

# author GUIDELINES

for **OPEN**  
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BOOKS

**QUICK GUIDE**

  
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# author for ACCESS BOOKS

## QUICK GUIDE GUIDELINES

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## I. INTRODUCTION

This guide aims to provide [USiena PRESS](#) authors with guidelines for the preparation of supplementary material and their manuscript. The correct submission of preliminary data and the correct organization of the text of the manuscript are both fundamental phases in the Open Access publication procedure, and lay the foundations for efficient processing that respects the expected publishing times, for timely and widespread dissemination, and for high impact factors for monographs, edited volumes and articles in volumes, in line with the principles of FUP's [Best Practice in Scholarly Publishing](#).



For a complete overview of publication phases, from the presentation of a proposal to its evaluation and peer review, right up to publication and dissemination processes, via international indexes and aggregators, see chapter **2. Editorial Principles** of the extended version of the [USiena PRESS Author Guidelines](#).

## 2. MANUSCRIPT PREPARATION FOR ALL VOLUMES

For the purposes of the dissemination of data and the impact of research products, an effective workflow organization and an active collaboration between Author and Publisher is required, in compliance with a series of simple yet important procedures. Such procedures are based on the best international standards on scientific dissemination and apply, on the one hand, to the drafting and preparation of the materials to be submitted to the editorial staff, and, on the other, to the citation system.



On the procedures for the submission of the manuscript – including the subdivision of files, the drafting of the text, the management of images and tables, the compilation of the index of names and basic editorial criteria – see paragraphs **3.2-6** of chapter **3. Manuscript Preparation** and chapter **4. Basic Editorial Criteria** of the extended version of the [USiena PRESS Author Guidelines](#). In case of any doubt or for further information, please contact the editorial staff: [redazione.volumi@fup.unifi.it](mailto:redazione.volumi@fup.unifi.it).



Regarding the use of images and, more generally, the **Publication of third-party content**, please refer to paragraph **3.7** of the extended version of the [USiena PRESS Author's Guide](#) or to the webpage '[Publication of Third-Party Content](#)' on the Firenze University Press website.

## 2.1. Paratexts

Upon delivering the manuscript authors are required to provide the editorial staff with a predefined set of fundamental metadata and paratexts. The following is required:

- **Abstract in the language of the publication**, up to 800 characters including spaces, to be delivered in a separate text file, in one of the most popular word processing formats (.docx, .doc, .rtf, etc.), also suitable for the back cover text, if provided for by the Series layout. The abstract should be concise while providing, at the same time, comprehensive information on the contents of the text. USiena PRESS recommends a text able to capture the reader's attention while mentioning the most relevant contents of the work.
- **Abstract in English (except for books written in English)**, up to 800 characters including spaces, to be delivered in a separate text file, in one of the most popular word processing formats (.docx, .doc, .rtf, etc.).
- **Biobibliography of authors/editors in the language of the publication**, up to 300 characters including spaces, to be delivered in a separate text file, in one of the most popular word processing formats (.docx, .doc, .rtf, etc.), also suitable for the back cover text, if provided for by the Series layout. The biobibliographic note should include only relevant information such as the academic role or qualification (use of capital letters as a form of respect should be avoided, preferably, e.g.: “full professor, director”; avoid “Full Professor, Director”, etc.), research interests, main published works (starting from the most recent publications); the texts should be written in the main language of the publication.
- **Biobibliography of authors/editors in English**, up to 300 characters including spaces, to be delivered in a separate text file, in one of the most popular word processing formats (.docx, .doc, .rtf, etc.).
- **Keywords of the work in English** (3 to 5), separated by commas, to be used for indexing and classification (subject indexing).
- **Title of the volume and its chapters in English**, which will be used for online dissemination through the [Scopus](#) and [ScienceOpen](#) databases.

When organizing for the delivery of the manuscript, it is essential to distinguish between contributions of evident scientific significance – which require the delivery of abstracts and keywords, and for which the attribution of a non-generic title is recommended – and introductory and/or complementary contributions (e.g. foreword, introduction, afterword, etc.) for which the delivery of such materials is not required.

## 3. TYPE OF PUBLICATION & RELATED EXCEL FILES

In the context of the procedure aimed at collecting the relevant metadata all publications and type of work, authorial monographs and collective volumes edited by one or more scholars will be published in the form of a divisible volume, i.e., Book Chapters.

**DIVISIBLE VOLUMES (OR BOOK CHAPTERS)** intended as a collection of chapters/contributions/essays which can be downloaded as separate contents, complete with metadata connected to the publication as a whole, and searched independently on the web; usually a collective volume edited by one or more scholars or a monograph that can be divided into parts. **For all divisible volumes (BOOK CHAPTERS), the ‘Book Chapters’ Excel file must be completed and submitted to the editorial staff (see 3.2.1.1).**

### 3.1. Collection of metadata and DOI assignment

All collections of chapters/contributions/essays are therefore also published in parts. Each article will therefore have, from the point of view of data dissemination and scientific impact, both a collective dissemination – linked to the volume it belongs to – and an individual dissemination, by means of the DOI identifier assigned to each contribution. The preliminary collection of metadata – which are also shown at the foot of the page, at the beginning of each section or chapter of the digital format of each volume – is linked to the assignment of the DOI identifier that, upon registration on [CrossRef](#), contains and propagates all the metadata of the volume and of each part.

