

Analecta Augustiniana

Editorial direction

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INTRODUCTION

1. *Analecta Augustiniana*, founded in 1905 as the official organ of information and culture of the Order of Friar Hermits of Saint Augustine, as from 1956 with the birth of *Acta Ordinis Eremitarum Sancti Augustini* - later named *Acta Ordinis Eremitarum Sancti Augustini. Commentarium Officiale* (vol. V, 1) and from 1963 *Acta Ordinis Sancti Augustini. Commentarium Officiale* (vol. VIII, No. 1) - has remained a cultural journal exclusively dedicated to the history of the Augustinian Order, the study of the life and works of its most illustrious members and thought of Augustinian doctors. The journal *Augustinianum*, which began in 1961 and is issued every six months from the *Augustinianum Patristic Institute*, is primarily dedicated to the life, works, thought of our Father Saint Augustine and the Patristic age.

2. The magazine has its own editorial group, consisting of the Director, a Secretary and a member, all appointed by the Prior General of the Order of Saint Augustine. The editorial staff will rely on many international collaborators who deal with history of the Augustinian Order. Among the collaborators there are especially the members of the *Institutum Historicum Augustinianum* with which the journal maintains a special relationship, and of which is, in some way, an expression.

3. The publication consists of three sections: 1) scientific articles and essays on the history of the Order, 2) information regarding conferences and workshops about Augustinian history, and 3) book reviews.

4. *Pubblicazioni Agostiniane* of the General Curia of the Augustinian Order is responsible for the printing and distribution of the journal.

5. The journal's style guidelines are annexed to this prospectus.

STYLE GUIDELINES

CITATIONS IN TEXT

- Citations from other works are enclosed in guillemets (« ») in both Italian and foreign languages. Any quotations inside the main citation are enclosed in double-quotation marks (“ ”).
- Latin text should be made in *italics*, without any citation marks.
- Any omissions are indicated by an elipses (enclosed in square brackets: eg.: *Pontifex Paule, est tibi magna [...] aeternitatis cupido*).
- Punctuation is always put after the closing quotation marks.
- *Italics* must be used for words or short phrases in foreign languages, quotations from the titles of books, articles, musical works, works of visual art, etc., unless they are expressed in the form of abbreviations that the author may use, after giving full version in the first occurrence preceded by “from now on”; or in a final index of abbreviations and acronyms.
- Citations which exceed three lines in the text, both in the language of the article or in different languages, without guillemets (≡), but are preceded and followed by a blank line, with indentation and smaller size.
- The **text** is in size 12; the **citation** in the text longer than three lines is size 11; **footnotes** size 10.

NOTES

The notes to the text are indicated in Arabic numerals in superscript without parenthesis; should be placed before a punctuation mark, when present. Notes should be placed with automatic recall, always at the bottom of the page.

REFERENCES IN THE NOTES

Author:

- name (initial of first name) followed by a period; double or triple initials should not be spaced apart. Example: G.M. VIAN.
- Surname in SMALL CAPS.

Up to the eighteenth century, the name of the author (and the editor/s) should be in full. For example: LUDOVICO ANTONIO MURATORI, *Della carità cristiana in quanto essa è amore del prossimo*, Venezia 1736.

- The author’s name in Latin, in genitive form, is not followed by a comma: BLONDI FLAVII *Roma instaurata*.
- Name and surname are replaced by ID., EAD., if the sequence of notes for a citation from a work by an author immediately follows a citation from another work by the same author.
- If another quote from the same work immediately follows, use: *ibid.* (in *italics*), p. or pp. 00.

More than one author:

- names are placed in order, separated by commas: P. CASCIANO, G. CASTOLDI, M.P. CRITELLI, G. CURCIO, P. FARENGA, A. MODIGLIANI ...

Title:

- always in *italics*. For example: R. MORGHEN, *Ancora sulla questione Malaspiniana*.
- Titles of works within the the main titles are written in plain text, unless there are no quotation

marks. eg. R. BIANCHI, *L'Eversana deiectio di Iacopo Ammannati Piccolomini*, Roma 1984 / or: R. BIANCHI, *L' "Eversana deiectio" di Iacopo Ammannati Piccolomini*, Roma 1984.

- In the successive quotations only the surname of the author, the first words of the title and "cit." (not preceded by a comma): eg. MORGHEN, *Ancora sulla questione* cit.
- Any indication of the edition number is carried out with representative numerical superscript following the year. Eg.: V. PISANI, *Testi latini arcaici e volgari*, Torino 1960², p. 121, nota 2.

Collections of writings by one author

Eg.: R. MANSELLI, *Severino di Steinfeld*, in ID., *Studi sulle eresie*, Roma 1974, pp. 151-156.

