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Italica Press prefers hard-copy mark-up on page proofs, using standard proofing marks. Please do not submit PDF or MSWord-style correction tabs electronically: versions and file transfer protocols vary widely, and your corrections may not be found, located to the particular error, or understood clearly by the compositor.

Please refer to, and use, the standard copy-reading and proof-reading marks from *Chicago*, 2.107–136, especially Figs. 2.6–2.7 (pp. 101–2). As a general rule of thumb, please do not rewrite a word if it contains a typo or spelling error, simply mark the incorrect character and its correction as per standard marking system.

Please distinguish between corrections to the proofs — as per the proofing marks above — and editorial comments or notes to editor or proofreader, which should be set off in a circle. This is because, as a general rule, professional compositors set into the text anything outside the circled text. If you are making numerous comments on the proofs, please consider using editor’s/proofreader’s tabs (similar to Post-its) that are attached to the pages.

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Individual Style Matters

A

adjectives, compound, use hyphen, e.g., art-historical research, antiquity, late antiquity; BUT early modern period (no hyphen)
apostrophe after words ending in "s": Charles' (no extra "s")

Art Bulletin: please use *The Art Bulletin*

art history (lc)

B

Baptistry (cap, when a specific building)

Barberini Inventories

baroque (adj., lc)

BCE (solid, not BC)

Bible (cap, noun)

biblical (lc, adj)

biblical books: use standard abbrevs. as per Chicago 10.45–51, e.g., Exod., Ps., Matt.

Exod. 5:15; Gen. 1:27, Matt. 2:6.

book of hours (lc)

born date (b.1513) abbreviated, set solid

Bibliography

Please note: Italica Press includes the names of publishers in all citations.

- **Book**: Kipling, Gordon. *The Triumph of Honour: Burgundian Origins of the Elizabethan Renaissance*. The Hague: Leiden University Press, 1977, 16–20.

- If published in multiple cities by same press, please use *first* city printed on the copyright page. *Not* Cambridge & New York: Cambridge University Press; *but* Cambridge: Cambridge University Press.
- **Article:** Schwyzer, Philip. “Lees and Moonshine: Remembering Richard III, 1485–1635.” *Renaissance Quarterly* 63 (2010): 850–83.
- **Part of a collected volume:** Guenée, Bernard. “*Les Grandes Chroniques de France: Le Roman aux Roys (1274–1518)*.” *Les lieux de mémoire 2. La nation*. Ed. Pierre Nora. Paris: Gallimard, 1986, 189–214.
- **Standard reference work, editions of texts, etc.:** *The Oxford Companion to the Book*. Ed. Michael F. Suarez, S.J. and H.R. Woudhuysen. Oxford: Oxford University Press, 2013.

buildings, places: cap in full formal name, e.g., The US Senate, the Gallery of King François I, the Boboli Gardens; but lc in other references: the senate, the gallery, the gardens

Burlington Magazine: *The Burlington Magazine*

C

Campanile (cap, when a specific building)

Capitalization of titles: follow Chicago.

- Ancient & medieval only first word;
- Renaissance and modern: as in modern

captions: end with period.

catalog

CE (solid, not AD)

central Italy

centuries (spell), e.g., twentieth, not 20th

cf.: please use only to mean “*confer (conferre)*” to “compare,” not “see.”

Church (as institution) cap; as adj.: church teaching (lc); as building, the church of St. Francis (lc); but St. Francis Church

cinquecento (lc)

c.1500 (circa, solid)

Citation Style:

- Book: Author, *Title* (New York: Cambridge University Press, 1989), 123–25.

- If published in multiple cities by same press, please use *first* city printed on the copyright page. *Not* Cambridge & New York: Cambridge University Press; *but* Cambridge: Cambridge University Press.
- Journal: Author, “Title,” *Journal Name* 5 (1989): 123–25

Comma: no series comma: parley, sage, rosemary and thyme

D

dash: M dash — set off by space. N dash for number runs, 42–46

dates: set of by n dashes, use shortened style (Chicago 9.60, 63), e.g., 1492–97, but 1400–1409; circa, abbrev. c., e.g., c.1350. Please use consistent style throughout: either May 24, 1948 or 24 May 1948.

death date (d.1494) abbreviated, set solid

decades: 1380s (solid, no comma), the 50s, the 60s, the 70s; but for only one, spell: the sixties

de’ Medici (space)

Duke of Berry (cap, as unique cultural term)

dukes of Burgundy (lc)

Duomo (cap, when a specific building)

E

early modern (adj., no hyphen)

eras: Italica prefers BCE and CE to BC and AD. Note: solid and no periods.

F

facade (no cedilla)

Fig. (cap) when in parentheses: (Fig. 5), Figure when discussing in body of text. Figure 5 indicates that... In notes please follow same system as for footnote refs: Kipling, *Triumph of Honour*, 95 fig. 25.

Footnotes:

Please note: Italica Press includes the names of publishers in all citations.

Please use full first reference and footnote reference style:

- **Book:** Gordon Kipling, *The Triumph of Honour: Burgundian Origins of the Elizabethan Renaissance* (The Hague: Leiden University Press, 1977), 16–20.