### 3.1.1 'BOOK CHAPTERS' excel file

In order to collect the metadata necessary for effective dissemination, editors are required to fill in the attached **BOOK CHAPTERS** Excel file as follows:

#### Sheet 1 ('CHAPTERS'):

- Column A **Part number**: enter the part numbers, from 1 to x, of the chapters/contributions/essays of the volume, in the order of their appearance in the final index; the list must correspond with Column A of Sheet 2 ('Authors', see below).
- Column B **Title**: enter the title of the contribution.
- Column C **English Title**: enter the English title of the contribution
- Column D **Authors**: enter the name of the authors in correspondence with their contribution in the first name surname format.
- Column E **Abstract**: enter the abstract of the contribution in **English**, up to **800 characters** including spaces.
- Column F **Keywords**: enter the keywords of the contribution in **English (3 to 5)**, **separated by commas**.
- Column G **Chapter Language**: enter the language of the contribution or chapter.

#### ① Compilation example of CHAPTERS for BOOK CHAPTER volumes

#### Sheet 2 ('AUTHORS'):

- Column A **Part number**: enter the part numbers, from 1 to x, of the chapters/contributions/essays of the volume, in order of their appearance in the final index; the list must correspond with Column A of Sheet 1 ('Chapters', see above).
- Column B **First name**: enter the author's first name in correspondence with the author's contribution.
- Column C **Family name**: enter the author's surname in correspondence with the author's contribution.
- Column D **Email**: enter the author's email (enter one only, even in the case of a contribution by multiple authors).
- Column E **Affiliation**: enter the author's affiliation (in English; one only); refer to the Research Institutions list to check the exact wording of the affiliated institutions.
- Column F **Affiliation Country**: enter the affiliation country of the author (in English).
- Column G **Corresponding Author**: in the case of a multiple-authors contribution, enter '1' for the Author to contact for enquiries; enter '0' for the other(s).
- Column H enter the [Open Researcher and Contributor ID \(ORCID\)](#) of the author. Authors who do not have an ID can quickly obtain one by registering on the [ORCID website](#).

#### ① Compilation example of the AUTHORS Excel file

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
Part number	First name	Family name	Email	Affiliation	Affiliation Country	Corresponding Author	ORCID ID
1	Anna	Siciliano	anna.siciliano@unipg.it	University of Perugia	Italy	1	0000-0002-0204-720
2	Basilio	Villacorta Fernández	basilio.villacorta@unex.es	University of Extremadura	Spagna	0	
3	Jose Manuel	Sánchez Plaza	josemanuel.sanchez@gmail.com	University of València	Spagna	1	0000-0001-7459-4167
4	Oscar Luigi	Navas	oscar.navas@sorbonne-universite.fr	Sorbonne Université	France	1	0000-0002-1478-4789
5	Alfredo	Nogueira	alfredo.nogueira@uniupo.it	University of Piemonte Orientale	Italy	1	0000-0002-3337-8182

When organizing for the delivery of the manuscript, it is essential to distinguish between contributions of evident scientific significance – which require the delivery of abstracts and keywords, and for which the attribution of a non-generic title is recommended – and introductory and/or complementary contributions (e.g. foreword, introduction, afterword) for which the delivery of such materials is not required.

### 3.1.2 'References' Excel File

The References Excel file must be filled in by the authors in the case of Camera-Ready processing or upon specific request from the Editorial Staff.

The final bibliography of each chapter/contribution/essay, also published as separate content in the catalogue database of the FUP site, is assigned a DOI code that, once registered on Crossref, contributes to data dissemination and the Reference Linking mechanism, allowing for a more effective propagation on citation databases.

Therefore, with regard to bibliographic citations, it is necessary to provide a complete list of the works and articles cited, completing the attached **REFERENCES** Excel file in each of its parts:

- Column A **Part number**: enter the part numbers, from I to x, of the contributions of the collective volume or monograph that can be divided into parts, in the order of their appearance in the final index. The list must correspond with Column A of Sheet I ('Chapters') of the 'Book Chapters' Excel file (see 3.2.1.2 'Book Chapters' Excel File *below*).
- Column B **Reference**: enter the bibliographic references according to the established citation style (see *below* 5. [Bibliographical References](#)). Enter each bibliographic reference on a single line, that is, enter each title on a separate line without separating the bibliographic references with newlines or punctuation. The bibliographic references must correspond with the part indicated in Column A.
- Column C **DOI\_Reference**: enter, if existing, the DOI of the corresponding bibliographic reference (see in this regard Crossref), in the form: XX.XXXX/XXXXXX.

