

GREGORIANUM

Example of the composition of the text:  
(from 2021)

Name SURNAME

Title

Text of the article

Aaaaaaaaaaaaaaaaaaaaaaaaaa

Aaaaaaaaaaaaaaaaaaaaaaaaaa

Aaaaaaaaaaaaaaaaaaaaaaaaaa

Adress of your institution or home

Name SURNAME

Email address

Summaries and key words

Bibliography

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GREGORIANUM

Rules for writing articles

1.CHAPTER

1.1 FONT NAME AND FONT SIZE

The font to be used is Times New Roman, size 11.

1.2 ITALICS

Please you italics:

- For foreign words: *ex cathedra, a priori*;
- For the titles of books and periodicals: la *Divina Commedia*, la *Stampa*;
- To emphasize a word or an expression.

N.B: Punctuation marks following italics must not be in italics but in roman type.

Underlining is forbidden.

2. TEXT

2.1 PARAGRAPH

- Each paragraph starts with a 5mm return.
- Do not put a blank line between paragraphs, unless you want to indicate a separation between the sections of the article.

## 2.2 QUOTATION MARKS, BRACKETS, HYPHENS AND DASHES, APOSTROPHES

Please follow standard English rules.

## 2.3 QUOTATIONS

- If they are short, they should be placed between quotation marks in the body of the text (in the original language).
- If they are long (more than 4 lines), make a separate paragraph (Font size 10), preceded and followed by a blank line, without quotation marks, in roman type, with a margin of 5 mm on the left, not on the right. The first line of the quote/citation does not start with a left tab/tabulation.
- If you don't quote all the text, signal omissions with [...], except for the beginning where the first word must be in lowercase.

## 2.4 FOOT NOTES

The note call is superscript.

Note: Font size is 9, except for the superscript note number within the text.

The notes must be placed at the bottom of the page and numbered progressively.

References are given by placing the abbreviated title of the quotation in all the notes, even the first. They will then be mentioned in full form in the Bibliography at the end.

Do not use references like *op. cit.*, *idem*, *ibidem*; simply repeat the abbreviated reference in each note.

## 3. BIBLIOGRAPHY

The complete bibliography must be added at the end of the article.

You must follow the alphabetical order of the author's surnames and the following order:

- For books: SURNAME N., *Full Title*, City: Publisher YEAR.
- For articles: SURNAME N., "Title" (using standard English quotation marks), *Name of the Magazine*, XX (YEAR) pages.

N.B. The surname is written in small capitals.

## 4. ABSTRACT AND KEYWORDS

A short abstract, together with keywords (no more than 1,000 characters in total), should be both written in the language of the article, and translated as follows: into English, if the article is in French, Italian, Portuguese, Spanish or German; into Italian, if the article is written in English.

### Others:

- For other alphabets (Greek, Hebrew etc.), please use the same font throughout the article.
- For biblical references, follow the rules applicable to English.
- No capitalizing titles.
- The length of texts submitted should not exceed 60,000 characters in total.
- After revision by the censors, the editorial board will reply within three months; the board may require amendments. Once the author has been notified that the article is accepted and the necessary observations have been made, the amended text is sent again by e-mail; *this will be considered the definitive text*. The author will receive final proofs to verify details *but not to modify the drafting itself*.

- The terms of publication will be established by the editors. The author will receive two copies of the issue of *Gregorianum* in which the article is published, as well as a PDF version of the article.