Ed.). *20th International Conference of Museum Docents*. Conference proceedings. Washington, D.C., 14-16 September 2019, Vol. 2, pp. 543-556. New York: Thompson.

Forthcoming publications

For publications in the course of being published, add (forthcoming) instead of the date of publication.

E.g.: Rossi, M. (forthcoming). *Descriptive geometry*.

E.g.: Rossi, M. (forthcoming). Topographic Projections. In N. Bianchi (Ed.). *Descriptive Geometry*. New York: Thompson

E.g.: Rossi, M. (forthcoming). Descriptive Geometry. In *Annals of the History of Geometry*.

Unpublished Bachelor's /Master's /PhD thesis

Author's last name, initial(s) of first/middle name. (Year of publication). *Title of work*. Bachelor's /Master's /PhD thesis in xxxxxxxxxxx, supervisor/tutor (initial of first name, last name), co-supervisor/co-tutor (initial of first name, last name) (if present). University. <<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed xxx – date of last access with month written out in full) (if available).

E.g.: Rossi, M. (2017). *Descriptive Geometry*. PhD thesis in Sciences of Representation and Survey. Supervisor/tutor Prof. G. Verdi, co-supervisor/co-tutor Prof. B. Bianchi. University of Virginia.

Newspaper article

Author's last name, initial(s) of first/middle name. (day, month and year of publication, if present).

Title of newspaper, p./pp.

E.g.: Rossi, M. (18 April 2017). Descriptive Geometry. *The New York Times*, p. 3.

Newspaper article (online)

Author's last name, initial(s) of first/middle name. (day, month and year of publication, if present). Title of article. Title of newspaper, p./pp. <<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed xxx - date of last access with month written out in full).

E.g.: Rossi, M. (18 April 2017). Descriptive Geometry. *The New York Times*, p. 3. <<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed 6 May 2017).

Website

When citing a website, you should always include:

<<http://xxxxxx/xxxxx/xxxxx>> (accessed xxx – date of last access with month written out in full).

E.g.: <<http://xxxxxxxx/xxxxx/xxxxx.xx>> (accessed 6 May 2017).

Article on website (with an author)

Author's last name, initial(s) of first/middle name. (day, month and year of publication, if present). Title of article. <<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed xxx - date of last access with month written out in full).
E.g.: Rossi, M. (21 October 2010). Descriptive Geometry. <<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed 6 May 2017).

Article on website (without an author)

Title of article. (day, month and year of publication, if present). <<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed xxx - date of last access with month written out in full).
E.g.: Descriptive Geometry. (21 October 2010). <<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed 6 May 2017).

Encyclopedia entry

Author's last name, initial(s) of first/middle name. (Year of publication). Title of entry. In *Title of Encyclopedia*, Vol./Vols., p./pp. Place of publication (city and if relevant, state abbreviation): Publisher.
E.g.: Rossi, M. (1984). Descriptive Geometry. In *International Encyclopedia*, Vol. XI, pp. 543-556. Chicago: International Encyclopedia Institute.
E.g.: Rossi, M. (1984). Descriptive Geometry. In *Encyclopedia of Ancient Art*, Vol. XI, pp. 543-556. Chicago: International Encyclopedia Institute.

Online encyclopedia entry

Author's last name, initial(s) of first/middle name. (Year of publication). Title of entry. In *Title of Encyclopedia*, Vol./Vols., p./pp. <<http://xxxxxxxx/xxxxx/xxxxx.xx>> (accessed xxx – date of last consultation with month written out in full).
E.g.: Rossi, M. (1984). Descriptive Geometry. In *International Encyclopedia*, Vol. XI, pp. 543-556.
<<http://xxxxxx/xxxxx/xxxxx.xx>> (accessed 6 May 2017).