Collections of writings by different authors

- For contributions in miscellaneous books, etc. follow the same rules: author's name in SMALL CAPS, title in *italics*, followed by the title of the book in *italics* followed by "in" the first and last pages of the paper followed by a colon and the page or pages that one is interested in. For example: F. SIMONI, *S. Antonio e l'economia della salvezza*, in *Studi sul medioevo cristiano offerti a R. Morghen*, II, Roma 1974, pp. 908-932: 925.
- In the case of a citation after the first of these volumes: G. BATTELLI, *Un appello di Carlo d'Angiò contro Manfredi*, in *Studi sul medioevo cristiano* cit., I, pp. 12-13.
- If the volumes are released at different dates, these are indicated (cit., I, Roma 1972, pp.).
- The name of the **editor** is always given in SMALL CAPS; if the editors are more than three, the first of the names is followed by *et alii* (in *italics*). The formula "by" is written in the language in which the volume is edited; if the volume contains essays in several languages, refer to the language in which it is expressed in the title: "ed." (edidit, ediderunt), "par", "edited by", "hrsg", etc.

Proceedings of Conferences, study days and exhibitions:

In the case of conference proceedings and exhibition catalogs, after the title of the book (preceded by "in") followed by a period, and in plain text, the following formula is used: Proceedings of the Conference / Seminar / Colloquium / Exhibition catalog, etc. with place and date on which it is held. For example:

E. BATTISTI, *Il mondo visuale delle fiabe*, in *Umanesimo e esoterismo*. Atti del V convegno internazionale di studi umanistici, Oberhofen 16-17 settembre 1969, a cura di E. CASTELLI, Padova 1960, pp. 291-320

NB.: If the title of the meeting differs from that of the volume, it is mentioned enclosed in guillemets («...») followed by place and date, comma, and then by the name or names of the editors in small caps and in full.

The number of the volume of any work in several volumes with different titles, these are stated after the title in plain text. Example:

E. MÜNTZ, *Les arts à la cour des papes pendant le XV^e et le XVI^e siècle*, III. *Sixte IV-Léon X (1471-1521)*, Paris 1882.

Collections are followed, in plain parenthesis, with the place and date of issue. Examples:

- MANFREDI, *I codici latini di Niccolò V*, Città del Vaticano 1994 (Studi e testi, 359), pp.

Articles in journals

After the author and the title of the article, in *italics*, followed by: comma, the title of the journal in plain text enclosed in guillemets followed by “in”, comma, year or volume number (in Arabic numerals) and year in parentheses, comma, the first and last pages of the paper followed by a colon and the page or pages one is citing from. Example:

R. GETSCHER, *The Massacre of the Innocents*, in «Artibus et historiae», 39 (1999), pp. 77-102: 95.

- In the following citations only the surname of the author is given followed by the first words of the title and “cit.” (not preceded by a comma). Example: MORGHEN, *Ancora sulla questione* cit.

Works by ancient authors

In quotations of ancient works, the author must be cited in full. To the author’s name and title will comply with the language of the same title. Example:

AVRELII PRUDENTII CLEMENTIS *Carmina*, cura et studio M.P. CUNNINGHAM, Turnholti 1966 (CCL 126).

(When the name is in genitive form, no comma is used before the title)

GREGORIO DI NISSA, *Omellie sul Cantico dei cantici*, a cura di V. BONATO, Bologna 1995.

In the eventuality of a translator’s name, it is written in plain text, preceded by “translated by” in the corresponding language.

The books of the Bible are cited in a shortened form (according to the abbreviations enclosed), in *italics* and not followed by a period, followed by the chapter and verses in Arabic numerals.

IN GENERAL:

- **The name of the publishing house** of books is not given. The place and date of issue **are not** separated by commas.
- The citation of a note following the page number is preceded by a comma (example: p. 12, note 3).
- Use of CAPITAL LETTERS: for titles in German and in English follow the use of respective languages.

References of manuscripts and archival series are in italics. Examples:

Biblioteca Apostolica Vaticana, *Vat. lat. 3222*, ff. ...

Archivio di Stato di Roma, *Camerale I*, reg. 1222, cc. ...

When using abbreviations for the first time in a text, they should be fully expanded. The usual abbreviations for Libraries and Archives can be used: BAV for the Vatican Library, ASV for Vatican Secret Archives, etc.

Upper and lower case

Customs of the language used should be followed.