#### ① Compilation example of REFERENCES for BOOK CHAPTER volumes

Column A Part number		Column B Reference	Column C DOI_Reference
A	B	C	
Part number	Reference	DOI_Reference	
1	Age of Consent. n.d. "United States Age of Consent Map." Accessed June 18, 2019. <a href="https://www.ageofconsent.net/">https://www.ageofconsent.net/</a>		
2	Cheit, Ross E. 2014. The Witch-Hunt Narrative: Politics, Psychology, and the Sexual Abuse of Children. Oxford: Oxford University Press.	10.2307/2870430	
3	Age of Inquiry. n.d. "A global mapping of institutional abuse inquiries." Accessed June 13, 2020.		
4	Independent Inquiry into Child Sexual Abuse. 2019b. "The Roman Catholic Church. Case Study: Archdiocese of Birmingham." <a href="https://www.iicsa.org.uk/gation/birmingham-archdiocese">https://www.iicsa.org.uk/gation/birmingham-archdiocese</a>	10.1111/j.1741-4113.2006.00305.x	
5	Aenan, Marie. 2012. Child Sexual Abuse and the Catholic Church: Gender Power and Organizational Culture. Oxford: Oxford University Press.		
6	Ariere, John N., and Diana M. Elliott. 1994. "Immediate and Long-Term Impacts of Child Sexual Abuse." The Future of Children, no. 2: 54-69	10.2307/1602523	
7	Law Reform Commission. n.d. "Commission recommends abolition of public justice office." Accessed January 25, 2021.	10.2307/2870430	
8	Royal Commission into the New South Wales Police Service and Wood, J. R. T. and NSW Child Protection Council. 1997. Final Report. Sydney: Royal	10.36253/95688430	

**IN CASE OF ANY DOUBT ON COMPILING THE EXCEL FILES RELATING TO DIVISIBLE & NON-DIVISIBLE VOLUMES, CONTACT THE EDITORIAL STAFF:**

**[redazione.volumi@fup.unifi.it](mailto:redazione.volumi@fup.unifi.it)**

## 4. CAMERA READY

Depending on the nature of the publication, the specific needs and expected editorial characteristics, the USiena PRESS editorial staff provide three different templates for authors who want to submit a monograph or edited volume in camera-ready copy, together with a short guide to the necessary graphical layout:

- template Indesign
- template Latex
- template Word
- Fill in the Excel file 'References'

For access to the templates and any support, please contact the editorial staff: [redazione.volumi@fup.unifi.it](mailto:redazione.volumi@fup.unifi.it).

## 5. BIBLIOGRAPHIC REFERENCES

The so-called Chicago Style citation system should preferably be used to correctly cite the bibliographic references and create the final bibliography. The [Chicago Style](#) uses two possible citation systems: the so-called 'author/date' style (for more detailed indications, see [5. 'Author/Date' bibliographic references](#)) and the 'notes and bibliography' system (see [6. 'Notes and Bibliography' citation style](#) in the [USiena PRESS Author Guidelines](#)).



USiena PRESS and Firenze University Press encourage and RECOMMEND THE USE OF THE 'AUTHOR/DATE' IN-TEXT CITATION SYSTEM for managing the bibliographic references in the publications. This internationally-recognised style differs through its simplicity, clarity and streamlining, making it easier both for authors to write texts and for readers to read and refer to them.

The following applies to both the citation systems:

- The complete bibliographic references – at the end of the volume in the case of a monograph, and at the end of the essay in the case of a collective volume – should be compiled in alphabetical order. Multiple references by the same author should be arranged chronologically with the earliest work first.
- Use of the following terms is not permitted: *lvi*, *ibid.*, *ibidem*, *Id.*, *Ead.*, *cit.*, *op.* and similar. Each reference, even if recurring, should always be repeated according to the basic author/date scheme.
- For surnames, *never* use small caps or uppercase.
- The footnotes in the text should be numbered progressively and restart from 1 for each chapter/essay; paragraphs and/or bulleted or numbered lists should not be used in the notes; notes marked by asterisks and similar should also be avoided.
- To limit linguistic differences and arbitrary choices, the bibliographic references should preferably use the language of the sources cited. The title page must, therefore, be reproduced.
- For page ranges, avoid repeating the digit for tens, hundreds, thousands, etc. if the same as the digit already indicated (e.g. use 120-25, not 120-125).

### 5.1 AUTHOR/DATE BIBLIOGRAPHIC REFERENCES

According to this system, a concise indication of the source to which reference is made should be inserted in the main text enclosed in parentheses, while complete details of the citation should be reported in the final bibliography only.

Footnotes are allowed but only when deemed necessary to provide the reader with preliminary information or to examine in depth a concept mentioned in the text. Avoid footnotes containing only bibliographic references. The same author/date citation scheme also applies if the bibliographic reference is reported in the footnotes.



## 5.1.1 In-text citations

References in the text or in notes must include, in round brackets, the surname of the author or editor, the date of publication of the work, and any specific page numbers preceded by a comma:

- E.g. | (Piaget 1980) or (Piaget 1980, 74).  
E.g. | As described in Piaget (1980, 120-25).



For further information on in-text citation cases, see paragraph 5.1. of chapter 5. **'AUTHOR/DATE' Bibliographic References** of the extended version of the [USiena PRESS Author Guidelines](#).