- If published in multiple cities by same press, please use *first* city printed on the copyright page. **Not** Cambridge & New York: Cambridge University Press; **but** Cambridge: Cambridge University Press.
- **Article:** Philip Schwyzer, “Lees and Moonshine: Remembering Richard III, 1485–1635,” *Renaissance Quarterly* 63.0 (2010): 850–83. Please use short title for subsequent refs., not year system. Schwyzer, “Lees and Moonshine,” 851; NOT Schwyzer (2010), 851.
- **Part of a collected volume:** Bernard Guenée, “*Les Grandes Chroniques de France: Le Roman aux Roys (1274–1518)*,” in *Les lieux de mémoire, 2. La nation*, ed. Pierre Nora (Paris: Gallimard, 1986), 189–214.
- **Standard reference work, editions of texts, etc.:** *The Oxford Companion to the Book*, ed. Michael F. Suarez, S.J. and H.R. Woudhuysen (Oxford: Oxford University Press, 2013).

footnote refs (set without comma): 109 n. 54, 210–11 n. 65

fresco (-es)

G

Ghent Altarpiece; the altarpiece in Ghent

H

heaven and hell (lc)

House of Orange (cap H)

humanity, not mankind, man or humankind

hyphen: compound adjs., e.g., art-historical research

I

indents (paragraph): please do *not* indent paragraphs using ruler or space bar.

initials (set solid): B.F. Goodrich

Internet (n., cap)

italics: aside from titles of books and journals, please use sparingly. If words appear in English-language dictionaries in any form, please use Roman. Restrict italics to unusual usages. E.g.: palazzo, piano nobile, sala, scudo, etc. (Roman); but *anticamera*, *architetto di casa*, *palazzetto*, *vigna*, etc. (italics). Follow Foreign-word rules for first usage in italics, thereafter in Roman (if frequently used) or italics (if only occasionally used)

L

late antiquity

Listserv (cap)

M

M dash: Italica prefers space on either end: He said — whispering — that it was OK.

Mass (cap.) as the unique ritual: the Mass; a mass, several masses

medieval (adj.)

Mount (Ventoux, Rushmore): spell out

N

N dash: use between numbers (solid) 54–56

Neoplatonic

Neoplatonism

the Netherlands (lc the)

northern Italy. But: the North, the South

numbers:

page: use Chicago system, (9.58–63) and separate numbers with N dashes: 81–82, 400–401, 401–2, 420–25

use comma in thousands: 1,000; 5,000; 10,000

dates: 1925–28, 2000–2001

O

O.F.M. (solid, periods)

O.M.Cap. (solid, periods)

online (solid)

O.P. (solid, periods)

P

page runs (in citations): please set off with an “n” dash, not hyphen, e.g.: 24–48, not 24-48. *See also* numbers *above*.

paradise (lc)

paragraphs, indents: please do *not* indent paragraphs using ruler or space bar.

Ph.D. (solid with periods)

possessive: use ’ for names ending in s, e.g., Francis’, *not* Francis’s.

Proofreading: Please refer to, and use, the standard copy-reading and proofreading marks from Chicago, 2.107–136, especially Figs. 2.6–2.7 (pp. 101–2). As a general rule of thumb, please do not rewrite a word if it contains a typo or spelling error, simply mark the incorrect character as per standard marking system.

Publishers. *Please note:* Italica Press includes the names of publishers in all citations. Please provide full information, (CITY [English name, first city only]: Publisher, Date). Rome: Istituto Storico, 1938; *not* Roma: Istituto Storico, 1938.

Q

quattrocento (lc)

Quote marks: commas inside,” colons outside”: semicolons outside”; “periods inside.” Please use American, not British, system, i.e., double for quote, single for quote inside quote: John said, “Let the beer be ‘lite’.”

R

regnal years (r.1415–76) abbreviated, set solid, shorted date convention

Renaissance (adj., noun). Italica Press uses both “Renaissance” and “early modern” for the European period c.1300–c.1600, and “early modern” for the period c.1600–c.1800.

S

San

Sant’ Angelo

Santa: abbrev as Sta.

Santi: abbrev. as SS.

Santissima, abbrev. as SS.

Santo: abbrev. as Sto.

For actual names of saints (not the churches), spell out consistently: Santa Maria Maddalena de’ Pazzi, Saint Francis, etc.

seicento (lc)

semicolon: use to separate entries in a footnote

sentence spacing: please use only *one* space (space-bar) between sentences, after periods.

Computer typesetting compensates for the old typewriter two space-bar spacing.

Series comma: no

S.J. (solid, periods)

southern Italy

the South (of Italy, of the US, for example)

states: use USPS abbrevs.: CA, CT, GA, KY, IL, MA, NY, PA, UT, etc.

T

tabs: please do not indent paragraph first lines with a tab space. Computer page-design programs now replace old typewriter methods with advanced formatting/stylistic functions; and tabs, double spacing, etc. must be stripped out of submitted files, often one at a time.

that/which: restrictive and non-restrictive (*Chicago* 16th 6.22–23, pp. 313–14)

titles

- art works, books: italicize. Piero's *Vision*
- book, parts: *The Happy Scholar: My Life and Works. An Autobiography* (Note upper-case convention, position of colon and period.)
- persons: visitor, senator, king: lc, unless preceding name, e.g., Senator Kennedy, King John; but John, the king of England; Kennedy is senator; the king praised the senator. He praised the duke of York. He praised Duke John of York.

translations: if on same line set off with commas: “monuments of my hands” (*manuum tibi monimenta*), italicize non-English for short phrases, no need to use brackets to set off a lengthy following English translation.

trecento (lc)

U

UK, USSR, USA or US (solid, no periods)

V

via Giulia (lc via) for street names, Via Salaria (cap Via) for road names

Virgil (not Vergil)

Volume numbers, Book:

- arabic numbers, no comma before: Guenée, Bernard. “*Les Grandes Chroniques de France: Le Roman aux Roys (1274–1518)*.” In *Les lieux de mémoire 2. La nation*. Pierre Nora, ed. Paris: Gallimard, 1986, 189–214.
- Subsequent citations: Nora, *Les lieux*, 2:189–214

Volume number, Journal:

- Arabic numbers, part set off by period: *Journal Title* 47.2 (1987): 215–63.

W

which/that: observe nonrestrictive/restrictive rule.