The Italian language, for example, does not use uppercase often. As a general rule, the least possible amount should be used in Italian and regulated as follows:

Use lowercase for:

- personal and possessive pronouns and adjectives: tuo, suo, lui, lei...
- names of:
 - historical periods: rinascimento, medioevo...
 - geographical areas: est, occidente...
 - schools of philosophy: stoici, epicurei, tomismo...
 - liturgical and Christian mysteries: the resurrection, eucharist, advent, christmas... Uppercase should be used instead when it comes to feasts: Natale, Pasqua, Immacolata concezione...
- attributes, even if directed to God: creatore, redentore, paraclito, servo di JHWH, nostro signore Gesù Cristo, but: Spirito Santo, il Signore, il Verbo, il Figlio di Dio, il Figlio dell'uomo, il Messia, il Paraclito...)
- the same for titles aimed at Our Lady and saints: vergine, madre, apostolo, martire; ma: la Vergine, la Madre di Dio, la Madre di Gesù...
- titles or common ecclesiastical and civil names: papa, vescovo, sacerdote, monsignore, gerarchia, magistero, sinodo, concilio, chiesa, stato, regione... The names of institutions will be capitalized when they can be regarded as author names.
- adjectives sacred and holy: s. Paolo, ss. Trinità... (but: S. Eufemia, where St. Peter if it is the name of a place or building)
- names of peoples: Italian, Hebrew, French...

Use the capital letters for:

- personal names, places and public entity (only the first initial): Antonio, Palermo, Repubblica italiana, Università gregoriana, Pontificia università urbaniana, Israele, Istituto nazionale di credito, Congregazione per la dottrina della fede, Banca d'Italia... but: Santa Sede, Stati Uniti, America Latina.
- titles of books, articles, documents: Bibbia, Vangelo, Corano, I promessi sposi...
- In special cases, to give the expression a different from the ordinary.

Special cases:

- Chiesa (istituzione), chiesa (monumento)
- Bibbia, sacra Bibbia
- Lettera ai Romani, I lettera ai Tessalonesi, Prima lettera ai Tessalonesi, libro della Genesi, le Lettere di Paolo, i libri dei profeti
- NT, AT
- parola di Dio, la Parola
- Scrittura, le Scritture
- Torah, la Legge
- vangelo, Vangelo di Luca, vangeli, la buona novella

ABBREVIAZIONI BIBLICHE

<i>Abd</i>	Obadiah	<i>Is</i>	Isaiah
<i>Act</i>	Acts of the Apostles	<i>Iud</i>	Letter of Saint Jude
<i>Agg</i>	Haggai	<i>Lam</i>	Lamentations
<i>Am</i>	Amos	<i>Lc</i>	Gospel of Saint Luke
<i>Bar</i>	Baruch	<i>Lev</i>	Leviticus
<i>1-2 Chr</i>	Chronicles	<i>1-2 Mac</i>	Maccabees
<i>Col</i>	Letter to the Colossians	<i>Mal</i>	Malachi
<i>1-2 Cor</i>	Letters to the Corinthians	<i>Mc</i>	Gospel of Saint Mark
<i>Ct</i>	The Song of Songs	<i>Mich</i>	Micah
<i>Dan</i>	Daniel	<i>Mt</i>	Gospel of Saint Matthew
<i>Dt</i>	Deuteronomy	<i>Nah</i>	Nahum
<i>Eccl</i>	Ecclesiastes	<i>Neh</i>	Nehemiah
<i>Eph</i>	Letter to the Ephesians	<i>Num</i>	Numbers
<i>Esd</i>	Ezra	<i>Os</i>	Hosea
<i>Est</i>	Esther	<i>Phil</i>	Letter to the Philippians
<i>Ex</i>	Exodus	<i>Phm</i>	Letter to Philemon
<i>Ez</i>	Ezekiel	<i>Pr</i>	Proverbs
<i>Gal</i>	Letter to the Galatians	<i>Ps</i>	Psalms
<i>Gen</i>	Genesis	<i>1-2 Ptr</i>	Letters of Saint Peter
<i>Hab</i>	Habakkuk	<i>1-2 Reg</i>	Kings
<i>Hbr</i>	Letter to the Hebrews	<i>Rom</i>	Letter to the Romans
<i>Iac</i>	Letter of Saint James	<i>Ru</i>	Ruth
<i>Idc</i>	Judges	<i>1-2 Sam</i>	Samuel
<i>Idt</i>	Judith	<i>Sap</i>	Wisdom
<i>Ier</i>	Jeremiah	<i>Sir</i>	Sirach
<i>Io</i>	Gospel of Saint John	<i>Soph</i>	Zephaniah
<i>1-3 Io</i>	Letters of Saint John	<i>1-2 Th</i>	Letters to the Thessalonians
<i>Iob</i>	Job	<i>1-2 Tim</i>	Letters to Timothy
<i>Ioel</i>	Joel	<i>Tit</i>	Letter to Titus
<i>Ion</i>	Jonah	<i>Tob</i>	Tobit
<i>Iosè</i>	Giosuè	<i>Zac</i>	Zachariah

Alcune abbreviazioni usuali

B.C. = before Christ
A.D. = Anno Domini
OT = Old Testament
fol. = folios
p., pp. = page, pages
v. = verse
vol. = volume
ff. = following (example: p. 122 ff.)
cfr. = confer

cit. = cited
ed., edd. = edidit (or edition), ediderunt
ibid.
ID., EAD.
no. = number
r, v = recto, verso
ser., n. ser. = series, new series
vd. = vide
ill. = illustration