## 5.1.2 Compiling the final bibliography

In the end-of-volume bibliography or at the end of each essay, complete bibliographic entries should be reported, with all the basic elements included in the relevant title page.

- **Monograph** The indication of a monograph – understood as the work of one or more authors on a specific topic – should follow the model of: Author surname, First name (in full). Date of publication of the work. *Title of the work in italics*. Place of publication: Publisher. DOI

E.g. | Smith, Zadie. 2016. *Swing Time*. New York: Penguin Press. <https://doi.org/xx.xxxx/xx>



For further information on monograph cases, see paragraph 5.3. and related sub-sections of chapter 5. **'AUTHOR/DATE' Bibliographic References** of the extended version of the [USiena PRESS Author Guidelines](#).

- **Edited volume** The indication of an edited volume – understood as a monograph or miscellaneous work edited by one or more editors – should follow the model of: Author surname, First name (in full), ed. or similar indication. Date of publication of the work. *Title of the work in italics*. Place of publication: Publisher. DOI

E.g. | D'Agata, John, ed. 2016. *The Making of the American Essay*. Minneapolis: Graywolf Press. <https://doi.org/xx.xxxx/xxxxxx>

Multiple editors should be separated by commas. For the last editor cited, the surname and first name are reversed and preceded by the conjunction.

E.g. | Dausset, Jean, and Jean Colombani, ed. 1973. *Histocompatibility testing*. Copenhagen: Munksgaard. <https://doi.org/xx.xxxx/xxxxxx>



For further information on edited volume cases, see paragraph 5.4. and related sub-sections of chapter 5. **Bibliographic References** of the extended version of the [USiena PRESS Author Guidelines](#).

- **Essays in collective volumes** Bibliographic citations of essays in collective volumes should follow this model: Author Surname, First name (in full). Date of publication. "Title of the essay." In *Title of the collective volume in italics*, ed. or similar information Full name of the editor, Surname, page range. Place of publication: Publisher. DOI

E.g. | Ossendrijver, Mathieu. 2020. "Hellenistic Astronomy and the Babylonian Scribal Families." In *Hellenistic Astronomy. The Science in Its Contexts*, edited by Alan C. Bowen, and Francesca Rochberg, 426-39. Leiden: Brill. <https://doi.org/xx.xxxx/xxxxxx>

- **Articles in journals** Bibliographic citations of articles in academic journals, general journals, periodicals and newspapers should follow the model of: Author surname, First name (in full). Year. "Title of the contribution." *Title of the journal in italics* journal year, issue number (month if any): page numbers. DOI. **Within the text, the specific page may be cited, while the overall page range should be omitted. The overall page range of the article must only be reported in the final bibliography.**

E.g. | Dal Pra (1950) affirms that... or as we read in Dal Pra (1950, 297)...

E.g. in the text | Dal Pra, Mario. 1950. "Positivismo logico e metafisica." *Rivista critica di storia della filosofia* V, 3: 295-305. <https://doi.org/xx.xxxx/xxxxxx>



For further information on cases of articles in journals, newspapers or exclusively online, see paragraphs 5.8-10. of chapter 5. '**AUTHOR/DATE**' **Bibliographic References** of the extended version of the [USiena PRESS Author Guidelines](#).

For all other cases, such as translations, reviews, online content, and specific cases, see paragraphs 5.6-7. and 5-10-13. and related sub-sections of chapter 5. '**AUTHOR/DATE**' **Bibliographic References** of the extended version of the [USiena PRESS Author Guidelines](#).

## 5.2 'NOTES AND BIBLIOGRAPHY' CITATION STYLE

If it is not possible to adapt the text to the author/date in-text citation style requested by the publishing house, then use the Chicago 'notes and bibliography' system.

The 'notes and bibliography' system stipulates that every reference to another text included in the main text refer to a specific bibliographic note containing the complete details of all the basic elements, as shown in the examples below.

### 5.2.1 Bibliographic citations in notes

The indication of a title in notes should follow the generic model of: First name (in full) Author surname, *Title of the work in italics* (Place of publication: Publisher, Date of publication of the work). DOI

E.g. | Charles Yu, *Interior Chinatown* (New York: Pantheon Books, 2020). <https://doi.org/xx.xxxx/xxxxxx>

Additional references are indicated repeating the author's surname followed by the complete title, or an identifying part of the title, and by the pages, if any.

E.g. | Yu, *Interior Chinatown*.

E.g. | Yu, *Interior Chinatown*, 48.



For further information on cases of monographic citations, edited volumes, essays in collective volumes, articles in journals, see paragraph 6.1 of chapter 6. '**Notes and Bibliography**' **citation style** of the extended version of the [USiena PRESS Author Guidelines](#).

