

QUADERNI DELL'ISTITUTO LISZT

EDITORIAL CRITERIA FOR AUTHORS

1. GENERAL RULES

- a. File: Word. Body type: Times New Roman. Size: 12-point type for the main text, 10-point type for footnotes and long quotations.
- b. Italics for:
 1. titles of books and journals;
 2. title of composition (e.g. *Années de pèlerinage*);
 3. words in a foreign language.
- c. Never underline.
- d. Use bold very sparingly.
- e. Upper case letters:
 1. only if grammatically correct;
 2. after «:»
 3. always in the titles of journals (e.g. Journal of Musicological Research).

2. QUOTATIONS

- a. French quotation marks (« »): for quotations of words or sentences no longer than three lines.
- b. Double quotes:
 1. for underlying a special sense of a word (e.g. The performance was not absolutely correct, but very “smart”)
 2. for quotations within quotations
 3. for the nickname of a composition (e.g. Beethoven’s “Pastorale”).
- c. Never single (English) quotes.
- d. Longer quotation (of over three lines) must be set off from the text as extracts (1 cm right and 1 cm left) in smaller size (10-point type). They must be followed by a reference. Quotation marks are not used.
- e. [...] for omissions in a quotation
- f. An error in a quotation is underlined by [*sic!*].

3. PUNCTUATION MARKS

- a. Full stop always after quotation marks and parentheses, e.g.:

«[...] as she told me».
 («[...] as she told me»).

«Who said that?».
- b. The number of the footnote must follow the punctuation mark and must be followed by a space.

Examples:

[...] by myself.¹
Was it clear to everybody?²
I’m not sure at all!³
Then «you must take care».⁴

4. HYPHEN AND DASHES

- a. hyphen without spaces for names: Lévi-Strauss, Jean-Michel.
- b. hyphen plus spaces for several authors of a book: Saffle - Dalmonte.
- c. dash for an incised word or phrase: «It was very warm – 36° I think – ...

5. BIBLIOGRAPHY

a. Books written by one author: family name (small Capitals), name (Roman), year of publication in parentheses, title (*Italics*), publisher, place of publication:

DALMONTE Rossana (1983), *Franz Liszt*, Feltrinelli, Milano.

b. Books written by two, three authors: hyphen with spaces between the names:

DALMONTE Rossana - STORINO Mariateresa (2000), *Franz Liszt*, Rugginenti, Milano.

c. Books written by more than three authors: name of the first author followed by: *et al.*:

DALMONTE Rossana *et al.* (2000), *Franz Liszt*, Feltrinelli, Milano.

d. Books edited by one or more authors: cur., ed., éd., hrsg. (following the language of the book) must be put in parentheses before the date and followed by a comma:

DALMONTE Rossana (cur., 1983), *Franz Liszt. La vita, i testi ...*

WALKER Alan (ed., 1995), *Living with Liszt...*

VIER Jacques (éd., 1950), *Franz Liszt. L'artiste - Le clerc,*

HAMBURGER Klara (hrsg., 2000), *Franz Liszt. Briefwechsel mit seiner Mutter, ...*

e. Article in book:

DALMONTE Rossana (2008), "Liszts Auseinandersetzung mit der *Divina Commedia*", in Altenburg D. - Oelers H. (hrsg.), *Liszt und Europa*, Laaber Verlag, Laaber, 159-168.

g. Article in journal:

HAINÉ Malou (2002), "La première tournée ...", *Revue Belge de Musicologie*, 56, 241-278.

6. REFERENCES

References in the main text (not in footnotes!):

1. [WALKER 2005, 175]

2. [WALKER 2005, 175-200]

3. [WALKER 2005, 175 sgg.]

4. [WALKER 2005, 175; 182]

5. [WALKER - POCKNELL 2005, 175]

6. [WALKER *et al.* 2005, 175]

b. References to more than one book by the same author:

[WALKER 2003; 2005]

e. References to different books by the same author published in the same year: Add a, b, after the date:

[WALKER 2003a]

[WALKER 2003b]

f. If the author is quoted in the text, put the date of the book (and possibly the page) in parentheses:

and as Walker states [2003, 75] Liszt was....

g. For a book already quoted, use [*ibid.*] or [*ibid.*, 23] when it is the last book quoted.

7. PRINCIPAL ABBREVIATIONS

ABBREVIATIONS	MEANING
m., mm. or b., bb.	Measure, measures or bar, bars
etc.	et cetera
<i>ibid.</i>	<i>ibidem</i>
<i>Id.</i>	<i>idem</i>
p., pp.	Page, pages
ff.	following
<i>r., v.</i>	<i>recto, verso</i>

8. TABLE AND EXAMPLE

- a. Tables and examples are to send as single file. Please, write in the text where they have to be insert.
- b. Musical examples are to send in pdf file.

9. ABSTRACT AND CURRICULUM

- a. An English abstract written following RILM rules has to be sent with the main text.
- b. A brief curriculum of the author in the language of the essay.