### 5.2.2 Final bibliography

In the end-of-volume bibliography or at the end of each essay, complete bibliographic entries should be reported, with all the basic elements included in the relevant title page. The complete bibliographic references should be compiled in alphabetical order. MONOGRAPH The indication of the monograph in the final bibliography should



follow the model of: Author surname, First name (in full). Title of the work in italics. Place of publication: Publisher, date of publication of the work. DOI

E.g. | Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016. <https://doi.org/xx.xxxx/xx>

- **EDITED VOLUME** The indication of the edited volume in the final bibliography should follow the model of: Editor surname, First Name (in full), edited by or similar information. *Title of the work in italics*. Place of publication: Publisher, date of publication of the work. DOI

E.g. | D'Agata, John, edited by. *The Making of the American Essay*. Minneapolis: Graywolf Press, 2016. <https://doi.org/xx.xxxx/xxxxxx>

- **ESSAYS IN COLLECTIVE VOLUMES** The indication of **ESSAYS IN COLLECTIVE VOLUMES** in the final bibliography should follow the model of: Author surname, First name in full. "Title of the essay." In *Title of the collective volume in italics*, edited by or similar information First name of the editor (in full), Surname, page range. Place of publication: Publisher. Date of publication. DOI

E.g. | Ossendrijver, Mathieu. "Hellenistic Astronomy and the Babylonian Scribal Families." In *Hellenistic Astronomy. The Science in Its Contexts*, edited by Alan C. Bowen, and Francesca Rochberg, 426-39. Leiden: Brill, 2020. <https://doi.org/xx.xxxx/xxxxxx>

- **ARTICLES IN JOURNALS** The indication of Articles in journals in the final bibliography should follow the model of: Author surname, First name (in full). "Title of the contribution." *Title of the journal in italics*, journal year, issue number if any (year): page range. DOI

E.g. | Dal Pra, Mario. "Positivismo logico e metafisica." *Rivista critica di storia della filosofia* V, 3 (1950): 295-305. <https://doi.org/xx.xxxx/xxxxxx>



For further information on cases of monographic citations, edited volumes, essays in collective volumes, articles in journals, see paragraph 6.2 of chapter 6. **'Notes and Bibliography' citation style** of the extended version of the [USiena PRESS Author Guidelines](#).

For specific cases and more detailed examples, refer to chapter 14 of the [Chicago Manual of Style](#).

## 6. PUBLICATION OF THIRD-PARTY PROPRIETARY CONTENTS

The use of third-party content (textual and non-textual) in publications requires careful consideration of copyright and authorship rights. Authors are responsible for obtaining the necessary permissions and providing releases for copyrighted materials. Images fall into different categories (public domain, Creative Commons, microstock, self-produced, copyrighted) and must be properly attributed. Captions should indicate the source and license. For further details, please refer to section **3.7. Publication of Third-Party Proprietary Contents** in the [USiena Press Author Guidelines](#).

## 7. PREPARATION OF THE MANUSCRIPT FOR AN ACCESSIBLE EBOOK

### 7.1. WHAT DOES ACCESSIBLE EBOOK MEAN?

An **accessible ebook** is a digital book the content of which can be adapted to different reading needs using assistive technologies normally used by blind and visually impaired people, or those with reading difficulties.

### 7.2. OPERATING GUIDELINES FOR THE SUBMISSION OF FILES: TEXTUAL CONTENTS AND FORMATTING

In view of the production of an **accessible epub**, please adapt the submission of the text to the following operating instructions.

- **Organization of the contents:** divide the contents of the text into a hierarchy of titles, parts, chapters, sections and subsections arranged in sequence (Title 1.; Title 2. ...), establishing a coherent order; choose, if possible, titles that are not too long and divide the content into paragraphs by inserting sections that make reading easier.
- **Italics and boldface:** limit the use of italics and boldface to emphasise or achieve visual effects.
- **Capitals:** avoid formatting text in capital letters.
- **Use of colour:** it is essential for colour not to be the only means of conveying information, instead consider adding textual elements (e.g. numbers or percentages on a chart).
- **Acronyms and abbreviations:** explain acronyms - especially lesser-known ones - the first time they are used, providing the version written in full followed by the acronym in brackets. If possible, avoid Latin abbreviations in the body of the text (for example: e.g.; i.e.).
- **Numbers:** write 'zero' and 'one' in words to avoid potential confusion with the letters 'o' and 'i'; use comma separators in numbers above 999 instead of spaces (e.g. 10,000).
- **Lists:** create as a list the items that can be entered in any order; if the items in the list must be in a particular order, create a numbered list.
- **Links:** give a description of the link you are referring to (e.g. [See the British Library's collection of digitalized manuscripts](#) instead of: For the British Library's collection of digitised manuscripts, [click here](#)).

### 7.3. OPERATING GUIDELINES FOR THE SUBMISSION OF FILES: NON-TEXTUAL CONTENTS AND ALTERNATIVE TEXT

In general, when selecting non-textual content (typically images) to accompany a volume exportable in accessible epub, a distinction should be made between **decorative images** and **informative images**.

Decorative images:

- do not provide a better understanding of the text;
- do not provide additional information to that already present in the text;
- only provide a visual decoration to the page.

No text is required to accompany decorative images.

Informative images:

- convey information;
- may also have a caption.

Informative images can be accompanied by:

- **a caption:** normally next to the image, visible to everyone, provides a title and/or a brief description of the image that is not already in the visual element;
- **alternative text (alt-text):** a brief description of the content and functionality of the image that consists of plain text inserted as an attribute of the image and not displayed in the text, but which is only visible to assistive technologies and search engines. Not to be confused with the caption;
- **a long description (long-desc):** a more detailed explanation of the image, used only when the content of the image is complex (for example, a graph or infographics).

It is important to bear in mind that:

- captions and long descriptions are not compulsory, while the alternative text must be provided to the Editors;
- the mistake to be avoided is that of using the text of the caption as an alternative text;
- alternative texts and long descriptions must not be used to replace the caption;
- alternative texts and long descriptions must not duplicate the caption.

When preparing the alternative text, take into account that the alternative text must:

- indicate the type of image described (e.g. graph, illustration, map, photograph, etc.) avoiding generic descriptions such as ‘figure;’
- replace the visual element itself without confusing the reader;
- be as objective and neutral as possible without providing judgements, feelings, or personal opinions;
- take the context into account;
- avoid unnecessary details and maintain a length of about **125 characters**;
- end with a full stop.

## 7.4. MATHEMATICAL FORMULAS AND SCIENTIFIC TEXTS: ACCESSIBILITY AND STEMS

Mathematical formulas can be managed as: 1) **ordinary text**; 2) **images accompanied by alt-text**; 3) **MathML**.

For guidance on the most appropriate solution based on the contents of the publication and especially the extent of the mathematical formulas present, please contact the editorial team in advance: [redazione.volumi@fup.unifi.it](mailto:redazione.volumi@fup.unifi.it).

For a more detailed formulation on the preparation of the manuscript for the purpose of exporting an accessible ebook and more generally on the publication of accessible resources, please refer to chapter 9 of the extended version of the [USiena PRESS Author Guidelines](#) and the [Firenze University Press](#) website.

## 8. ABBREVIATIONS

abbr.	abbreviated, -ion
ab init.	<i>ab initio</i> , from the beginning
abl.	ablative
abr.	abridged, abridgment
AC	After Christ
acc.	accusative
act.	active
AD	anno Domini (in the year of [our Lord])
add.	addendum
ad inf.	<i>ad infinitum</i>
ad init.	<i>ad initium</i> , at the beginning
ad int.	<i>ad interim</i> , in the intervening time
adj.	adjective
ad lib.	<i>ad libitum</i> , at will (often used without a period)
ad loc.	<i>ad locum</i> , at the place
adv.	adverb
aet. or aetat.	<i>aetatis</i> , aged
AFr.	Anglo-French
AN	Anglo-Norman
anon.	anonymous
app.	appendix
arch.	archaic
art.	article
AS	Anglo-Saxon
b.	born; brother
BC	Before Christ
Bd.	<i>Band</i> (Ger.), volume
bib.	Bible, biblical
bibl.	<i>bibliotheca</i> , library
bibliog.	bibliography, -er, -ical
biog.	biography, -er, -ical
biol.	biology, -ist, -ical
bk.	book
c.	century; chapter (in law citations)
c. or cop.	copyright
ca. or c.	<i>circa</i> , about, approximately ( <i>ca.</i> preferred for greater clarity)
Cantab.	<i>Cantabrigiensis</i> , of Cambridge
cet. par.	<i>ceteris paribus</i> , other things being equal
cf.	<i>confer</i> , compare (“see, by way of comparison”; should not be used when see alone is meant)
chap. or ch.	chapter
col.	color (best spelled out); column
colloq.	colloquial, -ly, -ism
comp.	compiler (pl. comps.), compiled by
compar.	comparative
con.	<i>contra</i> , against
conj.	conjunction; conjugation
cons.	consonant
constr.	construction
cont.	continued
contr.	contraction
corr.	corrected



cp.	compare (rarely used; <i>cf.</i> is far more common)
d.	died; daughter
Dan.	Danish
dat.	dative
def.	definite; definition
dept.	department
deriv.	derivative
d. h.	<i>das heißt</i> (or <i>das heisst</i> ), namely (used only in German text; note the space between initials)
d. i.	<i>das ist</i> , that is (used only in German text; note the space between initials)
dial.	dialect
dict.	dictionary
dim.	diminutive
diss.	dissertation
dist.	district
div.	division; divorced
do.	ditto
dram. pers.	<i>dramatis personae</i>
Dr. u. Vrl.	<i>Druck und Verlag</i> , printer and publisher
DV	<i>Deo volente</i> , God willing; Douay Version
ea.	each
ed.	editor (pl. eds.), edition, edited by (never add <i>by</i> after <i>ed.</i> : either “ed. Jane Doe” or “edited by Jane Doe”; use <i>eds.</i> only after, never before, the names of two or more editors)
EE	Early English
e.g.	<i>exempli gratia</i> , for example (not to be confused with <i>i.e.</i> )
ellipt.	elliptical, -ly
ency. or encyc.	encyclopedia
eng.	engineer, -ing
Eng.	English
engr.	engraved, -ing
enl.	enlarged
eq.	equation (pl. eqq. or eqs.)
esp.	especially
et al.	<i>et alii</i> (or <i>et alia</i> ), and others (normally used of persons; no period after <i>et</i> )
etc.	<i>et cetera</i> , and so forth (normally used of things)
et seq.	<i>et sequentes</i> , and the following
ex.	example (pl. exx. or exs.)
f. or fem.	feminine; female
f.	<i>für</i> (Ger.), for
fasc.	fascicle
ff.	and following
fig.	figure
fl.	<i>floruit</i> , flourished (used with a date to indicate the productive years of a historical figure whose birth and death dates are unknown)
fol.	folio
Fr.	French
fr.	from
frag.	fragment
fut.	future
f.v.	<i>folio verso</i> , on the back of the page
Gael.	Gaelic
gen.	genitive; genus
geog.	geography, -er, -ical

geol.	geology, -ist, -ical
geom.	geometry, -ical
Ger. or G.	German
ger.	gerund
Gk.	Greek
hist.	history, -ian, -ical
HQ	headquarters
ibid.	<i>ibidem</i> , in the same place
id.	<i>idem</i> , the same
i.e.	<i>id est</i> , that is (not to be confused with e.g.)
IE	Indo-European
ill.	illustrated, -ion, -or
imp. or imper.	imperative
incl.	including
indef.	indefinite
indic.	indicative
inf.	<i>infra</i> , below (best spelled out)
infin.	infinitive
in pr.	<i>in principio</i> , in the beginning
inst.	instant (this month); institute, -ion
instr.	instrumental
interj.	interjection
intrans.	intransitive
introd. or intro.	introduction
irreg.	irregular
It.	Italian
L.	Latin; left (in stage directions)
l.	left; line (pl. ll., but best spelled out to avoid confusion with numerals I and II)
lang.	language
Lat. or L.	Latin
lit.	literally
loc.	locative
loc. cit.	<i>loco citato</i> , in the place cited (best avoided)
loq.	<i>loquitur</i> , he or she speaks
m.	male; married; measure (pl. mm.)
m. or masc.	masculine
marg.	margin, -al
math.	mathematics, -ical
MHG	Middle High German
mimeo.	mimeograph, -ed
misc.	miscellaneous
MM	Maelzel's metronome
m.m.	<i>mutatis mutandis</i> , necessary changes being made
Mod.E.	Modern English
MS (pl. MSS)	<i>manuscriptum</i> (pl. <i>manuscripta</i> ), manuscript
mus.	museum; music, -al
n.	<i>natus</i> , born; note, footnote (pl. nn.); noun
nat.	national; natural
NB, n.b.	<i>nota bene</i> , take careful note (capitals are illogical but often used for emphasis)
n.d.	no date; not determined
neg.	negative

neut.	neuter
no. (pl. nos.)	number
nom.	nominative
non obs.	<i>non obstante</i> , notwithstanding
non seq.	<i>non sequitur</i> , it does not follow
n.p.	no place; no publisher; no page
n.s.	new series
NS	New Style (dates)
ob.	<i>obiit</i> , died
obs.	obsolete
occas.	occasional, -ly
OE	Old English
OFr.	Old French
OHG	Old High German
ON	Old Norse
op. cit.	<i>opere citato</i> , in the work cited (best avoided)
o.s.	old series
OS	Old Style (dates)
Oxon.	<i>Oxoniensis</i> , of Oxford
p.	page (pl. pp.); past (also pa.)
para. or par.	paragraph
pass.	passive
pa. t.	past tense
path.	pathology, -ist, -ical
perf.	perfect
perh.	perhaps
pers.	person, -al
pers. comm.	personal communication
pl.	plate (best avoided); plural
posth.	posthumous, -ly
p.p.	past participle
ppl.	participle
PPS	<i>post postscriptum</i> , a later postscript
prep.	preposition
pres.	present
pron.	pronoun
pro tem.	<i>pro tempore</i> , for the time being (often used without a period)
prox.	<i>proximo</i> , next month
PS	<i>postscriptum</i> , postscript
pt.	part
pub.	publication, publisher, published by
QED	<i>quod erat demonstrandum</i> , which was to be demonstrated
quar. or quart.	quarter, -ly
q.v.	<i>quod vide</i> , which see (used only in a cross-reference <i>after</i> the term referred to; cf. s.v.)
R.	rex, king; <i>regina</i> , queen; right (in stage directions)
r.	right; recto; reigned
refl.	reflexive
repr.	reprint, -ed
rev.	review; revised, revised by, revision (never add <i>by</i> after <i>rev.</i> : either “rev. Jane Doe” or “revised by Jane Doe”)
RIP	<i>requiescat in pace</i> , may he or she rest in peace
s.	son; substantive, -ival

s.a.	<i>sine anno</i> , without year; <i>sub anno</i> , under the year
sc.	scene; <i>scilicet</i> , namely; <i>sculpsit</i> , carved by
Sc. or Scot.	Scottish
s.d.	<i>sine die</i> , without setting a day for reconvening; stage direction
sd.	sound
sec.	section; <i>secundum</i> , according to
ser.	series
s.h.	speech heading
sing. or sg.	singular
s.l.	<i>sine loco</i> , without place (of publication)
s.n.	<i>sine nomine</i> , without name (of publisher)
sociol.	sociology, -ist, -ical
Sp.	Spanish
s.p.	speech prefix
st.	stanza
subj.	subject, -ive; subjunctive
subst. or s.	substantive, -al
sup.	<i>supra</i> , above
superl.	superlative
supp. or suppl.	supplement
s.v. (pl. s.vv.)	<i>sub verbo</i> , <i>sub voce</i> , under the word (used in a cross-reference <i>before</i> the term referred to; cf. <i>q.v.</i> )
syn.	synonym, -ous
t.	<i>tome</i> (Fr.), <i>tomo</i> (Sp.), volume
techn.	technical, -ly
theol.	theology, -ian, -ical
t.p.	title page
trans.	translated by, translator(s) (never add <i>by</i> after <i>trans.</i> : either “trans. Jane Doe” or “translated by Jane Doe”); transitive
treas.	treasurer
TS	typescript
ult.	<i>ultimatus</i> , ultimate, last; <i>ultimo</i> , last month
univ.	university
usw.	<i>und so weiter</i> , and so forth (equivalent to <i>etc.</i> ; used only in German text)
ut sup.	<i>ut supra</i> , as above
v.	verse (pl. vv.); verso; versus; <i>vide</i> , see
v. or vb.	verb
v.i.	<i>verbum intransitivum</i> , intransitive verb; <i>vide infra</i> , see below
viz.	<i>videlicet</i> , namely
voc.	vocative
vol.	volume
vs. or v.	versus (in legal contexts use <i>v.</i> )
v.t.	<i>verbum transitivum</i> , transitive verb
yr.	year; your

If adopting a specific series of abbreviations is deemed appropriate—for example those of *The Oxford Classical Dictionary* ([OCD](#)) for classical references and those of [The SBL Handbook of Style](#) for the Bible—an explanatory legend should be included, compliant with the standard practices of the relevant discipline.



# Proofreading Guidelines

(Please, read carefully)





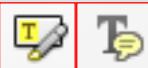

## Adding comments and notes to PDF documents

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### Comment and mark-up tools to use (in Adobe Acrobat)




Comments and mark-ups can be implemented in two ways:

1. Select the text with the appropriate tool  and then choose the appropriate mark-up tool.
2. Select the appropriate mark-up tool and directly select the text to comment.

 <b>INSERT TEXT AT THE CURSOR</b>  <b>To add new text.</b> Place the cursor in the exact point where you want to add the text and write it in the pop-up note. If the new text contains formatting, this should be specified in the note (<italics>, <boldface>, etc.). If the edit concerns only a space, specify <space> in the note.	 <b>REPLACE TEXT</b>  <b>To replace existing text with new text.</b> Use the cursor to select the text to be replaced and write the new text in the note that will pop-up. If the new text contains formatting, this should be specified in the note (<italics>, <boldface>, etc.). If the edit concerns a space, specify <space> in the note.
 <b>DELETE TEXT</b>  <b>To specify text to be deleted.</b> Use the cursor to select the text you want to delete. Double click on the strikethrough text to add a note to the edit.	 <b>UNDERLINE TEXT</b>  <b>To specify text to be italicized.</b> Use the cursor to select the text you want to format. Double click on the text to add a note and specify other formatting options: <boldface>, <roman>.
 <b>HIGHLIGHT / ADD A NOTE TO THE TEXT</b>  <b>To highlight text and add a note.</b> To be used for mark-ups not related to text corrections. Double click on the highlighted text to add a note.	 <b>GRAPHIC MARK-UP TOOLS</b>  <b>ONLY to request a change in position of text, tables, figures, etc.</b>

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- > **DO NOT** directly edit the PDF text.
- > **DO NOT** use the note tool  to insert text corrections.

- If a line or paragraph requires multiple corrections it is better to replace it completely using the  Replace text tool.
- **DO NOT FURTHER HIGHLIGHT** corrections implemented with tools such as  Highlight text,  Add a note or with other graphic mark-ups. The annotations can be viewed individually in a separate window and are therefore easy to identify.

## EXPRESSION AND PRESENTATION

“~~X~~expression” and “presentation” respectively indicate the moment of realization and objectification of what has been conceived.

How does the transition happen~~nn~~, in operational terms<sup>1</sup>, from a practical environment, in which an activity is still carried out—painting, sculpting etc.—to the actual world of the work of art? How does one distinguish a practical-ordinary activity—which involves the **corporal dimension** with its corresponding set of needs—from an artistic activity, in which a corporal dimension is equally presupposed?

The highest<sup>u</sup> moment of conception, however, when the author's empirical life reveals itself as a simple vehicle of another life, is a tragic moment, in a certain sense, because a “suicide” is taking place there, that of the artist.

<sup>1</sup> The work of art as an image is not our point here.

### ✓ correct use

#### Comment



Expression



Remove boldface



epic



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### ✗ incorrect use

#### Comment



Expression



Delete “nn”



Underline the text